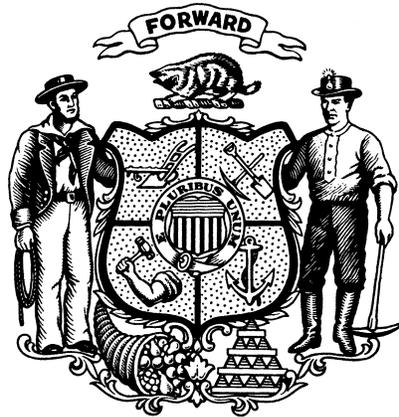


Appendix to the State Single Audit Guidelines for Programs Managed by the Department of Administration



2010 Revision

Appendix to the State Single Audit Guidelines for Programs Managed by the Department of Administration

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Appendix to the State Single Audit Guidelines for Programs Managed by the Department of Administration

2010 Revision

1 Introduction

This document is part of the *State Single Audit Guidelines*, and it should be used only in context of the *Guidelines* as a whole. The *Guidelines* consist of two parts: the main document, which describes the state's single audit policy in general terms, and the department-specific appendices, which detail audit requirements for programs from the respective departments. An auditor planning an audit needs to consult the main document and the appendices for each of the departments that provided funding to the auditee. For example, if the auditee received funding from the Department of Workforce Development (DWD) and the Department of Health Services (DHS), the auditor will need the main document, the DWD appendix, and the DHS appendix. The main document and all appendices are online at www.ssag.state.wi.us.

1.1 Programs subject to an audit

All DOA and Office of Justice Assistance state financial assistance programs except for the State Payments for Municipal Service Program identified in the "Inventory of State Financial Assistance programs", Appendix H of the State Single Audit Guidelines, are included in the scope of the single audit.

The auditor is cautioned that the Department of Administration's "State Payments for Municipal Services" program is included in the Department of Revenue's Tax 16 requirements. Tax 16 is a separate state requirement that is not incorporated into the single audit. Therefore, the auditor should become familiar with the Tax 16 requirements as well as the single audit requirements applicable to state assistance programs.

The Department of Administration (DOA) administers Federal passthrough, Federal/State and State programs with compliance requirements that the auditor needs to consider in conducting a single audit.

DOA has not excluded any programs it administers from single audit coverage.

1.2 Designated state major programs

DOA has designated Low Income Weatherization, (all funding sources including, DOE-81.042, EAP – 93.568 and Public Benefits – 505.371) as a "Major" State program. In addition, any DOA program that satisfies the \$100,000 criteria identified in this document must be included in the testing for compliance with State laws and regulations.

1.3 Designated Type A programs

The Department of Administration has not designated any Type A programs (see Section 3.4 of the Main Document, online at www.ssag.state.wi.us).

1.4 American Recovery and Reinvestment Act

The American Recovery and Reinvestment Act (ARRA) has provisions affecting single audits of agencies that expend funding provided from ARRA. This section applies to all audits of agencies that received grants funded by the American Recovery and Reinvestment Act. For additional information, see

- Appendix VII of the *OMB Circular A-133 Compliance Supplement*, March 2009 revision (on line at http://www.whitehouse.gov/omb/circulars_a133_compliance_09toc/).
- Addenda to the *Compliance Supplement* that are applicable to the period covered by the audit (on line at http://www.whitehouse.gov/omb/grants_circulars/).

1.5 Letter notification

The Department of Administration accepts letter notification for clean audits. See Section 5.2 of the Main Document (online at www.ssag.state.wi.us) for discussion of when letter notification is appropriate.

1.6 Funding sources

Information on federal and state funding sources for programs from the Department of Administration is online at www.ssag.state.wi.us.

1.7 Department information

The website for the Department of Administration, www.doa.state.wi.us, provides information concerning the department's programs, history, current business and employment opportunities.

1.8 Effective date

This revision of the Appendix to the State Single Audit Guidelines for Programs from the Department of Administration is effective for audits of fiscal years beginning after December 31, 2009.

1.9 Contact the department

Questions or comments on this appendix to the *State Single Audit Guidelines* should be directed to Stacey Wagner. In addition, audit reports can be sent to the office at the following address:

Bureau of Financial Management
Division of Administrative Services
101 East Wilson, 9th Floor
P.O. Box 7869
Madison, WI 53707-7869
Telephone: 608-264-8253
E-mail: stacey.wagner@Wisconsin.gov

2 Program specific guidance

Compliance supplements for specific programs

- [Section 2.1](#) Low Income Weatherization
- [Section 2.2](#) Title V – Incentive Grants for Local Delinquency Prevention Programs
- [Section 2.3](#) Violence Against Women Formula Grant Program (VAWA)
- [Section 2.4](#) Juvenile Justice and Delinquency Prevention Grant Program
- [Section 2.5](#) Edward Byrne Justice Assistance Grant
- [Section 2.5.a.](#) Edward Byrne Justice Assistance Grant - ARRA
- [Section 2.6](#) Homeland Security Grant Program
- [Section 2.7](#) National Criminal History Improvement Program (NCHIP)
- [Section 2.8](#) Residential Substance Abuse Treatment for State Prisoners (RSAT)
- [Section 2.9](#) Rural Domestic Violence Grant Program
- [Section 2.10](#) Juvenile Accountability Incentive Block Grant Program
- [Section 2.11](#) Comprehensive Planning Grant
- [Section 2.12](#) Project Safe Neighborhoods
- [Section 2.13](#) Americorps
- [Section 2.14](#) Interoperable Communications Equipment (IECGP)
- [Section 2.15](#) Emergency Operations Center (EOC)

The above list does not include all of the Department of Administration grants. Auditors should refer to grant contracts and handbooks as well as information included with the award documents to ensure that all grant requirements are being addressed.

2.1 Low Income Weatherization

The Weatherization program may be funded by multiple sources (81.042, 93.568, Public Benefits, Exxon Oil, etc.), which are indicated on the contract between the Weatherization Service Provider and the Wisconsin Department of Administration (DOA).

