**Department of Environmental Conservation**

**Equipment Ownership Request / Approval Form**

The State of Vermont Department of Environmental Conservation (DEC) requires Grantees to submit written request indicating the awardee wishes to retain any equipment[[1]](#footnote-1) purchased or furnished to the Grantee with State or Federal funds at the end of the grant term. This requirement is outlined in Section 6. Ownership and Disposition of Equipment clause[[2]](#footnote-2) of the original agreement.

Items of equipment with a current per unit fair market value of $5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to DEC.

When disposing of or replacing items of equipment purchased under this grant with a current per unit fair market value in excess of $5,000, Grantee must request disposition instructions from DEC.

If DEC fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value in excess of $5,000 may be retained by the non-Federal entity or sold. DEC is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the DEC 's percentage of participation in the cost of the original purchase

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| **Grantee:** |  |
| **Agreement #:** |  |
| **Equipment Name /Type:** |  |
| **Date of Purchase:** |  |
| **Original Cost of Equipment:** | $ |
| **Estimated Current Market Value of Equipment:** | $ |
| **Description of Equipment:** |  |
| By signing below the Grantee certifies that they accept ownership of the above named equipment for the same use and intended purpose as outlined in the original agreement.  Grantee Signature Date  Print Name Signer’s Title | |
| Please complete all of the fields above and submit this document to your DEC point of contact. The DEC Financial Operations Section will review this information and provide you with a signed copy once it has been approved. | |

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| **DEC Financial Operations Only** |

By signing below The Vermont Department of Environment Conservation hereby grants your request to retain the equipment refenced above for the same use and intended purpose as outlined in the original agreement.

**The DEC’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Equipment** *tangible*[*personal property*](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=69fe794be5eab95f69a9fdcad5815f5b&term_occur=999&term_src=Title:2:Subtitle:A:Chapter:II:Part:200:Subpart:A:Subjgrp:28:200.33)*(including information technology systems) having a useful life of more than one year and a per-unit*[*acquisition cost*](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=5acff7d5097bf48e11513f2725dc6d45&term_occur=999&term_src=Title:2:Subtitle:A:Chapter:II:Part:200:Subpart:A:Subjgrp:28:200.33)*which equals or exceeds the lesser of the capitalization level established by the*[*non-Federal entity*](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=e70d4d5b3d21f635ea2aec391214bde6&term_occur=999&term_src=Title:2:Subtitle:A:Chapter:II:Part:200:Subpart:A:Subjgrp:28:200.33)*for financial statement purposes, or $5,000.*   
    [↑](#footnote-ref-1)
2. **Ownership and Disposition of Equipment:** *Any equipment purchased or furnished to the Grantee by the State under this Grant Agreement is provided on a loan basis only and remains the property of the State.  Grantee must submit a written request to retain the equipment at the end of grant term for the same use and intended purpose as outlined in this agreement.**The written request should include: description of equipment, date of purchase, original cost and estimated current market value.* [↑](#footnote-ref-2)