

Town of Hardwick

Property Management Policy

Policy Purpose:

The Town of Hardwick establishes this Property Management Policy to outline procedures for managing property acquired or improved with federal grant funds. This policy is in accordance with the Federal Uniform Grant Guidance (UGG) under 2 CFR Part 200, ensuring appropriate use, safeguarding, and disposal of property purchased or managed under federal grants.

1. Scope and Applicability

This policy applies to all Town of Hardwick departments and personnel who acquire, use, or dispose of property with federal grant funds. Property under this policy includes both **real property** (land and buildings) and **personal property** (equipment, supplies, and other tangible items) as defined under 2 CFR Part 200.

2. Property Classifications

- **Real Property:** Land, including any permanent buildings and improvements.
- **Personal Property:** Equipment, supplies, and other tangible items purchased, leased, or improved with federal funds.
- **Equipment:** Tangible personal property with a useful life of more than one year and a per-unit cost of \$5,000 or more (or lower threshold per grant terms).
- **Supplies:** All other tangible property, including items with a useful life of less than one year or a per-unit cost of less than \$5,000.

3. Property Management Standards

The Town of Hardwick will maintain effective control over all property acquired with federal funds to ensure its use for authorized purposes, safeguard against loss or damage, and follow proper disposal procedures when necessary.

4. Inventory and Record-Keeping

The Town will maintain an inventory system to track property acquired, improved, or retained through federal grants. Inventory records will include:

- Description of the property
- Serial number, model number, or other identifying details
- Source of funding (grant number)
- Title holder
- Acquisition date and cost
- Percentage of federal participation in the cost of the property

- Current location, use, and condition of the property
- Disposal date (if applicable) and sale price or method of disposal

Inventory Verification: A physical inventory of property will be conducted and reconciled with property records at least once every two years, as required by federal regulations.

5. Use of Property

Property acquired with federal funds must be used in the program or project for which it was acquired, as long as it is needed. If the original purpose no longer requires the property, it may be used in other federally funded projects, provided that:

- The new use is consistent with the original grant's authorized purpose.
- The federal awarding agency is notified as necessary for the reallocation of the property.

6. Maintenance Procedures

The Town will ensure that property is maintained in good condition, securing it from loss, damage, or theft. Maintenance activities will be documented, and any incidents of loss, damage, or theft will be investigated and reported to appropriate authorities, including the federal awarding agency when required.

7. Property Disposition

When property acquired with federal funds is no longer needed, disposition will follow these guidelines:

- **Equipment and Personal Property:** Disposal options include selling, trading, transferring, or discarding. Federal guidance (2 CFR Part 200.313) will be followed for any equipment with a residual fair market value of \$5,000 or more.
 - **Sale of Equipment:** If sold, the Town will calculate and return the federal share of the sale proceeds to the awarding agency, less any permitted deductions for sale-related costs.
 - **Transfer of Equipment:** Transfer to another federal project or to the awarding agency may occur with appropriate documentation and permission.
- **Real Property:** If no longer needed, the Town must request disposition instructions from the awarding federal agency, which may include:
 - Retaining title and compensating the federal agency.
 - Selling the property and paying the federal agency its proportional share of the proceeds.
 - Transferring title to the federal agency or another eligible entity as directed by the awarding agency.

8. Property Loss, Damage, or Theft

Any loss, damage, or theft of property acquired with federal funds must be investigated and documented. The Town will:

- Report losses or damages to the appropriate federal awarding agency as required.

- Maintain records of investigations, corrective actions, and insurance claims, if applicable.

9. Insurance Requirements

The Town will ensure adequate insurance coverage for federally funded property, including liability and hazard insurance, as stipulated by the specific grant requirements. Any insurance proceeds from the loss or damage of property will be allocated as directed by the federal awarding agency.

10. Compliance and Oversight


The Town Manager, or designee, will ensure that all Town employees handling federal property are trained in this policy. Regular audits and reviews will be conducted to ensure compliance with federal guidelines.

11. Policy Review and Revisions

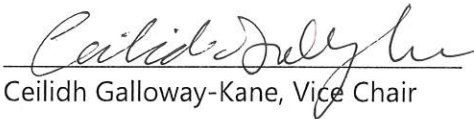
This Property Management Policy will be reviewed annually and revised as necessary to reflect any changes in federal guidance, grant terms, or Town needs.

The foregoing Policy is hereby adopted by the Select Board of the Town of Hardwick, Vermont, this 5th day of December 2024 and is effective as of this date until amended or repealed.

Select Board:


Eric Remick, Chair


Danny Hale


Ceilidh Galloway-Kane, Vice Chair


Tim Ricciardello

Shari Cornish