I. PROGRAM OBJECTIVES

The objective of the Weatherization program is to reduce energy consumption in households least able to handle the increase in the cost of energy. The Weatherization Program provides materials and a labor service to insulate these low-income households. The priority target groups are the elderly and the handicapped and households with a child under six years of age. The service is a one-time assistance that provides long term benefits.

II. PROGRAM PROCEDURES

Funds for operation of the program are obtained for non-profit agencies, municipal governments or units there-of, and tribes, based upon an annual contract between each weatherization service provider and DOA. The Weatherization Contract and the Weatherization Manual issued by the DOA Bureau of Energy Assistance set forth the requirements under which these funds may be provided to the expended by the weatherization service providers.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed and Unallowed

The program requirements are set forth in the DOA Weatherization Manual, and in the Contract for Low Income Weatherization between each weatherization service provider and DOA.

The contract and manual should be reviewed prior to beginning the audit.

B. Eligibility

Determine whether eligibility requirements set forth in the Weatherization Manual are being followed.

C. Matching, Level of Effort, and/or Earmarking

None.

D. Reporting

Each service provider is required to submit to the DOA the following monthly reports:

Monthly Electronic Financial Report
Monthly Electronic Production Activities

E. Special Tests and Provisions

1. Determine whether expenditures are properly classified in accordance with the final budget shown in the contract and with the allowable costs as set forth in the Weatherization Manual.
2. Determine whether administrative expenses were limited to the appropriate percent of expended dollars as stated in the WX Manual.
3. Determine whether inventories are properly maintained and safeguarded.
4. Determine whether materials installed were properly valued.
5. Verify that the monthly WISWAP *Job Details Report* is accurate and that both the electronic financial and production data tie to agency records.
6. Review basis of Cost Allocation Plan for reasonableness.
7. Determine whether Job Cost Reduction Funds, as reported on the WISWAP *Measure Costs* report, match the WISWAP Financial Report and agency records.
8. Review agency procurement procedures to ensure that they meet state requirements as well as those noted in the Low Income Weatherization Manual. Track a procurement over \$25,000 through the agency's system to evaluate compliance with the guidelines noted above. This test should cover a review of agency efforts to include Minority Business Enterprises on the solicitation list. In addition, the auditor should consider compliance with the required structure of the bid.
9. Review disbursement records to determine if grantee is consistently paying vendors within 30 days of receipt of an invoice for services provided.
10. Verify that the direct labor rate calculation is reasonable and being accurately applied.

2.2 Title V – Incentive Grants for Local Delinquency Prevention Programs

Office of Justice Assistance

Federal Catalog Number 16.548

I. PROGRAM OBJECTIVES

The Title V - Incentive Grants for Local Delinquency Prevention Program objectives are to increase the capacity of State and local governments to support the development of more effective prevention programs to improve the juvenile justice system through risk and protective factor focused programming approach.

II. PROGRAM PROCEDURES

Units of local government that meet the statutorily mandated eligibility requirements are eligible to apply for funding through a competitive application process. The Governor's Juvenile Justice Commission selects those applications that meet the minimum specified criteria and provides funding recommendations to the Governor. A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA), signed by the Governor, for each funded project. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Financial Guide; the OJA Title V Application Kit and General Policies Governing the Awarding and Administration of Grants; and Certified Assurances.

Suggested Audit Procedures

Review the OJA Application Kit.

Review the OJA General Policies.

Review the Certified Assurances.

Test expenditure records and supporting documentation.

B. ELIGIBILITY

Auditor is not expected to test for eligibility.

C. MATCHING

Compliance Requirements

Grant recipients must provide match as set forth in the award agreement. Title V funds must be matched with 50 percent cash or the value of in-kind contributions.

Suggested Audit Procedures

Review the award agreement to determine budgeted match requirements.

Verify that claimed match was for budgeted expenses directly related to grant activities.

Verify that actual match equals or exceeds the required match.

D. SUPPLANTATION

Compliance Requirements

Grant funds may not be used to replace local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs. Instead, grant funds must be used to increase the total amount of such other funds used for program activities. A grant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay or has funded.

The non-Federal matching contribution, whether cash or in-kind, for a grant must be in addition to funds that would otherwise be available for programs.

Suggested Audit Procedures

Determine that grant funds supplement and not supplant local funds.

E. REPORTING

Compliance Requirements

No less often than quarterly, agencies are to report eligible expenditures on OJA's Financial Report/Fund Request (form # OJA-118).

Suggested Audit Procedures

Review and evaluate the recipient's procedure for preparing and submitting financial reports.

Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.

2.3 Violence Against Women Formula Grant Program (VAWA)

Office of Justice Assistance

Federal Catalog Number 16.588

I. PROGRAM OBJECTIVES

To assist Indian tribal governments, non-profit organizations and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving crimes against women.

II. PROGRAM PROCEDURES

Program funds are provided to state and local governments, private non-profit agencies and tribes in response to applications submitted and selected through a competitive process. A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA) for the Governor's signature. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Financial guide; the VAWA Statewide Plan; the OJA Application Guidelines and Certified Assurances.

Suggested Audit Procedures

Review the OJA Application Guidelines.

Review the Certified Assurances.

Test expenditure records and supporting documentation.

B. ELIGIBILITY

Auditor is not expected to test for eligibility.

C. MATCHING

Compliance Requirement

The Violence Against Women Act Program regulations require that awards under this grant program may support up to 75 percent of the total cost of each project. Cash or in-kind services may be used as match. *Nonprofit, nongovernmental victim services programs are exempt from the match requirement.* All funds designated as match are restricted to the same uses as the Violence Against Women Act Program funds and must be expended within the grant period.

Suggested Audit Procedures

Review the award to determine budgeted match requirements.

Verify that claimed match was for budgeted expenses directly related to grant activities.

Verify that actual match equals or exceeds the required match.

