

# CHEYENNE AND ARAPAHO TRANSIT ASSET MANAGEMENT (TAM)

PLAN



ADOPTED: NOVEMBER 2018

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## CHAPTER 1: INTRODUCTION

## Preface

The Cheyenne and Arapaho Tribes established a Tribal Transit Program as authorized under Section 5311 (j), P.L. 114-94, Public Transportation on Indian Reservations Program, and began operations in December 2010 through planning and capital assistance grants administered by the Federal Transit Administration (FTA). The Cheyenne and Arapaho Tribal Transit (CATT) Program provides fixed route and demand response services within the Tribes' reservation boundary, or service area, that consists of nine (9) counties, including Beckham, Blaine, Canadian, Custer, Dewey, Ellis, Kingfisher, Roger Mills, and Washita, spanning over 8,996 square miles located in western Oklahoma (see Figure 1). The Cheyenne and Arapaho Tribal Transit Program is developed to connect tribal communities and to provide access for employment, education, medical, and supportive service needs.

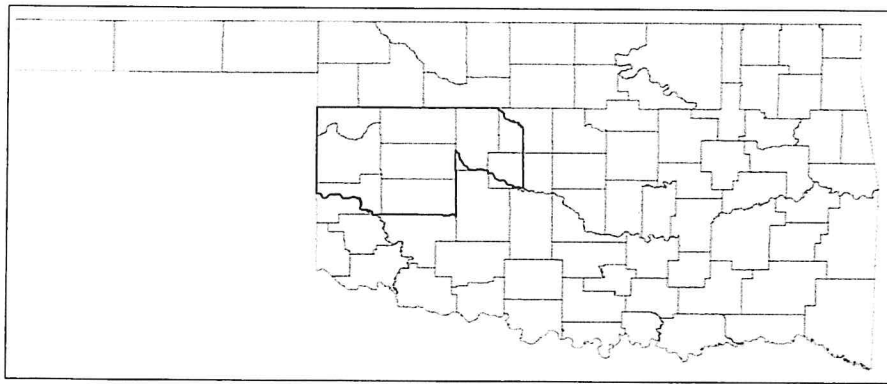


Figure 1 – Cheyenne and Arapaho Tribes Reservation Boundary (Service Area) Map

## Mission Statement

The mission of the Cheyenne and Arapaho Tribal Transit (CATT) Program is to provide safe modes of transportation and infrastructures and to improve the Tribes' transportation system to advance the safety and mobility of Tribal members across the Tribes' service area.

The goal of the Cheyenne and Arapaho Tribes Transit Asset Management (TAM) Plan is to establish a strategic and systematic process for operating, maintaining, and improving transit capital assets effectively through the entire life cycle (useful life) of the transit capital assets. The FY2018 Transit Asset Management Plan includes an inventory of transit capital assets, including equipment, rolling stock, infrastructure, and facilities, condition assessment of inventoried assets, and a prioritized list of investments to improve the state of good repair of the transit capital assets. The FY2018 Transit Asset Management Plan shall use conditions of the Tribal Transit Program's assets to guide optimal prioritization of funding to keep the Cheyenne and Arapaho Tribal Transit system operating at a full level of performance.



# Cheyenne & Arapaho Tribal Transit Asset Management Plan

## Wilma Tapaha, Accountable Executive

Last modified by Wilma Tapaha on 27 Sep 18 at 17:59

### Introduction

Tier II Cheyenne & Arapaho Tribal Transit Program (CATT), located in Clinton, OK, provides (9,032) rides across 4 fixed routes in Canadian, Blaine, Kingfisher, Dewey, Roger Mills, Custer, Beckham, Ellis and Washita counties. CATT's service area covers approximately (8,996) miles in Oklahoma.

### Performance Targets & Measures

Asset Category - Performance Measure	Asset Class	2019 Target	2020 Target	2021 Target	2022 Target	2023 Target
<b>REVENUE VEHICLES</b>						
Age - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	AB - Articulated Bus	N/A				
	AO - Automobile	N/A				
	BR - Over-the-road Bus	N/A				
	BU - Bus	N/A				
	CU - Cutaway Bus	29%	25%	17%		29%
	DB - Double Decked Bus	N/A				
	FB - Ferryboat	N/A				
	MB - Mini-bus	N/A				
	MV - Mini-van	100%				100%
	RT - Rubber-tire Vintage Trolley	N/A				
	SB - School Bus	N/A				
	SV - Sport Utility Vehicle	20%	20%	20%	20%	20%
	TB - Trolleybus	N/A				
	VN - Van	N/A				
	Sedans	20%	20%	20%	20%	20%
	Custom 2	N/A				
	Custom 3	N/A				
<b>EQUIPMENT</b>						
Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	Non Revenue/Service Automobile	N/A				
	Steel Wheel Vehicles	N/A				
	Trucks and other Rubber Tire Vehicles	N/A				
	Custom 1	N/A				
	Custom 2	N/A				
	Custom 3	N/A				
<b>FACILITIES</b>						
Condition - % of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirements Model (TERM) Scale	Administration	20%	20%	20%	20%	20%
	Maintenance	N/A				
	Parking Structures	20%	20%	20%	20%	20%
	Passenger Facilities	N/A				
	Custom 1	N/A				
	Custom 2	N/A				
	Custom 3	N/A				

## Target Setting Methodology

Our targets were set by using our current bus replacement schedule and determining the amount of vehicles we would need to replace on a yearly basis to continue to provide the same level of service to our (9) county service area, while operating within FTA guidelines.

## TAM Vision

A living asset database that assists in the overall re-investment in our agency.

## TAM and SGR Policy

TAM - Set guidelines for agency anticipated replacement/ repair needs. SGR working with TAM to plan anticipate budget funds needed.

## TAM Goals and/or Objectives

Goals	Objectives
Proactive Budget Planning	Agency departments working together for annual capital project planning.
	Increase Budget forecasting out to five years to optimize capital investment and maintenance decisions.
Improve transparency and accountability	Maintain SGR levels to improve system performance (reduce possible missed runs due to breakdowns)
	Reduce maintenance costs
Increase ridership numbers for all services for the next year.	Responding to customer needs by driver, then as needed by staff.
	More advertising for all services using various publications.
Increase route services to include more towns and cities within the service area, along with establishing the new 5th route.	Increase driver count.
	Get passenger input for adding towns and cities.
Increase customer service.	More employee trainings throughout employment.
	Verify needs of our customers.

## About the TAM Plan

CATT's TAMP combines Safety, Performance, SGR and Risk Factors to evaluate vehicles and replacement projections. Through this document the TAMP covers a moving five year horizon being evaluated and updated annually.

## Roles and Responsibilities

Department/Individual	Role (Title and/or Description)	Subrecipient
Angela Blind	Transportation Director	CATT
Wilma Tapaha	Transit Coordinator	CATT

## CHAPTER 2: CAPITAL ASSETS INVENTORY

## Capital Asset Inventory

Please see Appendix A (Asset Register) for the asset inventory listing.

### Asset Inventory Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg Value
<b>Revenue Vehicles</b>	<b>12</b>	<b>3.5</b>	<b>109,227</b>	<b>\$55,736.67</b>
AB - Articulated Bus	0	-	-	-
AO - Automobile	0	-	-	-
BR - Over-the-road Bus	0	-	-	-
BU - Bus	0	-	-	-
CU - Cutaway Bus	7	3.4	117,480	\$73,191.86
DB - Double Decked Bus	0	-	-	-
FB - Ferryboat	0	-	-	-
MB - Mini-bus	0	-	-	-
MV - Mini-van	2	7.0	217,788	\$37,249.00
RT - Rubber-tire Vintage Trolley	0	-	-	-
SB - School Bus	0	-	-	-
SV - Sport Utility Vehicle	1	0.0	3,372	\$40,163.00
TB - Trolleybus	0	-	-	-
VN - Van	0	-	-	-
Sedans	2	2.0	24,710	\$20,918.00
Custom 2	0	-	-	-
Custom 3	0	-	-	-
<b>Equipment</b>	<b>17</b>	<b>1.4</b>	<b>101,276</b>	<b>\$2,129.29</b>
Non Revenue/Service Automobile	0	-	-	-
Steel Wheel Vehicles	0	-	-	-
Trucks and other Rubber Tire Vehicles	0	-	-	-
Custom 1	0	-	-	-
Custom 2	0	-	-	-
Custom 3	0	-	-	-
<b>Facilities</b>	<b>14</b>	<b>14.3</b>	<b>N/A</b>	<b>\$60,120.00</b>
Administration	3	17.0	N/A	\$338,720.00
Maintenance	0	-	N/A	-
Parking Structures	11	13.0	N/A	\$22,000.00
Passenger Facilities	0	-	N/A	-
Custom 1	0	0.0	N/A	-
Custom 2	0	-	N/A	-
Custom 3	0	-	N/A	-

## CHAPTER 3: CONDITION ASSESSMENT



## Condition Assessment

Please see Appendix B (Asset Condition Data) for individual asset condition listing.

