

Preserving Public Assistance Funding

1

Procurement

Environmental

Scope of Work

Records

Procurement records must include the rationale for selecting the type of procurement method, the basis for contractor selection or rejection, and the contract price basis.

Contracts must generally be bid competitively, with a clear description of the approved scope of work.

Contracts must comply with local, state, and federal procurement requirements including contracting with small and minority firms, women's business enterprise, and labor surplus area firms; strict avoidance of suspended or debarred contractors is required.

Ensure the contractor complies with all terms and conditions of the contract, along with the approved scope of work.

Cost plus percentage contracts are specifically prohibited, while sole source contracts should be avoided without sufficient-significant rationale.

Procurement

2

Environmental

Scope of Work

Records

Commencing permanent work projects without required environmental permits along with FEMA environmental-historic clearance is prohibited.

Emergency work is not necessarily exempted from permitting requirements, especially the Endangered Species Act.



Procurement

Environmental

3

Scope of Work

Records

Any deviation from the approved scope of work is prohibited unless approved by FEMA.



Claimed costs must be compiled on a per project basis.

Specified program deadlines, e.g., work-related deadlines and appeals for net small project overruns (NSPO) must be met.

Payroll records for each employee must account for all daily disaster-related activities performed, with time sheets signed and certified by the employee and supervisor.

Source documentation, such as paid invoices, contracts, change orders, is required for all funding expenditures.

Funding recipients must be monitored.

Comprehensive records retention is required.

For more information about preserving Public Assistance funding, contact the California Governor's Office of Emergency Services at:

3650 Schriever Avenue
Mather, CA 95655
(916) 845-8200
(916) 845-8388 (fax)
DisasterRecovery@caloes.ca.gov
www.caloes.ca.gov

Obtain further program information for protecting your Public Assistance disaster funding from the Federal Emergency Management Agency at:

www.fema.gov/public-assistance-frequently-asked-questions

For minimizing the loss of program funding through audits, contact the Office of Inspector General at:

http://www.oig.dhs.gov/assets/Audit_Tips.pdf

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Four Steps to Success

Protecting Your Public Assistance Disaster Funding

- 1 Procurement
- 2 Environmental
- 3 Scope of Work
- 4 Record-keeping