

**COLORADO DIVISION OF CRIMINAL JUSTICE  
EQUIPMENT INVENTORY/RETENTION CERTIFICATION (DCJ FORM 5)**

See instructions on page two of this form.

GRANTEE:	GRANT NUMBER:
PROJECT TITLE:	PROJECT DURATION FROM: _____ TO: _____
PREPARED BY:	
PHONE: _____	DATE: _____
TYPE OF REPORT:	
Equipment Acquired	Grant Award Period End
Final Disposition	

Complete a separate form for each piece of equipment (unit cost of \$5,000 or more) purchased with federal and/or matching funds under this grant. Submit original(s) to the Division of Criminal Justice at the following times for each piece of equipment, 1) after initial procurement, 2) at the end of the Grant Award Period, and 3) at final disposition.

**SECTION I: EQUIPMENT INFORMATION**

Description:	
Serial #:	Inventory #:
Date of Acquisition:	Cost:
Federal Award Identification Number:	
Percent of cost paid with awarded federal funds from this grant:	
Location of Equipment:	
Use and Condition of Equipment:	

**SECTION II: RETENTION AND DISPOSAL:** Complete this section for the Grant Award Period End and/or Final Disposition Reporting.

**Status:** [check the appropriate box (es)]

☐ **Retention:**

- ☐ Item has depreciated to a value less than \$5,000 and no longer requires inventory.
- ☐ The equipment has a value of \$5,000 or greater and will continue to be used for the authorized federal grant purposes for which it was acquired.
- ☐ The equipment has a value of \$5,000 or greater and will be used for other activities currently or previously supported by a Federal agency. Describe in the space provided:

☐ **Disposal:**

- ☐ Item has depreciated to a value less than \$5,000 and no longer requires inventory.
- ☐ The equipment has a value of \$5,000 or greater and is no longer needed for the funded project or other activities currently or previously supported by a Federal agency:
  - ☐ Traded in or sold to offset the cost of replacement equipment. (If this occurs during the grant period, prior approval must be obtained from your DCJ Grant Manager). Replacement equipment will require a new DCJ Form 5.
  - ☐ Sold at fair market value in excess of \$5,000. Proceeds must be returned to DCJ equal to the percentage paid by federal grant funds.
  - ☐ Returned to the Division of Criminal Justice (Prior to returning equipment, contact your DCJ Grant Manager).
- ☐ Lost, damaged or stolen. Attach a copy of report made and investigation results.

**REQUIRED GRANTEE SIGNATURES:** I certify that, to the best of my knowledge and belief, this report and attachments are correct and complete; the content of this form, other than the data entry required, has not been altered; and that any equipment purchased with Byrne JAG funds will be used criminal justice purposes.

\_\_\_\_\_  
Project Director's Signature / Date

**SUBMIT ONE SIGNED FORM TO DCJ IN ACCORDANCE WITH THE TIMELINES DEFINED ON THE NEXT PAGE**

## INSTRUCTIONS FOR COMPLETING DCJ FORM 5

(HINT: Complete the \*d items below and then make copies of the form for future reporting.)

### **HEADING**

**\*Grantee:** This is the agency to which the federal grant award was made.

**\*Grant Number:** This is the grant number assigned to the project by DCJ. It can be found on the Grant Agreement.

**\*Project Title:** This is the name of the project which is identified on the Grant Agreement.

**\*Duration:** This is the period of the grant award, not the time period for which this report is being submitted. It can be found on the Grant Agreement, and is changed only if the project requests and receives a grant extension.

**Prepared By:** This is the person completing this form. Include this person's 10-digit phone number.

**Date:** This is the date this form is completed.

**Type of Report:** Check the milestone for which this report is being submitted: 1) Upon procurement of the new equipment; 2) at the end of the Grant Award Period; or 3) final disposition of the equipment or when the item has depreciated to less than \$5,000. 2 & 3 may be combined if the equipment's final disposition coincides with the end of Grant Award Period. If the equipment reaches final disposition prior to the end of Grant Award Period, #3 is not required.

### **SECTION I: EQUIPMENT INFORMATION:**

**\*Description:** Provide a brief description of the equipment, including brand name and model number.

**\*Serial and Inventory Numbers:** Provide the serial number of the equipment as determined by the manufacture, as well as the Inventory Number assigned by your agency.

**\*Date of Purchase:** This is the date the equipment was acquired.

**\*Cost:** This is the purchase price of the equipment.

**\*Percent of cost paid with Federal funds from this grant:** Indicate the percentage of cost paid for the equipment from federal funds under this grant.

**\*Location of Equipment:** Indicate the location of the equipment.

**Use and Condition of Equipment:** Provide a brief description of the use (what federal program purposes are being met by use of the equipment) and condition of the equipment.

### **SECTION II: RETENTION AND DISPOSAL:** Complete this section for the Grant Award Period End and/or Final Disposition Reporting.

**Retention:** Check this box if the equipment has a value of less than \$5,000 and will be retained, or \$5,000 or greater and your agency will retain the equipment and continue to be used for the purposes of the grant for which it was acquired or for other activities currently or previously supported by a Federal agency. Select the box to indicate how the equipment will be used.

- Grantees are permitted to make equipment available for use on other projects or programs currently or previously supported by the Federal government, provided the use does not interfere with the work on the projects or programs for which it was originally acquired. First preference for other use should be given to other programs or projects supported by the federal awarding agency under which the equipment was acquired.
- If the equipment will be used for other activities, list the federal grant program, include the federal grant and CFDA number, whether you currently have or had this grant and how the use of this equipment will further federal grant activities.

**Disposal:** Indicate the method of equipment disposal by checking the appropriate box(es).

If the item to be disposed of has a current per-unit fair market value of \$5,000 or less, you may sell or otherwise dispose of it with no further obligation to the awarding agency or DCJ.

- If the item has a current per-unit fair market value of more than \$5,000, you may retain or sell it, but the awarding agency will have a right to a specific dollar amount. Calculate this amount by multiplying the current market value or proceeds from the item sale by the awarding agency's share of the equipment (i.e., the agency's percentage of participation in the cost of the original purchase). The seller is also eligible for limited sale and handling costs of \$500 or 10% of the proceeds, whichever is less.
- In cases where you fail to take appropriate disposition actions, the awarding agency may direct you to take other disposition actions.
- Only equipment acquired under an Edward Byrne Memorial Justice Assistance Grant Program (Byrne JAG) may be returned to DCJ. Contact your DCJ Grant Manager prior to return.

### **KEYS TO COMPLETING THE DCJ FORM 5:**

- ❖ Complete a separate form for each piece of equipment with a cost of \$5,000 or more.
- ❖ Supply page numbers based on the number of pieces of equipment purchased. For example, if 3 items were purchased, the page for Item #1 would be Page 1 of 3.

**EQUIPMENT ACQUIRED REPORT IS DUE NO LATER THAN 30 DAYS AFTER RECEIPT OF EQUIPMENT.**

**GRANT AWARD PERIOD END REPORT IS DUE NO LATER THAN 45 DAYS AFTER THE END OF THE GRANT PERIOD.**

**FINAL DISPOSITION REPORT IS DUE NO LATER THAN 45 DAYS AFTER THE EQUIPMENT HAS BEEN DISPOSED.**