

**Executive Office of Public Safety and Security (EOPSS)  
Office of Grants & Research  
Homeland Security Division**

**Disposition and Sale of Equipment Purchased via HSGP Funds Guidance**

**August 2009**

Any proposed disposal and/or sale of non-expendable items must first be reviewed by and approved by the respective Council/UASI. Non-expendable items are defined as items having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. If approved by the Council/UASI, a letter must be sent to EOPSS detailing the proposal. Council letters must be signed by the Council Chair, Council Fiduciary, and (if a different entity) the title holder (owner). UASI letters must be signed by the City of Boston, Mayor's Office of Emergency Preparedness and (if a different entity) the title holder (owner). The letter shall include the following information:

- Item(s) disposal/sale is requested for;
- Purchase price;
- Appraisal price, appraisal date, and appraisal information;
- Funding Year and Program used to procure item \*;
- Acquisition Date;
- Item owner information;
- Reason for disposal/sale;
- Statement signed by the item owner certifying that the owner will follow applicable laws and procedures governing disposal and/or sale of equipment;
- If a sale of the item(s) is proposed, any funds resulting from the sale must be used, within the same municipal fiscal year that the sale occurred, and per U.S. DHS, on a purchase that provides a similar service and benefits the region.

\* Please note that if the grant program is still 'open' then DHS may stake claim to any funds received through a sale.

Final written approval must be given by EOPSS prior to any disposal/sale of non-expendable property. EOPSS will strive to provide its approval or request additional information within 30 days of receipt of proposal letters.

Please contact your EOPSS Program Coordinator with any questions about this guidance.