

<b>1000</b>	<b>Area Agency on Aging Administrative Standards</b>
This chapter provides an outline of the Division of Aging and Adult Services policies and procedures for the Area Agency on Aging Administrative Standards, Reporting and Functions.	

<b>1200</b>	<b>Equipment Management Standards</b>	
<b>1201</b>	<b>Overview</b>	
	<b>1201.1</b>	<p>The Division of Aging and Adult Services shall develop and maintain operational principles and procedures for equipment management. For those contractors who have a Fixed Price with Price Adjustment (formerly Cost Reimbursement) contract, the Division of Aging and Adult Services Equipment Management Standards must be followed. Equipment Management Standards do not apply to AAA subcontracts that are rate-based.</p> <p>This chapter provides an outline of the Division of Aging and Adult Services' operational principles and procedures for guidelines the Area Agencies on Aging must follow in developing and maintaining their Equipment Management Standards policy and procedure. The policy and procedures developed by the Area Agencies on Aging must comply with standards to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal law and executive orders. This policy chapter is subject to change as additional information and/or regulations are received from federal, state or Department of Economic Security authorities.</p> <p>Reference: Older Americans Act of 1965 as amended, P.L. 106-501, § 305; and the Department of Economic Security, Equipment Management Policy, September 2010.</p>

<b>1200</b>	<b>Equipment Management Standards</b>	
<b>1202</b>	<b>Operational Principles</b>	
	<b>1202.1</b>	The Department of Economic Security Equipment Management Standards identify the process DES contractors should follow to maintain capital equipment records.
	<b>1202.2</b>	Each Area Agency on Aging contract with the Department of Economic Security includes an "Equipment" contract term and condition that outlines minimum requirements related to the purchase of equipment, the maintenance and reporting of inventory records, and the disposal of equipment.
	<b>1202.3</b>	The Division of Aging and Adult Services shall periodically review Area Agencies on Aging equipment and inventory records (and equipment records for their subcontractors) for compliance with contract Equipment requirements.

<b>1200</b>		<b>Equipment Management Standards</b>	
<b>Operational Procedures for Acquisitions</b>			
<b>1203</b>	<b>1203.1</b>	It is the responsibility of the Area Agencies on Aging and/or their subcontractors to report purchases of equipment (all vehicles, furniture, machinery, electronic data processing equipment, software and all other equipment costing \$1,000 or more including tax, freight, installation, assembly and testing charges, etc, and a useful life of greater than one year) designated in the contract with the Division of Aging and Adult Services within 30 days of purchase, using the "Contractor's Equipment List" Form FES-1000AFORFF ( <a href="#">Exhibit 1200A</a> ). This includes copies of titles to any vehicle purchase(s); titles must indicate the Department of Economic Security as the lien holder.	
	<b>1203.2</b>	If any of the equipment is partially funded by a source other than the Department of Economic Security, the Area Agencies on Aging and/or their subcontractors will make note in the cost field provided on the FES-1000AFORFF form.	
	<b>1203.3</b>	Upon receipt of the FES-1000AFORFF from the Area Agency on Aging, the Division of Aging and Adult Services shall review and forward copies of the FES-1000AFORFF, for Area Agency on Aging and/or their subcontractor purchases of capitol equipment designated in a contract, to the Department of Economic Security Fleet & Equipment Services.	
	<b>1203.4</b>	The Division of Aging and Adult Services shall forward a copy of the approved 1000AFORNA form to the Area Agencies on Aging and attach the Department of Economic Security asset tags if required.	
	<b>A</b>	The Area Agencies on Aging shall affix the Department of Economic Security asset tags to the corresponding items requiring asset tags as identified on the 1000AFORNA form.	
	<b>B</b>	The Area Agencies on Aging shall ensure that the Department of Economic Security asset tags are affixed to subcontractor's equipment in accordance with this policy.	
	<b>1203.5</b>	If at any time during the contract, the Division of Aging and Adult Services provides additional equipment to the Area Agencies on Aging and/or their subcontractors for use under their contract, the Division of Aging and Adult Services will amend the most recent 1000AFORNA with the item(s) being provided and forward to the Department of Economic Security - Fleet and Equipment Services for recording	
	<b>1203.6</b>	Property purchased by the Area Agencies on Aging shall be used for the originally authorized purpose or until no longer needed.	
	<b>1203.7</b>	Authorization from the Division of Aging and Adult Services is required for any changes in property use.	
	<b>1203.8</b>	Should equipment become lost, stolen, destroyed, and obsolete to the project or program, the Area Agencies on Aging shall report this to Division of Aging and Adult Services and Division of Aging and Adult Services staff will advise as to the Area Agency on Aging's next steps.	
	<b>1203.9</b>	Requests by the Area Agencies on Aging or their subcontractors to purchase Automated Data Processing equipment and/or software at a price which exceeds \$25,000 shall be submitted by the Area Agency on Aging to the Division of Aging and Adult Services to review/approve prior to forwarding to U.S. Dept. of Health & Human Services, Administration on Aging, for approval.	
<b>1203.10</b>	Requests to develop software utilizing Department of Economic Security funding shall be submitted to Division of Aging and Adult Services for review/approval. Utilizing an off the shelf software package to create an Access database or run reports, for example, is not considered developing software.		
<b>1203.11</b>	Approval shall be requested from the Division of Aging and Adult Services to transfer title to an eligible third party for continued use of property for authorized purposes.		
<b>A</b>	If approval is permissible under federal statutes and contract terms and conditions, the terms of the transfer shall provide that the transferee shall assume all the rights and obligations of the transferor.		

