



**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-33	April 1, 2017	FMD	1 of 3
SUBJECT: CONTROLS FOR PROPERTY MANAGEMENT SAFEGUARDS, AND DISPOSAL			

I. PURPOSE

The purpose of this Directive is to establish policy and procedures to be utilized for controls for property management safeguards, and disposal. This Directive is applicable to property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

II. GENERAL INFORMATION

Federal, State and Local procurement procedures are followed for purchasing equipment. (see WIOA Procurement Policy Procedure Directive).

References

- Workforce Services Directive (WSD) 16-10, WSD 16-16

III. POLICY

It is the administrative policy of EEDD that the procedures established herein will be adhered to for controls for property management, safeguards, and disposal.

IV. PROCEDURE

1. State approval must be obtained prior to charging WIOA grant funds for purchases of property with a per unit acquisition cost of \$5,000.00 or more. Follow the procedure for obtaining State approval for purchases of property as stated in EDD state Directive WSD16-16 Allowable Costs and Prior Written Approval.
2. Upon receipt, property is labeled with a county tag number. The property information is documented on the procurement source as well as the property inventory sheet.

3. Control of property is kept by updating information into the automated Property Management System (PMS). Data for each piece of equipment recorded includes property description, serial number, funding source of property, title holder, date received, unit cost, percentage of Federal participation in the cost, location, use, and condition of the property, and ultimate disposition data including date of disposal and sale price. Reports are printed to validate accuracy of input.
4. A physical inventory is completed annually per the County Administrative Manual. A copy of the completed inventory is filed with the Auditor-Controller and the General Services Department annually.
5. A copy of the annual County inventory report is used to update the WIA/WIOA Inventory Report on an annual basis.
6. Loss, damage, or theft of property is investigated and a police report is completed if applicable.
7. If equipment with a per unit fair market value of \$5,000 or more, is no longer needed for the original WIOA program and is not needed for other DOL supported activities, then the property can be retained or sold, and the WIOA federal funds' share reimbursed to the state (UG 200.313-200.314).
8. The awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
9. State approval must be obtained for disposition of equipment with a residual fair market value of \$5,000.00 as stated in EDD Directive WSD16-10.
10. Equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency. Documentation on fair market value at time of disposition is kept on file.
11. Upon necessary approval from the awarding agency, the County's procedures for the disposal of property are followed. Records of the disposed property are retained as established in the County's procedures and Federal/State Directives, Uniform Guidance 200.333 and WSD 16-10.
12. State approval contact information: Regional Advisor or Fiscal Programs Division, MIC 70, Employment Development Department, P.O. Box 826217 Sacramento, Ca 94230-6217.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



JOHN M. SOLIS
EXECUTIVE DIRECTOR

JMS:tl