



## Region 3 FY 2023 Homeland Security Grant Program

### Equipment Ownership Agreement

**Federal Award #97.067 Grant #EMW-2023-SS-00022-S01**

The following equipment was purchased by \_\_\_\_\_ (JURISDICTION) and reimbursed with FY 2023 Homeland Security Grant Program (HSGP) funds.

Item Description	Acquisition Cost	Qty	Serial/Model #	Location Where Equipment Is Stored

\*\*Attach a separate list if more space is needed. Total Project cost: \_\_\_\_\_ Total Reimbursed by HSGP: \_\_\_\_\_

**JURISDICTION** understands that this equipment has been funded with 2023 HSGP funds and agrees to the following:

- 1) Equipment will be used in accordance with 2023 HSGP Notice of Funding Opportunity guidance.
- 2) **JURISDICTION** is responsible for any costs, fines, or fees associated with misuse or ineligible use of equipment.
- 3) Equipment must be kept to current national standards for readiness. Costs for insurance, title, license, maintenance, repairs, and other costs of use will be the responsibility of **JURISDICTION**.
- 4) Equipment will be prominently marked as "Purchased with HSGP funds."
- 5) **JURISDICTION** must complete disposition paperwork with EMHSD before any HSGP-funded equipment can be sold, transferred, or otherwise disposed of. All equipment documentation must be maintained for at least 3 years following the date of disposition.
- 6) Any equipment intended to be transferred out of Region 3 must first have the approval of the R3HSPB.
- 7) The cost of the equipment will be listed on **JURISDICTION'S** Schedule of Expenditures of Federal Awards (SEFA).
- 8) Equipment will be made available upon request to State and Federal auditors.
- 9) It is understood that the equipment is a regional asset and must be made available to other Region 3 agencies if requested and available. Only trained operators will use this piece of equipment.
- 10) **JURISDICTION** is bound to all terms and conditions specified in the 2023 HSGP Subrecipient Agreement.

By accepting this equipment, **JURISDICTION** accepts sole responsibility for the equipment and agrees to return funds if equipment is discovered to be used improperly or determined not eligible by State or Federal Auditors.

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the jurisdiction he or she represents. The individual signing below certifies that the equipment received is in good order and meets the required specifications.

\_\_\_\_\_  
*Jurisdiction*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Printed Name of Jurisdictional Representative*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature, Jurisdictional Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature, Melissa D. Upper (Region 3 Fiduciary Agent)*

\_\_\_\_\_  
*Date*

## Region 3 FY 2023 Homeland Security Grant Program Transfer of Ownership Agreement

This page is reserved for use by the **JURISDICTION** for Transfer of Ownership down to the equipment user. This section is hereby referred to as the "Transfer of Ownership Agreement."

This Transfer of Ownership Agreement should be attached to the Equipment Ownership Agreement and an Invoice of Referenced Equipment when the entity signing the Equipment Ownership Agreement is not the actual user of the equipment.

The individual or official executing this Transfer of Ownership Agreement certifies that by his/her signature he/she is authorized to sign this Transfer of Ownership Agreement and bind the user of the equipment to the same terms and conditions of the Equipment Ownership Agreement.

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This Transfer of Ownership Agreement (TOA) is executed by

\_\_\_\_\_ (**JURISDICTION**) on \_\_\_\_\_ (Date)

Make/Model of Equipment: \_\_\_\_\_

Serial Number(s): \_\_\_\_\_

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Jurisdiction Receiving Equipment: \_\_\_\_\_

Printed Name of Individual Receiving Equipment: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Location Where Equipment Will Be Stored, (if different than above): \_\_\_\_\_

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Signature of individual receiving equipment

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Date