### Asset Condition Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
<b>Revenue Vehicles</b>	<b>12</b>	<b>3.5</b>	<b>109,227</b>	<b>N/A</b>	<b>\$55,736.67</b>	<b>17%</b>
AB - Articulated Bus	0	-	-	N/A	-	-
AO - Automobile	0	-	-	N/A	-	-
BR - Over-the-road Bus	0	-	-	N/A	-	-
BU - Bus	0	-	-	N/A	-	-
CU - Cutaway Bus	7	3.4	117,480	N/A	\$73,191.86	29%
DB - Double Decked Bus	0	-	-	N/A	-	-
FB - Ferryboat	0	-	-	N/A	-	-
MB - Mini-bus	0	-	-	N/A	-	-
MV - Mini-van	2	7.0	217,788	N/A	\$37,249.00	0%
RT - Rubber-tire Vintage Trolley	0	-	-	N/A	-	-
SB - School Bus	0	-	-	N/A	-	-
SV - Sport Utility Vehicle	1	0.0	3,372	N/A	\$40,163.00	0%
TB - Trolleybus	0	-	-	N/A	-	-
VN - Van	0	-	-	N/A	-	-
Sedans	2	2.0	24,710	N/A	\$20,918.00	0%
Custom 2	0	-	-	N/A	-	-
Custom 3	0	-	-	N/A	-	-
<b>Equipment</b>	<b>17</b>	<b>1.4</b>	<b>101,276</b>	<b>N/A</b>	<b>\$2,129.29</b>	<b>12%</b>
Non Revenue/Service Automobile	0	-	-	N/A	-	-
Steel Wheel Vehicles	0	-	-	N/A	-	-
Trucks and other Rubber Tire Vehicles	0	-	-	N/A	-	-
Custom 1	0	-	-	N/A	-	-
Custom 2	0	-	-	N/A	-	-
Custom 3	0	-	-	N/A	-	-
<b>Facilities</b>	<b>14</b>	<b>14.3</b>	<b>N/A</b>	<b>3.0</b>	<b>\$60,120.00</b>	<b>N/A</b>
Administration	1	17.0	N/A	3.0	\$338,720.00	N/A
Maintenance	0	-	N/A	-	-	N/A
Parking Structures	11	12.0	N/A	3.7	\$22,000.00	N/A
Passenger Facilities	0	-	N/A	-	-	N/A
Custom 1	1	12.0	N/A	4.0	\$14,400.00	N/A
Custom 2	0	-	N/A	-	-	N/A
Custom 3	0	-	N/A	-	-	N/A

## CHAPTER 4: DECISION SUPPORT

## Decision Support

### Investment Prioritization

The fleet is maintained and invested in until it has met or exceeded the FTA Useful Life Guidelines. At this point, CATT will meet to determine the overall investment needed to keep the vehicle/equipment operational and safe for passenger use versus replacement of the vehicle.

### Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
Bus Replacement Schedule	Spreadsheet forecasting future replacement of revenue vehicles.

### Risk Management

Risk	Mitigation Strategy
Equipment/Facility Breakdowns/Repairs	Conduct Preventive Maintenance Inspections on a OEM recommended Mileage Basis.
Equipment/Facility Breakdowns/Repairs	Monitoring the status of assets through monthly inspections to identify issues before they can remove equipment from service.

### Maintenance Strategy

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
RevenueVehicles	CU - Cutaway Bus	Preventive Maintenance Inspections	Every 7,000 Miles	3	\$500
RevenueVehicles	CU - Cutaway Bus	Valve Adjustments CNG	24000	1.5	\$300
Equipment	Maintenance Equipment	Monthly Preventive Maintenance Inspections per OEM requirements	Monthly	1	\$100
Facilities	Administration	Monthly Preventive Maintenance Inspections per OEM requirements	Monthly	1	\$100

### Unplanned Maintenance Approach

CATT will research to find what caused the breakdown to determine if it will be a fleet wide problem or an isolated problem with one vehicle. CATT will, if the asset is not under warranty, meet to determine how much of the useful life is left and how many additional years of useful life can be gained from the repairs before moving forward.

### Overhaul Strategy

Asset Category	Asset Class	Overhaul Strategy
RevenueVehicles	CU - Cutaway Bus	We do not conduct mid-life overhauls on our fleet. We feel we maintain all of the vehicles properly by utilizing local vendors and with our preventive maintenance program correcting any issues that may arise during the inspection instead of waiting until the mid-life overhaul.
Equipment	Non Revenue/Service Automobile	We do not conduct mid-life overhauls on our fleet. We feel we maintain all of the vehicles properly by utilizing local vendors and with our preventive maintenance program correcting any issues that may arise during the inspection instead of waiting until the mid-life overhaul.
Facilities	Administration	New facility is in the planning stage.

#### Disposal Strategy

Asset Category	Asset Class	Disposal Strategy
RevenueVehicles	CU - Cutaway Bus	Buses, once ULB is met or exceeded, are disposed of using the following method: 1) Asset documents are reviewed for remaining book value. If Vehicle has 5,000 or more remaining value, FTA must be reimbursed; 2) Approval received from both FTA and CATT official to initiate disposal procedures; 3) Vehicles are placed out to bid, sold directly or scrapped according to CATT's Property & Supply Guidelines; 4) Auctioned Vehicles are sold to the highest bidder; 5) The Property & Supply Director creates the asset disposal form for documentation purposes and sent to Finance; 6) The asset is written off the books by CATT finance department and removed from TAMP tracking; and 6) The buyer/scrap dealer receives title, and removes the vehicle from the property. 7) If disposal is tied to an EPA grant, EPA disposal instructions are followed and submitted as grant requires.
Equipment	Non Revenue/Service Automobile	Non-revenue service vehicles, once ULB is met or exceeded, are disposed of using the following method: 1) Asset documents are reviewed for remaining book value. If Vehicle has 5,000 or more remaining value, FTA must be reimbursed; 2) Approval received from both FTA and CATT official to initiate disposal procedures; 3) Vehicles are placed out to bid, sold directly or scrapped according to CATT's Property & Supply Guidelines; 4) Auctioned Vehicles are sold to the highest bidder; 5) The Property & Supply Director creates the asset disposal form for documentation purposes and sent to Finance; 6) The asset is written off the books by CATT finance department and removed from TAMP tracking.

#### Acquisition and Renewal Strategy

Asset Category	Asset Class	Acquisition and Renewal Strategy
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Revenue Vehicles	CU - Cutaway Bus	CATT is trying to maintain a fleet maximizing to reduce operation costs. Projection for replacement start the day new vehicles are added as an asset.
Revenue Vehicles	MV - Mini-van	Vans are 4-5 years/ 100,000/150,000. Projection for replacement start the day new vehicles are added as an asset.
Equipment	Non Revenue/Service Automobile	Replacement of support vehicles is based on ULB and funding availability.
Equipment	Computer Software/Equipment	Upgrade of existing software is preformed every two to three years. New security software is added/ updated as warranted.
Facilities	Maintenance	CATT will be in the process of building a new maintenance facility in the next year for administration and maintenance facilities.



## CHAPTER 5: INVESTMENT PRIORITIZATION

## Investment Prioritization

The list of prioritized investment projects is provided in Appendix C.

## Capital Investment Activity Schedules

Document Name	File Extension
Preventative Maintenance Schedules	Word
CATT Property and Supply Manual	PDF

## Appendices

<u>Appendix A</u>	Asset Register
<u>Appendix B1</u>	Revenue Vehicle (Rolling Stock) Condition Data
<u>Appendix B2</u>	Equipment Condition Data
<u>Appendix B3</u>	Facilities Condition Data
<u>Appendix C</u>	Proposed Investment Project List
<u>Appendix D</u>	Fleet Replacement Module Output

ATTACHMENT 1: APPENDIX A-D

Appendix A: Asset Register

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Equipment	Computer Software/Equipment	Apollo Digital Systems DVR/Camera System	Apollo Digital Systems		1		CATT	2011	208,646	\$5,300.00
Equipment	Computer Software/Equipment	Apollo Digital Systems DVR/Camera System	Apollo Digital Systems		1		CATT	2011	202,737	\$5,300.00
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	CWI Digital Systems		1		CATT	2016	95,565	\$2,752.00
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	CWI Digital Systems		1		CATT	2016	59,984	\$2,752.00
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	CWI Digital Systems		1		CATT	2016	72,728	\$2,738.00
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	CWI Digital Systems		1		CATT	2016	69,086	\$2,738.00
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	CWI Digital Systems		1		CATT	2016	113,612	\$2,738.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	95,565	\$1,188.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	59,984	\$1,188.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	72,728	\$1,188.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	69,086	\$1,188.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	113,612	\$1,188.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	228,575	\$1,188.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	207,001	\$1,188.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	27,955	\$1,188.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	21,464	\$1,188.00
Equipment	Computer Software/Equipment	Synovia Solutions GPS	Synovia Solutions		1		CATT	2018	3,372	\$1,188.00
Revenue/Vehicles	CU - Cutaway Bus	24' Bus CNG	Ford Startran	Senator E450	1		CATT	2016	95,565	\$90,902.00
Revenue/Vehicles	CU - Cutaway Bus	24' Bus CNG	Ford Startran	Senator E450	1		CATT	2016	59,984	\$90,902.00
Revenue/Vehicles	CU - Cutaway Bus	24' Bus GAS	Ford	E350-SD	1		CATT	2011	208,646	\$61,102.00
Revenue/Vehicles	CU - Cutaway Bus	24' Bus GAS	Ford	E350-SD	1		CATT	2011	202,737	\$61,102.00
Revenue/Vehicles	CU - Cutaway Bus	24' Bus GAS	Ford	Glaval Universal	1		CATT	2016	72,728	\$69,445.00
Revenue/Vehicles	CU - Cutaway Bus	24' Bus GAS	Ford	Glaval Universal	1		CATT	2016	69,086	\$69,445.00
Revenue/Vehicles	CU - Cutaway Bus	24' Bus GAS	Ford	Glaval Universal	1		CATT	2016	113,612	\$69,445.00
Revenue/Vehicles	MV - Mini-van	17' Mini-van GAS	Dodge	Grand Caravan	1		CATT	2011	228,575	\$37,249.00
Revenue/Vehicles	MV - Mini-van	17' Mini-van GAS	Dodge	Grand Caravan	1		CATT	2011	207,001	\$37,249.00
Revenue/Vehicles	Sedans	16.75' GAS car	Chevrolet	Impala	1		CATT	2016	27,955	\$20,918.00
Revenue/Vehicles	Sedans	16.75' GAS car	Chevrolet	Impala	1		CATT	2016	21,464	\$20,918.00
Revenue/Vehicles	SV - Sport Utility Vehicle	16.53' GAS Mid-size	Ford	Explorer	1		CATT	2018	3,372	\$40,163.00