D. SUPPLANTATION

Compliance Requirements

Grant funds may not be used to replace State or Local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs to combat violence against women. Instead, grant funds must be used to increase the total amount of such other funds used to combat violence against women. A subgrant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay or has funded. The nonsupplantation requirement applies only to State and local public agencies; it does not apply to nonprofit, nongovernmental victim services programs.

The non-Federal matching contribution, whether cash or in-kind, for a grant must be in addition to funds that would otherwise be available for programs to address violence against women.

Suggested Audit Procedures

Determine that VAWA grant funds supplement and not supplant state or local funds.

E. REPORTING

Compliance Requirements

No less often than quarterly, agencies are to report eligible expenditures on OJA's Financial Report/Fund Request (form #OJA-118).

Suggested Audit Procedures

Review and evaluate the recipient's procedure for preparing and submitting financial reports.

Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement.

2.4 Juvenile Justice and Delinquency Prevention Grant Program

Office of Justice Assistance

Federal Catalog Number 16.540

I. PROGRAM OBJECTIVES

The Juvenile Justice and Delinquency Prevention Program objectives are to increase the capacity of State and local governments to support the development of more effective education, training, research, prevention, diversion, treatment, accountability based sanctions, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

II. PROGRAM PROCEDURES

Program funds are provided to state and local governments, private non-profit agencies and tribes in response to applications submitted and selected through a competitive process. The Governor's Juvenile Justice Commission reviews applications in response to program criteria/requirements and provides funding recommendations to the Governor. A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA) for the Governor's signature. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Financial Guide; the OJA State Plan; the OJA JJ Application Kit and General Policies Governing the Awarding and Administration of Grants; and Certified Assurances.

Suggested Audit Procedures

Review the OJA State Plan.

Review the OJA Application Kit.

Review the OJA General Policies.

Review the Certified Assurances.

Test expenditure records and supporting documentation.

B. ELIGIBILITY

Auditor is not expected to test for eligibility.

C. SUPPLANTATION

Compliance Requirement

Grant funds may not be used to replace state or local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for program activities. Instead, grant funds must be used to increase the total amount of such other funds used for program activities. A grant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay or has funded. The non-supplantation requirement applies only to state and local public agencies; it does not apply to nonprofit, non-governmental projects.

Suggested Audit Procedure

Determine that grant funds supplement and not supplant state or local funds.

D. REPORTING

Compliance Requirement

No less often than quarterly, agencies are to report eligible expenditures on OJA's Financial Report/Fund Request (form # OJA-118).

Suggested Audit Procedures

Review and evaluate the recipient's procedure for preparing and submitting financial reports.

Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.

2.5 Edward Byrne Juvenile Assistance Grant (JAG)

Office of Justice Assistance

**Federal Catalog Number 16.738
State ID Number 505(6).630 and 631**

I. PROGRAM OBJECTIVES

The JAG Formula Grant Program objectives are to reduce and prevent illegal drug activity, crime, and violence and to improve the functioning of the criminal justice system.

II. PROGRAM PROCEDURES

The Office of Justice Assistance (OJA) enters into a Grant Agreement (Award) with a variety of local and state agencies seeking program funds in accordance with federal and state laws and guidelines. Agencies must submit a grant application and budget to request funds. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Administrative Guide; the OJA Anti-Drug Abuse Strategy and General Policies Governing the Awarding and Administration of subgrants; the OJA Control and Use of Confidential Funds Guidelines, the OJA Program Income;

Suggested Audit Procedures

- Review the OJA Anti-Drug Abuse Strategy
- Review the General Policies
- Review the Control and Use of Confidential Funds Guideline
- Review the Grant Application Materials
- Review the Grant Award Document
- Review the Certified Assurances
- Test expenditure records and supporting documentation.

B. ELIGIBILITY

The auditor is not expected to test for eligibility.

C. SUPPLANTING AND PROGRAM INCOME

Supplanting Requirement

Grant funds may not be used to replace state or local funds (or, where applicable, fund provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for program activities. Instead, grant funds must be used to increase the total amount of such other funds used for program activities. A grant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay or has funded.

Suggested Audit Procedures

- Determine that grant funds supplement and not supplant state or local funds.
- If grant to local unit of government includes personnel costs, review supporting time records.
- Verify that claimed match was for budgeted expenses directly related to grant activities.

Program Income

- Program earned from the use of federal funds should be reported to OJA on the G-2 request for reimbursement form. Grantees are allowed to expend the program income on the purpose of the program in addition to the federal funds but must report the income and the expense of the income on the G-2.

D. REPORTING

Compliance Requirements

No less often than quarterly, agencies are to report eligible expenditures on OJA's Financial Report (form #G-2). Agencies with budgets approving confidential fund expenditure must also submit Reconciliation of Confidential Funds Report (form # OJA-134),

Suggested Audit Procedures

- Review and evaluate the recipient's procedure for preparing and submitting financial reports.
- Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.
- Determine if reports were submitted within due dates.

2.5.a. Recovery Act - Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Office of Justice Assistance

Federal Catalog Number 16.803

I. PROGRAM OBJECTIVES

The Recovery Act – JAG programs allow states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The Recovery Act – JAG programs will solicit applications from eligible states, territories, tribes, and units of local government for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, as well as research and evaluation activities that will improve or enhance law enforcement programs related to criminal justice such as: prosecution and court programs; prevention and education programs; corrections and community corrections programs; drug treatment and enforcement programs; planning, evaluation, and technology improvement programs; and crime victim and witness programs (other than compensation).

In addition to fulfilling JAG program-specific purposes, projects funded under the Recovery Act should be designed to further one or more of the general purposes of the Recovery Act, which are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits; and to stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

Law enforcement programs related to criminal justice such as: prosecution and court programs; prevention and education programs; corrections and community corrections programs; drug treatment programs; planning, evaluation, and technology improvement programs; and crime victim and witness programs. Funds may not be used to supplant State and local funds.

