



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

**Department of Labor and Training**

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## **WORKFORCE INVESTMENT NOTICE: 10-13**

**TO:** WORKFORCE INVESTMENT AREAS

**FROM:** David Tremblay, Acting Administrator-Workforce Investment Office

**SUBJECT:** Equipment Disposition

**DATE:** February 16, 2011

**1. Purpose** To issue guidance on the Disposition of equipment with WIA funds.

**2. References** P.L. 105-220, Section 195 (11) of the Workforce Investment Act of 1998; 20 CFR Part 652 et al, Section 667.200(c) of the Workforce Investment Act; Final Rules dated August 11, 2000; 29 CFR Part 95.35, OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, dated August 29, 1997; OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, Revised August 29, 1997; and OMB Circular A-133, *The 2005 Compliance supplement Update*, dated June 24, 1997.

**3. Background** This policy letter outlines the property control and management requirements for the state and its Local Workforce Investment Areas (LWIAs), sub-grantees, sub-recipients and/or service providers under the Workforce Investment Act (WIA) and its Regulations.

### **4. Action Required**

#### **Transfer/Surplus of Equipment with a Property Value under \$5,000**

For expendable tangible property with a purchase value of less than \$5,000, LWIAs, sub-grantees, sub-recipients and/or service providers may retain, sell or dispose of the property. If property is deemed worthless, documentation must be provided to establish this fact. Property may not be donated to another agency unless it is worthless. Value may be established by an appraiser. The Equipment Transfer/Surplus Request disposition record must be kept for any transaction in accordance with record retention requirements or other internal inventory system annotated accordingly. The LWIA, sub-grantee, sub-recipient and/or service provider may sell the property and retain the

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proceeds for use in WIA programs or divided in accordance with terms of local agency cost sharing agreement.

**6. Inquires** Questions concerning this subject may be directed to me at 462-8812 ([dtremblay@dlt.ri.gov](mailto:dtremblay@dlt.ri.gov)) or Bob Garofano at 462-8149 ([bgarofano@dlt.ri.gov](mailto:bgarofano@dlt.ri.gov)).

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