



# The Grants Gazette

## Ohio EMA's Preparedness Grants Updates

October 2012

Issue 9

### Compliance Tip of the Month

#### PROCUREMENT

#### 44 Code of Federal Regulations (CFR) Part 13, 13.36

Sub-grantee must ensure its procurement processes meet or exceed local, state, and federal requirements. Local written procurement policies should be followed for all procurements, providing that the policies are at least restrictive as state or federal requirements. If there are no local procurement policies than state laws, regulations and policies must be followed, provided they are more conservative than federal policy.

Sub-grantees are required to ensure "full and open competition" with all procurement transactions. Obtain quotations from an adequate number of qualified sources. Recommend obtaining three (3) written proposals.

**For each purchase, we recommend sub-grantee maintain a folder documenting:**

- \* Specifications , other proposals, purchase orders and invoices.
- \* The procurement price.
- \* Rationale for the method of procurement used.
- \* Contractor selection or rejection.
- \* Sole source justification.
- \* Documentation that debarred and suspended parties verified.

**Some common situations considered restricting competition and cannot be done::**

- \* Requiring unnecessary experience and excessive bonding or unreasonable requirements on firms in order for them to qualify to do business.
- \* Noncompetitive awards to consultants on retainer contracts.
- \* Organizational conflicts of interest.
- \* Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements.
- \* Any arbitrary action in the procurement process.

### Spotlight of the Month

#### CASH REIMBURSEMENT REQUESTS

**Helpful tips to ensure quicker processing of cash reimbursement requests:**

- \* For personnel /payroll reimbursements, requests should be made at least quarterly and have monthly activity logs to include specific detail of tasks achieved for that particular timeframe.
- \* For equipment reimbursements, requests should be made as soon as you receive the equipment and the invoice.
- \* If you have a lengthy cash reimbursement request (with various line items) and it is not very clear which invoice lines match up with budget lines, please write on the invoice the budget line item ID so it can be matched up when verifying costs. In addition, if you are splitting the costs of an item(s) across two open grants, please indicate the dollar amount going towards each grant on the invoice. For example, Line Item A7- \$100 paid from FY10 SHSP and \$200 paid from FY11 SHSP.
- \* Indicate receiving AGENCY of item in comment box on cash requests (a team is not an agency).
- \* Ensure all submitted supporting documentation is legible.
- \* Failure to submit timely cash requests may prevent reimbursement of expenses if there are unresolved issues found at the close of the grant.

### Important Dates

All cash requests need to be received and approved by Ohio EMA Preparedness Grants Branch by **December 3, 2012** to receive payment by years end.

### HSGP Grant Expenditures

As of October 26, 2012

Grant	Award	Expended	Remaining
FY 2010	\$40,769,989	\$10,918,505	\$29,851,484
FY 2011	\$20,499,771	\$998,140	\$19,501,631

For any questions or comments, please contact your Grant Program Specialist.