

**South Dakota Office of Homeland Security (SDHLS)  
Equipment Disposition Request Form Instructions**

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; disposition of the equipment will be made as follows:

**Original Acquisition Cost of less than \$5,000.**

Items with an original acquisition cost of less than \$5,000 may be disposed of with no notification to SDHLS. An Equipment Disposition Request Form is not required.

**Original Acquisition Cost of \$5,000 or more.**

**Is the current per-unit fair market value less than \$5,000?**

The item of equipment may be sold or disposed of without SDHLS approval. However, an Equipment Disposition Form must be submitted to SDHLS within 30 days of final disposition.

**Is the current per-unit fair market value more than \$5,000? **SDHLS Approval Required.****

An Equipment Disposition Form must be submitted to SDHLS for approval at least 120 days prior to the proposed disposition date. Following receipt of the equipment disposition request, SDHLS will review and make a determination whether the proposed equipment disposition is approved or disapproved within 60 days of the receipt of the equipment disposition request.

Per 2 CFR 200.313 (e)(i), SDHLS shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by SDHLS's original percentage share of the equipment.

**Documentation** showing how fair market value was determined shall be provided to SDHLS upon request.

**Record Retention** (2 CFR 200.333(C.)). All equipment records must be retained for three years after final disposition of the equipment.

**South Dakota Office of Homeland Security (SDHLS)  
Equipment Disposition Request Form**

**Subrecipient Information**

Date of Request: \_\_\_\_\_  
Subrecipient Agency: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Grant Year Equipment was Purchased: \_\_\_\_\_  
Date Purchased: \_\_\_\_\_  
Original Award Amount: \_\_\_\_\_

**Equipment Disposition Request Information**

Equipment description (make, model, serial number)

Requested disposition date

Assessed per-unit fair market value

Method used to assess per-unit fair market value (i.e., vendor estimate, Kelly Blue Book, auction agency).

Intended disposition of the equipment (i.e., sale, trade, surplus, etc.).

**SUBMIT THIS FORM TO THE SD OFFICE OF HOMELAND SECURITY FOR ANY EQUIPMENT WITH AN ORIGINAL ACQUISITION COST OF \$5000 OR MORE.**

- EQUIPMENT WITH A CURRENT PER-UNIT FAIR MARKET VALUE OF \$5000 OR MORE MUST HAVE SDHLS APPROVAL PRIOR TO DISPOSAL.
- EQUIPMENT WITH A CURRENT PER-UNIT FAIR MARKET VALUE LESS THAN OF \$5000 MAY BE DISPOSED OF WITH NO FURTHER AUTHORIZATION FROM SDHLS

\_\_\_\_\_  
Subrecipient Official

\_\_\_\_\_  
Printed Name Date

\_\_\_\_\_  
SD Homeland Security Approval  
( For per-unit fair market value of \$5000 or over)

\_\_\_\_\_  
Printed Name Date