

Monthly Status of Pre-Award Audits - Division of Local Assistance

Agency	Date Pre-award Audit request received by Caltrans DLA OPDQA	Date A&I received Pre-award Audit request	Date Pre-award finalized	File #	Status	Findings	Recommendations	LOCODE Y/N	Auditor
City of Jurupa Valley	n/a	n/a	9/10/2014	P1575-0038	(Note: Per DLA Implementation, associated Locode request on hold as a result of Audit findings)	<p>1. The City's Administrative Services Director has administrative rights to Eden accounting system that allows the ability to independently create, modify, and delete any information within the system.</p> <p>2. The City does not have policy and procedure manuals for its accounts payable, accounts receivable, and procurements processes. The lack of written procedures increases the risk of loss of funds, theft, and disruption of operations. 49 CFR, Part 18, Section 20 requires that, "effective control and accountability must be maintained for all grant and sub-grant cash, real and personal property, and other assets. Grantees and sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes."</p>	The City should only grant administrative rights to the Eden accounting system to appropriate Information Technology personnel. In addition, the City should develop policy and procedure manuals for its accounts payable, accounts receivable, and procurement processes.	NO	Aaron Lomanto
City of San Bernardino	n/a	n/a	4/7/2014	P1575-0031	Pre-award Audit Report Completed	<p>1. The City records costs related to employee's project hours and vacation as prior period adjustment instead of recording them to the corresponding pay period. Because of this payroll practice, the City's invoice to Caltrans in the amount of \$13,279.99 for the Mt. Vernon Avenue Overhead Replacement Project included unallowable staff labor costs of \$831.54. The labors in questioned were performed from August 15, 2011, prior to the Authorization to Proceed (E-76) date of August 16, 2011.</p> <p>2. City's procurement procedure is not as restricted as Caltrans' LAPM and 49 CFR Part 18, Section 36. The City stated that the City followed Procurement Procedure of Caltrans' LAPM and 49 CFR Part 18, Section 36 when it procured consultant for PS&E and RW for Mount Vernon Avenue Overhead Replacement project. However, the City did not advertise the availability of the RFP in a major newspaper of general circulation of technical publication of widespread circulation as required by Caltrans' LAPM and the evaluation criteria and its relative importance were not identified in the RFP as required by 49 CFR Part 18, Section 36. Therefore, the City is not in compliance with the state and federal requirements.</p>	<p>City to make an adjustment in the billing to the Caltrans for the unallowable project labor costs of \$831.54. Also, the City to review its payroll process and ensure that project labors are charged to the correct pay period when the works were actually performed.</p> <p>City to update its procurement procedures and ensure compliance with 49 CFR Part 18, Section 36 and Caltrans' LAPM.</p>	YES	Yung Jo Ryoo
Santa Clara Valley Transportation Authority			3/30/2015	P1560-0001	Pre-award Audit Report Completed	<p>1. Conflict of Interest and Confidentiality Statements for the Review Board members were not documented in the procurement files of both RFQ 08-20 and RFP 06-12.</p> <p>2. Individual scores supporting the RFPs evaluation and the interviews for both RFQ 08-20 and RFP 06-12 by the Review Board members were not found.</p> <p>3. There were no evidence to support that VTA followed its procedures of awarding/executing project task orders to consultants included in the on-call list established based on RFQ 08-20 in a manner providing full and open completion.</p> <p>4. VTA's cost estimate for RFP 06-12 did not include a breakdown of direct labor costs, indirect costs, general and administrative costs, other direct costs such as equipment and materials, subcontractor costs, and net fee or profit. Also, no evidence of cost analysis and profit negotiation were found.</p> <p>5. No documentation was found to support VTA's decision that no other contract other than a time and material contract was suitable for RFP 06-12.</p> <p>6. VTA's two contract amendments with SBTA were executed neither with a cost analysis, nor in a manner of providing full and open completion. Specifically, on September 21, 2011, VTA amended the contract and increased the contract amount by \$16,000,000. On September 25, 2013, VTA amended the contract the second time and increased the contract amount by \$20,400,000.</p>	VTA should ensure the compliance of State and federal procurement regulations when VTA procures the services or products for the State or federal funded projects. VTA should contact Caltrans' District of Local Assistance to determine if VTA should reimburse the contract costs VTA recovered from Caltrans in relation to SBTA contract to Caltrans.	YES	Yung Jo Ryoo
