

PROPERTY MANAGEMENT

Background

Federal regulations require governmental entities, nonprofit entities, higher education institutions, and commercial organizations follow the Code of Federal Regulations and Office of Management and Budget Circulars as they apply regarding the acquisition, title, use and disposition of equipment and supplies purchased with federal grant funds. These regulations apply to both direct recipients of federal grants as well as subrecipients. In accordance with these regulations the Southwest Georgia Workforce Investment Board (SWGA WDB) establishes the following policy and procedures for property management.

Purpose

This policy provides guidance on the management, control, transfer, and safeguarding of property procured using Workforce Investment Act (WIOA) or other granted funds, by Southwest Georgia Workforce Investment Board (SWGA WDB), its contractors or subcontractors. This policy is intended to supplement but not replace any applicable federal and state laws and regulations governing the management of property purchased with WIOA or other granted funds.

Authority

Workforce Innovation and Opportunity Act
2 Code of Federal Regulations (CFR) 200

General Policy

Contractors and subcontractors will maintain an accurate detailed listing of all items of equipment and personal property purchased with WIOA or other granted funds. Any equipment or property valued at \$500 or greater shall be listed on the inventory and will be tagged or marked as being the property of the SWGA WDB.

At a minimum the listing must include:

- Description of the equipment
- Manufacturer's serial number, model number, or other identification number
- Funding source of the equipment
- Date acquired
- Cost
- Condition of equipment
- Location

Purchases of fixed assets and all renovations, alterations and capital improvements to real property, shall appear as separate line items in proposals and budgets. These purchases must be pre-approved by the SWGA WDB.

Policy Name: Property Management
SWGA WDB Policy #: 19
Effective Date: January 1, 2013
Effective Date: July 1, 2015 WIOA -no change to policy



When equipment is received and signed by designated staff, a copy of the purchase order, receipt of goods and packing list will be submitted with the monthly invoice for payment. Under no circumstances will SWGA WDB be responsible for any cost incurred by the agreement holder prior to receiving written authorization for approval of purchase. All equipment must be tagged with a WIOA identification tag. SWGA WDB staff will schedule an appointment to tag all property or equipment received. The agreement holder will have equipment inventoried, tagged, delivered or stored immediately upon receipt.

Those in possession of property covered under this policy must ensure adequate safeguards to prevent loss, damage or theft of property. Any loss, damage or theft of property covered under this policy shall be investigated, fully documented and immediately reported to the SWGA WDB. In the case of possible theft, a copy of the report made to local law enforcement authorities must also be provided. It is expected that each agency will handle preventive maintenance and property repair as necessary.

Property may not be sold, removed or disposed of from the original location without prior notification and approval from the SWGA WDB. This information must be recorded on the inventory log and should list the condition of equipment at time of transfer. All fixed assets and supply inventories with an aggregate market value greater than \$5000 must be disposed of in accordance with federal standards for the disposition of property purchased with WIOA or other granted funds.

At the end of every program year an updated inventory list must be submitted to the awarding agency for record reconciliation and to verify the existence, use and need for the equipment.

Upon termination of services with SWGA WDB, an inventory will be completed jointly by the Service Provider and WDB staff no more than 30 days after the closing of the contract. Disposition of the property will be at the discretion of the SWGA WDB. On an annual basis, and/or at grant closeout, SWGA WDB will conduct site visits to complete an inventory of SWGA WDB property including an assessment of condition and use.

Personal property includes but is not limited to desks, chairs, tables, file cabinets and other items of furniture; computers (with keyboard and mouse), laptops, servers, monitors, printers, copiers, fax machines, calculators and other electronic devices; telephones and phone systems, cell phones, personal digital devices and other similar communication devices; any other item which is not expendable and has a useful life on more than one year. Small desk top items such as staplers, hole punches, tape dispensers, in boxes, etc. are not considered personal property.