

**THE OREGON CONSORTIUM & OREGON WORKFORCE ALLIANCE
POLICY MEMORANDUM #WIA-32-06/05**

DATE: June 1, 2005

SUBJECT: Unused Supplies Accountable to Grants

REFERENCE: 29 CFR 95.35
29 CFR 97.33
29 CFR 95.2
One-Stop Comprehensive Financial Management Technical Assistance Guide, Chapter II-11-7

PURPOSE:

The purpose of this memorandum is to provide specific guidance regarding the disposition of unused supplies when a grant or other type of agreement has terminated. This policy applies to regional subgrant recipients and lower tier subrecipients who receive Workforce Investment Act (WIA) grant funds from The Oregon Consortium and the Oregon Workforce Alliance (TOC/OWA). The regional subgrant recipients and lower tier subrecipients are required to comply with federal, state and TOC/OWA requirements.

BACKGROUND:

Regional subgrant recipients must submit the TOC Aggregate Supplies Form during the process of financially closing a grant as required by the U.S. Department of Labor (DOL) and the State of Oregon Community College of Workforce Development (OCCWD). TOC/OWA is issuing this guidance to provide essential reporting requirements to meet federal, state and local area management and quality assurance needs per 29 CFR 97.33 and 29 CFR 95.35

For Government Agencies:

DOL TAG II-11-7

Supplies: All tangible personal property other than equipment 29 CFR 97.33

Equipment: tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit 29 CFR 97.33 and 95.2

29CFR97.33 Supplies

(a) Title. Title to supplies acquired under a grant or subgrant will vest, upon acquisition, in the grantee or subgrantee respectively.

(b) Disposition. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award, and if the supplies are not needed for any other federally sponsored

programs or projects, the grantee or subgrantee shall compensate the awarding agency for its share.

For Nongovernmental Agencies:

TAG II-11-7

Supplies: are personal property, excluding equipment, intangible property, and debt instruments and inventions (29 CFR 95.35)

29CFR95.35 Supplies and other expendable property.

(a) Title to supplies and other expendable property shall vest in the recipient upon acquisition. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other federally-sponsored project or program, the recipient shall retain the supplies for use on non-Federal sponsored activities or sell them, but shall, in either case, compensate the Federal Government for its share. The amount of compensation shall be computed in the same manner as for equipment.

(b) The recipient shall not use supplies acquired with Federal funds to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute as long as the Federal Government retains an interest in the supplies.

POLICY:

The regional subgrant recipients shall submit the TOC Aggregate Supplies Form (Attachment 1) during closeout process as indicated in the closeout packet within the time period specified. Failure to submit mandatory reports on a timely basis may result in corrective action and the possible delay in the processing of OCCWD closeout.

REPORTING REQUIREMENTS:

Regional subgrant recipients will provide a completed TOC Aggregate Supplies Form on the due date indicated in the yearly closeout packet provided by TOC/OWA.

TOC/OWA requires closeout of such aforementioned data for the program year to be completed no later than the dates the calendar on the closeout packet/instructions indicates.

PROCEDURE:

TOC/OWA Sends TOC Aggregate Supplies Form to each regional subgrant recipient with the closeout packet at the end of each program year.

Region If there is a residual inventory of unused supplies exceeding \$5000 in total aggregate value upon termination or completion of the grant award or program, and the supplies are not needed for any other federally sponsored project or program, the Regional subgrant recipient will notify the TOC/OWA and furnish that office a list of the unused/excess supplies. Final disposition of the property in question will be implemented in accordance with Federal and State laws and regulations, and applicable circulars or rules of the Office of Management. TOC/OWA will assist and coordinate the disposal activities.

If the expendable property will be used on a continued federally-sponsored project (grant or contract), the Regional subgrant recipient will complete the form to that effect and send the completed form back to TOC/OWA by the required due date.

IF THE UNUSED SUPPLIES ARE USED ON NON-FEDERAL SPONSORED ACTIVITIES OR SOLD, THE FEDERAL GOVERNMENT MUST BE COMPENSATED.

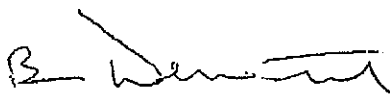
TOC/OWA Summarizes all regional information into one TOC/OWA report. Submits to OCCWD by the closeout timeline designated by OCCWD in their closeout packet.

ACTION:

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

INQUIRES:

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



Bill Demestihis
Executive Director

THE OREGON CONSORTIUM
AGGREGATE SUPPLIES FORM

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DOL TAG II-11-7

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Region name: _____

We are in the process of financially closing PYXX (7/1/XX-6/30/XX)

Please check and fill out the appropriate lines below. Return this form to TOC/OWA on July XX, 20XX:

_____ There are **not** \$5,000 or more of unused supplies on hand as of 6/30/XX

_____ There **are** \$5,000 or more of unused supplies on hand as of 6/30/XX

_____ We intend to use on our continuing Federally sponsored project

_____ We would like to sell or use on a non-Federal sponsored project and compensate the federal government for its share. Attached we have furnish an itemized list of the unused/excess supplies.

* Aggregate value is the total value of all remaining supplies (e.g. pencils, paper, printer ink, etc.)

Note: Keep a copy for your records along with backup documentation

Prepared By: _____

Date: _____

Authorized By: _____

Date: _____