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Date: **JUN 08 2004**

To: All PY 2003-04 WIA Youth Lead and Joint Contractors

From: Manuel Chavez, Acting Director  
Workforce Development Division

SUBJECT: **WIA DIRECTIVE NUMBER 04-20  
PY 2003-04 FURNITURE AND EQUIPMENT INVENTORY GUIDELINES FOR  
CONTRACT CLOSEOUT**

The purpose of this Directive is to establish July 21, 2004 as the deadline for the electronic submission of an updated inventory report to the City for all equipment purchased using WIA funds from July 1, 2000 to June 30, 2004. Contractors are advised that failure to meet the requirements of this Directive may result in delayed processing of the PY 2003-04 Final Closeout Invoice.

Upon receipt of the updated inventory reports, WDD staff will schedule a time for a physical inventory with all WIA contractors. It is expected that contractors will have personnel available to assist City staff in locating program inventory items at the time of the scheduled inspection. Prior to or at the time of inspection, contractors will need to provide a copy of all equipment leases. Additionally, contractors will need to provide a copy of the filed police report for any program items that have been lost or stolen. Any grant purchased item that is missing a City identification decal will be tagged at the time of the inspection.

Following the inspection, contractors will be notified by the City if any further action is required to reconcile any inventory related matter. Contractors are advised that a copy of the revised inventory report will be reviewed against the program budget, requisitions, purchase approvals and program invoices.

Additional guidelines for the submission of the updated inventory report are contained in this Directive along with summaries of applicable policies with respect to the maintenance of program inventory and records.

## I. Guidelines for Submission for Updated Inventory Report

### Instructions for Completing Inventory Form

The following chart provides itemized instructions for completing each item of the City's WIA Inventory Report that accompanies this Directive. For purposes of easy reference, the numbers appearing in the chart below correspond to the fields appearing on the inventory form:

Number	Item	Instructions for Form Completion
1	Name of Contractor	Enter the name of the Lead Contractor or Joint Contractor
2	WIA Contract Number	Enter the current WIA contract number and program year (July 1, 2003-June 30, 2004)
3	Report Contact Person & Date of Revision	Enter the name and phone of a contact person in the event that any questions should arise concerning information contained on the completed inventory form. The contact person will in most cases be the individual who prepared the report. In parenthesis, enter the date that the inventory form was last revised.
4	Inventory Tag Number	Enter the complete number appearing on the City decal affixed to each inventory item; if item has not been tagged by the City, leave field blank. Do not enter any other decal numbers in this field.
5	Equipment Description	Provide a brief description of each equipment item with general classification listed first, followed by manufacturer and model number. (e.g.: Printer: HP Laser Jet, 4050TN)
6	Serial Number	Enter the serial number of each inventory item.
7	Date of Acquisition	Enter the date the equipment was originally acquired (or alternatively, the date item was received).
8	Title Holder	Identify the titleholder of the item (does not apply to leased items). (e.g. City of LA for loaned items)
9	Total Costs	Enter the individual unit cost of equipment at the time of procurement (amount needs to be consistent with invoice).
10	WIA Percent of Cost	Enter the percentage of WIA contribution to the cost of the equipment (not applicable to items on loan from the City). In most instances, this percentage will be "100%."
11	Date of Disposition	(Policy references for equipment disposition, noted below)
12	Address/Location	Provide the address of the physical site at which each item is located (as of the date of the inventory report).
13	Staff/Users	Identify either the individual(s) that the item is assigned or the standard users of the item. (e.g.: Jane Smith-case manager; All Staff; WIA clients, etc.)
14	Condition Code	Indicate the condition of each item by using the code at the top of the inventory report, as follows; "G": Good; "O": Obsolete; "D": Damaged/Breakdown; "L": Lost; "S": Stolen

### Electronic Submission of Inventory Reports

WIA Contractors are required to submit an accurate inventory report electronically, on the form provided by the City for this purpose. Contractors who do not receive an electronic version of the City's inventory report form with this Directive should contact their assigned Program Advisor immediately.

The inventory report must be submitted to the City by one of the following means:

- a. Contractors may e-mail their inventory report as attached documents to CDD staff, Michael Bouvet at [mbouvet@cdd.lacity.org](mailto:mbouvet@cdd.lacity.org).
- b. Alternatively, contractors may mail or hand deliver their inventory report on disk, addressed to Community Development Department, Workforce Development Division, 215 W. 6<sup>th</sup> Street, Los Angeles, CA 90014, 9<sup>th</sup> Floor – Attention: Michael Bouvet.

### Technical Assistance

Contractors requiring technical assistance with any matter related to the maintenance and submission of inventory reports under the WIA grant should contact their assigned Program Advisor.

## **II Policies Governing Maintenance and Records of WIA Equipment**

Although the contractual requirements for equipment maintenance and recordkeeping are summarized under this section, Contractors are encouraged to review the full policies that are set forth in the WIA Agreement, including but not limited to the following:

Section 604	Equipment Records
Section 605	Purchase or Lease of Equipment
Section 701	Accountability for Nonexpendable Property
Section 702	Subcontracts—Procurement Procedure

### Records Maintenance and Definition of Equipment

As stipulated in the terms of the WIA Agreement, the contractor is required to maintain a record “for each item of equipment acquired for the program.” The definition of equipment that is provided is any “nonexpendable property, which is not consumed or does not lose its identity by being incorporated into another item or equipment, which costs \$5,000 or more per unit, or is expected to have a useful life of one (1) year or more.” The contractor is required to reconcile the inventory record by conducting a physical inspection on a yearly basis, or at any other times required by the City.

### Damage, Loss or Destruction of Property

All damage, loss or destruction of property should be reported immediately to the City. The contractor is liable for any loss, damage or destruction of property that is acquired under the WIA Agreement except for losses, damage, or destruction that results from the gradual wear that would result from appropriate use of affected items.

### Lease of Property

WIA contractors are required to submit a copy of all lease agreements for WIA grant funded inventory items to the City for approval prior to payment for any such items. As stipulated in the WIA Agreement, contractors may not alter the terms of an approved equipment lease without receiving prior written approval from the City for the modifications intended.

Final Disposition

Contractors are required to obtain prior City approval for disposal of any nonexpendable inventory items that were purchased with WIA grant funds. Disposition of such items must be in accordance with the provisions of OMB A-110, DOL Regulations at 29 CFR part 97, and any applicable State Directives.

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Attachment—WIA Inventory Template