

Build an Equipment Request Reviewers Can Evaluate

Work through the fields below for each requested item. The table prints cleanly on a single 8.5 x 11 sheet, so it can travel to budget meetings and command staff reviews.

Field	What to document
Operational need	The specific problem , affected users and community, baseline numbers, and the consequence of leaving it unresolved
Program purpose	The exact current NOFO priority or program area the project supports
Applicant route	Direct applicant, designated recipient , state or local subrecipient, partner, or USDA office route
Requested item	Quantity, specification, use , location, and who operates it; avoid vendor-first framing
Allowable-cost evidence	The exact current NOFO or guide section , plus any written grant-maker clarification
Cost category and budget	Equipment, supplies, software , contractual, training, personnel, or indirect, as the current instructions define them
Match and funding source	Required share, source , documentation, and a contingency if the amount changes
Total cost and sustainment	Acquisition, implementation, training, connectivity, licenses, storage, maintenance, replacement, and post-award continuation
Procurement	Competition or an approved exception , specifications, quotes, conflicts, and timing
Data and security	Data types, system boundary , access, retention, interoperability, incident response, and vendor terms
Partnerships and attachments	Required partners, MOUs, letters , approvals, certifications, and assurances tied to the current notice
Evidence and outcomes	Baseline, outputs, outcomes , data owner, collection method, and reporting schedule
Post-award owner	Who carries financial, program, property , procurement, reporting, audit, and closeout duties