

Tangible Property Requirements and Contract Provider Property Inventory Form

Requirement: Contract

Frequency: Annually

Due Date: Within 30 Days of Contract Execution

1. Definitions

- a. As used in this document, “property” includes:
 - (1) Equipment, furniture, fixtures, motor vehicles, and other personal property of a non-consumable and non-expendable nature, the original acquisition cost or estimated fair market value of which is \$5,000 or more, and the expected useful life of which at the time of transfer or purchase is one (1) year or more.
 - (2) All computers with an expected useful life of which at the time of transfer or purchase is one (1) year or more.
- b. As used in this section, “motor vehicles” includes any automobile, truck, airplane, boat, or other mobile equipment used for transporting persons or cargo.

2. Transferred Property

The closeout inventory that was completed no later than 30 calendar days before the completion or termination of the Managing Entity contract with the Network Service Provider shall be used as the beginning inventory for this contract. The Network Service Provider shall submit the Contract Provider Property Inventory Form within 30 days of contract execution. The report is DCF’s **Template 1 - Provider Tangible Property Inventory Form**, which can be found at following link using the applicable fiscal year: <http://www.myflfamilies.com/service-programs/samh/managing-entities>.

- a. Before transferring property to the Network Service Provider from the Managing Entity, all property to be transferred shall be inventoried, and the inventory shall be agreed upon and signed by both parties. The property decal for each property item shall be removed by the Managing Entity prior to transfer. The Managing Entity shall be responsible for adjusting the property records to reflect this transfer and change of ownership.
- b. The agreed upon inventory shall include, at a minimum, the property decal number, a description of the property, model number, manufacturer’s serial number, date of acquisition, original acquisition cost and location.
- c. Annually thereafter, the Network Service Provider shall submit to the Managing Entity a complete inventory of all property transferred to the Network Service Provider from the Managing Entity. The inventory shall include all data elements described in 2.b. above, and clearly reflect any replacement or disposition of the property. The Network Service Provider shall use the Contract Provider Property Inventory Form.
- d. If the original acquisition cost of a property item is not available at the time of transfer, an estimated value shall be agreed upon by both parties and that value shall be used in place of the original acquisition cost.

3. Property Items Purchased by Provider

- a. If any property is purchased by the Network Service Provider with funds provided by this contract, prior approval must be obtained from the contract manager in accordance with *2 CFR 200.439(b)(1), (2), or (3) and CFOP 80-2*, as applicable. The Network Service Provider shall inventory all such property, and on an annual basis, shall submit a complete inventory of all such property to the Managing Entity.
- b. The inventory shall include, at a minimum, a description of the property, the DCF or ME Property Number, model number, manufacturer's serial number, acquisition date, original acquisition cost, current location, condition and clearly reflect any replacement or disposition of the property. The Network Service Provider will provide the funding source and information needed to calculate the federal and/or state share of its cost, if applicable.

4. Disposition

If the Network Service Provider replaces or disposes of property transferred to or purchased by the Network Service Provider pursuant to this contract, the Network Service Provider is required to provide accurate and complete information pertaining to replacement or disposition of the property on the annual inventory as required by paragraphs 2.c. and 3.a.

5. Termination

- a. The Network Service Provider shall furnish a closeout inventory no later than 30 days before the completion or termination of this contract. The closeout inventory shall include all property transferred to or purchased by the Network Service Provider. The Network Service Provider Property Form shall be used.
- b. The closeout inventory shall contain, at a minimum, the same annual inventory information required by paragraphs 2.c. and 3.a.
- c. Title (ownership) to and possession of all property transferred to or purchased by the Network Service Provider pursuant to this contract shall be vested in the Managing Entity upon completion or termination of this contract. Upon return to the Managing Entity, all property must be in good working order. The Network Service Provider hereby agrees to pay the cost of transferring title to and possession of any property for which ownership is evidenced by a certificate of title.
- d. The Network Service Provider shall be responsible for repaying to the Managing Entity the replacement cost of any property inventoried and not returned upon completion or termination of this contract.

6. General

- a. All inventories required by these sections shall be updated and accurate to the date of inventory certification.
- b. During the term of this contract, the Network Service Provider is responsible for insuring all property transferred to or purchased pursuant to this contract and for maintaining such property in good working order.
- c. The Network Service Provider hereby agrees to indemnify the Managing Entity against any claim or loss arising out of the operations of any motor vehicle transferred to or purchased by the Network Service Provider pursuant to this contract.

The Tangible Property Requirements will be administered according to DCF Guidance 2, which can be found at following link using the applicable fiscal year: <http://www.myflfamilies.com/service-programs/samh/managing-entities/>.