## Appendix B: Asset Condition Data

### B1: Revenue Vehicle Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
RevenueVehicles	CU - Cutaway Bus	24' Bus CNG	1	3457	2	95,565	\$90,902.00	10	No
RevenueVehicles	CU - Cutaway Bus	24' Bus CNG	1	3458	2	59,984	\$90,902.00	10	No
RevenueVehicles	CU - Cutaway Bus	24' Bus GAS	1	4999	7	208,646	\$61,102.00	7	Yes
RevenueVehicles	CU - Cutaway Bus	24' Bus GAS	1	5000	7	202,737	\$61,102.00	7	Yes
RevenueVehicles	CU - Cutaway Bus	24' Bus GAS	1	2457	2	72,728	\$69,445.00	10	No
RevenueVehicles	CU - Cutaway Bus	24' Bus GAS	1	3194	2	69,086	\$69,445.00	10	No
RevenueVehicles	CU - Cutaway Bus	24' Bus GAS	1	3196	2	113,612	\$69,445.00	10	No
RevenueVehicles	MV - Mini-van	17' Mini-van GAS	1	2514	7	228,575	\$37,249.00	8	No
RevenueVehicles	MV - Mini-van	17' Mini-van GAS	1	2513	7	207,001	\$37,249.00	8	No
RevenueVehicles	Sedans	16.75' GAS car	1	5443	2	27,955	\$20,918.00	8	No
RevenueVehicles	Sedans	16.75' GAS car	1	1766	2	21,464	\$20,918.00	8	No
RevenueVehicles	SV - Sport Utility Vehicle	16.53' GAS Mid-size	1	5528		3,372	\$40,163.00	8	No



## Appendix B: Asset Condition Data

### B2: Equipment Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	Computer Software/Equipment	Apollo Digital Systems DVR/Camera System	1	319	7	208,646	\$5,300.00	6	Yes
Equipment	Computer Software/Equipment	Apollo Digital Systems DVR/Camera System	1	317	7	202,737	\$5,300.00	6	Yes
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	1	389	2	95,565	\$2,752.00	6	No
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	1	390	2	59,984	\$2,752.00	6	No
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	1	385	2	72,728	\$2,738.00	6	No
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	1	386	2	69,086	\$2,738.00	6	No
Equipment	Computer Software/Equipment	CWI Digital Systems DVR/Camera System	1	387	2	113,612	\$2,738.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	389		95,565	\$1,188.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	390		59,984	\$1,188.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	385		72,728	\$1,188.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	386		69,086	\$1,188.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	387		113,612	\$1,188.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	240		228,575	\$1,188.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	340		207,001	\$1,188.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	309		27,955	\$1,188.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	292		21,464	\$1,188.00	6	No
Equipment	Computer Software/Equipment	Synovia Solutions GPS	1	431		3,372	\$1,188.00	6	No

## Appendix B: Asset Condition Data

### B3: Facilities Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value
Facilities	Administration	Clinton Brown Bldg	1		20	1	\$297,440.00
Facilities	Administration	Concho Roads Bldg	1		18	2	\$26,880.00
Facilities	Custom 1	Concho Storage Bldg	1		12	4	\$14,400.00
Facilities	Parking Structures	Canton LS Casino	1		4	4	\$2,000.00
Facilities	Parking Structures	Clinton Brown Bldg	7		20	2	\$14,000.00
Facilities	Parking Structures	Concho Complex	3		12	5	\$6,000.00

# Appendix C: Proposed Investment Project List

Project Year	Project Name	Asset/Asset Class	Cost	Priority
2018	Gas-Transit Passenger Wagon	RevenueVehicles	\$30,868.00	High
2018	Gas-Transit Passenger Wagon	RevenueVehicles	\$30,868.00	High
2018	Gas-Small Transit Van	RevenueVehicles	\$25,000.00	High
2018	Gas-Small Transit Van	RevenueVehicles	\$25,000.00	High
2019	Cutaway Acquisition	RevenueVehicles	\$75,000.00	High
2019	Cutaway Acquisition	RevenueVehicles	\$75,000.00	High
2020	Cutaway Acquisition	RevenueVehicles	\$78,000.00	High
2020	Cutaway Acquisition	RevenueVehicles	\$78,000.00	High
2020	Cutaway Acquisition	RevenueVehicles	\$78,000.00	High
2022	Sedan	RevenueVehicles	\$25,000.00	High
2022	Sedan	RevenueVehicles	\$25,000.00	High
2023	Sport Utility Vehicle	RevenueVehicles	\$45,000.00	High

Appendix D: Fleet Replacement Module Output

Total in Current Year \$		\$251,249.00		\$0.00		\$0.00		\$0.00		\$0.00	
Total in Year of Expenditure \$		\$251,249.00		\$0.00		\$0.00		\$0.00		\$0.00	
		2019		2020		2021		2022		2023	
Fleet Type (Year/Make/Model)	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number
2016 Ford Startran Senator E450	1	\$90,902.00									
2016 Ford Startran Senator E450	1	\$90,902.00									
2016 Ford Glaval Universal	1	\$69,445.00									
2016 Ford Glaval Universal											
2011 Ford E350-SD											
2011 Dodge Grand Caravan											
2016 Chevrolet Impala											
2018 Ford Explorer											

## ATTACHMENT 2: RESOURCES



# CHEYENNE-ARAPAHO TRIBAL TRANSIT PROGRAM

## Preventive Vehicle Maintenance Schedule

### For All Transit Buses

Course of Action	Interval
Change engine oil and filter	Every 7,000 miles or 6 months
Rotate tires, inspect tire wear and tread depth	Every 7,000 miles or 6 months
Inspect wheels for abnormal noise, wear, looseness or drag	Every 7,000 miles or 6 months
Inspect transmission fluid level	Every 15,000 miles or 12 months
Inspect brake pads, rotors, hoses, and parking brakes	Every 15,000 miles or 12 months
Inspect exhaust system and heat shields	Every 15,000 miles or 12 months
Inspect steering linkage, ball joints, suspension, tie-rod ends, driveshaft and U-joints	Every 15,000 miles or 12 months
Replace engine air filter	Every 30,000 miles
Change transmission fluid and filter	Every 60,000 miles
Replace front wheel bearing grease and grease seal if non-sealed bearings are use	Every 60,000 miles
Replace spark plugs	Every 97,500 miles
Change engine coolant	Every 105,000 miles

ALL OTHER SYSTEMS ARE INSPECTED DAILY AND RECORDED ON TRANSIT DAILY PRE-TRIP INSPECTION FORM



# Cheyenne-Arapaho Tribal Transit Program

## CNG Component Maintenance Schedule

Course Of Action	Interval
Leak Check	5,000 miles
Drain High Pressure Filter	3,000 – 6,000 miles
Replace High Pressure Filter	12,000 miles
Replace Low Pressure Filter	12,000 miles
Perform visual inspection of CNG hoses and tubing	12,000 miles
Perform visual inspection of stainless Steel Fittings	12,000 miles
Perform visual inspection of CNG cylinder shields	12,000 miles
Check PCM Scanner Data	12,000 miles
Inspect Spark Plugs	24,000 miles
Replace Spark Plugs	48, 000 miles
Replace Oxygen Sensors	80, 000 miles
Replace Ignition Coils	100,000 miles

The CNG fuel systems require these additional maintenance procedures along with normal service and maintenance.

## Service and Maintenance Schedule

### For 2016 Sedans - 2011 Vans – 2008 Ford Escape

Course Of Action	Interval
Change engine oil and filter	Every 7,000 miles or 6 months
Rotate tires	Every 7,500 miles or 6 months
Replace the A/C filter	Every 14,000 miles or 12 months
Inspect Brakes linings: replace if necessary	Every 14,000 miles or 12 months
Inspect CV joints	Every 14,000 miles or 12 months
Inspect exhaust system	Every 14,000 miles or 12 months
Replace engine air filter	Every 30,000 miles
Change transmission fluid and filter	Every 62,000 miles
Flush engine coolant	104,000 miles or 60 months
Replace spark plugs	96,000 miles
Inspect PCV valve; replace if necessary	96,000 miles





# Property and Supply Policies and Procedures

Updated October 2016  
Approved by Sixth Legislature  
Resolution # 6L-RS-2016-10-001

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**PURPOSE:** This manual provides instructions, practices, procedures and responsibilities for the economical and efficient management and control of supplies and equipment in support of the Cheyenne and Arapaho Tribes' programs. It is the intention of the Cheyenne and Arapaho Tribes to incorporate in this manual relevant requirements of federal funding sources including 25 CFR 900, 2 CFR 200 and specific grantor requirements for all programs administered by the Tribes, irrespective of their funding or revenue source. The policies and procedures in this manual are not intended to conflict with the federal laws or regulations. In the event of a conflict, federal law and regulation will apply.

### SECTION 1. GENERAL PROVISION

**1.1 Property Management System-** The property management system of the Cheyenne and Arapaho Tribes shall control the utilization, maintenance and disposition of all property acquired by purchase with Tribal funds, federal funds, and property issued and/or donated by the federal Government for the use by the Tribal Government. The property management system shall provide accurate records of all accountable property acquired, ensure proper usage and maintenance and provide for proper disposal of property.

### SECTION 2. OBJECTIVES

**2.1 Basic Standards of Conduct for Contracting and Purchasing -** This manual shall apply to all federal and tribal funded including Gaming Revenue Allocation Plan (GRAP) programs, projects, and accounting entities using the Tribal administration finance and accounting systems of the Cheyenne and Arapaho Tribes.

**2.2 Objectives -** The objectives of this manual are to establish and maintain an effective and efficient personal property management program and to accomplish:

- Effective planning and scheduling of requirements for all personal property to assure that supplies and equipment are available to serve operations, while maintaining inventory levels at a minimum,
- Maintenance of adequate inventory controls and accountability records.
- Uniformity of applications.
- Maximum utilization of personal property.
- Proper storage, maintenance, preservation, and disposal of property.
- Timely preparation and utilization of property management records.

### SECTION 3. GENERAL POLICIES

**3.1 Property and Supply Office-** The Property and Supply office of the Cheyenne and Arapaho Tribes is designated as the accountable office for purposes of implementing the policies and procedures in the Property and Supply manual.



**3.2 Employee Responsibility:** Employees are urged to be as careful with tools and other Tribal property as they are with their own belongings.

- Every piece of property owned by the Tribes represents an investment in job security for our tribal employees.
- The Cheyenne and Arapaho Tribes, as an employer, looks upon its Directors and Coordinators as its first line of defense against waste of materials and carelessness in the handling of Tribal property.

**3.3 Personal Use of Property-** Employees must assure that equipment is used solely for authorized purposes. Equipment must be used by the employee in the program or project for which it was acquired as long as needed whether or not the project or program continues to be supported by federal funds.

Government motor vehicles are to be used for official purposes only and solely in the performance of the program.

