

SAMPLE REQUEST

Request for prior approval for equipment

| Grantee Organization: Number One University | | | | FAIN/Award Number: 41510-05500-41510-17-000 | | Date: 11/10/2016 | |
|---|--|--------------------------|----------------------------------|---|---|------------------|------------------|
| <p>Pursuant to 2 CFR 200.439, grantees must request prior approval to acquire equipment before purchasing equipment. Equipment is defined in 2 CFR 200.33; 48, and 89. General purpose equipment having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more and special purpose equipment costing \$150,000 or more requires prior approval. To request prior approval, please complete this form, have it signed by the organization's Authorized Representative (AR) and submit to NIFA. Instructions are provided on the following page. Email complete and signed requests to capacityequipment@nifa.usda.gov.</p> | | | | | | | |
| Item Number | Item Name | Estimated or Actual Cost | Estimated useful life (in years) | Description/Purpose (include how it aligns to approved plan of work) | Comments | Supply? Y/N | Linked to Item # |
| 1. | <i>Example1: John Deere 62125M Cab Tractor and a John Deere H340 Farm Loader</i> | <i>\$47,500</i> | <i>10 years</i> | <i>This is a farm tractor and loader will be used on extension farm for farm research and demonstration projects. It will be used in plowing research and demonstration plots for animal and plant projects, as well as for producing of hay for research and demonstration projects at the research and demonstration farm, which aligns with the goals of Section 1444 and 1445 funds. Because the tractor is allocable to both Research and Extension funds, the costs will be allocated between the grants with 65% charged to extension and 35% charged to Research based on estimated benefits to the grant. Therefore \$30,875 to Extension funds.</i> | <i>Would like to acquire tractor and loader before 3/1/2017 to support spring farming</i> | <i>N</i> | <i>N/A</i> |

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| | | | | <p><i>It also aligns with our Plan of Work: Global Food Security - Plant Production Systems and Health planned program area, Outcome targets 3, 6, 8, and 10.</i></p> | | | |
| 2. | <p><i>Example2: 2016 Fleet/Non-Retail Chevrolet Express Passenger RWD 3500</i></p> | <p><i>\$33,000 (includes tax, title, license and delivery)</i></p> | <p><i>17 years</i></p> | <p><i>The 15 passenger van will be used to support the educational outreach programs conducted to fulfill the mission of the Cooperative Extension Program at Institution X. The vehicle will be used to help facilitate the transportation of limited resource program participants including small farmers, 4-H youth, volunteers and other individuals and/or staff. In many instances, it is more economical and efficient to transport program participants and staff in a group. Some specific uses for the vehicle include, but are not limited to the following:</i></p> <ul style="list-style-type: none"> <i>• Provide shuttle transportation to 250+ participants for annual Small Farms Week events and transport small farmers attending regular regional farm tours/field days.</i> <i>• Transport 4-H youth attending in-state/out-of-state workshops and conferences including National 4-H Conference, Citizen Washington Focus, North Carolina 4-H Congress and North Carolina 4-H State Council. The van will be used</i> | | N | N/A |

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| | | | | <i>exclusively by the Extension program and therefore charged 100% to the Extension grant. This request aligns with the following goal in our plan of work: Human and Community Development - Youth Development and Families</i> | | | |
| 3. | <i>IKEGAMI – HDK-65C/BSF – HDTV digital portable camera system</i> | <i>\$39,998.67</i> | <i>10 years</i> | <i>HDTV digital portable camera system. Flexible can be configured to program 1080/59. This studio camera will be used for extension video productions. The videos will be used for outreach and education in the community to provide education. The equipment will be used 100% to support programs and actives funded with Section 1444 Extension Funds. It aligns with all the following goals in our plan of work:</i> <ul style="list-style-type: none"> <i>• Global Food Security - Plant Production Systems and Health</i> <i>• Global Food Security - Animals and Their Systems, Production and HealthClimate Change</i> | | <i>N</i> | <i>N/A</i> |
| 4. | <i>FUJIFILM – HD ENG lens with 2X zoom</i> | <i>\$7,800</i> | <i>10 years</i> | <i>Camera equipment is sold separately, therefore this lens is needed for the camera body.</i> | | <i>Y</i> | <i>3</i> |
| 5. | <i>ROSS Video switcher keyboard Housing unit</i> | <i>\$22,000</i> | <i>10 years</i> | <i>The HD video switcher keyboard and housing unit for the conversion cards and power unit that are links to cameras for video production.</i> | | <i>N</i> | <i>3</i> |

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| 6. | Ross Video Trackerless studio and switcher hardware | \$4,000 | 10 years | Hardware connections for the switcher keyboard – sold separate. | | Y | 3, 5 |
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Authorized Representative Signature Jane Smith, Vice President for Research & Public Service Date 11/6/16

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