**Useful Life Period Statement[[1]](#footnote-1) -**

**(Sample letter for Non-Profit Reimbursement Projects)[[2]](#footnote-2)**

[Note: This letter must be placed on your organization’s official letterhead.]

[Insert date]

Attn.: [insert name of Agency Project Manager]

NYC Department of Design + Construction

30-30 Thomson Avenue, Law Division, 4th Floor

Long Island City, NY 11101

Re: Useful Life Period Statement – FY [Enter FY] Project ID [Enter Project ID]

Dear [insert name of Agency Project Manager]:

 I, [Insert Name of Organization staff person[[3]](#footnote-3)], am the [title] of [organization] which is seeking to receive capital funds from the City of New York for its [describe item; note that if multiple items are being acquired, we must receive this certification for each item[[4]](#footnote-4)].

 I hereby certify that the expected useful life of the item(s) is [\_\_\_\_\_\_[[5]](#footnote-5)] from the date of acquisition. I arrived at this estimated useful life as follows: [Select one or more of the below-mentioned options.]

\_\_ The manufacturer provided a written statement of the expected useful life, which is attached;

\_\_ I reviewed the history of use of this type of item by our organization and determined that this type of item has historically been used, on average, for the period specified above; or

\_\_ Other: [explain]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I further certify that our organization expects to use the item for at least the expected useful life identified above.

Sincerely,

[Handwritten Signature of CEO/Authorized Representative]

[Printed Name]

[Title]

[Date of signature]

[Handwritten Signature of Staff Person providing useful life estimate]

[Printed Name]

[Title]

[Date of signature]

1. The City may require varied useful life statement letters from each organization based on the details and requirements of each project. [↑](#footnote-ref-1)
2. This letter serves as a sample of what your organization will need to submit to the agency. Please remove all bracketed references and footnotes in the final version of your letter. [↑](#footnote-ref-2)
3. This person must have an expertise with the procurement of the item(s) referred to in this letter (i.e., this person should be a company purchasing manager or an IT specialist for computer and software equipment, etc.) [↑](#footnote-ref-3)
4. Please note that this sample letter relates to a situation where it is practical for an organization to refer to the useful life period of individual items being reimbursed by the City. However, if your organization has an extensive list of equipment and/or if multiple items of equipment are being purchased from one vendor (that are similar in nature), then please contact DDC to see whether your organization may group all such equipment together for the purposes of stating a useful life period for all such equipment within one letter. [↑](#footnote-ref-4)
5. The useful life period is typically five (5) years; however, if an item has a longer useful life period, please include the most extensive period of time in this letter. [↑](#footnote-ref-5)