II. OJA PROGRAM PROCEDURES

The Office of Justice Assistance (OJA) enters into a Grant Agreement (Award) with a variety local and state agencies seeking program funds in accordance with federal laws and guidelines. Agencies must submit a grant application in response to a Funding Announcement that OJA would have posted on the OJA website and within Egrants-Grants Management System. This application includes a requested budget and information relating to the funding request. Once approved OJA provides to the subgrantee a grant award which incorporates an approved budget and any conditions that apply to the award. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on all Recovery Act

grants. Grant funds are disbursed on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Administrative Guide; the Grant Announcement provided with the funding solicitation, the OJA Anti-Drug Abuse Strategy and General Policies Governing the Awarding and Administration of subgrants; the OJA Control and Use of Confidential Funds Guidelines, the OJA Program Income; the Grant Application Materials, Grant Award and Certified Assurances.

Suggested Audit Procedures

- Review the Grant Application Materials
- Review the Grant Award Document
- Review the Certified Assurances
- Review the OJA Anti-Drug Abuse Strategy
- Review the Control and Use of Confidential Funds Guideline
- Test expenditure records and supporting documentation.
- Verify that all costs are incurred within the grant period.
- If equipment over \$5,000 was provided in the grant award, does the entity have in place a process to monitor inventory. Do they conduct a physical inventory annually?
- Verify that all costs incurred were according to the approved budget amounts listed within the award document and also within the approved detail budget on the grant application submitted. Deviations from this budget need approval of OJA. The subgrantee should create a modification request in Egrants and will receive a paper GAN approval.

B. ELIGIBILITY

The auditor is not expected to test for eligibility. Awards from OJA are made only to those eligible to receive an award.

C. SUPPLANTING AND PROGRAM INCOME

Supplanting Requirement

Grant funds may not be used to replace state or local funds that would, in the absence of Federal aid, be available or forthcoming for program activities. Instead, grant funds must be used to increase the total amount of such other funds used for program activities. A grant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay or has funded.

Suggested Audit Procedures

- Determine that grant funds supplement and not supplant state or local funds.
- If grant to local unit of government includes personnel costs, review supporting time records. Subgrantee is required to have documents that support hours charged in accordance with circular OMB A-87.
- Verify that claimed match was for budgeted expenses directly related to grant activities.

Program Income

- Program earned from the use of federal funds should be reported to OJA on the G-2 request for reimbursement form. Grantees are allowed to expend the program income on the purpose of the program in addition to the federal funds but must report the income and the expense of the income on the G-2.

D. REPORTING

Compliance Requirements

No less often than quarterly, agencies are to report eligible expenditures on OJA's Financial Report (form #G-2). Agencies with budgets approving confidential fund expenditure must also submit Reconciliation of Confidential Funds Report (form # OJA-134),

Suggested Audit Procedures

- Review and evaluate the recipient's procedure for preparing and submitting financial reports. Determine if reimbursement form G-2 is properly signed by the project director and financial officer.
- Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.
- Determine if reports were submitted within due dates specified with the grant award.

2.6 Homeland Security Grant Program

Office of Justice Assistance

Federal Catalog Number 97.067 State ID # appr. 645

I. PROGRAM OBJECTIVES

This grant provides funding under the US Department of Homeland Security-FEMA Office, to enhance the capability of Wisconsin's first responders and to respond to incidents of terrorism. Funding is available for first responder and regional task force teams, communication interoperability statewide, emergency planning, training and exercising and other initiatives as outlined in the approved statewide plan.

II. PROGRAM PROCEDURES

Program funds are provided to state and local governments, and tribes in response to applications submitted to the Office of Justice Assistance (OJA). OJA develops funding opportunities for locals around a statewide plan approved by FEMA. Homeland Security advisory groups are used to develop a statewide plan. Applications received are reviewed based on compliance with the statewide plan.

A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA) for the Executive Director's signature. A variety of fiscal, program and/or inventory reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis for all OJA grants upon receipt of a G-2 Request for Reimbursement Form (found on the OJA website). All equipment invoices must accompany the G-2 reimbursement form for Homeland Security Equipment Grants.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Administrative Guide; the Department of Homeland Security Financial Guide, the Homeland Security Strategy, Funding Announcement Guidelines and General Policies Governing the Awarding and Administration of Grants; and Certified Assurances.

Suggested Audit Procedures

- Review the OJA Funding Announcement posted to solicit applications.
- Review the OJA Administrative Guide-found on the OJA website for process information and guidelines for allowable costs. More specific guidelines can be found in the US Department of Homeland Security Financial Guide.
- Review the Certified Assurances signed with the grant award document to

see that sub-grantee is compliant.

- Review reporting requirements within the OJA grant award document to determine that all reporting requirements were met in a timely manner.
- Test expenditure records and supporting documentation to ensure that G-2 was completed accurately. Ensure that adequate documentation is retained in the sub-grantees records.

B. ELIGIBILITY

Auditor is not expected to test for eligibility. Funding opportunities were made only to grantees who were eligible applicants.

C. SUPPLANTATION

Compliance Requirement

Grant funds may not be used to replace local funds previously budgeted and approved for a purpose. Instead, grant funds must be used to increase the total amount of such other funds used for program activities. A grant recipient may not use Federal grant funds to pay for costs previously approved within the local budget without a resolution on file going back to modify the local budget.

Suggested Audit Procedure

- Determine that grant funds supplement and not supplant local funds.

D. REPORTING REQUIREMENT

Compliance Requirement

The OJA grant award lists the reporting requirements for the project as well as the due dates.

Suggested Audit Procedures

- Review and evaluate the recipient's procedure for preparing and submitting financial reports to see if proper separation of duties exists and that the G-2 document is signed by the appropriate person.
- Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.
- Personnel time claimed on the G-2 should be supported by time records. If this person works on more than one cost function, timesheets must be on file to support hours claimed for reimbursement.
- Review that all payments in sub-grantee records are within the approved grant period as shown on the grant award document and modified in a grant adjustment notice (GAN) changing the terms of the original grant award. The GAN must be signed by OJA or it is not valid.
- If sub-grantee is maintaining equipment that was purchased with Federal funds, ensure that a physical inventory was performed, adequate equipment records exist and the sub-grantee has indicated in the physical record that applicable equipment was "Purchased with funds provided by the US Department of Homeland Security".

