

Guide for Review of EZ Equipment and Equipment Disposition			
Name of Program Participant:			
Staff Consulted:			
Name(s) of Reviewer(s)		Date	

**NOTE:** All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

**Instructions:** This Exhibit is designed to review the EZs equipment management policies for compliance with the regulatory requirements of 24 CFR 84.32 or 24 CFR 85.32, as appropriate, which are incorporated by reference in the Round II EZ Grant Agreement, Section I.D. The Exhibit is divided into three sections: Selected Sample; Equipment Management; and Equipment Disposition. Along with program participant staff interviews, the sampling guidance in Section 14-3 of the introduction to this Chapter is to be used in selecting transactions to review. If the EZ's accounting system includes information on equipment acquired with EZ grant funds, it can be a convenient starting point for selecting a representative sample of equipment transactions to review.

**Questions:**

**A. SELECTED SAMPLE**

1.

List below the selected sample of equipment management transactions. Add more lines if needed.					
Item	Acquisition Cost	Federal Share of Acquisition Cost	Disposition Date (if applicable)	Disposition Proceeds (if applicable)	Federal Share of Disposition Proceeds (if applicable)
1.					
2.					
3.					
4.					
5.					
6.					

**B. EQUIPMENT MANAGEMENT**

2.

Based on the selected sample, does a review of the documentation show that the EZ maintains equipment records which contain the following information as required by 24 CFR 85.32: [EZ Grant Agreement, Section I.D]			
a. property description?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
b. identification?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
c. funding source (grant number)?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
d. title holder?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
e. acquisition date and cost?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
f. percentage of Federal participation in original acquisition cost?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
g. location, use and condition of equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
h. unit acquisition cost?	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
i. if, applicable, disposition data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

3.

Has a physical inventory of equipment been taken and the results reconciled with the property records within the last two years? [EZ Grant Agreement, Section I.D; 24 CFR 85.32]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
<b>Describe Basis for Conclusion:</b>		

C. EQUIPMENT DISPOSITION

4.

Describe the EZ's procedures for equipment disposition.
<b>Describe Basis for Conclusion:</b>

5.

If the EZ sold equipment purchased with EZ funds, were the proceeds from the sale kept as program income? [EZ Grant Agreement, Section I.D; 24 CFR 85.32]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			

6.

If the EZ has disposed of equipment by sale, were efforts were made to obtain the highest possible return per 24 CFR 85.32(d)(5)? [EZ Grant Agreement, Section I.D]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
<b>Describe Basis for Conclusion:</b>			