



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Charter Schools Program (CSP)

Disposition of Assets Policy

Last Revised: April 2023

Background/Scope

CSP grantees are required to dispose of equipment and supplies purchased with grant funds in accordance with Title 2 of the Code of Federal Regulations, Part 200 (specifically, 2 CFR §§200.313 and 314). This policy outlines the responsibilities of CSP grantees at the end of the grant period, or at any time the grantee intends to dispose of equipment and supplies purchased with grant funds.

Definitions

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

Supplies means all tangible personal property other than those described in the definition of *equipment* in this section. A computing device is a supply if the acquisition cost is less than \$5,000.

Disposition of Assets Policy

Disposition of Equipment Purchased with CSP Grant Funds

An item of equipment that has a current per-unit fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the Office of the State Superintendent of Education (OSSE) at the end of the grant period or when no longer needed.

For an item of equipment that has a current per-unit fair market value in excess of \$5,000, see below.

- At the end of the CSP grant period, if the equipment will continue to be used in a manner consistent with how it was being used under the CSP grant, the grantee

must submit to OSSE a description of the specific equipment and location, estimated per-unit cost and how the equipment will be used. This description must be submitted as an addendum to the final narrative report for the grant.

- At any time, if the equipment will no longer be used on CSP grant activities but will be used for other activities currently or previously supported by other federal funds, the grantee must submit to OSSE a description of the specific equipment and location, estimated per-unit cost and how the equipment will be used. This description must be submitted within 60 days of the decision to repurpose the equipment.
- At any time, if the equipment will **not** be used in a manner consistent with how it was used under the CSP grant or for other activities currently or previously supported by federal funds, the grantee must notify OSSE within 60 days of the decision not to use the equipment on federally-supported activities so that OSSE may offer the equipment to other public charter schools to use under the CSP program or other federal programs. If the equipment is not claimed by another grantee, the grantee may keep or sell the equipment but must, in either case, return the federal share to OSSE. The federal share is calculated by multiplying the current market value or proceeds from sale by the federal awarding agency's percentage of participation in the cost of the original purchase.

Disposition of Supplies Purchased with CSP Grant Funds

A residual inventory of supplies that has a total aggregate market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to OSSE at the end of the grant period or when no longer needed.

For an inventory of supplies that has a total aggregate market value in excess of \$5,000, see below.

- At the end of the CSP grant period, if the supplies will continue to be used in a manner consistent with how they were being used under the CSP grant, the grantee must submit to OSSE a description of the supplies and their location(s), estimated aggregate value and how the supplies will be used after the grant period. This description must be submitted within as an addendum to the final narrative report for the grant.
- At any time, if the supplies will no longer be used on CSP grant activities but will be used for other activities currently or previously supported by other federal funds, the grantee must submit to OSSE a description of the supplies and their location(s), estimated aggregate value and how the supplies will be used. This description must be submitted within 60 days of the decision to repurpose the supplies.

- At any time, if the supplies will **not** be used in a manner consistent with how they were used under the CSP grant or for other activities currently or previously supported by federal funds, the grantee must notify OSSE within 60 days of the decision not to use the supplies on federally-supported activities so that OSSE may offer the supplies to other public charter schools to use under the CSP program or other federal programs. If the supplies are not claimed by another grantee, the grantee may keep or sell the supplies but must, in either case, return the federal share to OSSE. The federal share must be computed in the same manner as for equipment.

Questions?

Should you have any questions on this policy, please contact Brianna Griffin, Manager of Federal Programs and Strategic Funding, at Brianna.Griffin@dc.gov.