

Northwest Workforce Service Area Letter Number 5

Subject: Property Control

Issuance Date: 1 January 2004, Revised 1 July 2008

Effective Date: 1 January 2004

Action: Establishes standards governing procurement, maintenance, transfer and disposition of property acquired with WIA funds.

Who: Workforce Council Members, Local Elected Official Board Members, and Program Providers.

Background: Federal and State rules require specific procedures for property purchase and control. General policy and regulations governing the acquisition, maintenance and disposition of property is covered in the OMB Administrative Requirement Circulars. The Northwest Workforce Service Area has established procedures to deal with these rules and to establish guidelines for Program Providers.

Policies and Procedure:

1. The purchase and use of all personal or real property procured with WIA funds or transferred from the JTPA program is subject to U.S. Department of Labor (DOL) and WIA regulations and OMB Circulars Common Rule A-110, and must be used in accordance with purposes authorized by WIA.
2. Property management standards, as defined in OMB Circulars A-110 must be followed by all WIA Program Providers.
3. The purchase of property with WIA funds by Program Providers of over \$1,000 must be requested in writing and be approved by the Workforce Investment Board and must follow established procurement procedures.
4. Property purchased with WIA funds should be utilized in a manner best supporting the WIA program.
5. Program providers must maintain a record of all property with a value of over \$1,000.00 which includes, as a minimum, the following information:
 - Description of the equipment
 - Make, model, serial number
 - Date of acquisition or receipt
 - Unit cost
 - Location of property

6. Program Providers must notify the NWPIC of the intent to dispose of property with a value of over \$1,000. The Program Provider will be notified of the appropriate action to be taken.

Cites/References:

Common Rule, OMB Circulars A-102, A-110 and A-21 (Administrative Requirements)
OMB Circulars A-122 & A-87 (Cost Principles)
DEED WIA Administrative Manual Chapter 3, Section 3.4

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