



Department of Emergency Services and Public Protection
Division of Emergency Management & Homeland Security
1111 Country Club Road
Middletown, CT 06457

DIRECTIONS FOR THE PROPERTY INVENTORY REPORT

1. Sub-grantee – municipality, regional planning agency, or state agency.
2. Number on the sub-grant award notice.
3. Short or abbreviated title of the project.
4. Beginning and ending dates of the period of award of the grant, as amended (MM/DD/YYYY).
5. Date this form was completed (MM/DD/YYYY).
6. Name and phone number of the person who prepared this report.
7. Inventory number assigned by implementing agency.
8. Company or person who sold you the equipment. Equipment is defined as assets with a value of **\$5,000** or more at the time of acquisition.
9. Description of equipment.
10. Serial number assigned to the equipment by the manufacturer, if applicable.
11. Where the equipment is physically located.
12. The cost of the equipment.
13. Date the equipment was purchased.
14. Signature of Project Director or Financial Officer of Record.

THIS FEDERALLY REQUIRED FORM MUST BE SUBMITTED AT THE CONCLUSION OF THE GRANT AWARD PERIOD. PLEASE FORWARD THE COMPLETED REPORT TO:

Department of Emergency Services & Public Protection
1111 Country Club Road, 3rd Floor North
Middletown, CT 06457
Attention: DEMHS Grant Unit



**Department of Emergency Services and Public Protection
Division of Emergency Management & Homeland Security
1111 Country Club Road
Middletown, CT 06457**

EQUIPMENT/PROPERTY INVENTORY REPORT

1. Sub-Grantee/Custodial Owner: _____ 4. Period of Award: _____ to _____
2. Sub-Grant Number: _____ 5. Date of Report: _____
3. Project Title: _____ 6. Preparer: NAME, PHONE _____

7. Agency ID Number	8. Purchased From	9. Description of Item*	10. Serial Number	11. Location	12. Acquisition Cost	13. Acquisition Date

*** Equipment is defined as assets with a value of \$5,000 or more at the time of acquisition.**

With the completion of this project, I certify that the property described above will remain in the emergency management and homeland security system for purposes consistent with those objectives authorized for support by the state or for other activities currently or previously supported by a Federal agency. When the property is no longer needed as outlined above, I agree to the following disposition procedures: (1) items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; (2) items with a current per unit fair market value in excess of \$5,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment. Seller is also eligible for sale costs; (3) in cases where a grantee or sub-grantee fails to take appropriate disposition actions; the awarding agency may direct the grantee or sub-grantee to take other disposition actions. This report will also be required in electronic format (forms will be available on DESPP/DEMHS website).

Signature: _____
Project Director or Financial Officer of Record for the Sub-Grantee

Date