2.7 National Criminal History Improvement Program (NCHIP)

Office of Justice Assistance

Federal Catalog Number 16.554

I. PROGRAM OBJECTIVES

To provide financial and technical assistance to States for the establishment or improvement of computerized criminal history record systems and in their efforts to collect data on stalking and domestic violence; to improve data accessibility and support data transmission to the national system which will permit the immediate identification of persons who are prohibited from purchasing firearms, are subject to domestic violence protective orders, or are ineligible to hold positions of responsibility involving children, the elderly, or the disabled; and to develop and improve the processes for identifying, classifying, collecting, and entering data regarding stalking and domestic violence into local, State, and national crime information databases.

II. PROGRAM PROCEDURES

Grant applications are solicited from state or local government agencies as appropriate. Grant applications include a detailed budget, a budget narrative, and a program narrative including the goals, impact, methods, and evaluation plan. This application must be consistent with the State of Wisconsin's CJRI Plan. A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA) for the Governor's signature. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Grant funds are disbursed on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Financial Guide, and pursuant to OJA's application guidelines. Allowable costs include costs associated with database automation and record improvements, record flagging, AFIS/livescan, interface with systems compatible with the National Incident-Based Reporting System, relevant equipment, training, and research.

Suggested Audit Procedures

Review the OJA Application Guidelines.

Review the Certified Assurances.

Test expenditure records and supporting documentation.

B. ELIGIBILITY

Auditor is not expected to test for eligibility.

C. REPORTING

Compliance Requirements

No less often than quarterly, agencies are to report eligible expenditures on OJA's Financial Report/Fund Request (form # OJA-118).

Suggested Audit Procedures

Review and evaluate the recipient's procedure for preparing and submitting financial reports.

Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.

2.8 Residential Substance Abuse Treatment for State Prisoners (RSAT)

Office of Justice Assistance

Federal Catalog Number 16.593

I. PROGRAM OBJECTIVES

To assist the State of Wisconsin in developing and implementing residential substance abuse treatment programs within State and local correctional facilities in which prisoners are incarcerated for a period of time sufficient to permit substance abuse treatment.

II. PROGRAM PROCEDURES

State and/or local correctional agencies that operate residential facilities may submit a grant application seeking funds to implement residential substance abuse programs that provide individual and group treatment activities for offenders. The application must include a detailed budget, a budget narrative, a program narrative including the goals, impact, methods, and an evaluation plan. This application must be consistent with OJA's application criteria. A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA) for the Governor's signature. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Grant funds are disbursed on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Financial Guide: the RSAT application guidelines and General Policies Governing the Awarding and Administration of Grants; and Certified Assurances.

Suggested Audit Procedures

Review the OJA Application Guidelines.

Review the OJA General Policies.

Review Certified Assurances.

Test expenditure records and supporting documentation.

B. ELIGIBILITY

Auditor is not expected to test for eligibility.

C. MATCHING

Compliance Requirement

Grant recipients must provide match as set forth in the award agreement. The Federal share of a grant-funded project may not exceed 90 percent of the total cost of the project. The 10 percent matching funds must be in the form of a cash match.

Suggested Audit Procedures

Review the award agreement to determine budgeted match requirements.

Verify that claimed match was for budgeted expenses directly related to grant activities.

Verify that actual match equals or exceeds the required match.

D. REPORTING

Compliance Requirements

No less often than quarterly, recipients are to report eligible expenditures on OJA's Financial Report/Fund Request (form # OJA-118).

Suggested Audit Procedures

Review and evaluate the recipient's procedure for preparing and submitting financial reports.

Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.

2.9 Rural Domestic Violence Grant Program

Office of Justice Assistance

Federal Catalog Number 16.589

I. PROGRAM OBJECTIVES

To implement, expand, and establish cooperative efforts and projects between law enforcement officers, prosecutors, victim advocacy groups, and other related parties to investigate and prosecute incidents of domestic violence and child abuse; provide treatment and counseling to victims of domestic violence and child victimization; and work in cooperation with the community to develop education and prevention strategies directed toward such issues.

II. PROGRAM PROCEDURES

Program funds are provided to state and local governments, private non-profit agencies and tribes in response to applications submitted and selected through a competitive process. A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA) for the Governor's signature. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Financial guide; the Application Guidelines and Certified Assurances.

Suggested Audit Procedures

Review the OJA Application Guidelines.

Review the Certified Assurances.

Test expenditure records and supporting documentation.

B. ELIGIBILITY

Auditor is not expected to test for eligibility.

C. SUPPLANTATION

Compliance Requirements

Grant funds may not be used to replace State or Local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs to combat violence against women. Instead, grant funds must be used to increase the total amount of such other funds used to combat violence against women. A subgrant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay or has funded. The non-supplantation requirement applies only to State and local public agencies; it does not apply to nonprofit, non-governmental victim services programs.

Suggested Audit Procedures

Determine that grant funds supplement and not supplant state or local funds.

D. REPORTING

Compliance Requirements

No less often than quarterly, agencies are to report eligible expenditures on OJA's Financial Report/Fund Request (form #OJA-118).

Suggested Audit Procedures

Review and evaluate the recipient's procedure for preparing and submitting financial reports.

Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement.

2.10 Juvenile Accountability Incentive Block Grant Program

Office of Justice Assistance

Federal Catalog Number 16.523

State ID Number 505(6).643

I. PROGRAM OBJECTIVES

The Juvenile Accountability Incentive Block Grant (JAIBG) Program objectives are to provide funds to states to address the growing problem of juvenile crime by encouraging accountability-based reforms at the state and local levels.

