

DELTA WORKFORCE INVESTMENT AREA
PROPERTY MANAGEMENT POLICY
WORKFORCE INVESTMENT ACT

I. PURPOSE AND SCOPE

The purpose of this policy is to provide property management requirements for each subgrantee for all federal programs administered by the Delta Workforce Investment Area under the Workforce Investment Act (WIA).

- A. All fiscal policies and guidance letters published for WIA are governed as appropriate under:
WIA Regulations at 20 CFR 652, et al
29 CFR Parts 95 and 97
48 CFR Part 31
OMB Circulars:
A-21 Cost Principles for Educational Institutions
A-87 Cost Principles for State and Local Governments
A-122 Cost Principles for Non-Profit Organizations
A-102 Administrative Requirements for State and Local Governments
A-110 Administrative Requirements for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
Generally Accepted Accounting Principles (GAPP)
Mississippi State Government Policies and Procedures
Mississippi Department of Employment Security, Office of Grant Management, Policies and Procedures
Delta Workforce Investment Area, Policies and Procedures
- B. All property purchased with WIA Title I-B grant funds and JTPA grant funds shall be maintained and managed in accordance with the federal regulations at 29 CFR Part 97.31 and 97.32 and 97.33, or at 29 CFR 95.30 through 37, whichever is applicable. Additionally, where applicable, the provisions of 29 CFR Part 667.200 shall apply.

II. REQUIREMENTS

Property is defined at both 29 CFR 97.3 and 95.2 as tangible, nonexpendable personal property having useful life of more than one year and an acquisition cost of \$5000 or more per unit, including all costs related to the property's final intended use. The Delta Workforce Investment Area defines property as tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$500 or more per unit.

- A. Acquisition of Nonexpendable Personal Property - \$ 5,000 or More

Nonexpendable personal property, acquired either through purchase or lease-purchased, with a unit purchase price of \$5000 or more shall require prior approval from Delta Workforce Investment Area. Standards used in determining whether to grant approval include the necessity of such purchases to achieve program goals and the planned expenditure for such purposes as compared to other available prices.

Acquisition of Nonexpendable Personal Property --\$ 500 or More, But Less Than \$5,000

Nonexpendable personal property with a unit price of \$500 or more but less than \$5,000, shall be identified and budgeted in the subcontract with proper justification to determine the necessity of such purchases to achieve program goals.

The following items shall be considered personal property inventory regardless of the cost:

1. Cameras and camera equipment
2. Projectors and projection equipment
3. TV's and VCR's
4. Typewriters
5. Computers and Computer Equipment

B. Inventory Control

The Delta Workforce Investment Area shall be responsible for inventory units of nonexpendable personal property with an acquisition cost of \$500 or more or those listed above. Grantees/subgrantees shall provide inventory information to the DWIA on the "Delta Workforce Investment Area Personal Property Inventory Control Form" (Attachment A) within 30 days of the acquisition of the property. Records shall be maintained in accordance with the federal regulations at 29 CFR Part 97.31 and 97.32 and 97.33, or at CFR 95.30-37, whichever is applicable. Additionally, where applicable, the provisions of 20 CFR Part 667.200(c) shall apply.

C. Physical Inventory

The acquiring subgrantee must meet the following minimum management standards.

1. Property records must be maintained that include the following data on each piece of property; description; serial number; purchase date and cost; percentage of Federal participation in the cost; location, use and condition of the property; and, any ultimate disposition data including date of disposal and sale price. (See Attachment B)

2. A control system must be developed to ensure adequate safeguards to prevent any loss (Including acts of nature such as floods, and earthquakes), damage, or theft of the property. Any loss, damage or theft shall be investigated and fully documented; if the property was owned by the Federal Government, the subgrantee shall promptly notify the Federal-awarding agency. (See Attachment C)
3. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The subgrantee shall, in connection with the inventory, verify the existence, current utilization, and continued need for the property.
4. An adequate maintenance procedure must be developed to keep the property in good condition.
5. If property is sold, proper sales procedures must be established to provide competition to the extent practicable and result in the highest possible return.

D. Lost, Damaged, or Stolen Property

When loss, theft, or damage to grant property occurs, a "Report of Lost, Stolen, or Damaged Property" (Attachment C) shall be forwarded by the subgrantee to the Delta Workforce Investment Area within 10 days of the discovery of loss. In the case of stolen property, a police report must accompany the report to the Delta Workforce Investment Area, or a fire department report in the case of fire damaged property.

E. Disposition of Nonexpendable Personal Property

1. The Delta Workforce Investment Area Property Manager should be contacted for instructions for dispositions of property having an acquisition cost of \$500 or more when the WIA grantee/subgrantee, relationships ends or the property is no longer needed. This notification shall be given via the "Report of Excess/Unserviceable Non-expendable Personal Property" (Attachment D). In no event should property having an acquisition cost of \$500 or more be transferred from control of the grantee without written approval from Delta Workforce Investment Area.
2. Property shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal

funds. When no longer needed for the original program or project, the property may be used in other activities currently or previously supported by a federal agency.