Employees may not use a Government motor vehicle (Tribal, program or GSA) for transportation between their place of residence and place of employment unless the Tribes authorize such use after making the necessary determination under 31 U.S.C. 1344 and 41 CFR Part 102-5. Such authorization shall apply to police vehicles. The Property Director must keep a copy of the written authorization and monitor the use of these motor vehicles.

**3.4 Sanctions and Disciplinary Action-** These policies shall also provide for penalties, sanctions, or other disciplinary actions in this manual and in accordance with Tribal Personnel Procedures. See also 25 CFR 900.51 - 900.60, and 2 CFR 200.310-200.316 Property Management System Standards.

**3.5 Separation from Tribal Employment-** In the event Tribal employees leave employment, they must check in with the Property Director for property clearance. The completion of the Employee Exit Interview and Clearance Form will release employee as cleared of debt. Failure to turn in or account for any property is subject to sanctions. Anytime a Government Official, Director or Coordinator leaves employment, an inventory shall be conducted by the Property and Supply Office and the programs property custodian.

**3.6 Insurance Coverage-** In order to protect the interest of the Tribes, reduce costly and unnecessary litigation and meet the requirements of federal funding sources, the Tribes will secure and maintain insurance coverage which will meet any specific requirements of grants and contracts, applicable statutes and Tribal policies and will generally include:

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Title to property acquired with federal grant funds must be a conditional title. Title must vest in the Cheyenne and Arapaho Tribes subject to the following conditions:

- a. Use the equipment for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project.
- b. The Cheyenne and Arapaho Tribes shall not encumber the property without approval of the federal awarding agency or pass-through entity.
- c. Use and disposal of the property shall be in accordance with policies contained in this manual.

Title to property either furnished or donated excess property from the federal government under a '638 contract or purchased with federal '638 contract funds shall vest in the Tribes but shall be a reversionary title. When a self-determination contract or grant agreement, or portion thereof, is retroceded, reassumed, terminated, or expires, the Secretary shall have the option to take title to any item of government-furnished or purchased property:

1. Whose title has been transferred to the Cheyenne and Arapaho Tribes;
2. That is still in use in the program; and
3. That has a current fair market value, less the cost of improvements borne by the Indian tribe or tribal organization in excess of \$5,000.

Title to any donated, excess, or surplus federal personal property donated through GSA or DRMS shall vest in the Cheyenne and Arapaho Tribes upon taking possession but shall be a restricted title subject to the terms and conditions of the excess or surplus property transfer agreement.

**4.3 Property Custodians-** All Tribal departments and programs will have an appointed Property Custodian who is held accountable for property assigned to their specific department or area with the responsibility of safeguarding and monitoring the use and location of property within the department. Property Custodians are also responsible for the accurate inventory of all property and equipment they are assigned and assisting the Property Director in keeping the records up to date and factual. Property deemed excess to needs or unserviceable will be reported to the Property Director by the Property Custodians. Custodians will place special emphasis on the controls of small tools and sensitive items, while closely monitoring their proper use, storage and accountability. Property Custodians are responsible for:

- a) Proper storage, maintenance, use and accountability of all property and materials assigned to the program
- b) Inventory of the programs property and materials as required by the Property Director
- c) Reporting to the Property Director when property is transferred, loaned, lost, stolen or idle.

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- General Liability
- Property damage (including vehicle)
- Accidents
- Employee Fidelity
- Errors and Omissions
- Any single item that has a purchase value of \$500 or more

federally-owned property need not be insured unless required by the terms and conditions of the federal award.

**3.7 Policy and Procedure Review-** An audit/management review will be conducted annually, by the Property Director, to determine that the property management practices of the Cheyenne and Arapaho Tribes are meeting the needs of the Tribal programs and departments and are in accordance with federal standards.

#### **SECTION 4. PROPERTY MANAGEMENT**

Any and all tribal property purchased with tribal funds are required to be shipped to Property and Supply at 100 Red Moon Circle, Concho, OK 73022.

All personal property must be acquired, used and disposed of by procedures that comply with the applicable regulations contained here and in accordance with federal Property Management Regulations (FPMR). Personal property denotes all property except real property.

**4.1 Property Director-** The Property Director, is responsible for a management system that ensures systematic physical control procedures, maintenance, surveillance, optimum use and disposal of all personal property in the custody of the Cheyenne and Arapaho Tribes and all programs administered by the Tribes. Physical inventories will be scheduled by the Property Director as required by current regulations.

**4.2 Property Accountability-** the Property Director maintains records of all accountable property for the Cheyenne and Arapaho Tribes.

Property records of all property held by the Cheyenne and Arapaho Tribes must reflect the title to the property, the owner of the title and the type of title held.

Title to federally-owned property remains vested in the federal Government. The Cheyenne and Arapaho Tribes must submit annually an inventory listing of federally-owned property in its custody to the federal awarding agency. Upon completion of the federal award or when the property is no longer needed, the Cheyenne and Arapaho Tribes must report the property to the federal awarding agency for further federal agency utilization.

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**4.4 Property Records-** the federal Government has categorized personal property into two primary classes: Expendable and Non-Expendable property. To identify what property will be accounted for on an individual basis, federal agencies have established a dollar threshold for separating these two categories. These regulations have established Non-Expendable property, which is acquired at a cost of or which has a value of \$5,000 or more, will be capitalized and for recording keeping and accounting purposes will be individually accounted for. The phrase "individually accounted for" means that the Tribal Government is responsible for identifying each item with an identification number and the property records must be maintained which show all relevant information on the item including its location.

Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title and the type of title, the acquisition date, and cost of the property, percentage of federal participation in the project costs for the federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

However, the federal Government and the Cheyenne and Arapaho Tribes also require that property whose value is not more than \$5,000 must be internally accounted for. Certain sensitive items subject to theft must be accounted for. These items included such things as weapons, thumb drives, computers, digital cameras, camcorders, calculators, cell phones, laptops, etc.. These items are defined as being sensitive property regardless of their dollar value. These items must be individually accounted for.

**4.5 Recording of New Equipment (Attachment A) -** All accountable property records are to be maintained in a central filing system within the Office of Property and Supply. Any new piece of property that is \$50 or more, is required to be tagged. A New Equipment Form is prepared for all accountable property. A New Vehicle Form (Attachment B) is to be used for vehicles. Information is entered into the electronic software system which maintains the property inventory records for the tribes and reflects acquisition, disposal, corrections, and transfers.

The USDA/Food Distribution Program shall have supplemental requirements for the recording of property in accordance with FNS Handbook 501, Section 2412; 7 CFR 3016.32(d)(1).

**4.6 Receiving Process**

- (1) The Inventory Specialist will complete a receiving report (Attachment C) when the product is received. Damages will be documented on the receiving report

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- (2) The packing slip is compared with the purchase order and a physical inspection is made of the property received.
- (3) Any one item with a purchase price of \$50 or more, is to be barcoded and inputted into the electronic software system.
  - a. Depending on the piece of property, the item may be barcoded or etched. Exceptions: parts to a piece of vehicle/equipment

4.7 **Property Receipt Form (Attachment D)** - It is the responsibility of the Property Custodian to complete a Property Receipt Form to account for and keep track of property or equipment issued to employees within each respective department or program. The Property Receipt Form transfers the responsibility to each individual employee for safekeeping of the property or equipment.

A Property Receipt Form shall contain the following information:

- Department or Program
- Complete description, model, manufacturer, serial number and tag number.
- Approving signatures of Property Custodian and employee.

Copies of completed department property receipt form will be provided to the Property and Supply Program with the original form filed in department personnel folders. In the event that property is lost, stolen, or damaged, the employee may be held responsible pending the decision of the Board of Survey. Upon dismissal, resignation, or transfer of employment, return certification must be completed.

Property receipt forms will also be prepared to account for property or equipment temporarily on loan to another department or employee not assigned to your department.

4.8 **Sensitive Items**- Property custodians are responsible for ensuring that small tools and sensitive items in their custody over \$50 are barcoded. Barcoding of tribal property will consist of stamping, etching, dyeing, or painting to identify its ownership. Barcoding of tribal property consists of affixing a tag bearing a special identification number.

Certain property items can be used for personal use and/or readily converted to cash and is specifically defined as sensitive personal property, which could be subject to theft.

Each Property Custodian will take extra precautions to maintain control of sensitive items while in use, storage, or assigned to them. Sensitive items include, but not limited to, the following:

- Small tools
- Firearms
- Digital Cameras, Cameras, Camcorders, Video Equipment
- Televisions, DVD/VCR players, Calculators
- Computers (including keyboards, monitors, printers, scanners and other ancillary devices),

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4.10 **Theft or Loss of Tribal or Government Property (Attachment E)** - The property custodians of each program will immediately report to the Property Director any lost, stolen, damaged or missing Tribal property using the Theft or Loss of Tribal or Government Property Form. Depending upon the circumstances, an employee charged with the responsibility of the property can be held liable. If it has been determined after an investigation by the Board of Survey or Law Enforcement, that the property was lost, stolen or damaged due to negligence or carelessness, then an automatic payroll deduction may be made to cover the cost of item.

4.11 **Board of Survey** - A committee consisting of six officials of the Tribe to include the Property Director, Procurement, Grants, and Contracts Director, Insurance Specialist, Director of program that the property belongs to, and respective program accountant. The Board of Survey shall inquire into the circumstances of loss, damage, destruction or condition of Tribal property, in accordance with prescribed policies and procedures. The Board of Survey will report their finding and recommendation on a Report of Survey Form (Attachment F, page 1).

- **Report of Survey (Attachment F, page 1 and 2)** - The Report of Survey is a three (3) part form to include a) the Board of Survey's recommendations for disposal of lost, stolen, or damaged property; b) Certificate of Disposal for property; and c) Destruction Certification of property.

a. **Finding and Recommendation**- The first part of the Report of Survey is completed by the Board of Survey when property has been reported as lost, stolen, damaged or in need of disposition. The Report of Survey certifies that the Board of Survey has inspected the property and includes findings and recommendations for said property. (See Attachment F)

b. **Disposition** - When the Board of Survey has determined that property or equipment is no longer needed, the Certification of Disposition will be completed by the Property Director. The Certification of Disposition will provide information as to how said property will be disposed of and will also include the Disposition Code.

c. **Destruction**- When the Board of Survey has determined that property is in need of destruction, the Property Director will complete the "For Approved Destruction Only" section which will include the Scrap Value Amount of said property. The Property Director will maintain records. Destruction will be accomplished by cutting, burning, or other methods deemed appropriate.

