



Indiana Department of Homeland Security

Information Bulletin

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To: All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All Emergency Management Directors

From: Rachel Woodall
Grants Management Section Chief
Planning Division, Indiana Department of Homeland Security

Subject: Equipment Inventory for Preparedness Grants

Purpose

The purpose of this information bulletin is to provide updated information and guidance regarding the Equipment Inventory requirements and guidelines for Federal Preparedness Grants.

Background

Recipients of federal funding are required to keep an inventory of the property/equipment that is purchased in whole or in part with federal funds managed by the Indiana Department of Homeland Security (IDHS). Through our monitoring of grant recipients, IDHS has noted that recipients have implemented this requirement in a variety of ways, ranging from paper based systems to sophisticated electronic ones. Though this has been a requirement since IDHS began administering federal preparedness funding, IDHS has not previously instituted a formalized mechanism to ensure compliance with this federal requirement to assist IDHS grant recipients.

Applicability

The requirements outlined in this Information Bulletin are applicable to property/equipment purchased, in whole or part, using federal grant funds from the Emergency Management Performance Grant Program (EMPG) and the Homeland Security Grant Program (HSGP), which includes the State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), Urban Areas Security Initiative (UASI) Citizen Corps Program (CCP) and Metropolitan Medical Response System (MMRS). This Information Bulletin does not include **All** of the federal and state requirements that are applicable to property/equipment purchased with grant funds and recipients are expected to comply with all such requirements imposed by the grant agreement between IDHS and the recipient.

In case of any ambiguity, conflict or inconsistency between this Information Bulletin and the grant agreement between IDHS and the recipient, the provisions of the grant agreement take precedence.

Inventory Requirements

The Indiana Grants Management System (iGMS) equipment tracking module was released January, 2012 and enhanced to satisfy every obligation for inventory recordkeeping. Equipment or property is defined as “tangible, non-expendable property having a useful life of more than one year and an acquisition cost of \$500 or more per unit acquired in whole or in part with grant funds.” This definition includes software and software licenses.

These recordkeeping requirements include:

Maintenance of Accurate Property/Equipment Records

- Description of the property
- Manufacturer’s model number
- Manufacturer’s serial number or other identification number
- Vendor or other source of the property
- Identity of title holder of the property
- Acquisition date
- Award number
- Federal grant number
- Percentage of Federal participation in the cost of the property
- Unit acquisition cost
- Physical location of the property
- If the property was assigned to an individual, the name and title of the individual to whom the property was assigned
- Use of the Property
- Condition of the property as of the date the information is reported
- Any ultimate disposition information

Disposition of Equipment purchased with Federal preparedness funding

When original or replacement equipment that maintains a current market value of \$5,000 or more, acquired using federal grant funds is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, items of equipment may be disposed of in accordance with the federal requirements pertaining to equipment (see 44 CFR 13.32(e)).

Aforementioned equipment that maintains a current market value of *under* \$5,000 may be disposed of in any manner deemed appropriate by sub-grantee.

Conducting a Physical Equipment Inventory.

The sub-recipient is required to conduct a physical property inventory, reconcile the results with the property records. Any differences between quantities determined by the physical inspection and those in the accounting records shall be investigated to determine the cause of the difference. The Sub-grantee shall, in connection with the inventory, verify the existence, current utilization, current location, and continued need for the property.

Although not a requirement, the iGMS can provide a standardized and archived way to capture the mandatory data. Fiscal Agents can use the tracking tool in the iGMS to track equipment purchased with federal preparedness funding, the person to whom equipment was assigned, reconciled items, and any transfer activity

Implementing Safeguards to Prevent Loss, Damage or Theft of Equipment

A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated and fully documented and made a part of the official project records. A sub-recipient must submit a description of its control system and send a copy to IDHS grants management every year no later than April 15. Adequate maintenance procedures shall be developed and implemented to keep the property in good condition.

Equipment marking

The HSGP grant guidance requires applicants to, when practicable, any equipment purchased with federal grant funding shall be marked prominently with the following phrase "Purchased with funds provided by the U.S. Department of Homeland Security."

Reconciliation of Equipment lists

Indiana Department of Homeland Security Grants Management will collect reconciled equipment lists and description of individual control systems for compliance from all counties on April 15 of each year with the equipment inventory lists. This can be sent to IDHS in the sub-recipient's preferred format or entered into the iGMS equipment inventory module.

If you have any further questions or comments please feel free to contact your district coordinator, Grants Management at grants@dhs.in.gov; or at (317) 234-5917.