|  |  |  |
| --- | --- | --- |
| **SFA Name:** |  | |
| **RA Name:** |  | |
| **Total # of Items Requested:** | |  |

**Part 4 – Equipment Request (5 Points)**

Complete the following chart(s) to identify the equipment item requested including all related costs. Please be specific. The total cost provided will help determine the award amount. Please provide supporting documentation (price quotes, equipment specification sheets, etc.) for requested items.

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| **Equipment Name/ Description:** |  | |
| **Equipment is:** |  | New Equipment |
|  |  | Renovation of old equipment |
|  |  | Replacement equipment |
| **Make & Model:** |  | |
| **Size:** |  | |
| **Primary Use:** |  | |
| **Equipment Cost:** | $ | |
| **Delivery Cost:** | $ | |
| **Installation Cost:** | $ | |
| **Disposition of Old Equipment Cost:** | $ | |
| **Other Cost (specify):** | $ | |
| **Total Per-Unit Request:** | $ | |
| **Number Requested:** |  | |
| **Total Request:** (Per-Unit Cost multiplied by Number requested) | $ | |

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1)     mail: U.S. Department of Agriculture

         Office of the Assistant Secretary for Civil Rights

         1400 Independence Avenue, SW

         Washington, D.C. 20250-9410;

(2)     fax: (202) 690-7442; or

(3)     email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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