

**From:** "robert vina" <robert.vina@da.co.hidalgo.tx.us> **AGENDA 01/18/2019 10:00AM**  
**To:** "martha salazar" <martha.salazar@co.hidalgo.tx.us>  
**Cc:** "josephine ramirez" <josephine.ramirez@da.co.hidalgo.tx.us>, "victor garza" <victor.garza@da.co.hidalgo.tx.us>  
**Sent:** Tuesday, January 8, 2019 5:32:12 PM  
**Subject:** FEMA Procurement Guidance for Meeting

Good afternoon Ms. Salazar,  
 I wanted to share some items with the purchasing department related to FEMA procurement procedures in advance of our meeting to discuss the same as well as other revisions to the Legal Notice portion of the procurement packet. . The attached items and additional guidance may be found at FEMA's Procurement Disaster Assistance Team (PDAT) website: <https://www.fema.gov/procurement-disaster-assistance-team>.

- *FEMA Procurement under Public Assistance Brochure (Overview of issues);*
- *FEMA Pricing Guide for Recipients and Subrecipients Under 2 CFR 200.* (provides guidance on how to implement the cost/price analysis aspect of 2 CFR 200); and
- Top 10 Procurement Under Grant Mistakes Leading to Audits and Potential Loss of FEMA Public Assistance Funding
- FEMA Debris Contracting Guidance

Training:

The website has an 8 part online training session to assist those who deal with the FEMA procurement process.

Please also find attached a description of a four hour in-person or live webinar training available to set up with FEMA's Procurement Disaster Assistance Team (PDAT) entitled: *"Procurement Under FEMA Awards: Requirements for Recipients and Subrecipients When Procuring Services and Supplies with Funding under Stafford Act Grant Programs."*

It is recommended to have relevant personnel participate in these trainings.

Please let me know when you would like to conduct the meeting. For this week, at this time, I am available anytime on Friday.  
 Thank you,

**Robert Viña III**

*Assistant District Attorney*  
 Civil Litigation Division

**Office of the Criminal District Attorney**

Hidalgo County, Texas  
 100 E. Cano  
 Edinburg, TX 78539  
 [\(956\) 292-7609](tel:(956)292-7609) EXT 8187  
 [\(956\) 292-7619](tel:(956)292-7619) FAX

[robert.vina@da.co.hidalgo.tx.us](mailto:robert.vina@da.co.hidalgo.tx.us)

\*\*\*\*\*  
 The information contained in this e-mail may be 1.SUBJECT TO THE ATTORNEY-CLIENT PRIVILEGE; 2.ATTORNEY WORK PRODUCT; and/or 3.CONFIDENTIAL. It is intended only for the individual or entity designated above. Any distribution, copying, or use of or reliance upon the information contained in this e-mail by or to anyone other than the recipient designated above by the sender is unauthorized and strictly prohibited. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE ADVISE THE SENDER BY REPLY E-MAIL TO [robert.vina@da.co.hidalgo.tx.us](mailto:robert.vina@da.co.hidalgo.tx.us) AND DELETE THE COMMUNICATION.  
 \*\*\*\*\*