

Equipment Transfer/Disposition Form

This form must be completed for **transfers or disposition** of any Homeland Security grant equipment with an original purchase price of \$5,000 or above.
 You can view [Disposal/Transfer Terms on Page 10](#) of the administrative manual

When equipment acquired under a subaward is no longer needed for the original project or program or for other activities currently or previously supported by a Federal, State, County, Tribal or political subdivision agency; disposal of the equipment will be made as follows:

Disposal Terms: Original Acquisition Cost of \$5,000 or more.

Is the current per-unit fair market value less than \$5,000?	Is the current per-unit fair market value more than \$5,000? SDHLS Approval Required
The item of equipment may be sold or disposed of without SDHLS approval. However, an Equipment Disposal Form must be submitted to SDHLS within 30 days of final disposal.	An Equipment Disposal Form must be submitted to SDHLS for approval at least 120 days prior to the proposed disposal date. After receiving the request, SDHLS will review it and issue an approval or denial within 60 days. Per 2 CFR 200.313 (e)(2), SDHLS is entitled to a share of the equipment's current market value or sale proceeds. This amount is calculated by multiplying the current value or sale price by SDHLS's original percentage of funding for the equipment. Please contact the HLS office to discuss available payment options.

TRANSFER TERMS:

Transferring Agency's Responsibilities: 1. Submit a signed copy of this form to SDHLS within 30 days of the transfer. 2. Maintain all grant records pertaining to this equipment for three years after the transfer date. 3. Provide the Receiving Agency a copy of the original purchase invoice for each equipment item.	Receiving Agency's Responsibilities: 1. Agree to the HSGP Terms & Conditions 2. Provide all necessary installation costs, insurance, annual maintenance, calibration, repair, and parts replacement for the equipment received. 3. Provide proper training and technical support to those assigned to use the equipment.
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Record Retention (2 CFR 200.334(C.)). All equipment records must be retained for three years after final disposal of the equipment.

Original Subrecipient Agency:	If Transferring: Receiving Agency:

Original Agency's Contact Name & Phone Number	Receiving Agency's Contact Name & Phone Number

Use a line for each item you are disposing or transferring. Disposal types include: Transfer, lost, stolen, sold.

Item	Make	Model	Serial Number	Grant Year Funded	Original Purchase Amount	Original Acquisition Date	Type of Disposal	Fair Market Value	Disposal Date

Please describe the type of disposal and per-unit fair market value assessment

Legal Considerations: The Transferring Agency and Receiving Agency should contact their legal departments to determine whether other legal provisions are required between the agencies. This should be accomplished by a separate agreement between the two agencies.

BY SIGNING THIS DOCUMENT, YOU AGREE TO THE DISPOSAL/TRANSFER TERMS LISTED ABOVE.

Original Agency Representative Signature	Printed Name	Date
Receiving Agency Representative Signature	Printed Name	Date
Homeland Security Office Signature	Printed Name	Date