

SERIES: HOW TO MANAGE DISASTER RELIEF FUNDS

Lil' Money: Hints & Hacks

Helping you to avoid the pitfalls in
federal grant management



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Checklist

Small Purchases

Value between “micro” and “simplified acquisition threshold” as set by your policy, state policy or federal policy.

- 1) Rationale for Procurement
- 2) Prices/quotes from “reasonable” number of vendors (think: 3+?)
- 3) Debar check at Sam.gov
- 4) Invoice
- 5) Proof of Payment

Errors

No Supporting Docs

Every dollar spent must be supported by a scanned invoice and proof-of-payment.

No documents, no payment. The supporting docs may include also include purchase orders, delivery tickets, anything that gives evidence you spent the dollars.

Penalty

✖ Loss of Funding

Hints & Hacks

Hazards & Challenges

Errors

Necessary & Reasonable

Expenses and work must be necessary to complete the scope of work. And associated costs must reasonable.

It is possible to follow procurement procures perfectly then discover rates are deemed unreasonable by the granting authorities.

Penalty

✖ Added scrutiny
✖ Loss of Funding

Hazards & Challenges

