

TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

www.dps.texas.gov



STEVEN C. McCRAW
DIRECTOR
DAVID G. BAKER
CHERYL MacBRIDE
DEPUTY DIRECTORS



COMMISSION
A. CYNTHIA LEON, CHAIR
CARIN MARCY BARTH
RANDY WATSON
STEVEN MACH
MANNY FLORES JR.

SAA Information Bulletin

12-004

May 24, 2012

Revised

April 8, 2014

To: Texas Regional Councils
Texas Association of Regional Councils
All Texas State Homeland Security Grant Program Points of Contact

From: Mabelle Pharr
Deputy Assistant Director

Subject: Tagging and Inventory Requirements for Homeland Security Funded Equipment

Purpose: This information bulletin replaces GDEM-SAA Information Bulletin (IB) No. 2, dated August 10, 2006. This IB takes effect as of the revised date listed above. In an effort to clarify the 44 CFR 13.32 requirements that all Homeland Security Grant Program sub-recipients must follow with regards to the equipment tagging and inventory requirements, the following guidance is provided.

Definitions

Capital Asset - personal property costing \$5,000.00 or greater per-unit and having an estimated useful life of greater than one year.

Controlled Asset - an asset that has a per-unit cost of less than \$5,000.00, however due to its high-risk nature, must be tracked regardless of per unit cost. The following is a list of Controlled Assets.

Controlled Asset Description

Authority

- | | |
|---|---------------------|
| • Stereo Systems | (UGMS, SPA) |
| • Cameras including Still, Digital, and Video | (UGMS, SPA, THSSAA) |
| • Facsimile Machines | (UGMS) |
| • TVs, VCRs, DVRs, and DVD Players | (UGMS, SPA) |
| • Cellular and Portable Telephones | (UGMS, THSSAA) |
| • Desktop CPU – Apple and non Apple | (SPA, THSSAA) |
| • Portable CPU – Apple and non Apple-including Tablet Devices | (SPA, THSSAA) |
| • Printer – Portable and non portable | (SPA, THSSAA) |
| • Data Projectors | (THSSAA) |
| • GPS Devices | (THSSAA) |
| • Communications Equipment | (THSSAA) |
| • Hand Held and Vehicle Mounted Radios | (THSSAA) |

- Hand Held Imaging Units (THSSAA)
- Night Vision Optics, Spotting Scopes, and Binoculars (THSSAA)
- Trailers (THSSAA)
- Generators (THSSAA)
- CBRNE Detection Equipment (THSSAA)

UGMS = Uniform Grant Management Standards

SPA = State Property Accounting System

THSSAA = Texas Homeland Security State Administrative Agency

Equipment Inventory Management

A control system must be in place to ensure adequate safeguards to prevent loss, damage, or theft of the asset. Any loss, damage, or theft shall be investigated (44 CFR 13.32). All sub-recipients must comply with the following Equipment Management guidance:

Equipment Inventory Requirements

Asset records must be maintained and a physical inventory and reconciliation of Homeland Security grant funded assets must be accomplished at a minimum of once every two years as required by grant guidance. THSSAA requires sub recipients to track and record all required grant-funded Capital Assets and Controlled Assets in an inventory system. All assets acquired by the jurisdiction including capital and controlled (regardless of age) are to remain on the jurisdiction's inventory until final disposition has occurred.

Sub recipient inventory systems must contain the following information:

1. A description of the asset
2. A serial number or other identification number
3. The source of asset
4. Who holds title
5. The acquisition date
6. Cost of the asset
7. Percentage of federal participation in the cost of the asset
8. The location
9. Use
10. Condition of the asset
11. Any ultimate disposition data including the date of disposal and sale price of the asset
12. Control or inventory number

(Reference: A-133 Compliance Supplemental, 44 CFR 13.32, UGMS)

Tagging Requirements

1. All Homeland Security Grant-funded Capital assets over \$5,000.00 in unit price and all controlled assets must be tagged.
2. Tagging is considered acceptable when it can be removed only through considerable effort or intentionally.
3. Asset tags must contain the following data:

a.. Jurisdiction's name

b.. Tag sequence number

Example: "Bear County –No. 00025"

Remember: When practical, the equipment should be marked "Purchased with Funds Provided by the U.S. Department of Homeland Security".

4. The asset tag sequence number must be reflected as a column in the Jurisdiction's master inventory listing and must correspond with the asset data.
5. The sub-recipient must consider the placement of the asset identification tag for ease of access during inventory and inspections. If an asset is constructed of material that does not allow for a tag to be applied (e.g. rubberized, fabric), the Sub-recipient should use other means of tagging such as a permanent marker or engraving. If an asset's size does not allow for a tag to be applied (e.g. night vision optics), the Sub-recipient should place the tag on the storage container for that asset. Hand held radios can often be tagged under the battery. It is not necessary to deface an asset when applying a tag.
6. In the event that an asset is found to have its tag defaced or damaged to the point where number recognition is impossible, the jurisdiction should replace the identification tag assigned and affix a new one to the equipment. Lastly, update the master inventory list to reflect the new asset tag. A cross reference on the old record should also be made to provide an audit trail.
7. For disposition, please refer to 44 CFR 13.32 (e)

Annual Inventory Control Requirement

All sub recipients that have Homeland Security assets that have not been disposed of and carried on their inventory system, are required to complete an annual inventory control certification form. The form provides for certification that the jurisdiction has completed a full physical inventory and reconciliation of Homeland Security assets within the past two years. The form must be submitted and received at the THSSAA by **June 30th** each year. You must initial all four components and complete the fifth component to be fully compliant.

Jurisdictions who fail to submit the form by the due date are deemed non-compliant and subject to suspension as outlined in 44 CFR § 13.43(a) (1)-(4) and will result in holding of reimbursements until the certification form is received.

The inventory certification form is located at:

http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm

Forms can be submitted either by fax to: 512-206-3137 or e-mail to: saamonitoring@dps.texas.gov.