Tenaja Community Service District	11/21/2013 (Sunate)	11/21/2013	9/23/2014	P1575-0041	Pre-award Audit Report Completed	<p>1. Internal Control Weaknesses: Absence of written Accounting and Procurement Procedures & Policies that are in compliance with State and federal requirements. Absence of password protection on the District's computer. Blank checks are stored in an unlocked cabinet.</p> <p>2. The District's current accounting system is capable of identifying, accumulating, and allocating costs by project/program. However, the District is not utilizing a job-costing system to track labor and project costs. In addition, audit noted that the District had previously billed direct labor costs to FEMA. However, they were not supported by personnel activity reports or other accounting records.</p> <p>3. Auditor reviewed the District's invoices to FEMA and CalEMA to determine whether the District included the costs that were only applicable to the road repair. Based on the review, auditor noted that the District staff was not aware of the existence of the remaining balance of \$439 which the CA EMA retained as of June 30, 2013 and, as such, was not reported as account receivable in the District's FY 2012-13 audited financial statement.</p>	<p>District strengthen its internal controls by implementing password protection over its computers, securing all blank checks in a locked cabinet, and establishing written accounting and procurement policies and procedures that meet federal requirements.</p> <p>District to implement their existing cost accounting system to enable it to identify, accumulate, and allocate project/program costs should the District be awarded federal or state grants. In addition, all labor hours should be recorded on employee-signed timesheets by project or activity numbers.</p> <p>District to implement its contract oversight function.</p>	NO-pending Locode (partnering with County of Riverside)	Yung Jo Ryoo
San Juan Unified School District	09/30/2014 (Adam)	10/3/2014	4/21/2015	P1560-0003	Pre-award Audit Report Completed	No Findings: Audit report determined the District's financial management system is adequate to accumulate and segregate reasonable, allowable and allocable project costs and has procurement policies and procedures in compliance with 49 CFR, Part 18.	N/A	YES	Alice Lee
Lompoc Unified School District	10/16/2014 (Adam)	10/16/2014	4/21/2015	P1560-0007	Pre-award Audit Report Completed	No Findings: Based on the audit work performed by the SCO, it is determined the District's financial management system is adequate to accumulate and segregate reasonable, allowable and allocable project costs and has procurement policies and procedures in compliance with 49 CFR, Part 18.	N/A	YES	Alice Lee
San Mateo Office of Education	11/04/2014 (Adam)	11/4/2014	7/14/2015	P1560-0004	Pre-award Audit Report Completed				Alice Lee
El Monte City School District	11/06/2014 (Adam)	11/7/2014			Still pending. Shooting to complete by mid-March 2016. Status update from A&I 3/2/2016				Alice Lee
Rim of the World Recreation and Park District	11/19/2014 (Adam/Patrick)	11/19/2014	4/21/2015	P1560-0008	Pre-award Audit Report Completed	For the purpose of properly managing transportation grants in the future, such as Safe Routes to School program grant, audit determined that the District lacked adequate segregation of duties. However, the SCO recognizes that controls such as hiring additional staff may not be cost effective for smaller organizations and could affect the District's core activities.	Implementation Office recommends the District to partner with SANBAG.	No	Alice Lee
LA River Revitalization Corporation	01/16/2015 (Adam/Robert)	1/16/2015	6/12/2015	P1560-0009	Pre-award Audit Report Completed			NO (will partner with the City of LA)	Yung Jo Ryoo
Inland Valley Development Agency	01/22/2015 (Adam/Patrick)	1/22/2015	2/5/2016	P1560-0010	Pre-award Audit Report Completed				Alice Lee
South Tahoe Greenway	10/27/2015 (Adam)	10/27/2015			Workpapers complete. Waiting for first level management review. Status update from A&I 3/2/2016				
San Francisco Public Utilities Commission (SFPUC)	03/09/2015 (Adam)	3/10/2015	9/14/2015	P1560-0011	Pre-award Audit Report Completed				Alice Lee
San Mateo Office of Sustainability	11/16/15	11/18/2015			On hold-County Office is working to utilize the Master Agreement of San Mateo County. Status update from A&I 3/2/2016				