4.12 **Property Transfer Form (Attachment G)** - The Property Transfer form shall be utilized to record excess or surplus property, when transferring or disposing of property, or to record unserviceable property.

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- Thumb drives or USB drives
- Cell Phones, Blackberries, Headsets
- Laptops, Notebooks, iPads
- Sports Equipment, Recreational Equipment
- Vehicles, ATVs, Golf Carts, Gators
- Artwork and other items of historical significance to the Cheyenne and Arapaho Tribes
- Additional items deemed necessary by the Property Director or Program Director including most electronic equipment.

The Program Director and property custodian must ensure that sensitive items within their department are inventoried and controlled by the following methods:

- Keeping records of the employees who have sensitive items (Using Property Receipt Form, Attachment D)
- Conducting annual inventory
- Program inventory audits
- Adhering to exit interview procedures to ensure the return of all sensitive items.
- Written notice that all sensitive items are to be used for official business only

Upon dismissal, resignation, or transfer of employment, employees are required to promptly return all items that were issued to them and complete return certification.

4.9 **Lending or Borrowing of Tribal Property**- To ensure continuation of services and to preclude the Tribes from being held liable for the damages resulting from loss or destruction of property, the following policy shall apply:

*Under no circumstance shall Tribal property be loaned to another agency or person not of the Cheyenne and Arapaho Tribes programs or departments.*

*All interdepartmental requests to loan or borrow Tribal property shall be referred to the Property Director for proper action. The Property Director will approve/disapprove any requests for the loaning of Tribal property to assure compliance with contractual and federal or Tribal regulatory requirements.*

The Cheyenne and Arapaho Tribes must also make equipment available for use on other projects or programs currently or previously supported by the federal Government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the same federal awarding agency that financed the equipment and second preference must be given to programs or projects under federal awards from other federal awarding agencies. Use for non-federally-funded programs or projects is also permissible after federal programs have determined that they do not need the item. User fees should be considered if appropriate.

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a. **Excess Property** - Property that is not in use in its present location should be reported to the Property Director as excess, by completing a property transfer form.

The Property Director will review all property and materials reported as excess and circulate a list of excess property to all other department/programs to determine if such property/material has a possible use by others. The equipment may be used and transferred to other programs/departments with the following stipulations:

(1) Activities under a federal award from the same federal awarding agency which funded the original program or project, then

(2) Activities under federal awards from other federal awarding agencies. This includes consolidated equipment for information technology systems.

- FED → FED (BIA, HHS, IHS, etc.)
- IDC → IDC or FED
- GAM → ANY FUNDED PROGRAM

b. **Surplus Property** - When the list of excess property has been circulated to other department/programs and no need is established in any program, the property or material shall be deemed surplus. Property custodians will report the property surplus by completing a Property Transfer Form and the Property Director will determine final disposition of the property or material.

c. **Property Transfers**- Transfers of property are recorded and approved by the department or program Director/Coordinator and the Property Director. Transfers will be documented and entered into the electronic software system with the completion of a Property Transfer Form, then will be forwarded to the finance office in order to reconcile the Fixed Asset accounts.

d. **Disposal** - When original or replacement equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposal of the equipment will be in accordance with respective federal agencies by completion of the Property Transfer Form.

A. **Federally funded programs/departments**

- 1) The Cheyenne and Arapaho Tribes shall request disposal instructions from the federal awarding agency if required by the terms and conditions of the federal award. Disposal of the equipment will be made as follows, in accordance with federal awarding agency disposition instructions:

i) Items of equipment with a current per unit fair market value of

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\$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the federal awarding agency.

ii) If the federal awarding agency fails to provide requested disposal instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the Tribes or sold. The federal awarding agency is entitled to an amount 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. If the equipment is sold, the federal awarding agency may permit the Cheyenne and Arapaho Tribes to deduct and retain from the federal share of \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

iii) The Cheyenne and Arapaho Tribes may transfer title of the property to the federal Government or to an eligible third party provided that, in such cases, the Cheyenne and Arapaho Tribes must be entitled to compensation for its attributable percentage of the current fair market value of the property.

2) For federally owned property, the Cheyenne and Arapaho Tribes shall report to the federal agency in writing any federally-owned personal property that is worn out, lost, stolen, damaged beyond repair, or no longer needed for the performance of the contract.

i) The Cheyenne and Arapaho Tribes shall state whether the Tribes want to dispose of or return the property.

ii) If the federal agency does not respond within 60 days, the Cheyenne and Arapaho Tribes may return the property to the federal agency, who shall accept transfer, custody, control, and responsibility for the property (together with all associated costs).

**B. Tribal funded programs/departments**

- 1) Programs property custodian submits Property Transfer Form (Attachment G) and completed Vehicle Inspection Sheet (Attachment H) by certified mechanic to Property and Supply Vehicle Inventory Control Specialist for a vehicle disposal request
- 2) Vehicle Inventory Control Specialist will do the following: finds the title and value of the vehicle/equipment (Example: Kelley Blue Book)
- 3) Property and Supply Director will initiate the Report of Survey (Attachment F)

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retain the proceeds of the sale and to put them back into the program per the instructions from the awarding agency.

**A. Tribal funded programs/departments**

- 1) Programs property custodian submits Property Transfer Form (Attachment G) and completed Vehicle Inspection Sheet (Attachment H) by certified mechanic to Property and Supply Vehicle Inventory Control Specialist for a vehicle sale request
- 2) Vehicle Inventory Control Specialist will do the following: finds the title and value of the vehicle/equipment (Example: Kelley Blue Book)
- 3) Put the value against the repairs of the vehicle
- 4) Internal advertisement for five business days to give programs the opportunity to purchase vehicle/equipment.
- 5) If vehicle is not purchased internally after five business days, external advertisement will be made
- 6) Title will be submitted for the Governors notarized signature
- 7) Vehicle Inventory Control Specialist will complete the sale process

**4.15 Storage and Movement of Property-** the Property Director shall assure that property, equipment and material, not in use, is stored in such a manner that damage from the elements, loss from theft, and mixing with other property is prevented to the greatest extent possible.

When property or material is moved within Tribal facilities, the Property Director shall assure that proper identification is made, shipping labels are attached, packing and moving facilities are adequate to prevent damage and any losses are promptly investigated and reported.

If items need to be stored, the Cheyenne and Arapaho Tribes will provide a main storage facility on the Tribal reserve, or where they deem appropriate.

**4.16 Physical Inventories-** Physical Inventories of all Tribal property will be completed annually or more often as determined by the Property Director. The Property Director will determine the date for this. These inventories will be monitored by the Office of Property and Supply. Inventory printouts of property will be submitted to the various Property Custodians with instructions to conduct a physical inventory of all items. In conducting this inventory all items of property shall be physically checked against the listing. As each is inventoried the Property Custodian will:

When receiving new property, the Inventory Specialist/Property Custodian must complete a New Equipment Form; the program inventory should be provided a copy of all New Equipment Forms.

For property which is owned by the federal government or which the federal government

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- 4) Put the value against the repairs of the vehicle
- 5) After the determination of the Board of Survey a copy will be provided to the treasurer, and the Programs property custodian
- 6) Title will be submitted for the Governors notarized signature
- 7) Vehicle Inventory Control Specialist will complete the disposal process

**c. Unserviceable Property-** Unserviceable property is property beyond repair. For property, material or motor vehicles determined unserviceable by the property custodian of the program, a property transfer form will be initiated and forwarded to the Property Director. The Property Director will determine the disposition procedures after a review of the property and its condition.

If determined economically feasible, unserviceable property or material may be cannibalized, however, this must be done only upon approval by the Property Director. Any items of property or material deemed unserviceable will not be destroyed unless approved by the Property Director.

**4.13 Exchange of Property-** To provide optimum use and/or realization of Tribal property purchased with federal funds may be exchanged in accordance with the policies of the funding agency and only after disposal instructions are received from the Government Property Administrator or Contracting officer.

The application of exchange allowance or proceeds of sale in whole or part payment for property acquired is authorized when all of the following conditions apply:

- The items exchanged are similar to the items acquired.
- The items exchanged are not excess and the items acquired are needed in the conduct of approved programs.
- There has been, at the time of exchange, a Property Transfer Form submitted and approved.

**4.14 Sale of Property -** If an item of equipment with a current per unit fair market value of \$5,000 or less is sold, the Cheyenne and Arapaho Tribes shall have no further obligation to the federal awarding agency.

If an item of equipment with a current per-unit fair-market value in excess of \$5,000 is sold, the federal awarding agency is entitled to an amount 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. If the equipment is sold, the federal awarding agency may permit the Cheyenne and Arapaho Tribes to deduct and retain from the federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses. The federal awarding agency may allow the Tribes to

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retained title, there are three additional requirements:

- (1) The Cheyenne and Arapaho Tribes shall conduct a physical inventory of the federally-owned property and reconcile the results with the Indian tribe or tribal organization's property records annually;
- (2) Within 90 days following the end of an annual funding agreement, the Indian tribe or tribal organization shall certify and submit to the Secretary an annual inventory of all federally-owned real and personal property used in the contracted program; and
- (3) The inventory shall report any increase or decrease of \$5,000 or more in the value of any item of real property.

**4.17 Matching Share/in-kind Contributions-** It is the policy of the Cheyenne and Arapaho Tribes to accept donated materials and property directly related to the purposes operated by the Tribe. Such donations are credited toward the non-federal share requirements as allowed by the regulations of the funding sources.

*Excluded in-kind contributions are items such as:*

- Costs incurred prior to the effective date of the federal-grant or contract
- Funds or property derived from other federal sources
- The same service, property, or funds used to match grants awarded by other federal agencies
- Items not needed or unusable
- Undocumented donations

Facilities which may be donated will be accepted and will be covered by a written lease covering the terms of the donation and use of the property (description, location, period for which property is donated and restrictions, if any, on the use of the property). Donated facilities will be covered by liability insurance and will be valued for non-federal share purposes based on an independent written appraisal.

