

State of Vermont
Agency of Natural Resources
Department of Environmental Conservation

Job Aid:	Equipment Ownership Request	Effective Date:	9/23/2020
Applicable To:	Department of Environmental Conservation	Revision Date:	
Prepared/ Revised by:	Kait Jones	Approved By:	

Overview

This task pertains to grant agreements where equipment was purchased or furnished by the grantee under their agreement with the State. For grant agreements where equipment was purchased, the Grants Management Specialist (GMS) should document a written statement from the awardee indicating the awardee wishes to retain the equipment after the agreement closes. Please view the *Equipment Ownership Request* letter template (below) which outlines the required information needed by the grantee to claim ownership.

Once the awardee has provided a written request (request should include the following as outlined in the *Equipment Ownership Request* letter: description of the equipment, the date of purchase, original cost, and estimated current market value). The GMS should respond with the *Equipment Ownership Request Approval* letter template (below) to approve the request.

All correspondence regarding the equipment ownership should be saved and documented in the official grant file in the Grants and Contracts Management System (GCMS).

Definitions

- **Equipment:**
Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

Equipment Ownership Request:



Vermont Department of Environmental Conservation

Agency of Natural Resources

Administration and Innovation Division

1 National Life Drive

Main 2

Montpelier, VT 05620-3522

Date

Awardee First and Last name

Awardee Title, Vendor

Address

RE: Agreement #

Dear Awardee,

In order to close out the above referenced agreement I will need a written request indicating that Awardee Name wishes to retain the equipment after the agreement closes. This requirement is listed in your agreement under item 6, page 1:

*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.***

If you wish to retain the equipment purchased under this agreement, please provide a written request accepting ownership of the Equipment Name and include the answers to the bolded statements above.

Sincerely,

GMS Name

Grants Management Specialist

Equipment Ownership Request – Approval:



Vermont Department of Environmental Conservation

Agency of Natural Resources

Administration and Innovation Division

1 National Life Drive

Main 2

Montpelier, VT 05620-3522

Date

Awardee First and Last name

Awardee Title, Vendor

Address

RE: Agreement #

Dear Awardee,

This letter is to serve as a response to your request to retain equipment at the end of the agreement term, per section 6 of the original agreement (agreement #). The Vermont Department of Environmental Conservation hereby grants your request to retain the Equipment Name for the same use and intended purpose as outlined in the original agreement.

Sincerely,

GMS Name

Grants Management Specialist