

**THE OREGON CONSORTIUM & OREGON WORKFORCE ALLIANCE
POLICY MEMORANDUM #WIA-14-R05/04**

DATE: Revised May 6, 2004

SUBJECT: Property Management

REFERENCES:

- Title 20 Code of Federal Regulations (CFR) 667.200
 - Title 29 CFR 95.34, 35
 - Title 29 CFR 97.32, 33
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PURPOSE:

This Policy Memorandum provides procedures for management, control, transfer and safeguarding of The Oregon Consortium & Oregon Workforce Alliance (TOC/OWA) Workforce Investment Act (WIA) property.

POLICY:

TOC/OWA and regional sub-grant recipients will maintain accountability for all property accountable under the WIA program in accordance with the requirements set forth in 29 CFR Parts 95 and 97.

Title to all useable and accountable Job Training Partnership Act property transferred to the WIA is held by TOC/OWA in accordance with 29 CFR 97.32 of the Department of Labor Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

INVENTORY CONTROL:

Regional sub-grant recipients must ensure adequate safeguards to prevent loss, damage, or theft of property. Any loss, damage, or theft of property with a unit acquisition cost of \$5,000 or more must be immediately reported to the TOC/OWA administrative office and, in the case of possible theft, a copy of a report made to the local law enforcement authorities must be provided.

Tags

Tracking property with a unit acquisition cost of \$4,999.99 or less will be the responsibility of regional sub-grant recipients. Tags for property with a unit acquisition cost of \$5,000 or more will be furnished by TOC/OWA to regional sub-grant recipients after documentation of the purchase has been received at the TOC/OWA administrative office with the Addition form.

Records

A. Property records for property with a unit acquisition cost of \$5,000 or more will be maintained at TOC/OWA as well as at regional the sub-grant recipient office.

B. Property records will contain the following:

1. Description of property;
2. Identification number or serial numbers;
3. Source of funds; if jointly funded, the WIA share of the cost;
4. Whether title rests with regional sub-grant recipient, state or federal government, other entity;
5. Authorizing documents to purchase non-expendable property;
6. Acquisition date or date received if property was furnished by the State or Federal government;
7. Percentage of Federal participation in the cost of the property;
8. Location, use and condition of property and date information was obtained;
9. Unit acquisition cost of the property;
10. Ultimate disposition data, to include:
 - Date of disposition
 - Selling price
 - Method used to determine current fair market value

DETERMINING FAIR MARKET VALUE (FMV):

There are various ways that current FMV can be determined. The Internet provides access to various sites for market pricing of vehicles. Other mechanisms include appraisals, comparisons of prices in classified ads, or establishing a selling price where there was sufficient competition to obtain the highest possible return on the item. Whatever method is utilized, the local determination of current FMV must be reasonable.

ACQUISITION AND DISPOSITION:

Acquisition

Regional sub-grant recipient must inform TOC/OWA in writing of intent to purchase property with a unit acquisition cost of \$5,000 or more, prior approval is required. (Use TOC/OWA Addition form.)

Disposition

A. Disposition of property with a FMV of \$4,999.99 or less will be the responsibility of regional sub-grant recipient. It may be given to participants to further their training and/or employability, transferred to other activities (federal or non-federal), or sold without further obligation to the WIA program. If it is sold, the local procedures of the organization must be applied.

B. Disposition of property with a FMV of \$5,000 or more purchased with federal funds will require disposition instructions to be sought from TOC/OWA using the Transfer/Deletion form. Procedures prescribed in 29 CFR 97.31 or 95.32 will apply.

Transfers

A. Property with a FMV \$4,999.99 or less may be transferred between regions without prior approval or notification of TOC/OWA.

B. Transfer of property with a FMV \$5,000 or over will be conducted by submitting a written request to TOC/OWA. (Use the TOC/OWA Transfer/Deletion form.)

USE:

The WIA regulations at 20 CFR 667.200(a)(8) allow for the use of grant purchased equipment for non-federal activities with the condition that such use will not interfere with services provided to WIA clients. In those instances where equipment is used for such purposes a use fee must be charged and the proceeds from this activity will be treated as program income.

In all other instances, WIA purchased property must be used for allowable activities under the terms of the contract, grant or other agreement.

INSURANCE:

Property residing in the regions will be covered by the regional subgrant recipient's insurance and shall list TOC as an additional insured. Property residing at the TOC/OWA Office will be covered by the administrative office.

MONITORING:

A. Monitoring of property will include a review of regional subgrant recipient office procedures and policy for compliance with federal regulations, State and TOC/OWA policies.

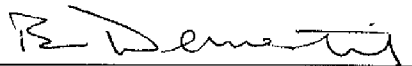
B. Regional sub-grant recipient shall provide an inventory list of items with an acquisition cost of \$5,000 or more to TOC/OWA annually as part of the audit/closeout process.

ACTION:

The TOC/OWA administrative office and the regional sub-grant recipients shall follow this policy. This policy will remain in effect from the date of issue until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to the Director of Operations at 1-866-888-4TOC.



Bill Demestihis
Executive Director