

Guide for Review of SHP Equipment and Equipment Disposition			
Name of Grantee:			
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 grantee'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 SHP grantee's equipment management policies for compliance with 24 CFR 85.32 and 24 CFR 84.34. It is divided into three sections: Sample Selection, Equipment Management, and Equipment Disposition. If the grantee's accounting system includes information on equipment acquired with SHP funds, it can be used as starting point for selecting a representative sample of equipment transactions to review. The HUD reviewer is to follow the sampling guidance in Section 13-3 in the introduction to this Chapter to select records regarding equipment purchases and sales. These records, along with staff interviews, will form the basis for completing the chart below and answering Exhibit questions. The SHP regulatory citation for the uniform administrative requirements is located in 24 CFR 583.330.

**Questions:**

**A. SAMPLE SELECTION**

1.

Complete the table below after selecting equipment transactions for review. (If additional rows are needed, please attach an additional sheet.)						
Item	Date Acquired	Acquisition Cost	Federal Share of Acquisition Cost	Disposition Date	Disposition Proceeds	Federal Share of Disposition Proceeds

B. EQUIPMENT MANAGEMENT

2.

Does the grantee maintain equipment records that contain the information required by the applicable regulations? [24 CFR 85.32 or 24 CFR 84.34]	<input type="checkbox"/> <input type="checkbox"/> <b>Yes</b> <b>No</b>
<b>Describe Basis for Conclusion:</b>	

3.

Has a physical inventory of equipment been taken and the result reconciled with the property records within two years from the date of this monitoring? [24 CFR 85.32 or 24 CFR 84.34]	<input type="checkbox"/> <input type="checkbox"/> <b>Yes</b> <b>No</b>
<b>Describe Basis for Conclusion:</b>	

C. EQUIPMENT DISPOSITION

4.

a. Do the grantee's procedures require efforts to obtain the highest possible return for sale of equipment? [24 CFR 85.32 (d)(5) or 24 CFR 84.34(f)(6)]	<input type="checkbox"/> <input type="checkbox"/> <b>Yes</b> <b>No</b>
<b>Describe Basis for Conclusion:</b>	

b. If grant-funded equipment was sold during the period under review, is there evidence to show that efforts were made to obtain the highest possible return? [24 CFR 85.32 (d)(5) or 24 CFR 84.34(f)(6)]	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Yes</b> <b>No</b> <b>N/A</b>
<b>Describe Basis for Conclusion:</b>	