

## Region 2 Workforce Investment Board Policy Letter #07

Subject: **WIOA Property Guidelines**

Effective Date: March 20, 2001- Acquisition of Property  
Amended Date: December 3, 2009 Disposition of Property  
Revised: 1.2016

### General Policy

Property purchased by subcontractors with WIOA funds must be accounted for in the procedures that follow:

### Property Acquisition

Region 2's Procurement Policy Guidelines are to be followed as stated:

At least two bids from qualified vendors will be solicited for product or services costing over \$1000 but less than \$25,000. Services over \$25,000 must follow the Region 2 WIB **Request for Proposal (RFP) Process Guidelines**-Policy Letter 02, and be administered on a cost-reimbursement basis only. Sole sourcing may be used if:

1. The service or product is under \$25,000 and it is reasonably accepted that the availability of qualified providers is limited to one provider or
2. If there are no bids awarded after the RFP process has been followed.

Service Providers awarded WIOA funds through the RFP Process must follow the intent of this Procurement Policy however, successful Grantees and Subcontractors will not be required to use the RFP Process to expend awarded funds. Property purchased with WIOA funds must be accounted for on an annual basis.

The contract award authorizes any purchases identified in the bid procedure. Prior approval from the WIB must be sought to purchase any property using WIOA funds that has not been identified in the awarded contract.

Personal or real property purchased with WIOA funds must be used for purposes authorized by WIOA. At the termination of the service providers contract a complete property inventory will be conducted no more than 30 days after the closing of the contract. Disposition of all inventory/equipment will be determined at that time using the following categories:

1. To be Returned to Region 2 WIB
2. Obsolete/ or Unrepairable- to be disposed of
3. Expendable- to be disposed of at Service Provider's Discretion

Property determined by the Region 2 WIB to be expendable during the life of the contract may be sold and the proceeds used for program purposes.

Property having an acquisition value of \$1,000 or more must be properly tagged with the official Region 2 WIOA identification tags.

Inventory Records shall be maintained by the Service Provider on forms provided by Region 2 WIB. The Service Provider will conduct annual inventory audits and send the results to Region 2 WIB.

On site inventory visits will be conducted at random by Region 2 WIB staff to check the condition and use of property. A written explanation to respond to any discrepancy in the inventory is expected to within two weeks.

If damaged lost or stolen property is covered by insurance the service provider must provide proof that steps have been taken to recover the loss. Reimbursement shall be used to replace or repair the insured article.

It is expected that every agency will handle preventive maintenance and property repair in the same manner they handle other non-WIOA funded agency property.

Section II:

Subject: **Disposition of Equipment**

Effective Date: December 3, 2009

**Purpose:** To establish a disposition policy to track personal and/or real equipment purchased with WIOA funds received by Southwestern West Virginia Region 2 Workforce Investment Board.

**Reference:** OMB Circular A-133 Equipment and Real Property Management, Disposition of Equipment.

**Definition:** Equipment means tangible nonexpendable property, including exempt property, charged directly to the award having a useful life of more than one year.

The disposition of equipment acquired under Federal awards with a current per-unit fair market value of \$5,000 or more.

**Background:** Local Workforce Investment Boards are to ensure that property, equipment and supplies purchased with Region 2 WIOA funds are used in accordance with the intent of the law.

**Policy:** Property, equipment, and supplies purchased, and/or collected with funds received by Region 2 WIOA is the property of Southwestern West Virginia Region 2 Workforce Investment Board and, as such must be used for purposes authorized by the Workforce Innovation & Opportunity Act and Southwestern West Virginia Region 2 Workforce Investment Board. An inventory of such property is to be maintained by all service providers receiving funding through the Region 2 WIB and reported yearly. An inventory, audit, and/or repossession of such property is at the discretion of the Region 2 WIB.

Upon termination of services with the Region 2 WIB, an inventory will be completed jointly by the service provider and WIB staff after the closing of the contract. Disposition of all property will be at the discretion of the Region 2 WIB. Service providers shall be responsible for the expense of disposing of any property determined to have a negative value. Service Providers will report any equipment or

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property valued at \$100 or greater on the inventory list and send the results to Region 2 WIB at the end of each program year. Property with an acquisition value of \$1,000 or greater and all electronic equipment is to be tagged or marked as property of Region 2 WIB.

Region 2 WIB staff will conduct an on-site inventory inspection periodically to ensure property guidelines are being enforced.

It is expected that each service provider/agency will provide preventive maintenance and property repair.

No property or equipment can be disposed of without prior written approval of Region 2 WIB.

**Expiration Date:** Effective until rescinded or modified by the Region 2 Workforce Investment Board.