

## EQUIPMENT TRACKING FORM INSTRUCTIONS

Pursuant to Title 44 Code of Federal Regulations Part 13.32, each item of property acquired with Federal funds awarded through the SD Office of Homeland Security must be accounted for. This information must be maintained by the Subgrantee available for monitoring review purposes. The Equipment Tracking Form should be updated at the time of each physical inventory or when changes are identified. Please note that all equipment costing \$5,000 or more per unit is required to be physically inventoried at least once every two years by the Subgrantee.

- (1) Subgrantee Name: Enter the Subgrantee name as it appears on the Grant Agreement.
- (2) Description of Equipment: Give a brief description of the equipment item (abbreviate if necessary).
- (3) Make/Model: Provide the make and model of the equipment.
- (4) Serial/ID Number: Enter the serial number or other identification number (Subgrantee can enter their own inventory control number here). The objective is to assign a number which can be clearly traced from this form to the equipment item itself.
- (5) Source of Equipment: Enter the name of the vendor the equipment was purchased from.
- (6) Who Holds Title: If owned by Subgrantee, enter Subgrantee. If different, list the owner of record.
- (7) Acquisition Date: Please provide the month, date, and year the item of property was acquired.
- (8) Cost of Equipment: Enter the invoice unit price of the property including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired.
- (9) Location of Equipment: If same address as Subgrantee, indicate SAME AS SUBGRANTEE. If different, identify the site where the item is located.
- (10) Equipment Use: Indicate the use for which the equipment was purchased for.
- (11) Equipment Condition: Please indicate whether equipment is *new* or in *excellent*, *good*, *fair*, or *poor* condition.
- (12) Disposition: Enter the disposition (damaged, lost, stolen, misplaced, sold, on loan, transferred etc.) of the property at time of last physical inventory or when knowledge of such is available.
- (13) Disposal Sale Price: If an item has been sold please enter the sale price.
- (14) Disposal Date: Please provide the month, date, and year the item of property was disposed of.
- (15) Federal Participation: Enter the percentage of Federal funds used to purchase the equipment.
- (16) Authorized Agent: This form must be signed and dated by an authorized agent with first hand knowledge of the facts presented. The form should

STATE OF SOUTH DAKOTA  
OFFICE OF HOMELAND SECURITY  
EQUIPMENT TRACKING FORM

(1) Subgrantee Name: XX County

(2) Description of Equipment	(3) Make/Model	(4) Serial or ID Number	(5) Source of Equipment	(6) Who Holds Title	(7) Acquisition Date	(8) Cost of Equipment	(9) Location of Equipment	(10) Equipment Use	(11) Equipment Condition	(12) Disposition	(13) Disposal Sale Price	(14) Disposal/ Transfer Date	(15) Federal Participation
USAR ATV/UTV w/accessories & trailer	2011 Polaris Ranger 6X6	3V5198M89222	Mid America Motoplex	Subgrantee	03/10/11	\$30,000.00	Minnehaha Emergency Management	Search & Rescue	Good	In Use	NA	NA	100%
Generator 50 KW	IPS 362495	342733-1-1-0212	Powersystems	City of Baltic	05/21/12	\$24,999.00	Baltic Fire Dept	Backup power source - shelter	Good	Transferred	NA	05/31/12	86%
Mobile Data Terminal	Toughbook TB31	2BTYA46180	Connecting Point	Subgrantee	04/01/10	\$5,555.00	Minnehaha County Sherriff Office	Mobile connectivity	Disposed	Sold	\$500.00	03/16/2014	100%
Note: the above items are samples only and do not represent actual transactions or amounts.													

I CERTIFY THAT THE INFORMATION PROVIDED IS ACCURATE AND ALL EQUIPMENT HAS BEEN PHYSICALLY INSPECTED WITHIN THE LAST TWO YEARS IN ACCORDANCE WITH FEDERAL PROGRAM REQUIREMENTS, GRANT AGREEMENT, AND APPLICABLE STATE AND FEDERAL REGULATIONS.

\_\_\_\_\_  
(16) SIGNATURE OF AUTHORIZED AGENT

\_\_\_\_\_  
DATE

STATE OF SOUTH DAKOTA  
OFFICE OF HOMELAND SECURITY  
EQUIPMENT TRACKING FORM

(1) Subgrantee Name: XX School District

(2) Description of Equipment	(3) Make/Model	(4) Serial or ID Number	(5) Source of Equipment	(6) Who Holds Title	(7) Acquisition Date	(8) Cost of Equipment	(9) Location of Equipment	(10) Equipment Use	(11) Equipment Condition	(12) Disposition	(13) Disposal Sale Price	(14) Disposal Date	(15) Federal Participation
Access Control System	Johnson Controls	123456	Johnson Controls	Subgrantee	04/17/14	\$9,999.00	Canyon Lake Elementary	School security	Good	In Use	NA	NA	100%
Access Control System	Johnson Controls	123455	Johnson Controls	Subgrantee	04/17/14	\$5,555.00	Horace Mann Elementary	School security	Good	In Use	NA	NA	98%
Security Cameras	Safe-N-Secure	4321	Safe-N-Secure	Subgrantee	02/11/09	\$19,999.00	Robinsdale Elementary	School surveillance	Disposed	Sold	\$1,000.00	04/13/14	100%
USAR ATV/UTV w/accessories & trailer	2011 Polaris Ranger 6X6	3V5198M89222	Mid America Motoplex	City of Sioux Falls	03/10/11	\$30,000.00	Sioux Falls Fire Dept #1	Search & Rescue	Good	In Use	NA	NA	100%
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Note: Subgrantees must have a method to track individual components of systems and to identify/document when components are disposed of. At the time it is determined that the remaining items have a minimal value (less than \$5000), the subgrantee may note on the equipment form that the system has been retired. For example, the homeland security grant originally funded 50 security cameras. A number of years later, only 10 cameras remain in use, and they have no market value. The subgrantee may notate "retired/no longer in use" on the equipment tracking form and enter the date this determination was made.													

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DATE