**PERSONAL PROPERTY MANAGEMENT REPORT (PPMR)**

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| --- | --- |
| 1. Grantee: | 9. Company: |
| 2. Grant Number: | 10. Company EIN#: |
| 3. Grantee Contact: | 11. Company Contact: |
|  | 12. Company Phone #: |
| 5. Grantee Email Address: | 13. Company Email Address: |
| 6. Grantee Address (Name and complete address include zip code): | 14. Company Address (Name and complete address include zip code) |
| 7. Attachment (Check applicable report): Annual Report Final Report (Award Closeout) Disposition Request Request to retain for another use Disposition Report | 15. Company DUNS#: |
| 8. Supplemental Sheet: (Check applicable response) Yes No | 16. Title vests in: Recipient Federal Government |
| 17. Comments: |
| 18. Typed or printed name and title of Grantee's Authorized CertifyingOfficial: | 19. Date of report (month, day, year): |
| 20. Signature of Grantee's Authorized Certifying Official | 21. Agency use only: |

**PERSONAL PROPERTY MANAGEMENT REPORT (PPMR)**

**GENERAL INSTRUCTIONS**

This is a standard form to be used to collect information related to tangible personal property when required by a Michigan CDBG award. The form consists of the Personal Property Management Report (PPMR) and its attachment to be used as required for an Annual Report; Final Report (Award Closeout); Disposition Request; and Disposition Report.

Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies but does not include copyrights, patents or securities. For convenience, throughout this form and its attachment, the term property will be used synonymous with tangible personal property. The terms equipment and supplies will be used when referring to specific requirements.

Property may be provided by the awarding agency or acquired in whole or in part with CDBG funds and must be used for the original purpose. When the original or replacement property is no longer needed for its original purpose; the Grantee shall submit a disposition request indicating only the property to be disposed of and the manner in which it will be disposed.

1. **Grantee.** Enter the community that is receiving the Michigan CDBG award.
2. **Grant Number.** Enter the grant number assigned to the project by the MSF.
3. **Grantee Contact.** Enter the name of the person at the community who should be contacted if questions arise.
4. **Grantee Phone #.** Enter the phone number of the individual listed on line 3.
5. **Grantee Email Address.** Enter the email address of the individual listed on line 3.
6. **Grantee Address.** Enter the complete name and address of the community listed on line 1.
7. **Attachment.** Check the applicable box to indicate the type of attachment being submitted:

\*Indicate Annual Report if you are submitting property information that must be provided each year.

\*Indicate Final Report if you are submitting property information at award close out.

\*Indicate Disposition Request if the property is no longer needed for its original purpose at any time during the award period and after award closeout. Indicate "yes" or "no" to specify whether the recipient would like to retain the equipment for another use. Complete the PPMR attachment with only the property to be disposed of (either by retaining, selling, or other method of disposal)

\*Indicate Disposition Report if you have received Disposition Instructions and have disposed of the property according to the instructions.

1. **Supplemental Sheet.** Check the applicable box to indicate whether a Supplemental Sheet is attached. An equivalent document such as a computer printout which provides the required property information may be used.
2. **Company.** Enter the name of the company receiving or acquiring property from the Michigan CDBG award.
3. **Company EIN#.** Enter the company's Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
4. **Company Contact.** Enter the name of the person at the company who should be contacted if questions arise.
5. **Company Phone #.** Enter the phone number of the individual listed on line 11.
6. **Company Email Address.** Enter the email address of the individual listed on line 11.
7. **Company Address.** Enter the complete name and address of the company listed on line 9.
8. **Company DUNS.** Enter the company's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number. The DUNS number is also referred to as the Universal Identifier.
9. **Title vests in.** Check the applicable box to indicate if the title to the equipment will vest in the recipient or the federal government. Title to equipment acquired by a recipient with federal funds shall vest in the recipient.
10. **Comments.** Provide any explanations or additional information in this block. Attach additional sheets if necessary.
11. **Typed or Printed Name and Title of Grantee's Authorized Certifying Official.** Enter the full name and title of the Grantee's representative authorized to sign this report.
12. **Date of report (month, day, year).** Enter the date the report is signed by the individual listed on line 17.
13. **Signature of Grantee's Authorized Certifying Official.** Enter an original signature of the Grantee's representative authorized to sign and certify that the PPMR and its attachment are complete and accurate.
14. **Agency use only.** This section is reserved for agency use only.

