Section DH003: Property Management – Roles and Responsibilities

DETR/ESD/WISS	DISPLACED HOMEMAKER GRANTEES
A. Acquisition	
1. Advise Displaced Homemaker (DH) Grantees in all matters pertaining to property management procedures.	a. Maintain a property management and records system that meets standards set forth in Section II, DH002.
2. Coordinate with Nevada State requirements.	
3. Review and approve property provisions of all Grantee Contracts.	a. Prior approval is required whenever the Grantee or its subcontractors acquire property with DH funds; b. Requests for prior approval shall include a description of the item, estimated unit cost, and a justification for the purchase; c. Requests shall be included in the scope of work, or in a letter to DETR/ESD/WISS.
4. Review and approve all requests for real or nonexpendable personal property when the request was not included in the approved budget or modification thereto.	a. Obtain prior approval from DETR/WISS before purchasing nonexpendable personal property with DH funds. Prior approval will be deemed to be granted when specific items to be purchased are included in an approved budget, modification, or amendment thereto.
B. Inventory Control	
1. Maintain an inventory of all real or non-expendable personal property purchased with DH funds.	a. Grantee shall take a physical inventory of nonexpendable personal property at least once a year; b. Grantees shall investigate any difference between property control and accounting records and physical inspection, determine cause of the difference, documenting results as appropriate; c. Grantee shall provide an annual property inventory list to DETR/ESD/WISS.
2. Perform on-site property reviews to determine that property is appropriately identified and that State and local property management procedures are established and adhered to.	a. Maintain a property maintenance program to keep property in good condition.
3. Ensure that Grantees have a control system to provide reasonable care and to prevent loss, damage, or theft of property.	a. Provide adequate safeguards to prevent loss, damage, or theft of property; b. Loss, theft, or damage of non-expendable personal property must be investigated and fully documented; c. If the property has a unit acquisition cost of $500, or more; the loss, damage, or theft shall be reported immediately to DETR/ESD/WISS and appropriate documentation provided; d. Lost or stolen items may be removed from inventory only after appropriate written documentation has been developed; e. Documentation must be retained in accordance with record retention requirements.
4. Insure that Grantee property inventory is taken once a year and that property records are reconciled.	a. Conduct inventories of property at least annually to verify the existence, current utilization, and continued need for property, and reconcile inventory to property records (see B1 above); b. Property records of all non-expendable personal property shall be maintained by Grantees and shall include the following: (1) Property description, date acquired, grant

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	or other agreement number; (2) ID numbers such as manufacturers serial number, model number, stock number; (3) Unit acquisition cost or total cost of a lease or purchase agreement; (4) Location, use, and condition of property and the date this information was verified; (5) Percent of acquisition cost paid with DH funds; (6) Ultimate disposition data including date of disposition and selling price or method used to determine fair market value when a Grantee compensates the State for its share of costs.
C. Disposition	
1. Instruct Grantees on proper disposition procedures for all non-expendable personal property procured with DH funds.	
2. Exempt property: Title to non-expendable personal property acquired with DH funds rests with the State. When the property is no longer needed for DH activities, the State or Grantee may sell the property and retain proceeds for use in DH programs; prior written approval from DETR/ESD/WISS is required prior to any disposition of property.	a. Property no longer needed: Grantee may retain property for other uses provided that compensation at fair market value is made to the State. (1) Amounts due to the State shall be computed by applying the percentage of DH participation in the costs of acquisition to current fair market value. Grantee will provide all pertinent information to DETR/ESD/WISS; b. If a Grantee has no need for property and the property has additional useful life, the Grantee will report items to the State on “Report of Excess Property” form; c. The State may instruct the Grantee to sell the property: (1) The Grantee shall compute the State’s share of proceeds by multiplying total proceeds by the percentage of acquisition cost paid with DH funds; (2) The seller may deduct the State’s share of actual selling costs; (3) The Grantee will then remit the adjusted amount to the State within 45 days of sale; (4) If the property is worthless, documentation establishing this fact will maintained in accordance with record retention requirements; (5) Property may not be donated to another agency unless it is worthless. Value may be established by appraisal and documentation maintained according to records retention requirements.