

EQUIPMENT VERIFICATION

For a project that involves the use of CDBG funds to purchase equipment, the recipient is responsible for verifying the purchase. At a minimum, verification procedures must include one on-site visit to determine that the purchase of equipment was made in accordance with the Financial Award and loan agreements. In addition, the recipient must develop and maintain (for three years following grant close-out) equipment inventory records identifying the equipment purchased with CDBG funds.

In order to provide guidance on the type of inventory record to develop and maintain, we have developed a CDBG Equipment Inventory form. This form is to be submitted to the Division of Community Services (DCS) with the Final Report. The following information is to be documented on the inventory form:

- Equipment Description
- Manufacturers
- Model Number
- Serial Number
- Date of Purchase
- Purchase Price
- Location
- Initials of Person Verifying Equipment Location