



Workforce Development Board Mid-Ohio-Valley

Policy #6

Subject: WIOA Property Guidelines

Effective Date: May 1, 2017

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.

Any property/equipment that is no longer needed will be disposed of per 29 CFR 97.32(e).

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

Approved:

June 26, 2015
July 24, 2015
April 28, 2017

LEOs/Executive Committee
LEOs/Board
LEOs/Board