

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Instructions for Completing

COMMUNITY SERVICES SECTION CUMULATIVE INVENTORY REPORT

For  
TDHCA Form 27

SUBJECT	INSTRUCTIONS
ITEM 1: PROGRAM	Check appropriate box for the contract being reported.
ITEM 2: CONTRACT PERIOD	Provide beginning and ending date for contract. CSBG subrecipients provide Programmatic Reporting Period.
ITEM 3: SUBRECIPIENT	Your agency name.
ITEM 4: CONTRACT NUMBER	Provide the TDHCA contract number.
ITEM 5: EXECUTIVE DIRECTOR	The name of your agency's Executive Director.
ITEM 6: CONTACT NAME	Provide name, title and telephone number of person who prepared this report.
ITEM 7: DESCRIPTION	Provide a description of each item and sequentially number each line entry (e.g., Hewlett Packard LaserJet 4050 Printer).
ITEM 8: ACQUISITION DATE	Report the actual date of purchase.
ITEM 9: ACQUISITION COST	Report actual cost of item at time of purchase.
ITEM 10: SERIAL NUMBER	List the manufacturer's serial number, model number or motor number. If your agency has assigned a specific identification to item, list that number also. If no serial, model, or motor number exists on the equipment, a permanent program number should be assigned.
ITEM 11: CONDITION	Provide the current condition of the item (e.g. excellent, fair, good, damaged, inoperable).
ITEM 12: TITLE	For items with titles, (e.g. vehicles) report who is listed as the owner (Federal Government or your agency, etc.)
ITEM 13: % of DEPARTMENT PARTICIPATION & FUNDING SOURCE	For property purchased with multiple sources of funds, including TDHCA funds, show percentage of participation by source of funds (e.g. CSBG 20% - WAP 80%).
ITEM 14: DATE OF DISPOSITION	Date property is disposed. (if applicable)
ITEM 15: CERTIFICATION	The certification is to be signed by the Executive Director or the person identified in Section 5.