

PROCEDURE TITLE: MANAGEMENT AND DISPOSAL OF TITLE 1 EQUIPMENT		
ADOPTION/EFFECTIVE DATE: JULY 1, 2012	MOST RECENTLY AMENDED: JUNE 20, 2016	MOST RECENTLY REAFFIRMED: JUNE 21, 2021
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

I. Purpose

The purpose of this procedure is to:

- A. Ensure that the management and disposal of Title 1 purchased equipment comply with federal regulations; and,
- B. Establish a strong and effective system of equipment management within the Title 1 schools; and,
- C. Establish standards and criteria related to such systems.

II. Definitions

Title 1 means 20 U.S. Code section 6311-6339.

III. Procedures

HCPS shall follow the federal regulations outlined in Education Department General Administrative Regulations (EDGAR) 80.32, to specifically address:

- A. Management Requirements.
 1. Under the supervision of the Office of Title 1 for HCPS, the procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place shall, as a minimum, adhere to the following requirements:
 2. Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.


3. A physical inventory of the property shall be taken and the results reconciled with the property records at least once every two years.
4. A control system shall be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
5. If applicable, adequate maintenance procedures shall be developed to ensure that the property is maintained in good condition.
6. If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures shall be followed to ensure the highest possible return.

B. Disposition

When original or replacement equipment acquired under a grant (Title 1) or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, the equipment shall be disposed of as follows:

1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
3. In cases where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or subgrantee to take excess and disposition actions.

Approved By:



Sean W. Bulson, Ed.D.
Superintendent of Schools

PROCEDURE

Procedure Action Dates		
ACTION	DATE	ACTION DATE
Adopted	07-01-2012	
Revised	06-20-2016	
Reaffirmed	06-21-2021	

Responsibility for Procedure Maintenance & References	
LAST EDITOR/DRAFTER NAME: Bradley Palmer	JOB POSITION OF LAST EDITOR/DRAFTER: Grant Administrator, Title 1
PERSON RESPONSIBLE: Bradley Palmer	JOB POSITION OF PERSON RESPONSIBLE: Grant Administrator, Title 1
DESIGNEE NAME:	DESIGNEE POSITION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:	

LEGAL REFERENCES¹

References are set forth in the Procedure.

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.