Indiana Department of Homeland Security

Information Bulletin

Indiana Department of Homeland Security
District Programs Information Bulletin

Date: January 4, 2012

Bulletin No: 12-01

TO: All District Administrative Coordinators
All District Coordinators
All District Fiscal Agents
All District Planning Council Members
All District Planning Oversight Committee Members
All Emergency Management Directors

From: Caitlin McKenna
Policy Development and Research Branch Chief
Planning Division

Subject: Equipment Inventory Requirement for Preparedness Grants

Summary
As a recipient of federal preparedness funding, an equipment inventory is required to be kept. Throughout the IDHS grant monitoring program, it has been noted that this is handled in a variety of ways ranging from paper based systems to sophisticated electronic ones. Though this has been a requirement since IDHS began administering federal preparedness funding, IDHS has not had a formalized method to ensure compliance with this federal requirement. Because of the agency's need to validate what we know to be good care and stewardship of federal funding with state and local partners, IDHS will begin tracking equipment inventory compliance this year.

In the January release of the iGMS, an equipment tracking module that will satisfy every obligation for inventory recordkeeping was deployed. Equipment is defined as "tangible, non-expendable property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit." These requirements include:

- Maintenance of Accurate Property and Equipment Records. Property records shall include:
    - Description of the property
    - Manufacturer's model number
    - Manufacturer's serial number or other identification number
    - Vendor
    - Acquisition date
    - Award number
    - Federal grant number
    - Percentage of Federal participation in the cost of the project for which the property was acquired

  - Unit acquisition cost
  - Physical location of the equipment
  - Condition of the equipment as of the date the information is reported
  - Disposition of the equipment: Date of disposal, how and to what entity equipment was disposed, sales price
- Conducting a Physical Equipment Inventory. The sub-recipient is required to conduct a physical equipment inventory and submit its physical equipment inventory report (Appendix C) with the quarterly progress report due on April 15th of each year to IDHS.
- Implementing Safeguards to Prevent Loss, Damage or Theft of Equipment. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. A sub-recipient must submit a description of its control system either in its grant application or when otherwise requested by IDHS.
- Implementing Equipment Maintenance Procedures.
- Disposition. Equipment with a fair market value of $5,000 or more must include reimbursement to the Federal government using the percentage of Federal participation in the original cost of the equipment.

Fiscal agents can use the tool in the iGMS to track equipment purchased with federal preparedness funding, to whom that equipment was assigned, and any transfer activity. Though not a requirement, the iGMS can provide a standardized and archived way to capture the required information. Additionally, the iGMS will be able to accept uploads of Excel spreadsheets with equipment inventory information if provided using the attached inventory template.

Frequently Asked Questions

- When is the equipment inventory due?
  Per the sub-grant agreement, equipment inventories are due annually by April 15th. This does not mean you must have a 100% solution by April 15th, but you will need to demonstrate a measure of compliance.
- I've never done this before, why now?
  The inventory requirement is not only a good practice, but a federal requirement. The requirement has been written into sub-grant agreements for all preparedness funding and is outlined as part of the IDHS Administrative Grants Administrative plan (pp. 23-25); however, IDHS is now formalizing the compliance monitoring.
- Is equipment inventory management in the iGMS required?
  It is not required to use the iGMS as your equipment inventory solution. If you have a solution already in place, IDHS will create a space in the iGMS where you can upload documentation of your equipment inventory.
- Who can I contact for assistance?
  The IDHS District Coordinators are always available to help as is the Grants Management Team.

Indiana Department of Homeland Security

Information Bulletin

Feel free to contract your district coordinator (contact information listed below) or Grants Management at grants@dhs.in.gov .

District Coordinators

- District 1 - Angie Cloutier 317-519-6721
- District 2 - Dave McGuire 317-517-4082
- District 3 - Richard Dolsen 317-753-3723
- District 4 - Sharon Gerlach 317-695-1540
- District 5 - Rob Puckett 317-605-2212
- District 6 - Chris Burris 317-727-4431
- District 7 - Jerry Sears 317-695-3557
- District 8 - Shannan Hinton 317-605-6377
- District 9 - Doug Cooke 317-605-2804
- District 10 - Terry Hight 317-694-8828

District Team Leaders

- North Team Leader - Tom Sherron 317-517-2846
- South Team Leader - Kathy Dayhoff-Dwyer 317-409-5759