

Vital Strategies Compliance Webinar

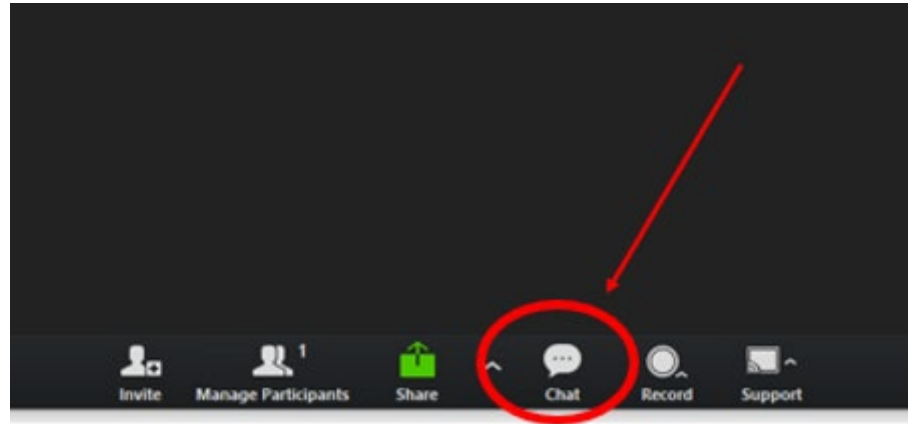
Property, Inventory, and Disposition
June 25, 2020



International Union Against
Tuberculosis and Lung Disease
Health solutions for the poor

If you have questions...

Select “Chat” at the bottom of your screen,
and **type** your question



Multiple choice questions

During the webinar, we'll ask multiple choice questions. A separate window with the question and possible answers will pop up.

You just need to choose your answer with your cursor. Answers are anonymous, so participate freely!



MC Question - Example



Webinar Outline

USAID Standard Provision M7 for non-US NGOs, and RAA8 for US NGOs

- Property and title
- Management procedures and inventory
- Disposition

Q&A

M7. Title to and Use of Property (a) and (b)

USAID STANDARD PROVISION: PROPERTY



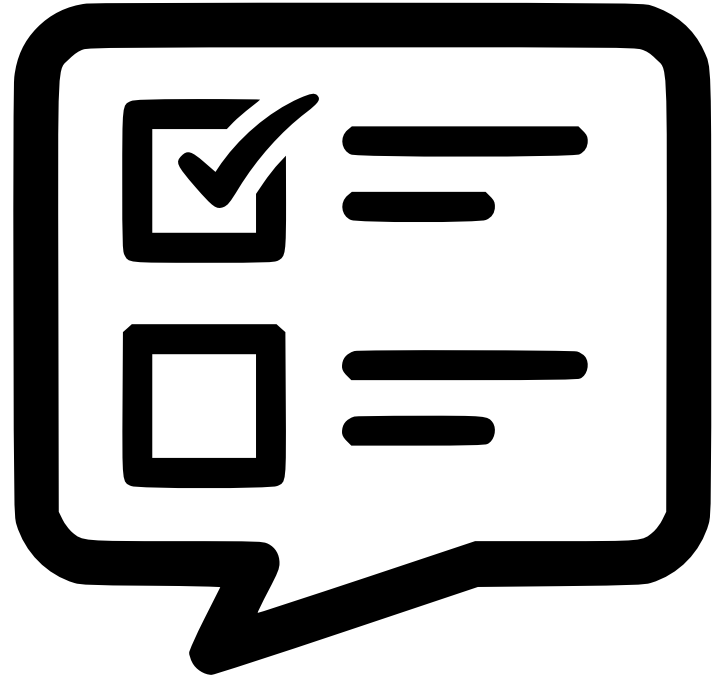
MC Question #1



MC Question #1

What does USAID consider to be *property*? (select one)

- a) Equipment
- b) Supplies
- c) Real property, e.g. land, structures
- d) Intangible property, e.g. IP, computer software
- e) ONLY Equipment and Supplies
- f) **ALL of the above**



How does USAID define **property**?

“*Property* means equipment, supplies, real property, and intangible property...”

Title to Property

- Refers to ownership rights
- Title to property vests with subrecipients
- However, USAID retains certain rights with respect to property throughout the award

M7. Title to and Use of Property (c) and (d)

MANAGEMENT PROCEDURES AND INVENTORY



According to the USAID Standard Provision,

“The recipient (subgrantee)...

(c) Agrees to use and maintain all Property for the purpose of this award...

(d) Must maintain the Property in good condition, have **management procedures** to protect the Property, and maintain an accurate **inventory** of all Property.”

Management procedures

- Policies and procedures to maintain the Property and ensure adequate safeguards to prevent loss, damage or theft
- An investigation that is fully documented in case of loss, damage, or theft
- Insurance or insurance equivalent
- An inventory check must be conducted and documented at least once every two years during the award period

Inventory list(s) for all property

Must include *at a minimum* the following:

1. Project / Donor(s)
2. Item description
3. Include number of units if purchased in bulk
4. Identifying number(s) – serial / unique tag #
5. Purchase date
6. Purchase price
7. Location and condition

**Must be trackable by property purchased by subgrantee or Vital Strategies (or MRC if for STREAM Stage 1)*

MC Question #2



MC Question #2

Vital Strategies sends lab equipment to a site. Does the site need to include the equipment in the inventory list?

