

CAL FIRE

Business Workforce and Development Grant Program Equipment Disposition Plan

Directions: Table 1 is filled out with the purchase of equipment and kept with your records. At the completion of the grant, Table 1 and Table 2 are submitted with the final report.

Equipment is an item exceeding \$10,000 or more per unit cost and has a tangible useful life of more than one (1) year.

Equipment Requirements

- a) Unless the agreement provides otherwise, the title to equipment acquired by a recipient in part or wholly with CAL FIRE Business Workforce and Development grant funds shall vest in the recipient, subject to the conditions of this Attachment and a vested interest maintained with the State of California for the service life¹ of the equipment, continuing after the termination of the Grant Agreement.
- b) The recipient shall use the equipment in the project or program for which it was acquired as long as needed, whether or not the project or program continues to be supported by grant funds and shall not encumber the property without approval. When no longer needed for the original project or program, the recipient shall use the equipment in connection with its other CAL FIRE aligned activities, in the following order of priority:
 - (1) Activities sponsored by Business Workforce and Development, then
 - (2) Activities aligned with Business Workforce and Development interests.
- c) Prior authorization must be received from CAL FIRE if the recipient uses CAL FIRE funds to purchase equipment under a financing or loan agreement. For instances where equipment is purchased under a loan or financing agreement, the recipient shall maintain a status of "good standing" with the financing entity for the duration of financing terms. Prior to the termination of the Grant Agreement, the equipment must be paid off in whole and all interest in the equipment held by a third-party lender or similar entity shall be extinguished, unless written approval is otherwise granted at the discretion of the CAL FIRE Business Workforce and Development staff. In such a case, recipient shall inform the lender, in writing, of CAL FIRE's interest in the equipment using a "Financing Notification Letter" provided by CAL FIRE.
- d) The recipient's property management standards for equipment acquired with grant funds shall include all of the following:
 - (1) Equipment records shall be maintained accurately and shall include the following information:
 - (i) A description of the equipment
 - (ii) Manufacturer's serial number, model number, federal stock number, national stock number, or other identification number
 - (iii) Source of the equipment, including the award number
 - (iv) Title vesting details
 - (v) Acquisition date and cost
 - (vi) Information from which one can calculate the percentage of state participation in the cost of the equipment
 - (vii) Location and condition of the equipment and the date the information was reported
 - (viii) Unit acquisition cost
 - (ix) Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value
 - (2) Equipment purchased, at least in part, by Business Workforce and Development grant funds shall still have a vested interest by CAL FIRE.
 - (3) A physical inventory of equipment shall be taken, and the results reconciled with the equipment records at least once every two (2) years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The recipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.
 - (4) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented; if the equipment was purchased at least in part by CAL FIRE, the recipient shall promptly notify the CAL FIRE grant program with whose funds the equipment was purchased. Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

¹ Service Life is the number of years the equipment is likely to remain in service for the purpose of cost-effective revenue generation.

CAL FIRE
Business Workforce and Development Grant Program
Equipment Disposition Plan

Grant Award Number:	
Organization Name:	
Grant Period:	
Grant Project Title:	

CAL FIRE USE ONLY	
Prepared by:	
Reviewed by:	
Approved by:	

Table 1. Equipment Details

Each Table 1 entry requires a corresponding entry in Table 2.

SI#	Equipment Description	Serial #, Model # or other ID	Legal Owner of Asset	Acquisition Date	Unit Acquisition Cost	Location	Condition	Fair Market Value	Anticipated Date of Disposal	Details of Disposition	Sale Price

Table 2. Forecasted Equipment Production

Please list each equipment item identified from Table 1 above. This table aims to quantify the forecasted production capacity for each equipment item that is purchased in whole or in part with CAL FIRE grant funds. Appropriate units of measure should be included for each entry.

SI#	Equipment Description	Forecasted Service Life (years)	Forecasted Annual Equipment Production Include associated units of measure. Include more than one unit of measure where appropriate (e.g. BDT/yr., megawatts/yr., hours/yr., gallons/yr., etc.)	Total Forecasted Equipment Production (Service Life x Annual Equipment Production)