**Notes on the Useful Life Period Statement**

1. Reference the Fiscal Year and Project ID for your award, which is provided by your assigned DDC Project Manager.
2. The description of the item(s) should be brief, yet descriptive. (e.g., 14-passenger transportation vehicle, initial outfitting equipment for the XXXX Center)
3. The minimum number of years for the useful life estimate must be 5. Do not include units of measurement such as hours or miles.
	1. If the proposed equipment/vehicles have been purchased, then the useful life estimate will be calculated as follows: the number of years the equipment/vehicles have been in use from the date of purchase to the date the useful life statement is prepared, plus the one-year estimate for the process of getting a funding agreement registered, plus the 5-year performance period after reimbursement is received.
	2. If there are varying degrees of useful life for each item within your award, then use the useful life template for **Items with Different Useful Life Expectancies** and attach a spreadsheet listing each item and their respectful useful life estimates. See the sample table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item Type** | **Make Model & Description** | **Quantity** | **Useful Life Estimate** |
| 1 | Workstations | Cityline Height Adjustable Workstation Typical | 10 | 10 years |
| 2 | Conference Table | Bungee/B3060RES, 30D x 60W x 29H | 3 | 12 years |
| 3 | Chairs | Torsion Air Task Chair | 10 | 10 years |

1. Make sure to check off the source of the useful life estimate. It is possible for more than one source to be checked off.
	1. If the manufacturer’s statement is checked off, then attach a copy of the statement to the letter. The statement should be in their letterhead and signed by the manufacturer’s representative.
2. The signatures of the CEO/authorized representative and the staff member providing the useful life estimate must be employees of the organization. These signature blocks cannot be filled in by a consultant, vendor, or manufacturer. For the staff member signature, it should be someone who is familiar with the proposed equipment/vehicles (e.g., facilities director, IT manager, etc.).
3. If your award contains IT equipment, use the useful life statement template **For Awards That Include IT Equipment**. This template has an additional section for the CFO and CIO Certification, which is an affirmation about the replacement cycle of the IT equipment. These signature blocks must be filled in by the organization’s staff members who have those titles, their equivalents, or perform duties of these titles. If these titles do not exist in your organization, then note it in the statement, but the certification still requires signatures.
4. Based on the type of vehicles/equipment proposed and their useful life estimates, it is possible that you may need to use multiple useful life statement templates. Consult with your assigned DDC Project Manager for assistance.