



Mississippi Department of Public Safety Office of Homeland Security



Instructions for Selling/Disposing of Equipment Purchased with MOHS Grant Funds

1. The jurisdiction /agency must send a letter on letterhead to MOHS requesting to sell equipment purchased with MOHS Grant Funds.
2. State in the letter: the piece(s) of equipment, the serial number(s) and the grant award number that the equipment was purchased.
3. State why the equipment is being sold or disposed.

Once the official request to sell/dispose of equipment is received; MOHS will send a letter to the requesting jurisdiction/agency outlining required steps and actions. The letter from MOHS will instruct the following action to be taken:

- Provide documentation that each piece of the outdated equipment was sold and the dollar amount obtained from the sale of each piece of equipment.
- Purchase new equipment with the funds obtained from the sale of the outdated equipment listed in the letter dated _____ (this equipment must be on the Authorized Equipment List (AEL) which is available in PDF format at <http://www.fema.gov/preparedness-non-disaster-grants> and <http://www.fema.gov/grants>).
- All new equipment purchased must be added to your Homeland Security Equipment Inventory List.
- You must send a list of all new equipment bought with the funds from the sale of the outdated equipment listed in the letter no later than 30 days after the sale of the outdated equipment.
- You must send copy/copies of the paid invoice(s) for the new equipment purchased to the attention of Marsha Manuel, Grants Director, Mississippi Office of Homeland Security, 1230 Raymond Road, Jackson, MS 39204.
- If equipment is disposed of then you must send a letter within 30 days of the disposal date of said equipment detailing how the equipment was disposed.
- Provide MOHS with an updated Equipment Inventory List that shows new equipment purchased and the disposition date of obsolete equipment.

Please be advised until all of the above is complete, all of the outdated/damaged equipment that is listed in your letter of request/disposal will remain on your inventory list in this office and your jurisdiction/agency will remain accountable for said equipment.