Application of costs for facilities owned by the Tribes and contributed in support of Tribal programs will be computed based on depreciation policies or methods of computing use allowances in accordance with federal guidelines. Full depreciated or expensed property and equipment items are maintained in the accounting records to help provide control.

Donated property from third parties may include such items as equipment, office supplies, laboratory supplies, or workshop and classroom supplies. Value assessed to donated property included in the cost sharing or matching share must not exceed the fair market value of the property at the time of the donation.

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The value of donated property must be determined in accordance with the usual accounting policies of the Cheyenne and Arapaho Tribes, with the following qualifications:

- a. The value of donated land and buildings must not exceed its fair market value at the time of donation to Cheyenne and Arapaho Tribes as established by an independent appraiser (e.g., certified real property appraiser or General Services Administration representative) and certified by the Governor of the Cheyenne and Arapaho Tribes as required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) (Uniform Act) except as provided in the implementing regulations at 49 CFR part 24.
- b. The value of donated equipment must not exceed the fair market value of equipment of the same age and condition at the time of donation.
- c. The value of donated space must not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.
- d. The value of loaned equipment must not exceed its fair rental value.

**4.18 Vehicle Maintenance Schedule** - Each vehicle shall have a Tribal Vehicle Maintenance Schedule, which will document routine repairs and adjustments, preventive maintenance and emergency repair performed on the vehicle. Maintenance is the care and servicing for the purpose of maintaining equipment, vehicles, property and facilities in satisfactory operating condition and the steps necessary to protect the interests of the contractor and the federal agency in any express warranties or guarantees covering the property by providing for systematic inspection, detection and correction of failures either before they occur or before they develop into major defects.

Maintenance can be divided into the following categories:

- Routine repair and adjustment; done when convenient or on a scheduled basis, usually accomplished by the user.
- Preventative maintenance; this is the foundation of every maintenance program. It is the maintenance performed on a regularly scheduled basis to prevent major breakdowns. It includes periodic cleaning, servicing, inspection and replacement of working parts.
- Emergency Repair; unscheduled repairs accomplished as a result of equipment failure.

The Program Director/Coordinators are responsible for assuring that equipment, vehicles, property and facilities under their supervision, received effective preventive maintenance

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consisting of the following actions:

- Inspecting non-expendable and non-capitalized equipment at such periodic intervals as will assure detection of maladjustment, wear or impending breakdown.
- Regularly schedule lubrication of bearings and moving parts in accordance with manufacturer's recommendations or equivalent plan.
- Protection from exposure to deteriorating agents.
- Adjustments for wear, repair, or replacement of worn or damaged parts and the elimination of causes of deterioration from contamination and corrosion.
- Proper storage and preservation of accessories and special tools furnished with an item of non-expendable equipment but not regularly used with it.

Within the maintenance function, routine repairs and preventative maintenance are designed to reduce emergency repairs to a minimum and is to be completed in accordance with prescribed procedures contained in the operator's manual.

The original Vehicle Maintenance Schedule is due on the first business day of every month, with attached documentation of maintenance services, to the Vehicle Inventory Control Specialist. Upon review, the Vehicle Inventory Control Specialist will then file in appropriate program files. Copies will be provided to the program for their vehicle records.

**4.19 Vehicle Inspection (Attachment I)** - The Vehicle Inventory Control Specialist will conduct annual, or as necessary, Vehicle Inspections for programs having vehicles, regardless of funding source (GSA, FLEET, Tribal, etc...). The Physical Vehicle Inspection Form shall be utilized to document the inspection and will include comments/recommendations to the program Director/Coordinator.

The use and care of vehicles shall be monitored by the Program Director/Coordinator. Should any infractions occur, it shall be the program Directors/Coordinator's responsibility to investigate and determine disciplinary action, if necessary. Staff and/or Passengers are prohibited from smoking, using illegal drugs and/or Alcohol in any tribal vehicles, in accordance with Tribal Personnel policies.

The individual program and Vehicle Inventory Control Specialist shall file completed vehicle inspections forms in appropriate program files.

**4.20 Vehicle Mileage Log (Attachment K)** - Each vehicle shall have a Vehicle Mileage Logs, which will document vehicle usage.

Government motor vehicles (Tribal, program and GSA) are to be used for official purposes only and solely in the performance of the program. Employees must obey all motor vehicle traffic laws of the State and local jurisdiction. Employees are personally

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responsible if they violate State or local traffic laws. If employees are fined or otherwise penalized for an offense committed while performing official duties, but which was not required as part of official duties, payment is a personal responsibility. Employee's in Government motor vehicles must use all provided safety devices including safety belts and follow all appropriate motor vehicle manufacturer safety guidelines. Employees are not permitted to smoke in government motor vehicles. All occupants in the vehicle must be on official business and employees are not permitted to transport family members in government motor vehicles. Employee must possess a valid State motor vehicle operator's license and have specific authorization to operate a Government-furnished automobile. Employees authorized to use an available Government automobile who use a privately owned automobile instead will be reimbursed at the reduced mileage rate established by GSA and published in an FTR bulletin annually.

The original Vehicle Mileage Logs are due on the first business day of every month to the Vehicle Inventory Control Specialist. Upon review, the Vehicle Inventory Control Specialist will then file in appropriate program files. Copies will be provided to the program for their vehicle records.

**4.21 Real Property Management - Title.** Subject to the obligations and conditions set forth in this section, title to real property acquired through purchase or through donation of excess real property or improved under a federal award will vest upon acquisition in the Cheyenne and Arapaho Tribes. The Cheyenne and Arapaho Tribes shall take title in fee simple to all property unless the Cheyenne and Arapaho Tribes requests that the United States retain the title in trust as specified below.

If the land is owned by the United States but not held in trust for any other Indian tribe or individual Indian, the Cheyenne and Arapaho Tribes shall specify to the Secretary of the Interior whether it wants to acquire fee simple title to the land or whether it wants the land to be held in trust for the benefit of the Cheyenne and Arapaho Tribes.

- (a) If the Cheyenne and Arapaho Tribes requests fee title, the Secretary shall take the necessary action under federal law and regulations to transfer fee title.
- (b) If the Cheyenne and Arapaho Tribes requests beneficial ownership with fee title to be held by the United States in trust for the Cheyenne and Arapaho Tribes:
  - i. The Cheyenne and Arapaho Tribes shall submit with its request a resolution of support from the governing body of the Cheyenne and Arapaho Tribes.
  - ii. If the request is submitted to the Secretary of Health and Human Services for land under the jurisdiction of that Secretary, the Secretary shall take all necessary steps to effect a transfer of the land to the Secretary of the Interior and shall also forward the Indian tribe or tribal organization's request and the tribe's resolution.

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iii. The Secretary of the Interior shall expeditiously process all requests in accordance with applicable federal law and regulations.

- (c) The Secretary shall determine the presence of any hazardous substance activity, defined in 41 CFR 101-47.202.2(b)(10).
- (d) Use. Except as otherwise provided by federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose under such terms and conditions as may be agreed upon for their use and maintenance as long as needed for that purpose, during which time the Cheyenne and Arapaho Tribes must not dispose of or encumber its title or other interests.
- (e) Disposition. When real property is no longer needed for the originally authorized purpose, the Cheyenne and Arapaho Tribes must obtain disposition instructions from the federal awarding agency or pass-through entity. The instructions must provide for one of the following alternatives:

i. Retain title after compensating the federal awarding agency. The amount paid to the federal awarding agency will be computed by applying the federal awarding agency's percentage of participation in the cost of the original purchase (and costs of any improvements) to the fair market value of the property. However, in those situations where the Cheyenne and Arapaho Tribes is disposing of real property acquired or improved with a federal award and acquiring replacement real property under the same federal award, the net proceeds from the disposition may be used as an offset to the cost of the replacement property.

ii. Sell the property and compensate the federal awarding agency. The amount due to the federal awarding agency will be calculated by applying the federal awarding agency's percentage of participation in the cost of the original purchase (and cost of any improvements) to the proceeds of the sale after deduction of any actual and reasonable selling and fixing-up expenses. If the federal award has not been closed out, the net proceeds from sale may be offset against the original cost of the property. When the Cheyenne and Arapaho Tribes is directed to sell property, sales procedures must be followed that provide for competition to the extent practicable and result in the highest possible return.

iii. Transfer title to the federal awarding agency or to a third party designated/approved by the federal awarding agency. The Cheyenne and Arapaho Tribes is entitled to be paid an amount calculated by applying the Cheyenne and Arapaho Tribes' percentage of participation in the purchase of the real property (and cost of any improvements) to the current fair market value of the property.

**4.22 Intangible property -**

- a. Title to intangible property acquired under a federal award vests upon acquisition by Cheyenne and Arapaho Tribes pursuant to contract provisions unless the title to

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the intangible property is retained by the vendor. The Cheyenne and Arapaho Tribes must use that property for the originally-authorized purpose, and must not encumber the property without approval of the federal awarding agency.

When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions above in Section 6, N.4.

- b. The Cheyenne and Arapaho Tribes may copyright or Trademark any work that is subject to copyright or trademark and was developed, or for which ownership was acquired, under a federal award. Costs of copyrighting/trademark are allowable expenses.
- c. The federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes, and to authorize others to do so unless the submission of the property by the Cheyenne and Arapaho Tribes to the federal agency contains restrictions on disclosure as provided in the exemptions to the Freedom of Information Act.
- d. The Cheyenne and Arapaho Tribes is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

#### **SECTION 5. PROHIBITIONS CONTAINED IN THE PRO-CHILDREN ACT OF 1994**

Smoking is not permitted within any indoor facility or vehicle (or portion thereof) owned, leased or contracted for by the Cheyenne and Arapaho Tribes for the provision of regular or routine health care, day care or early childhood development program (Head start) which provides services to children, or for the use of the employees of the tribes who provide such services.

The purpose of this rule is to protect children under the age of 18 from exposure to environmental tobacco smoke when receiving education, library, health care, daycare, and early childhood developmental services in indoor facilities.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day and/or the imposition of an administrative compliance order on the Cheyenne and Arapaho Tribes.

(Reference: Individual program policies regarding Drug-Free Work Place and Head Start Smoke Free policy).

