

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

Required Documents: Hints & Hacks

Helping you to avoid the pitfalls in federal grant administration



Two screenshots of software interfaces. The left screenshot shows a list of documents with the text: "One clear master list of documents. One clear set of requirements for all Contractors and tasks for each grant type, disaster, or state." Below it, it says "Power ★ Shared Objectives". The right screenshot shows a table with the text: "Methodically step through review and approval processes. Document validation. Central document status, perform compliance checks. Financial validation, ready-to-use access to data and docs. Score and comment." Below it, it says "Power ★ Consistency". Both screenshots have a "Power Tools" label at the bottom.



A screenshot of the "Document Validation" software interface showing a table of data. Below it, the text reads: "State grant administration review documents, coordination and completion. This is what is used to track Federal Response programs against the Virtual Provider for completion." Below that, it says "Power ★ Document Quality Assurance". To the right, a person's hands are shown typing on a laptop with the "TEMPEST GEMS" logo on the screen. Both screenshots have a "Power Tools" label at the bottom.

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Virtual Binder



One clear master list of documents.
One clear set of requirements for all
Customize and tailor for each grant type,
disaster, or state.

Power

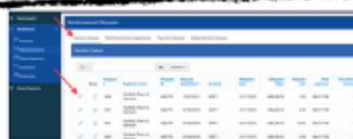
★ Shared Objectives

Power Tools

FEMA QUEST

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WorkFlows



Methodically step through review and approval
processes. Document validation: Confirm
document status; perform completeness
checks. Financial validation: read-only access
to data and docs. Score and comment.

Power

★ Consistency

Power Tools

FEMA QUEST

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Document Validation



State grant administrators review documents: confirmation and completeness. Doc
is what it says it is: true/false? Measure
progress against the Virtual Binder for
completeness

Power

★ Document Quality Assurance

Power Tools

FEMA QUEST

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