



## Food Assistance — Capital Improvement Disposition Request / Approval Form

This form is for capital improvement disposition with an original acquisition cost of \$5,000 or more, funded entirely or in part by Food Assistance (FA) funds. Before completing this form, review the **Capital Improvement Disposition Guidelines** (WSDA publication 609-978). Requests will not be processed without all required documentation.

Lead Agency Name:	Date of Submittal:
Sub Agency Name:	Email Address:
Contact Person:	Phone Number:

### Original Purchase Information

Property Leased or Owned	Description Remodel, addition, and nature of improvement capitalized	Condition G = Good; F = Fair; P = Poor	Project Cost	% of Total Cost Paid by FA	Federal Award Identification (FAIN)	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)

### Lead Agency Certification

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. Lead Agency further certifies that this 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 and Annual Capital Improvements Inventory Report form 2614.

Lead Agency:	
Name:	Title:

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

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Required Documentation:	Date: _____ Reviewer: _____  Comments:  <input type="checkbox"/> No documentation was needed to support the requested disposal <input type="checkbox"/> Documentation supporting the terms of disposal requested are attached to this request  <u>Extended Use Period Requirements</u> <input type="checkbox"/> Met. Additional conditions and/or repayment may apply based on post-disposal verification <input type="checkbox"/> Not Met. Additional conditions and/or repayment may apply based on post-disposal verification <input type="checkbox"/> N/A. Purchase was prior to this policy being in effect (07/2023); Reps will need to work individually with the organization  <input type="checkbox"/> Exception Granted Explanation of exception if applicable: _____
---	--

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

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

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