

## PUR-1 Self-Assessment Compliance Estimator for 2 CFR Part 200 Instructions

This Excel worksheet is a tool to provide an analysis of compliance with Title 2 of the Code of Federal Regulations Part 200, which requires that local agencies comply with Federal procurement regulations when spending Federal grant funds, in this instance FEMA's Public Assistance grants.

Failure to comply with these regulations is frequently cited in adverse findings of audits made by the Department of Homeland Security Office of the Inspector General.

Local agency purchasing or procurement personnel should be familiar with these regulations and scrupulously adhere to them when administering Public Assistance grants.

This worksheet provides a method to compare local purchasing regulations with the requirements of 2 CFR Part 200.

In the first column from the left, users enter one of the three permitted responses, "Yes," "No," or "Unknown." In the three columns to the right, users may enter the appropriate citations from the local purchasing codes that demonstrates compliance with 2 CFR Part 200. There are 102 numbered questions to be answered.

There are two scores given at the bottom of the spreadsheet, the % of Estimated Compliance and the Analysis Confidence Level.

The % of Estimated Compliance is a purely numeric score which depends on the number of "Yes" answers entered in column 1. A "No" answer or and "Unknown" does not affect the estimated compliance score.

The Analysis Confidence Level is merely an indicator of how many "Unknown" answers are given. The more "Unknown" answers, the less reliable the % of Estimated Compliance is because these factors are unknown.

Column 3 contains the questions to be answered "Yes," "No," or "Unknown."

Column 4 contains the actual language of 2 CFR Part 200.

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