<b>1200</b>		<b>Equipment Management Standards</b>	
<b>1204</b>	<b>Operational Procedures for Inventories</b>		
	<b>1204.1</b>	The Area Agencies on Aging shall complete an annual inventory of equipment acquired or purchased under the terms of the Division of Aging and Adult Services contract(s). The Area Agencies on Aging must submit the inventory using the Department of Economic Security form FES-1000AFORFF or the Agency may complete the top section of the FES-1000AFORFF, and attach a spreadsheet with the same equipment specific information required on the form.	
	<b>A</b>	All information required on the FES-1000AFORFF form shall be provided by the Area Agencies on Aging for equipment.	
	<b>1204.3</b>	The Area Agencies on Aging shall submit the inventory results to the Division of Aging and Adult Services at the end of each contract year and identify whether the inventory period covered is "Annual" or "End of Contract".	
	<b>1204.4</b>	For any equipment on the physical inventory that can not be accounted for, the Area Agencies on Aging shall identify the following:	
	<b>A</b>	The item(s) last known location.	
	<b>B</b>	The reason(s) for the items being reported as missing.	
	<b>1204.5</b>	The Division of Aging and Adult Services may elect to conduct periodic physical inventories of equipment throughout the period of the contract(s) to verify the accuracy of the Area Agencies on Aging reports.	
	<b>1204.6</b>	The Division of Aging and Adult Services will initiate follow-up discussions with the Area Agencies on Aging and/or their subcontractors within 30 days of receipt of a Fleet and Equipment Services FES-1000AFORFF when the Area Agency on Aging has identified items as "not found" or "unaccounted for" after conducting a physical inventory.	
	<b>1204.7</b>	Area Agencies on Aging shall similarly manage equipment purchased with Department of Economic Security funding by subcontractors.	
<b>1204.8</b>	Area Agencies shall advise Division of Aging and Adult Services of any issues related to subcontractor's equipment purchased with Department of Economic Security funding.		
<b>1204.9</b>	For items that the Division of Aging and Adult Services determines have been listed and cannot reasonably be expected to be found or recovered, the Division of Aging and Adult Services shall follow the Operational Procedures for Equipment Losses, section 1205 of this policy.		

<b>1200</b>		<b>Equipment Management Standards</b>	
<b>1205</b>	<b>Operational Procedures for Equipment Losses</b>		
	<b>1205.1</b>	The Area Agencies on Aging shall report in writing all incidents resulting in the loss of equipment funded or provided under the contract(s) to the Division of Aging and Adult Services following the incident.	
	<b>1205.2</b>	The incident report shall include the item's asset tag number, the manufacturer, model number and serial number (if known) and a detailed description of the incident.	
	<b>1205.3</b>	If the equipment was stolen or destroyed as a result of suspected unlawful conduct, the Area Agencies on Aging will notify law enforcement and obtain a police report and/or incident number.	
<b>A</b>	If obtained, the police report and/or incident number must accompany the incident report submitted to the Division of Aging and Adult Services.		

<b>1200</b>		<b>Equipment Management Standards</b>	
<b>Operational Procedures for Disposal of Equipment</b>			
<b>1206</b>	<b>1206.1</b>	The Area Agencies on Aging and their subcontractors shall not dispose of equipment acquired under a Department of Economic Security contract without the Area Aging on Aging notifying <i>and</i> receiving Division of Aging and Adult Services approvals in advance.	
	<b>1206.2</b>	<b>A</b>	The Area Agencies on Aging must contact the Division of Aging and Adult Services in writing to request permission prior to disposing or trading-in equipment acquired under their contract(s).
	The Division of Aging and Adult Services may need to obtain Federal grantor disposition instructions and/or approval, if applicable, prior to submitting a disposal request to the Department of Economic Security – Fleet and Equipment Services.		
	<b>1206.3</b>	Once final approval has been obtained to either dispose of or surplus equipment, the Area Agencies on Aging shall coordinate with the Division of Aging and Adult Services for appropriate transportation arrangements for the item(s).	
	<b>1206.4</b>	The Division of Aging and Adult Services shall contact the Department of Administration Surplus Property Officer to acquire the necessary authorization prior to equipment disposal or trade-in.	
<b>1206.5</b>	At the end of a contract (unless a subsequent contract is executed), equipment purchased under the prior contract(s) shall be disposed of as directed by the Division of Aging and Adult Services and, if sold, the Division of Aging and Adult Services shall be compensated in the amount of its equitable interest.		

<b>EXHIBITS:</b>	
<b>1200A</b>	FES-1000AFORFF <a href="https://www.azdes.gov/uploadedFiles/Aging_and_Adult_Services/Policy/FES-1000AFORFF.doc">https://www.azdes.gov/uploadedFiles/Aging_and_Adult_Services/Policy/FES-1000AFORFF.doc</a>