WAP INVENTORY LIST: TOOLS AND EQUIPMENT

 **(Provide a form for each WAP Funding Source)**

 **Funding Source**

| 1. Subrecipient:       | 2. Executive Director:       | 3. Contract Number:       |
| --- | --- | --- |
| 4. Contact Name:       | 5. Title:       | 6. Telephone Number:       |
| 7. Address:       | 8. City, State, Zip:       | 9. Reporting Period (MM/DD/YYYY):  From:       To:       |

| 12.DESCRIPTION OF PROPERTY | 13.ACQUISITION DATE | 14.ACQUISITION COST | 15.SERIAL # | 16.CONDITION | 17.STATUS | 18.LOCATION | 19.TITLE | 20. % OF DEPARTMENT PARTICIPATION/ FUNDING SOURCE |
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| **CERTIFICATION:** I certify that the information provided herein is true and accurate to the best of my knowledge. |
| --- |
|       NAME |       TITLE |       SIGNATURE |       DATE |

# Instructions for Inventory Reports

WAP Subrecipients are required to abide by the following procedures during the closeout of the current contract. An inventory report must be completed for each TDHCA WAP funding source

This inventory report is cumulative and is used for vehicles, tools, real property, and equipment with a useful life of one year or more and/or an acquisition cost of greater than $5,000. This provision applies to purchases made in whole or in part with either DOE or LIHEAP funds regardless of the year purchased. **A completed property inventory must be submitted on the enclosed WAP inventory form no** **later than 45 days after the end date of the contract**. All vehicles, tools, real property, and equipment purchased in whole or in part with WAP (DOE or LIHEAP) funds, regardless of the year purchased, must be listed yearly thereafter until they are worth less than $5,000 and/or are no longer useful.

Include all applicable diagnostic tools/equipment in this report. Examples: *blower doors, duct blasters, pressure pans, manometers, exhaust fan flow meter box, infrared cameras, combustion analyzers, monoxors, personal CO monitors, gas leak detectors, boroscopes, ladders, insulation machine, trailer, etc.*

Submit the completed inventory report, via email, to: cainventoryreport@tdhca.state.tx.us. Feel free to cc other [CA Fiscal and Reporting staff](https://www.tdhca.state.tx.us/community-affairs/contacts.htm) on your report submission as well.