



OMB No.: 0915-0285. Expiration Date: 1/31/2020

<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Health Resources and Services Administration</b>  <b>Equipment List Form</b>	<b>FOR HRSA USE ONLY</b>	
	<b>Grant Number</b>	<b>Application Tracking Number</b>

**Note:** Equipment costs entered here should be consistent with those provided in the Budget Narrative attachment. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000. Equipment that does not meet the \$5,000 threshold should be considered Supplies and would not be entered on this form.

Type	Description	Unit Price	Quantity	Total Price
Clinical				
Non Clinical				
Clinical				
Non Clinical				
Clinical				
Non Clinical				
Clinical				
Non Clinical				
Clinical				
Non Clinical				
<b>TOTAL</b>				

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0285. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N-39, Rockville, Maryland, 20857.

**Instructions for Equipment List Form (if applicable)**

If you are requesting one-time funding for equipment purchases, list the equipment items on the Equipment List Form. Equipment includes moveable items that are non-expendable, tangible



personal property (including information technology systems<sup>1</sup>) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the applicant for its financial statement purposes, or (b) \$5,000. Moveable equipment can be readily shifted from place to place without requiring a change in the utilities or structural characteristics of the space. Dental chairs and radiographic equipment are considered moveable equipment.

Permanently affixed equipment (e.g., heating, ventilation, and air conditioning (HVAC), generators, and lighting) is considered fixed equipment and is categorized as minor A/R (not equipment).

Equipment that does not meet the \$5,000 per unit cost threshold could be considered Supplies and should not be entered on the Equipment List Form nor included in the one-time funding request. The total on the Equipment List Form must equal the total amount of funding requested on the Equipment line item on the SF-424A Budget Information Form.

For each item on the equipment list, the following fields must be completed:

- **Type** – Select clinical or non-clinical.
- **Item Description** – Provide a description of each item.
- **Unit Price** – Enter the price of each item.
- **Quantity** – Enter of the number of each item to be purchased.
- **Total Price** – The system will calculate the total price by multiplying the unit price by the quantity entered.

Any equipment purchased with award funds must be:

- Pertinent to the NAP project,
- Procured through a competitive process, and
- Maintained, tracked, and disposed of in accordance with 45 CFR part 75.

The selection of all equipment should be based on a preference for recycled content, non-hazardous substances, non-ozone depleting substances, energy and water efficiency, and consideration of final disposal (disposed in a manner that is safe, protective of the environment, and compliant with all applicable regulations), unless there are conflicting health, safety, and performance considerations. You are strongly encouraged to employ the standards established by either the Electronic Product Environmental Assessment Tool (EPEAT) or Energy Star, where practicable, in the procurement of equipment. Following these standards will mitigate the negative effects on human health and the environment. Additional information for these standards can be found at <http://www.epeat.net> and <http://www.energystar.gov>.

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<sup>1</sup> Licenses for electronic health records or health information technology should be reported in “Other Costs” in your budget, not considered equipment.