

# Written Procedure Requirements

## For Federal Grant Recipients



# Written Procedure Requirements

## For Federal Grant Recipients

### Written Procedure Requirements:

- Payment methods
- Procedures for determining the allowability of costs.
- Standards of conduct
- Procedures for procurement transactions

### Payment Methods:

- Do you get funds advanced to your or are you on reimbursement?
- Minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity
- Meet the standards for fund control and accountability in financial management system

# Written Procedure Requirements

## For Federal Grant Recipients

### **Determine Allowability of Costs:**

- Are the costs necessary and reasonable for the performance of the Federal award and be allocable to the award?
- Are the costs limited or excluded by the Federal Cost Principles?
- Are the costs consistent with policies and procedures that are applied uniformly to both federally-financed and other activities of the non-Federal entity.
- Are the costs treated consistently between direct and indirect costs?
- Are the costs included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period?
- Are the costs adequately documented?
- Consistent with the selected items of cost in 2 CFR Part 200?

# Written Procedure Requirements

## For Federal Grant Recipients

### Standards of Conduct-How do you compare?

- Governs both employees working on Federal awards and administering procurement contracts
- Covers employees, officers, and agents
- Includes members of immediate family, partners, including employers and potential employers
- Can't solicit or accept gratuities, favors, or items of monetary value
  - Non-Federal entities may set standards define what constitutes the nominal value of gift or a non-substantial financial interest
- If determined that real or apparent conflict of interest involved:
  - Can't participate in selection, award or administration of contract
- Must include disciplinary actions for violation of standards
- Covers both individuals and organizations
  - Recipients must be alert to Organizational conflicts of interest
- Must have method to identify and communicate potential risk

# Written Procedure Requirements

## For Federal Grant Recipients

### Procurement Records Checklist

Items to include in the Procurement Records:

- Description of Goods and Services
- Clear, accurate description that includes technical requirements
- Don't unduly restrict competition

Requirements

- Technical requirements in terms of the "functions to be performed"
- What requirements the bidder is expected to fulfill?
- What factors will be used to evaluate the bids?
- Selection basis for contractor
- Cost or Price basis for goods and services
- Cost or price analysis
- Excluded Parties review
- If applicable, include:
  - Lease vs. buy decision
  - Which option is the most economical and practical?

# Written Procedure Requirements

## For Federal Grant Recipients

### Procurement Methods Checklist:

Procurement Methods::

The five specified procurement methods must comply with:

- The organizations' documented procurement procedures
- The necessity of the purchase
- Open competition to the extent required
- The organizations conflict of interest policy
- Sufficient and proper documentation of the purchase

Method	Aggregate Dollar Amt.	Notes 1:	Notes 2:
1. Micro-Purchase	Not to exceed \$3000 (\$2K for subject to Davis-Bacon Act)	No quotations required if price is reasonable.	To extent practicable distribute equitably among qualified suppliers.
1. Small Purchase	Up to \$150K	Rate quotations from an adequate number of qualified sources.	No cost or price analysis required
1. Sealed Bid	>\$150K	Primarily construction projects-Firm fixed price contract.	Price is a major factor-formal process for bidding
1. Competitive Proposals	>\$150K	Fixed price or cost reimbursement	RFP with evaluation methods for an adequate number of qualified sources.
1. Sole Source	Available for procurements of any dollar amount.	No competition/Must be authorized by agency (or Pass- through entity)	Unique or public emergency

# Written Procedure Requirements

## For Federal Grant Recipients

This special report you've just read has covered the very basics of building your own grant management expertise ...*but that's just the beginning.*

We've been expanding training and resources for grant management for nearly a decade.

- ☑ What if you could benefit directly from those years of experience – and avoid making similar mistakes?
- ☑ What if you could effortlessly access the lessons of grant managers and other professionals all working towards the same goal as you?
- ☑ What if you could easily keep up with the latest grant management resources, changes and trends?

What to find out more?

[Click Here](#) to check out our training and templates.

To your success!

*Lucy*

Lucy Morgan CPA

Director at MyFedTrainer.com