1. Yes
2. No



M7. Title to and Use of Property (e)

DISPOSITION

According to the USAID Standard Provision...

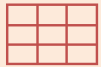
- The recipient must submit **proposed disposition** of property

**Property – equipment, supplies, intangible property, real property*

DEMO: DEFINITIONS, INVENTORY, AND DISPOSITION PROPOSAL

For USAID award closeout in March 2021

Subgrantees need to submit the to Vital Strategies by ***October 31, 2020:***



TREAT TB (or STREAM) inventory and disposition proposal on the Vital Strategies' template



Documentation for applicable items that require Current Market Value (CMV), confirming that it was determined by a third party

* Applicable items are property with a purchase price \geq \$5,000.

What does the disposition proposal process look like for TREAT TB/STREAM subgrantees?

Disposition proposal process for awards that end *after* March 29, 2021

1

In Vital Strategies' template, propose to **retain title and ownership of the property for continuation of TREAT TB/ STREAM project**. If the item is no longer needed under TREAT TB, please let your GM know.

2

From a third party, obtain Current Market Value (CMV) for applicable items.

3

Submit complete template (with inventory list and disposition proposal) and supporting documentation to Vital Strategies by October 31, 2020.

** This will be the case for most of you, e.g. all sites and partners working on the STREAM trial, with exception to the sites in South Africa.*

Disposition proposal process for awards that end *on/prior to* March 29, 2021

1

In Vital Strategies' template, propose **how you would like to dispose of all property**.

2

From a third party, obtain Current Market Value (CMV) for applicable items. The options for disposition for these items are different depending on whether the CMV is greater or less than \$5,000 (more info on next slide).

3

Submit complete template (with inventory list and disposition proposal) and supporting documentation to Vital Strategies by October 31, 2020.

Disposition proposal process for awards that end *on/prior to* March 29, 2021 cont'd: **Step 2**

If CMV \geq \$5,000

- Can propose one of the following:
 - Retain title and ownership of the property under use of another USAID (or US Government) award;
 - Transfer title to USAID Mission;
 - Transfer title and ownership to a third party (example: implementing partner on another USAID award or host country government);
 - Sell and give funds back to TREAT-TB subaward.

If CMV $<$ \$5,000

- Propose to retain title and ownership of the property under the organization.

Disposition summary

- Using the provided template, all subgrantees shall submit their inventories and disposition proposals by October 31, 2021. Supporting documentation, such as CMV, shall also be submitted.
- The disposition proposal process will look different depending on when your award with Vital Strategies ends – is the termination date *on/prior to* or *after* March 29, 2021?
- USAID may decide to retain rights to property

MC Question #3



MC Question #3

Which of these needs to be submitted to Vital Strategies by October 31, 2020?
(Select all that apply)

- 1) **Inventory list and disposition proposal on Vital Strategies' template**
- 2) **Current market value (CMV) of all applicable items, and supporting documentation**
- 3) Property management policies



CONCLUSION

Summary

USAID's **definition of property** includes supplies, equipment, real property, and intangible property.

To comply with USAID Standard Provision on Property, Subrecipients should have property **management policy/procedures**.

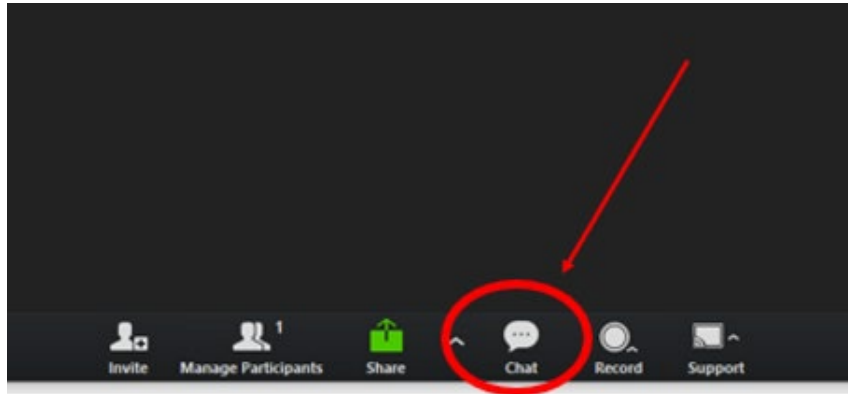
An **inventory** of all the property that has been purchased under your TREAT TB award should be maintained.

By **October 31, 2020**, an **inventory and disposition proposal** shall be submitted to Vital Strategies using the template provided.

Questions?

Option 1

Select “Chat” at the bottom of your screen, and **type** your question



Option 2

Type questions using the “Chat” feature, or if you would like to ask **verbally**, please unmute yourself before asking a question and wait until there is a pause in the discussion.

More questions?

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Thank you

www.vitalstrategies.org



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Health solutions for the poor