3. The subgrantee shall also make property available for use on other project or programs currently or previously supported by the federal government, providing such use will not interfere with the work on the projects or programs for which it was originally acquired. First preference for use of the property shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate.
4. Nonexpendable personal property with an acquisition cost of \$500 or more will be disposed of in one of the following ways. Disposition options include:
 - a. Transfer of property to other federal grant grantee/subgrantees;
 - b. Sale of the property (net proceeds to be returned to the program as program income);
 - c. Donation of property to public schools or community-based organizations;
 - d. "Junking" of property which is obsolete, unusable, or in a state of disrepair.

A written request should be made to the DWIA with the appropriate forms completed, depending on which disposition option is being requested. The DWIA must approve the disposition of all property. Appropriate documentation must be maintained in the DWIA property file and in the subgrantee property file.

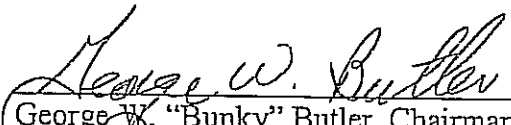
III. DEFINITIONS:

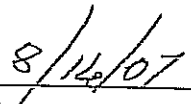
- A. Expendable personal property means all tangible personal property other than nonexpendable personal property.
- B. Fair market value means:
 1. For currently used vehicles, the "low" Kelly Blue Book price, adjusted for vehicle condition;
 2. For older vehicles, a quote from a dealer with the name of the dealership and price quote submitted in writing;
 3. For heavy equipment, the Green Book price or an oral dealership quote which will then be submitted in writing;

4. For real property, a written appraisal by a licensed appraiser;
 5. For all other property, oral quotations by dealers which will be then submitted in writing.
- C. **Nonexpendable personal property** is tangible personal property having a useful life of one or more years and an acquisition cost of \$500 or more.
- D. **Personal Property** is property of any kind except real property. It may be tangible having physical existence, or intangible, having no physical existence. Tangible property may be expendable or nonexpendable. For the purpose of this policy, a unit of property is defined as a single piece of property, except in the case where more than one piece of property is needed to make an entire system functional such as a computer or telephone system. For example, when purchasing a computer, the monitor, keyboard, printer, and hard drive are all to be considered as a component of the total system, with the total system defined as a unit of property. Likewise with a telephone system, the switchboard along with all phones required to make up the system shall be considered the unit of property. After initial acquisition of such a system, any component part upon replacement shall be considered as a single unit of property for the type of transaction.
- E. **Real Property** means land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment.

IV. **EFFECTIVE DATE:** Immediately

Attachments: Attachment A-Nonexpendable/Personal Property Inventory Control
Attachment B-Comprehensive Property Inventory
Attachment C-Report of Lost, Stolen, or Damaged Nonexpendable
Personal Property
Attachment D-Report of Excess/Unserviceable Nonexpendable Personal
Property


George W. "Bunky" Butler, Chairman
Delta Workforce Investment Area


Date

STATE OF MISSISSIPPI
DELTA WORKFORCE INVESTMENT AREA
WIA NONEXPENDABLE/PERSONAL PROPERTY INVENTORY CONTROL
FORM

Subgrantee Name:		Date:	
Brief Description of Property:			
Location of Property:			
Serial Number:		Date of Purchase:	
Purchase Price:		Condition: () New () Used	
Vendor Name & Address:			
Signature of Subgrantee Property Officer		Date:	

FOR DWIA USE ONLY

Tag#	DWIA approval letter on file? () Yes () No () N/A	Date of Letter:	
On-site verification date:	Property Mgr's Name:	Initials:	
Comments:			

DWIA

Date received by DWIA
Signature of DWIA Property Officer:
Comments:

DELTA WORKFORCE INVESTMENT ACT
Report of Lost, Stolen, or Damaged Nonexpendable Personal Property

Subgrantee Name					
Location of Property at time of loss:					
Description of Property from WIA Inventory Listing	Delta Workforce Investment Area Tag#	Serial #	Acquisition Date	Acquisition Cost	Condition of Equipment

DETAILS OF INCIDENT	
Type of Incident: () Theft () Fire () Accident () Other (indicate)	
Explain the circumstances associated with the loss, including date, time, and person's name discovering the loss: (attach additional pages if needed)	
Was the property loss covered by insurance? () Yes () No (If yes, indicate insurance carrier, policy number, and intent to replace)	
If the loss was uninsured, how will the loss be financially repaid?	
Signature of Subgrantee Property Officer:	Date:

Attach Police, FBI, or Fire Dept. Report

DWIA USE ONLY: PROPERTY MANAGER COMMENTS

**DELTA WORKFORCE INVESTMENT AREA
REPORT OF EXCESS/UNSERVICEABLE NONEXPENDABLE PERSONAL PROPERTY**

Subgrantee Name:					
Location of Property at time of loss:					
Description of Property from DWIA Inventory Listing	DWIA Tag #	Serial #	Acquisition Date	Acquisition Cost	Condition of Equipment
Signature of Subgrantee Property Officer:			Date:		

DELTA WORKFORCE INVESTMENT AREA: RECOMMENDATION FOR DISPOSITION	
Supervisor's Signature:	Date: