

# FEMA R9 Grants Management Division:

Angelica Saavedra, Director

September 27, 2023



# Game Plan to Grant Resilience

## We will:

- Get to know the Region 9 Grants Management Division
- Increase your awareness of the most common **risk areas**
- Learn about available **tools & resources** and how we can work together

## Topics We'll Discuss:

- Our organization and services
- Common grant administration pitfalls and challenges
- Future collaboration



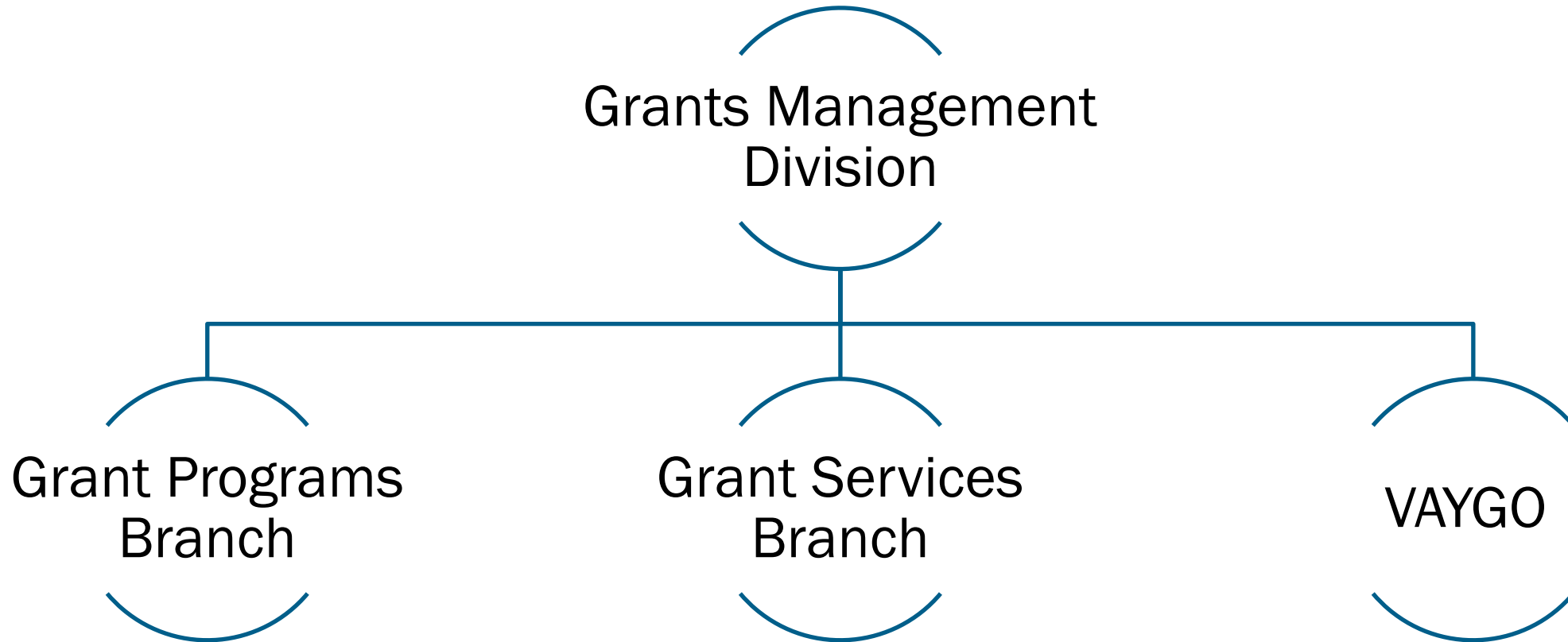
**FEMA**



# Who are the Grants Management Division and What we do?

# Who are the Grants Management Division and what do we do?

---



**FEMA**



# What are our primary functions?

---

**Grants & Program  
Administration**



**Education &  
Consultation**



**Technical Assistance  
& Outreach**



**Audit  
Resolution**



**Internal  
Controls**



**Monitoring &  
Compliance**



**FEMA**



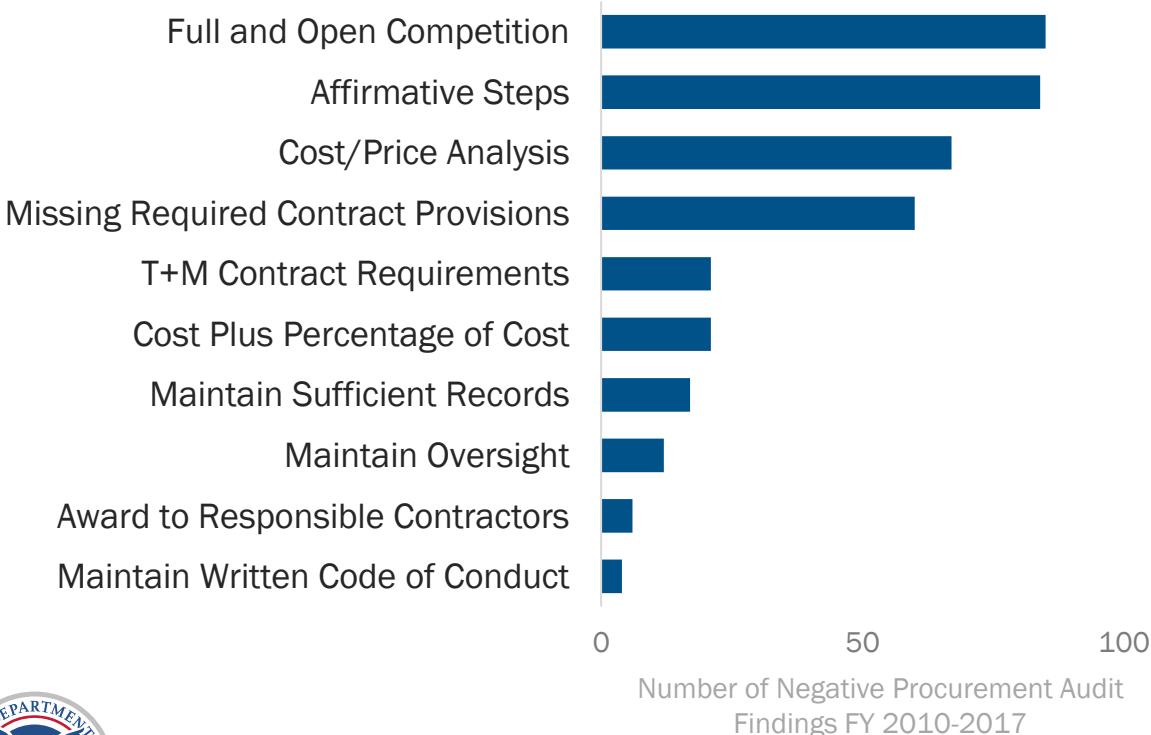
# Common Procurement Pitfalls

# Procurement Non-Compliance Is Costly

**\$806,000,000 =**

Potentially **ineligible contract costs** due to non-compliance with procurement requirements within the **Public Assistance Program** (just one of FEMA’s grant programs)

OIG audit reports issued in FY 2010-2017



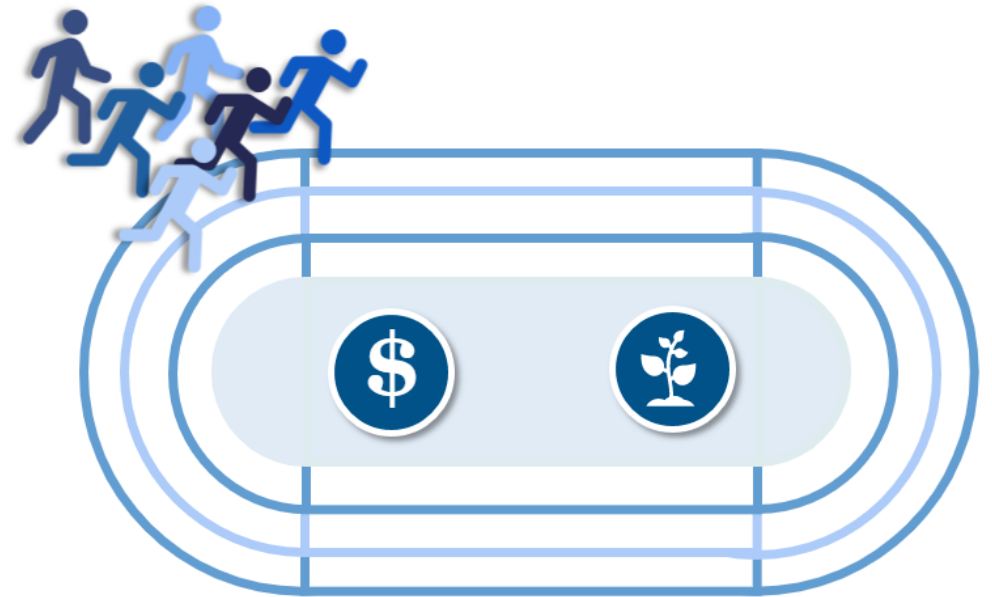
69% of the negative findings resulted in recommendations to take the funds back





# Restricting Full and Open Competition

- All qualified and responsible sources are eligible to compete without restrictions
- Goal: cast net broadly to reach fair & reasonable price from the most qualified contractor
- Examples of restricting competition:
  - Requiring unnecessary experience
  - Excessive bonding requirements
  - Using brand names
  - Non-competitive contract to contractors on retainer
  - Use of geographic preferences







## Engaging in Sole-Sourcing without documenting permissible exceptions

---

Five Exceptions to Competitive Procurement:

1. Micro-purchases (new)
2. The item is available only from a single source
3. Exigency or emergency circumstance
4. Inadequate competition
5. Awarding agency or pass-through entity approval



**FEMA**



## 3 Not including the required contract clauses

Contract provisions are required for both **state** and **non-state entities** to protect the interests of:

- The entity conducting the procurement
- Federal government

### Including, but not limited to:

- Termination for cause and convenience
- Byrd anti-lobbying
- Equal Employment Opportunity (EEO)
- Restrictions
- Changes
- Remedies
- Domestic Preferences (new)
- Telecommunications (new)



Available at:  
[www.fema.gov/grants/procurement](http://www.fema.gov/grants/procurement)



FEMA



# General Grant Administrative Challenges

# General Grant Administrative Challenges

---

- Subrecipient Management
- Late Submission of Required Reports
- Costs Incurred without Adequate Source Documentation



**FEMA**

# General Grant Administrative Challenges – Subrecipient Management

---

- Subrecipient Risk Assessments
- Subrecipient Agreements
- Federal Financial Accountability and Transparency Act (FFATA Submission)
- Subrecipient Monitoring



**FEMA**

# General Grant Administrative Challenges – Late Reports

---

- Federal Financial Reports (FFRs)
- Progress Performance Reports (PPRs)
- A-133 Single Audit
- Various Program-Specific Reports



**FEMA**



# General Grant Administrative Challenges – Costs Incurred

---

Costs are most disallowed from grants because of inadequate source documentation.

## Examples of Source Documentation

- Cancelled checks/external source (e.g., financial institution)
- Time and attendance records
- Payroll registers
- Subrecipient award documents
- Receipts
- Invoices and purchase orders
- Executed contracts
- Travel authorization forms/travel vouchers
- Federally approved indirect cost rate agreement
- Fringe benefit rate



**FEMA**



**Future Collaboration**

# Grants Management Division Contact Information

---

Angelica Saavedra  
Grants Management Division Director  
[Angelica.Saavedra@fema.dhs.gov](mailto:Angelica.Saavedra@fema.dhs.gov)

Angelica Saavedra  
Grant Programs Branch Chief (Acting)  
[Angelica.Saavedra@fema.dhs.gov](mailto:Angelica.Saavedra@fema.dhs.gov)

Megan Bryant  
Grant Services Branch Chief (Acting)  
[Megan.Bryant@fema.dhs.gov](mailto:Megan.Bryant@fema.dhs.gov)

Heather Landeros  
VAYGO Team Lead (Acting)  
[Heather.Landeros@fema.dhs.gov](mailto:Heather.Landeros@fema.dhs.gov)



**FEMA**

Thank you.



FEMA