

State of Alaska
Department of Labor and Workforce Development

Division: Alaska Workforce Investment Board (AWIB)	Policy: 100-2020
Subject: Support Services Limitations for Information Technology Supplies	Pages: 2
Reference: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	Effective: 5/20/2020
<p>Approved: <i>Louise Dean</i> 5/20/2020 Louise Dean, Executive Director, AWIB Date</p> <p><i>Larry Bell</i> 5/20/2020 Larry Bell, AWIB Chair Date</p>	

1. Parties Affected

This policy applies to Alaska Workforce Investment Board (AWIB) staff and subrecipients receiving federal or state grant funds from AWIB.

2. Applicability

This policy covers the allowability of information technology device and service purchases with grant funds issued by AWIB.

3. Policy

Information technology devices (hereinafter referred to as simply *devices*) purchased as participant support services are limited to no more than \$5,000 per subrecipient per grant annually, and to no more than \$400 per participant. Devices must be necessary for training or education, and must be Chromebooks or similar. Devices other than Chromebook-like devices, such as tablets, cell phones, printers, and related devices, are not allowed. Information technology services, including cell phone plans, internet plans, Wi-Fi devices, and related connectivity services, are not allowed.

The devices remain the property of the Alaska Department of Labor and Workforce Development (the Department), and must be maintained and accounted for per AWIB/DETS Property Management Policy 07-511.

For grant programs where participants must be exited from the case management system at the end of the fiscal year, subrecipients are required to collect devices issued to participants prior to the end of the fiscal year. An inventory of devices and their condition is to be provided to the AWIB no later than June 15th of the fiscal year. If the subrecipient receives subsequent grants to the one under which the devices were purchased, whether or not through the same grant program, subrecipients are encouraged to re-issue the devices to participants in the subsequent grant program as needed. If the devices are not needed in the subsequent grant, or if the subrecipient does not receive a subsequent grant in which the devices are needed, the devices are to be returned to the Department no later than July 15th of the following fiscal year. The Alaska Construction Academy, State Training and Employment Program, and Technical Vocational Education Program are examples of grant programs where participants must be exited from the case management system at the end of the fiscal year.

For grant programs where participants may continue from one fiscal year to the next without being exited from the case management system, an inventory of devices, their location, and their condition is to be provided to the AWIB no later than June 15th of the fiscal year. If the subrecipient receives subsequent grants to the one under which the devices were purchased, whether or not through the same grant program, participants may continue using the devices or the devices can be re-issued to different participants as needed. If the devices are not needed in the subsequent grant, or if the subrecipient does not receive a subsequent grant in which the devices are needed, the devices are to be returned to the Department no later than July 15th of the following fiscal year. The WIOA Youth program is an example of a grant program where participants may continue from one fiscal year to the next without being exited from the case management system.

The need for devices must be clearly identified in the budget of the executed grant, or must be specifically identified in the budget of any amendments. Inclusion in the budget, however, does not constitute purchase approval. A device purchase request must be submitted to the AWIB Program Coordinator no fewer than 30 days prior to the desired purchase date. That approval will be granted only if the subrecipient has a positive track record in accounting for devices under previous grants, if appropriate. If the Department has suitable devices that have been returned by subrecipients, those devices will be issued to the subrecipient prior to purchase approval of additional devices.

4. Definitions

- a) **Participants** are those individuals receiving training support services through the grant program.
- b) **Supplies** means all tangible personal property other than those described as Equipment (above). A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.