II. PROGRAM PROCEDURES

The JAIBG program requires that each state pass at least 75% of their allocated funds to local government. Two-thirds of the distribution is based on each local government's percentage of statewide local government expenditures. The remaining third of local distributions is based on each local government's percentage of statewide local government reported Part I violent crimes as reported to the FBI for its Uniform Crime Report. A unit of local government may only receive a direct reward if they generate \$5,000 or more by the State's formula. These direct awards do not go through the Office of Justice Assistance. Program funds are provided to state and local governments and tribes in response to solicited applications. A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA). A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Administrative Guide; the OJA State Plan; the OJA JAIBG Grant Announcement and General Policies Governing the Awarding and Administration of Grants; and Certified Assurances.

Suggested Audit Procedures

- Review the OJA Grant Guidance solicitation for applications.
- Review the OJA General Policies (OJA Administrative Guide, grant award document).
- Review the Certified Assurances.
- Test expenditure records and supporting documentation for accuracy and timeliness. (OJA grant award document shows reporting requirements and due dates.)

B. ELIGIBILITY

Auditor is not expected to test for eligibility.

C. SUPPLANTATION

Compliance Requirement

Grant funds may not be used to replace state or local funds that would, in the absence of Federal aid, be available or forthcoming for program activities. Instead, grant funds must be used to increase the total amount of such other funds used for program activities. A grant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay or has funded.

Suggested Audit Procedure

- Determine that grant funds supplement and not supplant state or local funds.

E. REPORTING

Compliance Requirement

The grant award contract describes the reporting requirements for each sub-grantee.

Suggested Audit Procedures

- Review and evaluate the recipient's procedure for preparing and submitting financial reports.
- Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the report for reimbursement to OJA.

- Determine if adequate time reporting is done according to A-87 that shows the separation of work effort if a position is funded less than full time.
- Review that local procurement rules were followed as outlined in the award document and in the OJA Administrative Guide.

2.11 Office of Land Information Comprehensive Planning Grant

State ID No 505.185, 505.110 and 505.118

I. PROGRAM OBJECTIVES

This comprehensive planning grant provides funding for the development of local comprehensive plans under s. 66.1001, Wis. Stats. Towns, villages, cities, counties, regional planning commissions and tribes are eligible to apply for this grant. In order to receive funds through this grant program, communities must commit to preparing and adopting a comprehensive plan under the requirements of s. 66.1001, Wis. Stats.

II. PROGRAM PROCEDURES

Applications are due in the Office of Land Information Services by 4:30 PM on November 1 of each year. Electronic submissions may be email. One (1) originally signed application is due to OLIS by the application deadline, for applicants choosing to submit an application electronically. Mailed applications should include one (1) originally signed application and seven (7) copies. The grant selection and contract negotiation period is from November through January of the following year. Applicants will be notified of their grant application status early February and contracts will be mailed to successful candidates by March 1st. Signed contracts must be returned to DOA by April 15th. Contracts are signed by the Department of Administration in early May and funds are encumbered by May 31st.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Eligible Costs are auditable costs that are directly attributable to Grant activities and identified and approved in the Grant Application. No Eligible Costs subject to reimbursement by this Grant may be incurred prior to the execution of this Agreement. Costs only as identified in the Budget and described in the Grant Application are allowed.

Suggested Audit Procedures

Review Grant Application and Budget for approved costs.

Verify that grant expenditures were included in the grant application and budget.

B. ELIGIBILITY

Auditor is not expected to test for eligibility.

C. MATCHING

Compliance Requirement

The local match is the difference between the applicant's total plan cost and the grant award amount. The local match can be a combination of financing in the applicant's annual budget, in-kind services, and other local, state or federal grants. In-kind services are services rendered through the local community such as utilizing existing staff resources. No more than half (50%) of the local match may be funded through federal grants. Please refer to the appropriate example for your proposal.

Suggested Audit Procedures

Review the grant award to determine the budgeted match requirements.

Verify that claimed match was for budgeted expenses directly related to grant activities.

Verify that actual match meets or exceeds required match.

Verify that no more than 50% of the local match was funded through federal grants.

D. REPORTING

Compliance Requirements

The Grantee shall submit performance reports not less than one and no more than four times within the Department's fiscal year, beginning on July 1, 2002 and at three month intervals thereafter until the completion of the comprehensive plan, including a detailed scope of services, products and/or equipment that was purchased or completed, a detailed expenditure report of the actual expenses including copies of vendor invoicing, and a summary of the successes and failures of the project. No eligible costs shall be incurred prior to the execution of this agreement. The performance report shall identify the status of progress of tasks as provided in the Grant Application. The final performance report shall be submitted no later than sixty (60) days following the adoption of the comprehensive plan.

Suggested Audit Procedures

Review and evaluate the grantee's procedure for preparing and submitting financial reports.

Determine that costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting performance reports to the Department of Administration.

E. SPECIAL TESTS AND PROVISIONS

None.

2.12 Project Safe Neighborhoods

Office of Justice Assistance

Federal Catalog Number 16.609

Project Safe Neighborhoods-Anti-Gang Initiative
Federal Catalog Number 16.744 State ID # appr. 643

I. PROGRAM OBJECTIVES

To provide support for new and expanded anti-gang enforcement and prevention activities under the Project Safe Neighborhood Initiative (PSN).

II. PROGRAM PROCEDURES

Program funds are provided to non-profit agencies, state and local governments, and tribes in response to applications submitted. Awards are made on a competitive basis. Both the Eastern and Western Districts have committees that review grant applications and make recommendations to the US Attorneys and OJA administers the funds on their behalf.

A Grant Agreement (Award) is prepared and signed by the Office of Justice Assistance (OJA) for award on behalf of the US Attorney. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis upon receipt of OJA form G-2 "Request for Reimbursement".

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Administrative Guide; the OJP Financial Guide, Application Guidance materials, Grant Award Documents and Certified Assurances.

Suggested Audit Procedures

- Review the Federal Grant Award
- Review the OJA Application Materials
- Review OJA General Policies and OJA Administrative Guide
- Review the Certified Assurances and OJP Financial Guide
- Test expenditure records and supporting documentation.

B. ELIGIBILITY

Auditor is not expected to test for eligibility.

