

Program Year 2019 (*Issued and Effective April 2020*)

Background

The High Country Workforce Development Board (HCWDB) is required to institute procedures and maintain controls for property acquisition, utilization, maintenance, and disposition. A physical inventory/evaluation of all property costing \$500 or more per unit and having a useful life of one year or more is performed annually.

Responsibility

WIOA service providers are responsible for maintaining an accurate inventory of all WIOA-purchased property in their possession, whether issued by the HCWDB or subsequently acquired with WIOA funds. A copy of the updated inventory shall be submitted to the appropriate HCWDB staff upon the completed annual review.

The HCWDB will maintain a fixed-asset listing to be verified for physical location and serviceability at the WIOA contractor facility at least annually.

Acquisition and Procurement

- All property acquisition must follow the HCWDB Procurement Policy.
- Every effort should be made in the purchase of inventory to secure the most efficient cost and/or service possible.
- Acquisition of non-expendable property with a unit cost of \$1,000.00 (including taxes, shipping and handling costs) or more must be approved by HCWDB staff, prior to the purchase and must follow the HCWDB Procurement Policy.
- Any single piece of equipment that costs greater than \$5,000 or an aggregate purchase (a purchase of multiple items of the same product) of \$5,000 or more (including taxes, shipping, and handling costs) and to be purchased with WIOA funds must be approved by the HCWDB and the NC Division of Workforce Solutions.

The following information and documentation must be submitted to the HCWDB:

1. Full justification of need and include the funding source;
2. Assurance that local procurement procedures were followed and that competitive bid determines the selection of one item over another;
3. Documentation that alternative methods of acquisition have been explored;
4. Location where the property will be used; and
5. Exact cost of property items, including installation, taxes, shipping, and handling charges.

Approval and written certification by a DWS Financial Monitor shall be received by the HCWDB prior to these types of purchases by the WIOA service provider.

Damage or Theft

In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the WIOA contractor will notify appropriate law enforcement officials immediately. The HCWDB must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss and a copy forwarded to the HCWDB.

The WIOA contractor agrees to pay for or replace any property purchased with WIOA funds that is lost, damaged, or destroyed through negligence.

Disposal

Any disposal of WIOA property must be according to applicable federal, state, and local disposal procedures. When it is necessary for equipment to be disposed, the service provider will contact the appropriate HCWDB staff person with a description of the equipment and its corresponding inventory number. The information (item number, item description, and disposal date) will be entered in the disposal list that is maintained by the HCWDB.

Reference

High Country Workforce Development Board Procurement Policy
High Country Workforce Development Board Financial Management Policy