

Kansas Housing Resources Corporation Weatherization Property Disposition Request/ Report	Sub-grantee:	
	Date:	

Federal Grant: <input type="checkbox"/> DOE <input type="checkbox"/> DOE ARRA <input type="checkbox"/> IEAP	Property Item: <input type="checkbox"/> Vehicle <input type="checkbox"/> Supplies <input type="checkbox"/> Equipment
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Model Year	Type/ Model	VIN or Serial #	Fund Source & Percentage	Who holds title	Acquisition Date	Original Cost	Physical location of property	Condition Code*	Current Mileage/ other	Current Fair Market Value**

**Condition Code: (codes come from SF-428 S)*

- 1 Excellent. Property that is in new condition or unused condition and can be used immediately without modification or repairs.
- 4 Usable. Property which shows some wear, but can be used without significant repair.
- 7 Repairable. Property which is unusable in its current condition but can be economically repaired.
- X Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/ or uneconomical.
- S Scrap. Property which has no value except for its basic material content.

**** Current Fair Market Value:** Please provide attachment with how fair market value was determined.

Disposal Requested:

- (Supplies) request to retain the supplies for use on non-Federally sponsored activities with compensation of the current fair market value to the Federal Government.
- (Supplies) request to sell supplies with proceeds to the Federal Government.
- Request to use the equipment on another federal sponsored project (attach acceptance by other federal project to cover all expenses).
- Request a lien release as current fair market value is below \$5,000 and Federal interest in the property is extinguished.
- Request approval to trade-in or sell to offset costs of replacement equipment (attach purchase request form for replacement equipment).
- Retain property with no further obligation to the Federal government with compensation of the current fair market value to the Federal Government.
- Request disposition instructions from the Federal Government.
- Request to sell the property and use the proceeds for further weatherization activities.
- Request to transfer the property to another agency.
- Report loss, destruction or theft of Federal property (attach description of circumstances and police report or an explanation as to why no report was filed).

Date of sale		
Sale proceeds (or estimate of current fair market value)		
Percentage of Federal participation		
Federal Share		
Selling and handling allowance		
Amount remitted to the Federal Government		

Lien Release:

The Kansas Department of Revenue lien release form has a place to indicate where you would like the title mailed:

Name:	
Mailing Address:	
City, State and Zip code:	

Unless special instructions are requested, lien releases will be faxed to the Kansas Department of Revenue and a copy mailed to the sub grantee:

I certify, under the penalty of perjury and fraud, that the information reported above is true and correct.

AUTHORIZED PERSON COMPLETING THIS FORM:

Signature of Person Completing this Form:	
Name and Title:	
Signature of Agency Executive Director:	
Date Signed:	

KHRC use only:

N/A	Done		
<input type="checkbox"/>	<input type="checkbox"/>	Can another sub-grantee within the network utilize the property?	
<input type="checkbox"/>	<input type="checkbox"/>	Complete SF 428, if required (DOE/LP)	
<input type="checkbox"/>	<input type="checkbox"/>	Send to Federal Agency for approval:	
<input type="checkbox"/>	<input type="checkbox"/>	Issue approval/ instructions to sub-grantee	
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, complete appropriate SF 428 forms and submit to DOE/LP	
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, submit Lien release to KHRC Legal Department.	
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, Assist Sub-grantee with returning funds to treasury (DOE/LP)	
<input type="checkbox"/>	<input type="checkbox"/>	Complete sub-grantee property tracking spreadsheet, update file	

KHRC Response to Sub recipient request:

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Dispose in accordance with attached instructions
Signature and Title:		
Date Signed:		