C. SUPPLANTING AND PROGRAM INCOME

Supplanting Requirement

Grant funds may not be used to replace state or local funds (or, where applicable, fund provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for program activities. Instead, grant funds must be used to increase the total amount of such other funds used for program activities. A grant recipient may not use Federal grant funds to pay for programs that the recipient already is obligated to pay or has funded.

Suggested Audit Procedures

- Determine that grant funds supplement and not supplant state or local funds.
- If grant to local unit of government includes personnel costs, review supporting time records.

Program Income

- Program earned from the use of federal funds should be reported to OJA on the G-2 request for reimbursement form. Grantees are allowed to expend the program income on the purpose of the program in addition to the federal funds but must report the income and the expense of the income on the G-2.

D. REPORTING

Compliance Requirement

No less often than quarterly, agencies are to report eligible expenditures on OJA's Financial Report/Fund Request (form G-2).

Program Report requirements and due dates should be listed within the grant award.

Suggested Audit Procedures

- Review and evaluate the recipient's procedure for preparing and submitting financial reports.
- Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.
- These funds are paid to grantees on a reimbursement basis unless approved otherwise. Verify that funds requested from OJA were a reimbursement rather than an advance.

2.13 Americorps

Wisconsin National and Community Service Board

Federal Catalog Number 94.006

I. PROGRAM OBJECTIVES

AmeriCorps is the cornerstone of the Corporation's national service programs. AmeriCorps addresses pressing education, public safety, human and environmental needs of our Nation's communities by encouraging Americans to serve either part or full-time. AmeriCorps programs have four goals: 1) Getting things done by providing services with direct and demonstrable results; 2) strengthen communities and unite individuals of different backgrounds in a common effort to improve their communities; 3) encourage responsibility through service and civic education (AmeriCorps enables members to see themselves as leaders and problem solvers and fulfill their responsibilities to their communities; and 4) expand opportunities in return for devoting a year of their lives to national service. AmeriCorps members may receive education awards for qualified postsecondary education expenses or to pay off qualified student loans.

II. PROGRAM PROCEDURES

Program funds are provided to state governments, District of Columbia, Puerto Rico, Territories, national non-profit organizations, tribes, professional corps and multi-state organizations in response to applications submitted and selected through a competitive process. A Grant Agreement (Contract) is prepared by NCSB (the board) for the board president's signature. A variety of fiscal and program reports are required which are enumerated along with any special conditions in the contract document. Pre-award reviews as well as program and fiscal monitoring is completed by NCSB staff on a risk-assessment basis. Most grant funds are disbursed on a reimbursement basis. However, some programs allow prepayments on a case by case basis.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed and Unallowed

Compliance Requirements

Federal funds can be expended only according to the project and activity plan as set forth in the Application.

Suggested Audit Procedure

Review the Grant Application

Test expenditure records and supporting documentation.

Verify that grantee has not claimed administrative expenses in excess of levels outlined in the contract and all related addendums.

B. Eligibility

Auditor is not expected to test for award eligibility.

C. Matching, Level of Effort, and/or Earmarking

Compliance Requirements

General matching requirements are set forth in Addendum #1 to the contract. Specific matching requirements for sub-grantees are outlined in the organization's approved budget.

Suggested Audit Procedures

Review the award to determine budgeted match requirements and verify that grantee met or exceeded the required match.

Verify that claimed match for budgeted expenses directly related to grant activities.

Verify that funds claimed were not used to match other federal grants.

D. Reporting

Compliance Requirements

No less often than quarterly, sub-grantees are to file Financial Status Reports. Sub-grantees are to file Progress Reports as requested. Specific Progress and Financial Status Report requirements are outlined in the contract addendum.

Suggested Audit Procedures

Verify that grantee is submitting required reports in a timely manner.

E. Supplantation

Compliance Requirements

Grant funds shall not be used to supplant existing funding otherwise budgeted or planned for projects outside of this program whether under local, state or federal law, without consent of the Board.

Suggested Audit Procedures

Determine that grant funds supplement rather than supplant state or local funds.

F. Special Tests and Provisions

Compliance Requirement

Sub-grantees enter into a contract (with addendum) with the State regarding specific requirements related to the administration of the Federal pass-through grant funds.

Suggested Audit Procedures

Review the contract and all addendums for sub-grantee specific program requirements not previously covered in the compliance supplement.

2.14 Interoperable Communications Equipment – IECGP

Office of Justice Assistance

**Federal Catalog Number 97.055 State ID # appr. 645
(Originally 97.001)**

I. PROGRAM OBJECTIVES

Provide funding for demonstration projects that will explore uses of equipment and technologies to increase interoperability among the fire service, law enforcement, and emergency medical service communities. These projects will illustrate and encourage the acceptance of new technologies and operating methods to assist communities in achieving interoperability.

II. FUNDING PROCEDURES

A funding announcement is posted on the OJA website and forwarded to eligible applicants to announce the opportunity to apply for funds into OJA's Egrants-Grants Management System.

A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA) for the Executive Director's signature. A variety of fiscal, program, and/or inventory reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis for all OJA grants upon the receipt of a G-2 Request for Reimbursement Form (found on the OJA website). All equipment invoices must accompany the G-2 reimbursement form for grants.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES AND COSTS ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Administrative Guide; the Department of Homeland Security Financial Guide, the OJA Homeland Security Strategy, Funding Announcement Guidelines and General Policies Governing the Awarding and Administration of Grants; and Certified Assurances.

Suggested Audit Procedures

- Review the OJA Funding Announcement posted to solicit applications.
- Review the OJA Administrative Guide-found on the OJA website for process information and guidelines for unallowable costs. More specific guidelines can be found in the US Department of Homeland Security Financial Guide.
- Review the Certified Assurances signed with the grant award document to see that subgrantee is compliant.
- Review reporting requirements within the OJA grant award document to determine that all reporting requirements were met in a timely manner.
- Test expenditure records and supporting documentation to ensure that G-2

was completed accurately. Make sure adequate documentation is retained in the subgrantees records.

