



West Tennessee Workforce Development Board

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Craig S. Butler
Board Chair

Jimmy Bell
Director

Local Workforce Development Area 11 Policy Memorandum # 17-3

Subject:

WIOA Property Guidelines

Purpose:

The purpose of this memorandum is to establish a policy to inventory and track personal and/or real property purchases using Workforce West Tennessee Workforce Development Board funding.

References: Section 194 (11) Workforce Innovation and Opportunity Act 2014; 20 CFR 200.33 Equipment, 200.48 General Purpose Equipment, 200.58 Information technology systems, 200.94 Supplies; 29 CFR Parts 95 and 97, TN WIOA 16-14 Property Management Executive Summary

Background:

Local Workforce Development Boards are to ensure that property, equipment, and supplies purchased with LWDB -11 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 personal and real), equipment, supplies, and proprietary information purchased, collected, or developed with LWDB-11 WIOA funds is the property of the West Tennessee Workforce Development Board and, as such, must be used for purposes authorized by the Workforce Innovation and Opportunity Act 2014 and the West Tennessee Workforce Development Board.

Upon termination of services with the designated One-Stop Operator, and inventory will be completed jointly by the One-Stop Operator and LWDB-11 staff no more than 30 days after the closing of the contract. Disposition of the property will be at the discretion of the West Tennessee Workforce Development Board.



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Action:

Inventory Records shall be maintained by the Workforce Development Board (WDB). All equipment or property shall be listed on the inventory and will be tagged as being the property of the West Tennessee Workforce Development Board. The WDB will conduct quarterly 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.

West Tennessee Workforce Development Board staff will maintain records of equipment and/or property purchased for administrative or program purposes in the WDB office.

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

Contact:

Questions regarding this policy should be addressed to Jimmy Bell, LWDB-11 Director, at SWHRA, 1527 White Avenue, P. O. Box 264, Henderson, TN 38340. Phone: (731) 983-3688. Email: jbelle@swhra.org.

Effective Date: July 1, 2017

Expiration Date: Until further notice

Approved: 
Jimmy Bell, LWDB-11 Director