

CDBG Inventory Log

Real Property Acquisition, Property Improvements over \$25,000 Equipment Purchases of \$5,000 & over per unit

Purchase Date	Detailed Description	Location of Item	Quantity	Unit Price	Total Price

- The inventory log should list assets purchased with CDBG funds that have a life span of one or more years. Submit Log to OCCHIP Division at the end of each program year, June 30. Examples Include, Property Acquisition and or Improvements, Furniture, Appliances, Office Equipment, Fire Equipment, Picnic Tables, Senior Vans

DISPOSITION:

When equipment or real property acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition must be made in accordance with CDBG regulations 24CFR part 85.32 Disposition of Equipment and 24CFR570.505 Disposition of Real Property.

- Items of equipment with a current per unit fair market value of less than \$5000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
- Items of equipment with a current per unit fair market value in excess of \$5000 may be retained or sold and the awarding agency shall have a right to the current market value or proceeds from sale by the awarding agency's share of the equipment.
- When items of equipment are traded in and the proceeds used towards the purchase of a new piece of equipment, the trade in value should be indicated on the bill of sale for the new piece of equipment and provide a copy of the title indicating the selling price.
- When items of equipment are sold outright and the proceeds used towards the purchase of a new piece of equipment provide a copy of the bill of sale and the title indicating the selling price.
- When Real Property change of use occurs, via the building is sold or demolished, and CDBG funds were used to acquire the land or building and the CDBG investment is > \$25,000, a payback of funds must occur. A licensed real estate appraiser must first determine the current fair market value. Payback of funds is pro-rated based on original CDBG investment and determined by market sales price. All paybacks will be determined on a case by case basis.
- When Real Property change of use occurs, via the building is sold or demolished, and CDBG funds were used to improve the building and the CDBG investment is > \$25,000, a payback of funds must occur. Payback of funds is pro-rated based on original CDBG investment, and can be depreciated. All paybacks will be determined on a case by case basis.
- In cases where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may sanction the grantee or subgrantee.
- Contact the Contract Compliance Unit on any Real Property Disposition Issues.