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POLICY # 6

Title:	WIOA Property Guidelines	
Program:	Workforce Innovation and Opportunity Act	
Effective:	May 1, 2017	
Revision #:	3	Original policy date: June 26, 2015

Purpose: To establish a policy to inventory and track personal and/or real property purchases using Workforce Development Board Mid-Ohio Valley funding.

References: Section 194 (11) Workforce Innovation and Opportunity Act 2014; 20 CFR Part 200 §200.33 Equipment, §200.48 General Purpose Equipment, §200.58 Information technology systems, §200.94 Supplies; 29 CFR Parts 95 and 97

Background: Local Workforce Development Boards are to ensure that property, equipment, and supplies purchased with Region 4 WIOA funds are used in accordance with the intent of the law.

For purposes of this policy, property is defined to include equipment, supplies, real property, personal property, data, records, and proprietary information.

Policy: Property (both person and real), equipment, supplies and proprietary information purchased, collected or developed with Region 4 WIOA funds is the property of the Workforce Development Board Mid-Ohio Valley and, as such, must be used for purposes authorized by the Workforce Innovation and Opportunity Act 2014 and the Workforce Development Board Mid-Ohio Valley.

Upon termination of services with WDB-MOV, 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 WDB-MOV.

Action: Inventory Records shall be maintained by the WDB-MOV. All equipment or property shall be listed on the inventory and will be tagged or marked as being the property of the Workforce Development Board Mid-Ohio Valley. The WDB-MOV will conduct bi-annual audits /on-site visits to inventory property, including condition and use of the property. It is expected that each agency will handle preventive maintenance and property repair in the same manner they handle other non-WIOA funded property.

Workforce Development Board Mid-Ohio Valley staff will maintain records of equipment and /or property purchased for administrative or program purposes in the WDB-MOV office.

- 1) Any property/equipment that is no longer needed will be disposed of per CFR 200.313(e).
- 2) Items of equipment with a current per unit fair market value of \$5000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
- 3) Except as provided in 200.312, federally owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
- 4) The non-federal entity may transfer title of property to Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.
- 5) In cases where a non-Federal entity fails to take appropriate disposition actions, the Federal awarding agency may direct the non-Federal entity to take disposition actions.

Expiration Date: This policy shall be in effect until revised or canceled by the Workforce Development Board Mid-Ohio Valley.