



Policy No. 20A

PROCEDURES FOR PROPERTY: PRIOR APPROVAL, PURCHASING, INVENTORY AND DISPOSAL

Purpose:

To provide guidance for obtaining the State's approval prior to charging Workforce Investment Act (WIA) grant funds for purchases of property with a per unit acquisition cost of \$5,000 or more.

In addition, these procedures describe guidelines related to the inventory and disposal of property (including equipment with a fair market value of less than \$5,000) by governmental and nonprofit agencies.

This policy supersedes Policy No. 20, dated April 9, 2003.

Background:

The WIA Final Rule, Title 20 CFR Section 667.200, provides fiscal and administrative guidance for the administration of the WIA program, including specific requirements for purchasing property. This guidance includes direction and referral to Title 29 CFR Part 95 for institutions of higher education, hospitals and other nonprofit and commercial organizations, and to Title 29 CFR Part 97 for states and local governments. While the format and wording of Part 95 and Part 97 vary slightly, the intent of the federal government is consistent. The intent is to ensure that purchases of property are approved, performed through fair and open competition, and managed according to proper inventory, maintenance, and disposition procedures.

Scope:

The requirements in these procedures apply to the Mendocino County Workforce Investment Board (WIB), its One-Stop operator, and all subrecipients who plan to purchase property with an acquisition cost of \$5,000 or more per unit, and charge any of

the cost to the WIA grant funds. These procedures include guidelines regarding equipment inventory and disposal of property originally charged to a federal grant.

References:

- Title 20 Code of Federal Regulations (CFR), WIA Final Rule, Section 667.260
- Title 29 CFR Part 95, Sections 95.34, 95.40 through 95.48 and 95.53
- Title 29 CFR Part 97, Sections 97.32, 97.36 and 97.42
- Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions
- OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments
- OMB Circular A-122, Cost Principles for Non-Profit Organizations
- One-Stop Comprehensive Financial Management Technical Assistance Guide (Department of Labor – July 2002)
- WIA Draft Directive WIADD-65, Subject: Allowable Costs (December 30, 2003)
- WIA Directive WIAD03-9, Subject: Property—Prior Approval, Purchasing, Inventory and Disposal (March 25, 2004)

Definitions:

- *Equipment* is tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, including all costs related to the property's final intended use.
- *Information Technology* is computer hardware and software. Purchase is only allowable when such computer technology is "Year 2000 compliant" (Title 20 CFR 667.200(c)(7)).
- *Intellectual Property* is recognized protectable rights and interest such as: patents, copyrights, trademarks, service marks, etc. Also referred to as intangible property.
- *Property* is durable goods, equipment, buildings, installations, and land.
- *Subrecipient* refers to all Local Workforce Investment Areas (LWIA) and other subrecipients of WIA federal funds.

Purchase Considerations:

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Revised on 4/12/2004

In order to satisfy federal and state procurement requirements the following considerations must be made prior to requesting approval to direct charge WIA funds for the purchase of property with a per unit cost of \$5,000 or more. These considerations are also on the approval form attached to this procedure.

- Is this purchase necessary and reasonable?
- Why is the purchase needed?
- Have the best products been selected?
- What procurement method will be used?
- Was a lease option considered in lieu of the purchase?
- What other costs are associated with the purchase?
- Is there a cost sharing agreement if multiple partners will share the cost of the purchase? See "Cost Sharing Information" section if costs are being shared.

Procedures

A. Prior Approval Process:

1. To direct charge the WIA funds account for any property purchase (including software purchases) with a per unit cost of \$5,000 or more, the following steps will occur:
 - a) Subrecipients must complete a "Request for Approval to Charge WIA Funds for the Cost of Property" form (attached).
 - b) The completed form must be submitted to the designated Regional Advisor (RA) or Program Manager (PM). The WIB staff has contact information.
 - c) The RA or PM will review the form and either approve or disapprove the request. The signed form will be forwarded to the Section Manager for review and action.
 - d) Once the Section Manager makes approval/disapproval, the State will make every effort to provide a prompt written response. However, there will be no default approval if a response is not provided promptly.

- e) An unfavorable decision may be forwarded to the Chief of the Workforce Investment Division for review and reconsideration.
2. If an approval letter is issued, the WIA funds account may be charged for the purchase. A letter not approving a request for purchase will specify the reason for the disapproval. If the request is not approved and property is charged, the subrecipient may incur a disallowed cost.

B. Budget Plans:

An entity may occasionally submit budget plans that include an equipment request. The approval of the budget plan DOES NOT constitute approval of the equipment request. A separate request to purchase equipment must be submitted for approval by the state at time of purchase.

C. Cost Sharing Information:

When an entity plans to enter into a "cost sharing" agreement for the purchase of property with a per unit purchase price of \$5,000 or more, prior approval must be obtained, no matter the portion the entity plant to contribute. This is based upon direct guidance from the Department of Labor (DOL).

D. Leasing Considerations:

The decision to lease or buy personal property must be governed by considerations of economy. Consideration may differ by property type and according to market conditions. The length of the contract period of the lease should also be considered. Leasing with an option to purchase is generally preferable to straight leasing. However, for real property, administrative requirements make leasing the only option, as the construction or purchase of real property is not allowed under the WIA program except in certain limited circumstances. These limited circumstances are described in the "Capital Assets and Construction Costs" section of these procedures.