**ATTACHMENT FOR PERSONAL PROPERTY MANAGEMENT REPORT (PPMR)**

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| 1. Grantee: | 3. Grantee Contact: | 5. Company Contact: |
| 2. Grant Number: | 4. Grantee Phone#: | 6. Company Phone#: |
| 7. | Property Description (a) | Identification (b) | Location (c) | Acquisition Date (d) | AcquisitionCost (e)CDBG Share (f) | CDBG% of cost(g)  | Current FMV(h) \* Proceeds from sale(i) | Amount owedif retained (j) Amount owed if sold (k) | Date ofdisposal (l) |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 8. Comments:\* Include the method used to determine the current per unit fair market value. |

**ATTACHMENT FOR PERSONAL PROPERTY MANAGEMENT REPORT (PPMR) INSTRUCTIONS**

**GENERAL INSTRUCTIONS**

Property records must be maintained for managing equipment (including replacement equipment) when the equipment is acquired in whole or in part with grant funds. This attachment is to be used to report all personal property in the recipient's custody, regardless of the dollar value.

1. **Grantee.** Enter the community that is receiving the Michigan CDBG award.
2. **Grant Number.** Enter the grant number assigned to the project by the MSF.
3. **Grantee Contact.** Enter the name of the person at the community who should be contacted if questions arise.
4. **Grantee Phone#.** Enter the phone number of the individual listed on line 3.
5. **Company Contact.** Enter the name of the person at the company who should be contacted if questions arise.
6. **Company Phone#.** Enter the phone number of the individual listed on line 5.
7. **Federally-owned property.** Use this section to provide the specified information for each item or attach an equivalent document, such as a computer print- out with the required detail. ALL property acquired in whole or in part with CDBG funds must be listed and listed individually.

**7a - 7h MUST BE COMPLETED WHEN SUBMITTING ALL REPORTS**

* 1. **Description.** Provide a brief description of the property.
	2. **Identification.** Enter the manufacturer's serial number, model number, federal stock number, national stock number, or other identification number.
	3. **Location.** Enter the physical location of the property.
	4. **Acquisition Date.** Enter the date the property was acquired by the recipient. For property furnished by the Federal awarding agency, enter the date the property was received by the recipient.
	5. **Acquisition Cost.** Enter the acquisition cost of the property.
	6. **CDBG Share.** Enter the amount of CDBG funds used to acquire the property.
	7. **CDBG % of Cost.** Divide the amount on line f (CDBG Share) by the amount on line e (acquisition cost)
	8. **Current Fair Market Value (FMV).** Enter the current fair market value of the property.

**7i - 7l MUST BE COMPLETED ONLY WHEN SUBMITTING A DISPOSITION REPORT AFTER INSTRUCTIONS HAVE BEEN PROVIDED BY THE MEDC.**

* 1. **Proceeds from sale.** To be used only if this is a disposition report. If the property is no longer needed for the original project and is disposed of by selling the property, enter the proceeds from the sale of the property after the deduction of any actual and reasonable selling and fixing-up expenses.
	2. **Amount owed if retained.** To be used only if this is a disposition report. Multiply line 7g (CDBG % of cost) by line 7h (Current FMV).
	3. **Amount owed if sold.** To be used only if this is a disposition report. Multiply line 7g (CDBG % of cost) by line 7i (proceeds from the sale).
	4. **Date of disposal.** To be used only if this is a disposition report. Enter the date the property was sold or the date the awarding agency was compensated if the property was retained.

**8. Comments.** Provide any special notes or comments regarding the Federally-owned property being reported or the report itself in this block.