- Review subgrantee procurement procedures and verify that process used for items in this subgrant award were within their local procurement rules and guidelines and allow for maximum open and free competition. Further guidelines on procurement requirements can be found within the Financial Guide published by the US Department of Homeland Security.
- If cost/share or match was included within the funded grant, verify that costs reported are accurate, supported and from a non-federal source. Review also that the match source was not used as match for any other grants.

B. ELIGIBILITY

Auditor is not expected to test for eligibility. Funding announcement is forwarded to only grantees who are eligible applicants.

C. SUPPLANTATION

Compliance Requirement

Grant funds may not be used to replace local funds previously budgeted and approved for a purpose. Instead, grant funds must be used to increase the total amount of such other funds used for program activities. A grant recipient may not use Federal grant funds to pay for costs previously approved within the local budget without a resolution on file going back to modify the local budget.

Suggested Audit Procedure

- Determine that grant funds supplement and not supplant local funds.

F. REPORTING

Compliance Requirement

The OJA grant award lists the reporting requirements for the project and the due dates.

Suggested Audit Procedures

- Review and evaluate the recipient's procedure for preparing and submitting financial reports to see if proper separation of duties exists and that the G-2 document is signed by the appropriate persons.
- Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.
- Personnel time claimed on G-2 should be supported by time records. If this person works on more than one cost function, timesheets must be on file to support hours reported for reimbursement.

- Review that all payments in subgrantee records are within the approved grant period as shown on the grant award document and modified in a grant adjustment notice (GAN) changing the terms of the original grant award. The GAN must be signed by OJA or is not valid.
- If subgrantee acquired equipment with federal funds, do they have adequate inventory records in place? Do they perform an annual physical inventory? As noted on the federal award equipment purchased with federal funds should be labeled: "Purchased with funds provided by the US Dept. of Homeland Security"

2.15 Emergency Operations Center – EOC

Office of Justice Assistance

Federal Catalog Number 97.052 State ID # appr. 645

I. PROGRAM OBJECTIVES

The purpose of the Emergency Operations Center (EOC) Grant Program is to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, and interoperable EOC's with a focus on addressing identified deficiencies and needs. This program provides funding for construction or renovation of a state, local or tribal government's principal EOC. Fully capable emergency operations facilities at the state and local levels are an essential element of a comprehensive national emergency management system and are necessary to ensure continuity of operations and continuity of government in major disasters caused by any hazard.

II. FUNDING PROCEDURES

OJA accepts pre-application papers from entities in WI who would like OJA to apply on their behalf for EOC enhancement funding. OJA submits these proposals to DHS who makes the funding determination. Those entities that will be funded are invited in to make a formal application into OJA's Egrants-Grants Management System.

A Grant Agreement (Award) is prepared by the Office of Justice Assistance (OJA) for the Executive Director's signature. A variety of fiscal, program, and/or inventory reports are required which are enumerated along with any special conditions in the award document. Program and fiscal monitoring is done by OJA on a random basis. Grant funds are disbursed on a reimbursement basis for all OJA grants upon the receipt of a G-2 Request for Reimbursement Form (found on the OJA website). All equipment invoices must accompany the G-2 reimbursement form for EOC grants. Local matching funds are usually required in the EOC funding.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES AND COSTS ALLOWED OR UNALLOWED

Compliance Requirements

Federal funds can be expended only according to the financial and administrative requirements as set forth in the effective edition of the OJA Administrative Guide; the Department of Homeland Security Financial Guide, the OJA Homeland Security Strategy, Funding Announcement Guidelines and General Policies Governing the Awarding and Administration of Grants; and Certified Assurances.

Suggested Audit Procedures

- Review the OJA Funding Announcement posted to solicit applications.
- Review the OJA Administrative Guide found on the OJA website for process information and guidelines for unallowable costs. More specific guidelines can be found in the US Department of Homeland Security Financial Guide.
- Review the Certified Assurances signed with the grant award document to see that subgrantee is compliant.
- Review reporting requirements within the OJA grant award document to determine that all reporting requirements were met in a timely manner.
- Test expenditure records and supporting documentation to ensure that G-2 was completed accurately. Make sure adequate documentation is retained in the subgrantees records.
- Review subgrantee procurement procedures and verify that process used for items in this subgrant award were within their local procurement rules and guidelines and allow for maximum open and free competition. Further guidelines on procurement requirements can be found within the Financial Guide published by the US Department of Homeland Security.
- If cost/share or match was included within the funded grant, verify that costs reported are accurate, supported and from a non-federal source. Review also that the match source was not used as match for any other grants.

B. ELIGIBILITY

Auditor is not expected to test for eligibility. Funding announcement is forwarded to only grantees who are eligible applicants.

C. SUPPLANTATION

Compliance Requirement

Grant funds may not be used to replace local funds previously budgeted and approved for a purpose. Instead, grant funds must be used to increase the total amount of such other funds used for program activities. A grant recipient may not use Federal grant funds to pay for costs previously approved within the local budget without a resolution on file going back to modify the local budget.

Suggested Audit Procedure

- Determine that grant funds supplement and not supplant local funds.

G. REPORTING

Compliance Requirement

The OJA grant award lists the reporting requirements for the project and the due dates.

Suggested Audit Procedures

- Review and evaluate the recipient's procedure for preparing and submitting financial reports to see if proper separation of duties exists and that the G-2 document is signed by the appropriate persons.
- Determine whether costs are supported by accounting records, supported by adequate documentation, and reconciled with the accounting records prior to submitting the quarterly report for reimbursement to OJA.

- Personnel time claimed on G-2 should be supported by time records. If this person works on more than one cost function, timesheets must be on file to support hours reported for reimbursement.
- Review that all payments in subgrantee records are within the approved grant period as shown on the grant award document and modified in a grant adjustment notice (GAN) changing the terms of the original grant award. The GAN must be signed by OJA or is not valid.
- If subgrantee acquired equipment with federal funds, do they have adequate inventory records in place? Do they perform an annual physical inventory? As noted on the federal award equipment purchased with federal funds should be labeled: "Purchased with funds provided by the US Dept. of Homeland Security"