#### **SECTION 6. DEFINITIONS**

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improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

**Capitalized Property-** That personal property which has been entered on the fiscal accounts as an investment or asset and which has a total acquisition cost or fair market value exceeding \$5,000 and an anticipated service of one year or longer. Examples: vehicles, trailers

**Conditional title -** property purchased with federal dollars. The Tribe has title however, the federal agency retains a vested interest in the item, and the item is subject to conditions imposed by the Super Circular - 2 CFR 200.310 to 200.316

**Consultant-** A person who gives advice or services for a fee, but not as an employee. Consultant acts as an Independent Contractor.

**Contract-** A formal agreement between two parties to do or refrain from doing one or more things. The terms of the contract are expressed in writing, according to the requirements that make the agreement legally binding as a contract.

**Custodial Location-** A segment of an accountable area.

**Employee-** An employee designated by proper authority to be responsible for the proper use, maintenance and protection of property entrusted to his/her possession or charged to his/her custody.

**Equipment-** Tangible (moveable), nonexpendable personal property (including information technology systems) having a useful life of more than one year and an acquisition cost or fair market value of \$5,000 or more per unit. Examples: trailers, tractors, lawnmowers

**Excess Property-** Property, under the control of any program, which the program no longer shows a need for. Then which this property is available to transfer to another program within the same funding source.

**Exchange/Sale-** The exchange or sale of personal property for replacement purposes where the proceeds are to be applied towards the purchase of similar items. The property replaced in this instance is not considered to be excess, it is considered to be new property.

**Expendable Property-** Specific items of property which have been classified for property control and/or cost accounting purposes as expendable, are consumed during the year of acquisition and the cost or appraisal value is to be expended within the year of acquisition. Examples: ink, toner, pens, paper.

**Fee title -** the type of ownership giving the owner the maximum interest in the land, entitling the owner to use the property in any manner consistent with federal, state, and local laws and ordinances.

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**Definitions, terms and examples of their use in property management are arranged in alphabetical order for reference purposes. The terms listed are generally recognized in Government Agencies directly and indirectly concerned with property matters.**

**Accountability-** The responsibility for the accounting of property and the appropriate documentation of all transactions affecting property on hand and received by a Tribal program or activity within the Tribal organization.

**Acquire (Acquisition) -** To obtain ownership of personal property in any manner, including purchase, transfer, donations, or manufacture. An item will be considered to be acquired at the time title to the item passes to the Cheyenne and Arapaho Tribes irrespective of the point of origin. Usually title will pass upon delivery of property.

**Acquisition Cost -** Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. The net invoice price of the item, including the cost of modifications, installation, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired.

**Back Order-** A requisition, or part thereof, on which property/supply action has been suspended pending availability of the item ordered.

**Board of Survey-** A committee consisting of three officials of the Tribes (or federal government) appointed to inquire into the circumstances of a loss, damage, destruction, or condition of property in accordance with prescribed policies and procedures. The board members shall consist of the Procurement, Grants, and Contracts Director, Property Director, Director of program that the property belongs to, and respective program accountant.

**Cannibalize-** To dismantle (a piece of equipment) for parts to be used as replacements in other equipment. A Report of Survey (Attachment F) is required prior to cannibalization.

**Capital assets -** Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

**Capital Expenditure-** The cost of the capital asset including the cost to put it in place. Capital expenditures means expenditures to acquire capital assets or expenditures to make additions,

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**Fixed Equipment-** Equipment that is built into or is permanently affixed to the building or structure, the removal of which will seriously impair the utility of the real property for successor occupants without major repair. Examples: air conditioning units, piping, heaters.

**Intangible property -** Intangible property means property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible).

**Inventory Aide -** To assist Inventory Specialist/Vehicle Inventory Specialist to keep an accurate account of all programs/departments inventories and vehicles

**Inventory Specialist -** Keep an accurate account of all programs/departments inventory and supplies

**Life Expectancy-** The average useful life of equipment items expressed in years.

**Lost Property-** Property that has disappeared because of flood, storms, accidents or other circumstances over which a person has no control and there is no reason to suspect theft.

**Maintenance-** Any work required to keep property in the original condition. It may include replacement of minor parts, materials or equipment.

**Non-expendable Personal Property-** Equipment, instruments, or tools which must be controlled until release in accordance with prescribed procedures. Non-expendable personal property includes:

- 1) Capitalized items: Those items which meet the following criteria:
  - a) Have an estimated service life of one year or more.
  - b) Normally has an acquisition cost of \$5,000 or more per unit.
  - c) Retains identity when put to use.
  - d) Will not be consumed in the performance of program activities or incorporated into some end product.
- 2) Non-Capitalized items: Those items normally having an acquisition cost of less than \$5,000 and which meet all of the other criteria for capitalized equipment.

**Personal Property-** Any property other than real property including supplies, materials and equipment. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyright, patents, or securities.

**Physical Inventory-** Confirmation of the existence of property by actual sighting and counting of the item(s) of equipment or materials.

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**Property-** Tribal, Government or grant funded equipment and related personal property that is being controlled for financial, security property, non-capital controllable property and property on loan from others.

**Property and Supply Director-** It is the responsibility of the Property Director to maintain a master inventory and central record of all property and to maintain a list of Property Custodians.

**Property Custodian** — A Property Custodian shall be appointed by the Program Director of each department/program. The Property Custodian will be held accountable for all property designated to his/her department/program and will reconcile annually with the Property and Supply program inventory records. The Administrative Assistant for each program is appointed as the Property Custodian for that program

**Purchase Order-** The official document which authorizes a vendor to deliver specific goods or render described services to a Tribal organization or department.

**Purchase Requisition-** The official document requesting and identifying the specific goods or services required by a program or department.

**Real Property-** Land, including land improvements, structures and attachments.

**Report of Survey-** A form summarizing the circumstances and finding surrounding a shortage, loss, theft, damage or destruction of property, or it may be a report establishing the condition of property. (see Attachment F)

**Restricted title** – property acquired through GSA or DRMS under excess or surplus property transfer through BIA or IHS 638 contracts and the property was transferred to an identified contract. The property is restricted to that contract until the contract ends (or the property is no longer needed by the contract after at least one year). Property is not to be sold until all transfer and disposal procedures conditions identified in 2 CFR 200 are met.

**Reversionary title** - property purchased with either BIA or IHS funds, the tribe has title, however in addition to the conditions imposed by the Super Circular, the tribe must also revert title to the BIA or IHS if the tribe retrocedes the contract or if the federal government reassumes the contract.

**Salvage-** Property that has been inspected and determined to have some value beyond its basic material content, but which is in such condition that it has no reasonable prospect of continued use as originally intended.

**Scrap-** Property that has been inspected and determined to have no value except its basic material content.

**Sensitive Property-** Items of property that are considered susceptible to appropriation for private

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- Maintains property records and manages physical inventory
- Receives and signs for incoming shipments.
- Visually checks for damages.
- Completes receiving report.
- Submits bills of lading and receiving reports to accounts payable.

#### **Procurement Director**

- Manages formal procurement process.
- Reviews and approves purchase requisitions.
- Determine if procurement of item(s) or service(s) should go thru the bid process.
- Approves purchase orders.
- Ensures maximum full, free and open competition and reasonable cost to tribes.
- Approves online purchases for consumable office supplies and furniture.

#### **Department/Program Director**

- Prohibited from negotiating with vendors
- Prohibited from soliciting bids exceeding \$5,000.
- Determines need for property acquisition based on program goals and objectives.
- Responsible for complying with approved program budget
- Issues and approves purchase requisitions.

#### **Property Custodian**

- Is responsible for use, maintenance, and protection of property assigned to the Department for which he/she is designated as property custodian.
- Assists the Property Director in maintaining accurate property records and conducting annual physical inventories.

#### **Finance Accountant**

- Checks purchase requisitions for allow ability, and availability of funds and budget line item funding status.
- Verifies correct account coding.

### **SECTION 8. ATTACHMENTS**

- A. New Equipment Form
- B. New Vehicle Form
- C. Property and Supply Receiving Report
- D. Department Property Receipt Form
- E. Theft or Loss of Tribal/Gov't. Property
- F. Report of Survey (page 1-2)
- G. Property Transfer Form
- H. Vehicle Inspection Sheet
- I. Physical Vehicle Inspection Form
- J. Vehicle Maintenance Schedule

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use, i.e., subject to theft or personal use or that which can be readily converted to cash. Examples: cell phones, laptops.

**Supplies and Materials-** All tangible personal property other than "equipment". This shall include Computing Devices if such items cost less than \$5000.

**Surplus Property-** Excess property that has been declared excess to any program's needs and becomes eligible for donation or public sale.

**Tribal funds** - all funds allocated to the tribe that come under the control of the treasurer (gaming funds, federal funds, tax revenue, oil and gas revenue, farming and grazing).

**Trade-in** - The exchange of one property for another.

**Unserviceable Property-** An item determined to be no longer useful or ready for use.

**Vehicle Inventory Control Specialist** - Keep an accurate account of all Programs/Departments Vehicles/heavy machinery (anything on wheels) in the electronic software system, mileage logs, maintenance logs, and titles. Also handles the Fuelman duties for the program.

### **SECTION 7. ROLES AND RESPONSIBILITIES**

The following descriptions of roles and responsibilities relating to the Property and Supply Management function are not intended to be comprehensive and detailed. Their inclusion in this manual is to illustrate the different functions and positions utilized in the process and to show that the Cheyenne and Arapaho tribes have intentionally designed a system of Property and Supply Management. Internal Controls provide for a comprehensive approach, so no one employee performs a complete cycle of operations involving acquisition and custody of assets.

#### **Department of Administration:**

- Establishes policies and procedures for the management of the tribal Property and Supply office.
- Supervises day to day operations relating to Property and Supply.
- Reviews Property and Supply management practices every two years to ensure the needs of user department/programs are being met.

#### **Accounts Payable**

- Compares receiving report
- Implements payment process
- Contacts Property and Supply when check request is made for items that need to be inventoried.

