

**SERIES: HOW TO MANAGE
DISASTER RELIEF FUNDS**

Lil' Money: Hints & Hacks

Helping you to avoid the pitfalls in
federal grant management

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

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

FEMA QUEST (C) Storm Petrel LLC

Errors

Necessary & Reasonable

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

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

Penalty

- ✗ Added scrutiny
- ✗ Loss of Funding

Hazards & Challenges

TEMPEST GEMS

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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+?)
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