E. Capital Assets And Construction Costs:

1. The WIA Title I funds must not be spent on construction or purchase of facilities or buildings except under the following conditions after obtaining prior approval regardless of the dollar amount:
 - a) To provide physical and programmatic accessibility and reasonable accommodation as required by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

- b) To fund repairs, renovations, alterations and capital improvements of property including:
 - State Employment Security Agency real property, identified in WIA Section 193, using a formula that assesses costs proportionate to space utilized.
 - Job Training Partnership Act owned property, which is, transferred to WIA Title I programs.
- c) Job Corps facilities, as authorized by WIA Section 160(3)(B).
- d) To fund disaster relief employment on projects for demolition, cleaning, repair, renovation, and reconstruction of damaged and destroyed structures, facilities, and lands located within a disaster area.

F. Inventory Records:

1. Subrecipients must maintain accurate inventory records of all equipment purchased with federal funds. All equipment should have a unique identification mark to be used for inventory purposes. A physical property inventory must be taken and 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 subrecipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment. The equipment records (attached) shall include the following information:
 - a) A description of the equipment.
 - b) Manufacturer's serial number, model number, Federal Stock number, national stock number, or other identification number.
 - c) Source of the equipment, including the award number.
 - d) Whether title vests in the recipient or the federal government.
 - e) Acquisition date (or date received, if the equipment was furnished by the federal government).
 - f) Per unit cost at acquisition.
 - g) Records showing maintenance procedures to keep the equipment in good operating order.

- h) Location and condition of the equipment and the date the information was reported.
 - i) Disposition date, sale price or the method used to determine current fair market value where a subrecipient makes compensation for the federal share of the equipment, loss, theft, etc.
2. A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.
 3. Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

G. Disposition Of Equipment (Governmental Agencies):

1. For equipment with a residual fair market value of \$5,000 or more, recipients of WIA funds must use the following guidelines (Title 29 CFR Part 97.32):
 - a) The recipient may use the equipment 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.
 - b) If the equipment is no longer needed by the original program/project, the equipment may be used in other activities currently or previously supported by a federal agency.
 - c) If the equipment is no longer needed by the program/project or for other activities currently or previously supported by a federal agency, the recipient may retain or sell the equipment and reimburse the state for the federal share of the equipment. The compensation due to the state is determined by multiplying the current fair market value or proceeds from the sale by the percent of WIA federal funds used in the equipment purchase. If only WIA federal funds were used for the purchase, then the percentage would be 100 percent. If both WIA federal and local funds were used in the purchase, then use the WIA federal funds percentage for the calculation. Actual and reasonable selling and handling expenses (\$500 or 10 percent of the proceeds of the sale, whichever is less) may be deducted from the proceeds of the sale. The balance of WIA federal funds must be submitted within 30 days to the address provided below. The name of the entity, subgrant number, year of appropriation, and funding stream must be provided when submitting the funds. These returned funds will be sent to the federal government once the state receives the funds.

2. Funds received from the sale of equipment should be sent to the following address:

Fiscal Programs Division, MIC 70
Employment Development Department
P.O. Box 826217
Sacramento, CA 94230-6217

3. For property with a fair market value of less than \$5,000, subrecipients may retain, sell or dispose of the property and nothing needs to be reported to the State. A disposition record must be kept for any transaction in accordance with WIA record retention requirements.

H. Disposition Of Equipment (Community Based Organizations, Institutions Of Higher Education, Hospitals, Other Nonprofit And Commercial Entities):

1. For equipment with a residual fair market value of \$5,000 or more, recipients of WIA funds should take the following steps (Title 29 CFR Part 95.34):
 - a) The recipient may use the equipment in the program or project for which acquired as long as needed, whether or not the project or program continues to be supported by federal funds.
 - b) If the equipment is no longer needed by the original program/project, the recipient shall use the equipment in connection with its other federally sponsored activities. Priority should be given to programs funded by the DOL Employment Training Agency.
 - c) If the equipment is no longer needed by the program/project or used in connection with other federally sponsored activities, the recipient may retain the equipment for other uses. If the equipment is sold, then compensation must be made for the WIA federal funds used in the purchase. The amount of compensation shall be computed by applying the percentage of WIA federal funds used in the purchase. If only WIA federal funds were used for the purchase, then the percentage would be 100 percent. If both WIA federal and local funds were used in the purchase, then use the WIA federal funds percentage for the calculation. This percentage is applied to the fair market value or proceeds of the sale for the equipment. Recipients of subgrants are permitted to deduct actual reasonable selling and handling expenses (\$500 or 10 percent of the proceeds of the sale, whichever is less) from the proceeds of the sale. The balance of WIA federal funds must be sent within 30 days to the address provided below. The name of the entity, subgrant number, year of appropriation and funding stream must be provided when submitting the

funds. These returned funds will be sent to the federal government once the state receives the funds.

2. Funds received from the sale of equipment should be sent to the following address:

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3. If the recipient has no further use of the equipment and wishes to dispose of the equipment (other than selling the equipment), they must request disposition instructions from the State.
4. For property with a fair market value of less than \$5,000 subrecipients may retain, sell or dispose of the property and nothing needs to be reported to the State. A disposition record must be kept for any transaction in accordance with WIA record retention requirements.

I. Calculation of "Fair Market" Value:

1. The selling price of an item that is sold through auction, advertisement, or a dealer is the fair market value of the item regardless of any prior estimates. An item that is not sold, but retained by the entity, has a fair market value based on similar items that are offered for sale, using the selling price if known. Methods for determining fair market value include, but are not limited to:
 - a) Auctions;
 - b) Classified advertisements for similar used items;
 - c) Dealers; and
 - d) Licensed appraisers.
2. For automobiles, trucks, and vans, the standard authority on the value of used vehicles is the Kelley Blue Book

J. Property Records Retention:

1. All property records must be maintained from date of acquisition through final disposition. Subrecipients must also retain those records for a period of three years from the date of their last expenditure report submitted to the Workforce

Investment Division. If any litigation, claim, or audit is started before the expiration of the three-year period, all records must be retained until all findings have been resolved and final action taken.

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