



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2018-06-27 (3)

**Date:** June 27, 2018

**To:** THA Board of Commissioners

**From:** Michael Mirra  
Executive Director

**Re:** Adoption of THA Policy G-15 Small Assets Disposition Policy

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*This resolution would authorize the adoption of the Small Assets Disposition Policy to comply with a Department of Housing and Urban Development ("HUD") audit concern.*

### Background

HUD requires every public housing authority to have a policy for disposition that complies with 2 CFR Part 200. THA needs a policy to cover the disposition of "Small and Attractive Assets". These are assets worth from \$300 to \$4,999 and small enough to be easily lost or stolen. They are not worth enough to count as capital assets. The attached draft policy would comply with HUD's rules to govern the tracking and disposal of these assets.

### Recommendation

Approve Resolution No. 2018-06-27 (3) adopting THA Policy G-15 Small Assets Disposition in substantially the form set out in the attached draft policy. Staff may further modify this policy without further Board review for minor changes, changes in format, visualizations and forms.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2018-06-27 (3) (Approval of Small Assets Disposition Policy)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, The Housing Authority of the City of Tacoma (the “Authority”) is the recipient of Federal funding through various instruments issued by the Department of Housing and Urban Development (“HUD”); and

**WHEREAS**, HUD has adopted 2 CFR 200, which includes certain administrative requirements, cost principles, audit requirements, and requirements for procurements conducted by recipients of Federal funding; and

**WHEREAS**, Public housing authorities, including the Authority, are required to adopt policies that meet the requirements of 2 CFR §200; and

**WHEREAS**, Following an audit that HUD conducted between July 31 and August 4, 2017, HUD raised a concern about the lack of a disposition policy; and

**WHEREAS**, A proposed Small Asset Disposition policy that satisfies and adopts the requirements of 2 CFR §200 is attached as Attachment A; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

1. THA adopts THA Policy G-15 Small Asset Disposition in substantially the form set out in the attached draft policy. Staff may further modify this policy without further Board review for minor changes, changes in format, visualizations and forms.

**Approved: June 27, 2018**

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Janis Flauding, Chair

CERTIFICATE

I, the undersigned, the duly chosen, qualified and acting Executive Director of the Housing Authority of the City of Tacoma (the "Authority") and keeper of the records of the Authority, CERTIFY:

1. That the attached Resolution No. 2018-06-27 (3) (the "Resolution") is a true and correct copy of the resolution of the Board of Commissioners of the Authority as adopted at a meeting of the Authority held on the 27<sup>th</sup> day of June, 2018, and duly recorded in the minute books of the Authority.

2. That such meeting was duly convened and held in all respects in accordance with law, and, to the extent required by law, due and proper notice of such meeting was given; that a quorum was present throughout the meeting and a majority of the members of the Board of Commissioners of the Authority present at the meeting voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this Certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 27<sup>th</sup> day of June 2018.

HOUSING AUTHORITY OF THE CITY OF TACOMA

By: Michael Mirra  
Michael Mirra, Executive Director



# TACOMA HOUSING AUTHORITY

**Policy No.** G-15  
**Policy** Small Assets Disposition Policy  
**Date** June 27, 2018

## 1. Purpose

Certain items that THA purchases that have an initial value of \$300 to \$4,999.99 count as “Small and Attractive Assets” as they are portable or concealable and vulnerable to loss. They are worth enough to count as Capital Assets. This policy will help ensure that THA accounts for them and for their disposal when they break or wear out or when THA no longer needs them.

## 2. Sources for Policy

- THA Resolution 2018-6-27(3)
- 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards

## 3. Scope of Policy

This policy applies to all of THA.

## 4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>Board of Commissioners and Executive Director</i>	Overall and final responsibility for ensuring compliance with reporting requirements.
<i>Director of Administration</i>	Coordinate annual risk assessment to determine which assets or asset categories are Small and Attractive assets.
<i>All Department Directors</i>	Work with other department directors to ensure that each department has created/updated their list of Small and Attractive assets by January 31 <sup>st</sup> each year. Each department director will maintain in OpenDoor a list of their department’s Small and Attractive assets. They will update this list at least monthly. They perform an annual inventory of these assets by January 31 <sup>st</sup> .
<i>Employees and Managers</i>	Immediately report a lost, stolen, or damaged asset to the director or the staff assigned to maintain the inventory. If the item is an IT asset immediately report to the IT Department.
<i>IT Department</i>	Maintain a list of IT assets issued by the IT Department.

## 5. Definitions

<i>Small and Attractive items</i>	Items that are easily moveable, and desirable with an initial value of \$300 to \$4999.99, have a useful life of more than one year, and are either concealable or portable.
<i>Concealable items</i>	Items that are small enough to fit into one's pocket, bag, briefcase or back pack. <i>E.g.</i> , electronic devices, radios, laptops, tablets, cameras, handheld radios, etc.
<i>Portable items</i>	Medium sized assets that can be easily carried. <i>E.g.</i> , televisions, CPU's, printers (small), mobile hand or power equipment, land mowers, etc.
<i>Information Technology (IT) Asset</i>	Any device that processes, stores or transmits THA information and/or data, including personally owned IT assets used to conduct THA business.

## 6. Forms Associated with this Policy

*THA Form PCI-01(55)*      Disposition Form

## 7. Policy

### 7.1 General

This policy will help THA account for "Small and Attractive Assets". It will also provide for their disposal when they break or wear out or when THA no longer needs them.

### 7.2 Asset Identification

THA's Administration Department will annually compile a list of Small and Attractive Assets. Other departments will help do this.

7.2.1 By January 31<sup>st</sup> of each year, each department head or their designee will prepare a list annually of their Small and Attractive items. The IT Department will maintain the list of all Small and Attractive IT assets issued by the IT Department.

The list shall provide the following information about the "Small and Attractive "assets:

- description of the item
- serial number, model and/or other identifying number, if available
- source (*e.g.* purchased from, constructed by, donated by)
- acquisition date
- original cost
- location, use and condition of the item

- ultimate disposition including the type and date of disposal, value of asset at disposition, and the selling price if the item was sold

7.2.1 The department will record this annual list in OpenDoor. The list will contain additions, deletions, interdepartmental (or unit) transfers, modification or other changes to the list.

Deletion from the inventory should include items that were scrapped, disappeared mysteriously, lost, stolen, damaged beyond salvage, or used for repairs of like items.

Any item that was lost or stolen that is covered by THA Policy F-10.01 Reporting Loss of Funds or Property, should be noted as such on the inventory.

### 7.3 **Disposition**

When THA determines that it no longer needs an asset THA will declare that asset to be surplus. All non-capitalized assets that are not lost, stolen, damaged beyond salvage, or used for repairs of like items will be disposed of through the Washington State Department of Enterprise Services Surplus Property Disposal System, or another mechanism allowable under RCW 39.33.010.