#### **Property and Supply Director**

- Responsible for the tribal property management system

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#### **K. Vehicle Mileage Log**

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(ATTACHMENT A)

Cheyenne and Arapaho Tribes

Property and Supply

**NEW EQUIPMENT FORM**

Program: \_\_\_\_\_

Date of Form: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

(Use Separate Sheet for Each P.O. #)

FUND			
TRIBAL ID #			
ITEM			
DESCRIPTION			
SERIAL #			
TYPE OF TITLE			
VENDOR			
DATE ACQUIRED			
QUANTITY			
COST			
LOCATION			
ASSIGNED PERSON			

NOTE: After completion of this form, update your property inventory and then submit form to the Property and Supply program.

Revised: August 2016

(ATTACHMENT C)

Cheyenne and Arapaho Tribes

Property and Supply

**RECEIVING REPORT**

Property and Supply received the following items on P.O. #: \_\_\_\_\_

Date: \_\_\_\_\_ Vendor: \_\_\_\_\_

Received	Back Ordered	Shipped	Description	Serial number

Total Number of Packages: \_\_\_\_\_

Checked in by: \_\_\_\_\_ Shipper's Packing Slip #: \_\_\_\_\_

UPS \_\_\_\_\_ FedEx Ground \_\_\_\_\_ FedEx Express \_\_\_\_\_ Beavex \_\_\_\_\_

My Office Products \_\_\_\_\_ Freight \_\_\_\_\_ Pick Up \_\_\_\_\_ Bill of Lading \_\_\_\_\_

Other \_\_\_\_\_

**CONDITION OF PROPERTY:**

Remarks: \_\_\_\_\_

Program: \_\_\_\_\_ Circle one: Pick up or delivery

Received by: \_\_\_\_\_  
Print Name and Sign \_\_\_\_\_ Date \_\_\_\_\_

Revised: August 2016

(ATTACHMENT B)

Cheyenne and Arapaho Tribes

Property and Supply

**NEW VEHICLE FORM**

Program:	Year:	Color:
Purchase Order:	Make:	Odometer:
Tribal ID:	Model:	Tribal tag#:

Vehicle Identification Number: \_\_\_\_\_

Vendor:	Address:	Phone:
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**Disposition Information for a vehicle**

Percentage of Federal participation (for Federally funded vehicles):  
(In the project cost for the Federal award under which the property was acquired.)

Use and condition of vehicle: \_\_\_\_\_

Date of disposal: \_\_\_\_\_

Sale price: \_\_\_\_\_

Any other information regarding disposal: \_\_\_\_\_

Created: August 2016

(ATTACHMENT D)

Cheyenne and Arapaho Tribes

Property and Supply

**PROPERTY RECEIPT FORM**

Department/Program: \_\_\_\_\_

I, \_\_\_\_\_, will assume responsibility for the care and return of the following equipment that is being issued to me for use in performing my assigned duties:

1.	(Item description: model/manufacture)	(Serial #)	(Tribal Tag #)
2.	(Item description: model/manufacture)	(Serial #)	(Tribal Tag #)
3.	(Item description: model/manufacture)	(Serial #)	(Tribal Tag #)
4.	(Item description: model/manufacture)	(Serial #)	(Tribal Tag #)

**CHECK OUT CERTIFICATION:**Checked out to: \_\_\_\_\_ Employee Signature: \_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_Inspected by: \_\_\_\_\_  
Property Custodian \_\_\_\_\_ Date \_\_\_\_\_

Initial of Property Specialist and Copy Rec'd: \_\_\_\_\_

**RETURN CERTIFICATION:**Returned by: \_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_Inspected by: \_\_\_\_\_  
Property Custodian \_\_\_\_\_ Date \_\_\_\_\_

Initial of Property Specialist and Copy Rec'd: \_\_\_\_\_

Copy of completed form must be provided to the Property Director with the original form filed in department personnel folder.

Revised: August 2016

### Property and Supply

## Report Date: \_\_\_\_\_ Department: \_\_\_\_\_

Tribal Property      Theft      Loss  
Government Property      Theft      Loss

Tribal Tag #	Description (Make, model, etc.)	Serial #
--------------	---------------------------------	----------

Other identification or marking

Purchase Date	Person Assigned to	Phone/Extension
---------------	--------------------	-----------------

Department	Program	PO#	\$ Original Price
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**WITNESSES (if applicable):** Persons either present at the time of the incident, or upon discovery of the loss or theft.

Employee Name	Department	Phone Number
John Doe	Engineering	555-1234
Jane Smith	Marketing	555-5678
Bob Johnson	Sales	555-9012
Alice Brown	Finance	555-3456
Charlie Davis	Operations	555-7890
Eve White	Human Resources	555-2345
Frank Green	IT	555-6789
Grace Black	Legal	555-0123
Henry Blue	Product Development	555-4567
Ivy Red	Customer Support	555-8901
Jack Yellow	Quality Assurance	555-2345
Karen Purple	Business Development	555-6789
Leo Orange	Systems Administration	555-0123
Mia Silver	Project Management	555-4567
Noah Gold	Research & Development	555-8901
Olivia Bronze	Supply Chain Management	555-2345
Peter Platinum	Compliance	555-6789
Quinn Nickel	Facilities Management	555-0123
Rachel Copper	Public Relations	555-4567
Sam Tin	Internal Audit	555-8901
Tina Iron	Corporate Governance	555-2345
Umar Steel	Environmental Health & Safety	555-6789
Victoria Aluminum	Information Security	555-0123
Walter Zinc	Business Intelligence	555-4567
Xavier Lead	Enterprise Architecture	555-8901
Yara Silver	Cloud Computing	555-2345
Zoe Gold	Artificial Intelligence	555-6789

Employee Name	Department	Phone Number
John Doe	Engineering	555-1234
Jane Smith	Marketing	555-5678
Bob Johnson	Sales	555-9012
Alice Brown	Finance	555-3456
Charlie Davis	Operations	555-7890
Eve White	Human Resources	555-2345
Frank Green	IT	555-6789
Grace Black	Legal	555-0123
Henry Blue	Product Development	555-4567
Ivy Red	Customer Support	555-8901
Jack Yellow	Quality Assurance	555-2345
Karen Purple	Business Development	555-6789
Leo Grey	Project Management	555-0123
Mia Silver	Systems Administration	555-4567
Noah Gold	Research & Development	555-8901
Olivia Bronze	Operations	555-2345
Peter Platinum	Finance	555-6789
Quinn Diamond	Marketing	555-0123
Rachel Ruby	Sales	555-4567
Sam Sapphire	Engineering	555-8901
Tina Emerald	Human Resources	555-2345
Victor Amethyst	IT	555-6789
Wendy Garnet	Legal	555-0123
Xavier Topaz	Product Development	555-4567
Yara Onyx	Customer Support	555-8901
Zoe Obsidian	Quality Assurance	555-2345

## Report sent to Insurance Specialist \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

**REMARKS:** Describe the actions or events that led to the loss or theft of the property, responding agencies, contact persons in program, recovery actions, etc.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Custodian

Revised: August 2016

## Disposition Code: \_\_\_\_\_

I certify that, in accordance with existing Policies and Procedures, the Property listed herein has been disposed of in the following manner:

Date \_\_\_\_\_ Property Director \_\_\_\_\_

I certify that I have witnessed the destruction and disposal of the Property listed herein.

Scrap Value: \$

Date \_\_\_\_\_ Property Director \_\_\_\_\_

**Condition codes:**

Condition codes:  
(Should be coded as follows: e.g. N-1, O-3,  
R-2, etc.)

N - New  
E - Used (reconditioned)

O – Used (usable without repair)  
R – Used (repairs required)

X – Items of no further value for use as originally intended but of possible value other than as scrap

Y - Worn out (no value except as scrap)

1. Unneeded (dispose of in accordance with applicable regulations)

2. Destruction
3. Abandonment
4. Donation
5. Sale
6. Repair
7. Salvage
8. Reduce to scrap
9. Trash
10. Other

Date of Survey	Tribal Tag Number	Description of Property
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☐ THIS IS TO CERTIFY that the Property listed herein has been inspected by the Board of Survey and its current condition and estimated value are as shown. The finding(s) listed below substantiate the recommended disposition stated in this form.

☐ THIS IS TO CERTIFY that the Property circumstances surrounding the Loss, Theft, or Damage of the Property listed herein have been investigated by the undersigned and the finding(s) and recommendation(s) are as stated in this form.

ESTIMATED CURRENT VALUE (Based on above Findings): \$

**BOARD OF SURVEY CERTIFICATION:**

Date \_\_\_\_\_ Print Name & Sign \_\_\_\_\_ Property and Supply Director \_\_\_\_\_

Date \_\_\_\_\_ Print Name & Sign \_\_\_\_\_ PG&C Director \_\_\_\_\_

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Date
Print Name & Sign
Program Accountant

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Date \_\_\_\_\_
Print Name & Sign \_\_\_\_\_
Program Director \_\_\_\_\_

Date \_\_\_\_\_ Print Name & Sign \_\_\_\_\_ Insurance Specialist \_\_\_\_\_

# PROPERTY TRANSFER FORM

PROGRAM: \_\_\_\_\_  
CUSTODIAN: \_\_\_\_\_  
FUNDING SOURCE: \_\_\_\_\_  
DATE: \_\_\_\_\_

PROGRAM: \_\_\_\_\_  
CUSTODIAN: \_\_\_\_\_  
FUNDING SOURCE: \_\_\_\_\_  
DATE: \_\_\_\_\_

ACTION CODE	
Check One:	
EXCESS	<input type="checkbox"/>
SURPLUS	<input type="checkbox"/>
TRANSFER	<input type="checkbox"/>
DISPOSAL	<input type="checkbox"/>
SALE	<input type="checkbox"/>

[illegible]

**AUTHORIZING SIGNATURE(S):**

TRANSFER PROPERTY CUSTODIAN                      ACCEPTING PROPERTY CUSTODIAN

**PROPERTY & SUPPLY DIRECTOR**

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Program:	Program & phone:
Year, Make, Model:	VIN:
Date:	Current mileage:

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Name of driver present:

Inspection by: \_\_\_\_\_

Date: \_\_\_\_\_

## Cheyenne and Arapaho Tribes

[illegible]

**MAINTENANCE CODES:**

- \*\*\*\*\*IF NO MAINTENANCE WAS DONE DURING THE MONTH, PLEASE COMPLETE THE FORM, BUT WRITE "NOT APPLICABLE (N/A)" OR "NO MAINTENANCE NEEDED" IN THE FIRST ROW



Revised: August 2016