



POLICY AND PROCEDURE NOTICE: FPPN-003 PROPERTY STANDARDS

Summary and Purpose of PPN: To guide the administration of the Ryan White Part A Program to ensure the financial integrity of taxpayer dollars through the development of property standards.

Authority:

- 45 CFR 75 Subpart D Post Federal Award Requirements, Property Standards §75.300-75.315
- HIV/AIDS Bureau, Division of Metropolitan HIV/AIDS Programs National Monitoring Standards for Ryan White Part A Recipients: Fiscal – Part A
- Fulton County Government Ryan White Part A Contract/Agreement

Policy and Procedures:

1. The recipient and subrecipients must track and report tangible nonexpendable personal property, including exempt property that are purchased directly with Ryan White funds and having:
 - A useful life of more than one year, and;
 - An acquisition cost of \$5,000 or more per unit (Lower limits may be established, consistent with recipient policies).
2. Subrecipients must maintain a current, complete, and accurate asset inventory list and depreciation schedule, and must identify assets purchased with Ryan White funds. The list and schedule must be made available to the recipient upon request. Furthermore, the subrecipient shall submit an Equipment Inventory Log by the 4th quarter of the grant year.
3. Subrecipients must implement adequate safeguards for all capital assets that must be in place to assure they are used solely for authorized purposes.
4. Real property, equipment, intangible property, and debt instruments acquired or improved with federal funds must be held in trust by recipient and subrecipients, with title of the property vested in the recipient or subrecipient but with the federal government retaining a reversionary interest.
 - A. Subrecipients must establish policies and procedures that acknowledge the reversionary interest of the federal government over property improved or purchased with federal dollars.

- B. Subrecipients must maintain file documentation of these policies and procedures for recipient review.
5. Title to supplies to be vested by the recipient upon acquisition, with the provision that if there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the program and the supplies are not needed for any other federally-sponsored program, the recipient shall:
- Retain the supplies for use on non-federally sponsored activities or sell them
 - Compensate the federal government for its share contributed to purchase of supplies

Toward that end, subrecipients must:

- Develop and maintain a current, complete, and accurate supply and medication inventory list
 - Make the list available to the recipient upon request
6. Subrecipients must maintain detailed property records on all equipment (non-expendable personal property) purchased in total, or in part, with funds received by the County during the term of their Contractual Agreement must be submitted at the close of the year with the final invoice. Property records shall be maintained accurately and shall include:
- A description of the property;
 - Manufacturer's serial number, model number, national stock number, or other identification number;
 - **Source of the property including federal award number;**
 - Acquisition date (or date received, if the property was furnished by the County) and cost;
 - Percentage (at the end of the budget year) of federal participation in the cost of the project or program for which the property was acquired;
 - Unit acquisition cost;
 - Property decal number;
 - Ultimate disposition data, including date of disposal, sales price, and method used to determine current fair market value. Disposition must have prior County written approval.
 - A physical inventory of property shall be taken and the results reconciled with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the cause of the difference. The subrecipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the property. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft of non-expendable property shall be investigated and fully

documented.

7. Adequate maintenance procedures shall be implemented to keep the property in good condition.
8. Equipment cannot be transferred or otherwise disposed of without written approval from Fulton County Government.

Verification:

- During site visit, verify that subrecipient maintains a current, complete, and accurate asset inventory list and depreciation schedule and that they identify assets purchased with Ryan White funds. Compare current inventory log against prior grant year inventory log.
- Review safeguards for all capital assets to assure they are used solely for authorized purposes.
- Review of policies and procedures that acknowledge the reversionary interest of the federal government over property improved or purchased with federal dollars.
- Review supply and medication inventory list.
- Review maintenance procedures.

Approved: October 2016

Last Reviewed: January 2021

