

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 4.2 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0025). **NOTE: Do not send your completed form to this address.**

FEMA Report of Government Property

General Information

FEMA Form 20-18 is to be submitted by a recipient as a part of the FEMA close out procedure for a grant or cooperative agreement. Separate forms are required for expendable and non-expendable equipment and supplies.

FEMA Form 20-18 is designed to meet the property management requirements as set forth in 44 CFR 13.32

FEMA Form is to be used to compute the amount of expendable personal property that FEMA is to receive reimbursement. See 44CFR 13.33.

Equipment means nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$ 5000.00 or more per unit.

Recipient means the organization that has been awarded a FEMA grant or cooperative agreement.

Listing of Federally-Owned Equipment and Requesting Disposition Instructions. The term "Government furnished equipment" is used to mean equipment that is owned by the Federal Government and is used by a recipient during the course of a particular grant or cooperative agreement. It also includes equipment purchased with grant or cooperative agreement funds by the recipient of a particular project or program, or when a FEMA grant/cooperative agreement requires an equipment reporting at close out. FEMA will allow the recipient to hold title to the equipment purchase for a grant or cooperative agreement. In some cases, FEMA will require that the government retain the title. In all FEMA grants or cooperative agreements, the recipient will be held accountable for the equipment. Upon completion of a grant or cooperative agreement supported project or program, the recipient is required to submit to FEMA a listing of all government furnished equipment, or FEMA requires reporting on, and request for disposition instructions, except where:

- (1) The recipient as formally determined that the equipment is no longer useful or has a residual value of less than \$ 5000.00; or
- (2) The original acquisition on the equipment is less than \$ 5000.00 level.

Detailed Instructions:

- Item 1. Self-explanatory
- Item 2. Enter the grant or cooperative agreement number being reported.
- Item 3, 4, and 5. Self explanatory.
- Item a. Enter the recipient's identification number and Federal stock number (FSN), if applicable.
- Item 6b. Briefly describe the item.
- Item 6d. Enter the manufacturer's name.
- Item 6e. List the quantity.
- Item 6f. Describe the condition of item being reported.
- Item 6g. List the location of the item being reported.
- Item 6h. Enter the cost of item being reported.
- Item 6i. Enter the date of purchase or date item was received by the recipient.
- Item 6j. Enter the recipient's suggested disposition for each item being reported
- Item 6k-l.

FEMA will indicate approval or disposition or disapproval of the disposition request and return the FEMA Form 20-18 to the recipient.