

**PROPERTY MANAGEMENT QUESTIONNAIRE
ATTACHMENT #7**

<p>29 CFR Part 97 [97.32(d)(1-5)] WIA State Compliance Policies 3.11</p>	<p>1. Does LWIB make periodic physical inventories of all property? (At least once a year)</p> <p>a. By whom? _____</p> <p>b. How often? _____</p> <p>c. Are differences reconciled?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> N/A</p>
<p>29 CFR Section 97.31 (Et al) 97.32 (Et al), and WIA State Compliance Policies 3.11</p>	<p>2. Does the LWIB maintain equipment records (equipment means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit) that include the following data?:</p> <ul style="list-style-type: none"> • Description of the property (circle) Y or N • Serial number, model number or ID numbers (circle) Y or N • Funding Source (circle) Y or N • Title Holder (circle) Y or N • Percentage of Federal WIA Funds (circle) Y or N • Date acquired or received (circle) Y or N • Acquisition Cost (circle) Y or N • Location of Equipment (circle) Y or N • Use and Condition of Equipment (circle) Y or N 	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> N/A</p>

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	<ul style="list-style-type: none"> Ultimate Disposition Date, including selling price or method used to determine current fair market value (circle) Y or N 			
<p>29 CFR Part 97.32 (Et al), and</p> <p>WIA State Compliance Policies Section 3.11</p>	<p>3. Did the LWIB obtain State approval before purchasing real or nonexpendable personal property with a unit acquisition cost of \$5,000?</p> <p>If Yes, collect copies.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>If No, please explain</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p>29 CFR Part 97.30 (Et al), 97.31 (Et al), and</p> <p>WIA State Compliance Policies Section 3.11</p>	<p>4. Did the LWIB obtain written approval when remodeling or making alterations to rented or leased property. Requests for prior approval must include a description of the item, estimated unit cost and a justification for purchase. The request may be made in the Plan or by letter to the State.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

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	5. Has LWIB established and implemented written procedures to account for lost, stolen, or damaged property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
29 CFR Part 97.31(2), 97.32(e)(1-3), and WIA State Compliance Policies 3.11C	6. Did the LWIB dispose of any property during the monitored fiscal year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Was approval obtained for all dispositions of property with a unit acquisition cost of \$5,000.00 or more, for WIA funded property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
29 CFR Part 97.32 (c)	7. Does it appear that equipment purchased with WIA funds is used for WIA service delivery purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Notes/Comments: - _____ _____ _____ _____ _____ _____ _____ _____ _____ _____			