Washington State Department of Agriculture

Food Assistance
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Food Assistance — FA Core Programs
Capital Improvement Disposition Request / Approval Form

This form is for the prior approval of the disposition of capital improvement with an original purchase amount of $10,000 or more per unit, which was funded entirely or in part with WSDA FA Core Program funding. Before completing this form, review the FA Core Programs Capital Improvement Disposition Guidelines (AGR8-2608-021) to learn more about capital improvement disposition requirements, including definitions. Requests will not be approved without all documentation.

Contact Information	
Lead Agency Name	Date of Submittal
Sub Agency Name:	Contact Person's Name
Contact Person's Email:	Contact Phone

Original Purchase Information:

Property Leased or Owned	Description Remodel, addition, and nature of improvement capitalized	Condition G = Good; F = Fair; P = Poor	Project Cost	Total Cost Paid by WSDA FA	Federal Award Identification (FAIN, if applicable)	Physical Address Street, Suite #, City, Zip

Month and Year of Project Completion (Final Invoice Submission): _____

Type of Disposition Requested:

☐ Sell ☐ Demolish ☐ Change of Use ☐ Lease Expiration ☐ Natural Disaster or Structure Fire

Justification / Reason for Disposal (attach additional sheets if necessary)

Please respond below

Comments:

Information collected by WSDA becomes a public record and may be disclosed unless exempted by federal or state law.

Lead Agency Certification:

In submitting this request, the Lead Agency certifies on its behalf and/or is certifying on behalf of its Sub Agencies that disposal records will be on file and available for review through the records retention period. If Federal funding was used, the Lead Agency further certifies the disposition will be in accordance with 2 CFR Part 200 Subpart D, and all applicable procedures and guidelines. If the request is on behalf of a Sub Agency, then the Lead Agency is responsible for requesting approval prior to disposition and for submitting the Annual Capital Improvements Inventory Report (AGR-2614), used for tracking. A physical inventory must be taken and reconciled with capital improvement records at least once every two years.

Lead Agency Name: _____

Name: _____ Title: _____

WSDA FA Review Decision (for WSDA FA use only):

☐ Approved ☐ Not Approved	Date:	Reviewer:
Comments:		

Required Documentation:

☐ No documentation was needed to support the requested disposition.

☐ Documentation supporting the terms of disposition requested are attached to this request.

Period of Use (POU) Requirements:

☐ Met. Additional conditions and/or repayment may apply based on post-disposal verification.

☐ Not Met. Additional conditions and/or repayment may apply based on post-disposition verification.

☐ N/A. Does not apply. Purchase was made prior to POU requirements. FA Core Programs Representative will need to work individually with the organization.

☐ Exception Granted

Explanation of exception:

Period of Use (POU): _____

Post-Disposal Verification (for Lead Agency use only):

After disposal, the Lead Agency must resubmit this form confirming the disposition process was followed:

Sold	☐ Final Sale Amount: $ _____ ☐ Attach copy of proof of payment (bill of sale, check, etc.)	☐ Reimbursement was sent to WSDA FA **- OR -** Final sale amount was retained by the organization for: ☐ Replacement: similar modifications to a different structure **- OR -** ☐ Back into operational budget
Demolish	☐ Item disposed of	
Change of Use	☐ Name of organization the capital improvement was transferred to: _____ ☐ Nature of work project is now used for:_____ ☐ Item is now in possession of the organization named above.	
Lease Expiration	☐ Date use of project (lease) ended: _____ ☐ Property Owner repaid proportionate value of improvement cost to WSDA FA. **- OR -** ☐ Agency repaid proportionate value of improvement cost to FA. **- OR –** ☐ No repayment to WSDA FA was required.	
Natural Disaster or Fire	☐ There is no way to pursue reclaiming the item's value **- OR -** ☐ Insurance claim was filed	If money was received for replacement of item, was it then: ☐ Put towards cost of Replacement Equipment **- OR -** ☐ Returned to WSDA FA