

Agency: \_\_\_\_\_

**This form is the mechanism to obtain approval for the purchase or disposition of non-expendable personal property.**

- Vehicle(s) and/or equipment purchased under this approval will be used full-time in the Weatherization Assistance Program.
- Grantees and subgrantees must follow the standards found in OMB Uniform Guidance 2 CFR 200, 10 CFR 440 and other State of Nebraska regulations.
- All grantees must obtain purchase or disposition approval for items having a unit acquisition cost of \$5,000 or more.
- Subgrantees and grantees using Nebraska Weatherization Assistance Program (NeWAP) funds must seek approval for all vehicle purchases.
- The sealed method is the preferred method for large purchases that total individually or in-the aggregate \$250,000 for government and non-profit organizations. Remember, a competitive proposal will become a non-competitive proposal (sole source) in any situation where only one response is received, regardless of whether the original proposal required approval.

NeWAP Fund(s) to be used:  DOE  LIHEAP Equipment  LIHEAP Admin/Support  
 Other (explain): \_\_\_\_\_

Equipment needed for:  Program Expansion  Replacement  Other: \_\_\_\_\_

Replacement Vehicle Documentation:  Vehicle Offered for Acquisition to Other Subgrantees On \_\_\_\_\_  
 Fair market Value Determination for Vehicle \$ \_\_\_\_\_  
(Submit a copy(s) of the Fair Market Analysis with submission and, if required, a description)  
 N/A

**Purchase justification:** Explain why the item(s) is needed, the item's purpose, and who all will be using the item(s). If attrition, list present value and serial number of equipment to be replaced.

Submit a copy of your agency procurement policy relevant to this procurement.

**Acquisition/Purchase Documentation:**

Was the bid proposal advertised in a newspaper or other media?  Yes  No  N/A  Other: \_\_\_\_\_

\* Not applicable if bid was not advertised in a newspaper or other media.

Advertisement must be sent along with this form.

If applicable, in which media did you advertise? \_\_\_\_\_

If applicable, dates advertised: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of bids sent to vendors: \_\_\_\_\_  N/A

\* Not applicable if bid request was advertised.

Selected vendor name: \_\_\_\_\_

Number of bids received back from vendors: \_\_\_\_\_ Selected vendor was low bidder:  Yes  No

If vendor selected was not the low bidder, explain the reason the vendor was selected.

Submit copy(s) of the bid specification with this Form.

Submit copy(s) of all bids received with this Form.

Submit copy of the bid analysis relevant to this procurement including at a minimum: bidder name, bid price, and a determination of whether the bid met the bid specification requirements.

Submit a Lease vs Purchase Analysis for the vehicle/equipment.

**Acquisition/Purchase Summary:**

Item Description	% Fed Funds	Replacing Current	Quantity	Unit Price	Trade-In Cost	Net Price
		<input type="checkbox"/> Yes <input type="checkbox"/> No		\$	\$	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		\$	\$	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		\$	\$	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		\$	\$	\$
		<input type="checkbox"/> Yes <input type="checkbox"/> No		\$	\$	\$
<b>Total Cost:</b>					\$	\$

**Sign Here**



\_\_\_\_\_  
*Subgrantee Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Typed Subgrantee Authorized Signature*

\_\_\_\_\_  
*NeWAP Authorized Signature*

\_\_\_\_\_  
*Date*

*Approved*     *Not approved*

**After receipt of the vehicle/equipment, complete this section and provide a copy to the  
Nebraska Department of Environment and Energy.  
A copy must also be included in subgrantee inventory records for possible future state and federal monitoring**

<b>Acquisition Date</b>		<b>Acquisition Cost</b>	
<b>Year</b>		<b>Manufacturer</b>	
<b>Make</b>		<b>Model</b>	
<b>Serial #/VIN</b>			
<b>Description (if different than above)</b>			
<b>What is this replacing</b>			