



County of San Diego, California

Auditor and Controller

*Final
Report*

Community Projects Grant Program Audit FY 2005-06 & FY 2006-07

Office of **A**udits & **A**dvisory **S**ervices

April 2009
Report No. A09-004



COUNTY OF SAN DIEGO

INTER-DEPARTMENTAL CORRESPONDENCE

April 21, 2009

TO: Janel Pehau, Director
Office of Financial Planning

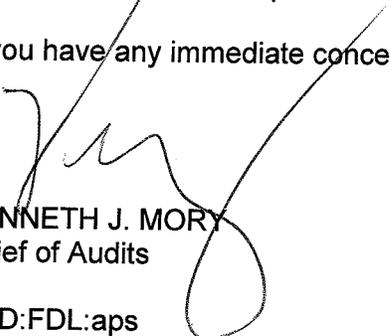
FROM: Kenneth J. Mory
Chief of Audits

FINAL REPORT: COMMUNITY PROJECTS GRANT PROGRAM AUDIT FY 2005-06 & FY 2006-07

Enclosed is our report on the Community Projects Grant Program Audit FY 2005-06 & FY 2006-07. The report includes various audit findings and recommendations.

We have reviewed your responses and have attached them to the audit report. The actions taken and planned, in general, are responsive to the findings and recommendations in the report. As required under Board Policy B-44, we respectfully request that you provide quarterly status reports on the implementation progress of the recommendations.

If you have any immediate concerns about the report, please contact me at (858) 495-5662.


KENNETH J. MORY
Chief of Audits

AUD:FDL:aps

Enclosure

c: Donald F. Steuer, Chief Financial Officer
Tracy M. Sandoval, Assistant Chief Financial Officer/Auditor and Controller
Ebony N. Shelton, Group Finance Director, Finance and General Government Group

EXECUTIVE SUMMARY

At the request of the Chief Financial Officer, the Office of Audits & Advisory Services (OAAS) completed an audit of the Community Projects Grant Program (CP) within the Auditor and Controller's Office of Financial Planning (OFP). The audit objectives were to assess the effectiveness of OFP's monitoring activities relating to the CP and to follow-up on past audit recommendations. The intent of the review was to ensure that the County is properly monitoring and maintaining adequate supporting documentation for this program.

The scope of the audit focused on those processes which comprise OFP's role as CP fiscal agent of the Board of Supervisors for program FY 2005-06 & FY 2006-07. This included:

- Assessing the effectiveness of OFP's monitoring activities relating to the CP;
- Evaluating the internal controls of the Community Enhancement/Community Projects Grant Tracking Database (GTD); and
- Following-up on prior audit recommendations to verify status of their implementation.

Audit work revealed that the OFP's activities are generally effective with regard to monitoring and maintaining adequate supporting documentation for the CP. Overall, OFP implemented all of the 2005 audit recommendations. The prior Community Projects Grant Program Audit covering FY 2004-05¹ included ten recommendations which were all confirmed as implemented. Finally, opportunities for improvement were identified in the following areas:

- **Grant Signing Practices** – OFP should consider implementing provisions to assure that signatures are valid.
- **Grant Monitoring** –
 - Clearly define the grant's purpose and terms in the grant agreement;
 - Obtain a status report prior to approving grant extensions; and
 - Create close-out and collection procedures to address outstanding awards.
- **CP Fiscal Agent** – As fiscal agent of the CP, OFP provides monitoring on behalf of the Board of Supervisors and County. OFP should not perform any activities that are, or can be perceived, as acting on behalf of the grantee.
- **Accountability in Database** – The GTD lacks basic Information Technology (IT) controls which provides for the identification, authentication, accountability, and access control of individual users.
- **Current and Adequate Database Documentation** – Northrop Grumman (NG) IT support needs adequate documentation which covers support needs of the GTD environment.

¹ Audit Report A07-004 issued April 2007.

BACKGROUND

The Community Projects Grant Program (CP) provides County grant funds to local community organizations for one-time social, cultural, or recreational events. County grant funds must be used to benefit the public. In addition, the organizations requesting CP funds must be classified as a not-for-profit entity. The amount of funding is reviewed each year by the Chief Administrative Officer (CAO) and is contingent on the availability of funds. Appropriations available for the CP are included annually in the CAO's Proposed Operational Plan. In FY 2005-06 & FY 2006-07, the Board of Supervisors annually received \$10 million for CP Grants. The CP fund is a discretionary fund from which each Board member allocates grant monies, via an approved board letter, to County departments and various community projects through not-for-profit organizations. Each Board office may allocate as much as \$2 million annually. The unencumbered appropriations balance at the end of the fiscal year reverts to the General Fund and is not carried over to the next fiscal year.

The Auditor and Controller's Office of Financial Planning (OFP) is the CP fiscal agent for the Board of Supervisors. OFP disburses money, through the Board of Supervisor's District Offices, and helps coordinate the flow of required documentation associated with CP administration. OFP prepares grant agreements and provides instruction to grant recipients on how awarded funds are to be spent and accounted for. OFP is responsible for tracking, recording, and reporting the award status by fiscal year. In addition, OFP works closely with the Board District Offices and County Counsel to ensure timely payment to grant recipients occurs and to ensure grant agreements and other documentation are worded appropriately.

When awarded grant money, the grant recipients have a period of one year (followed by a 30-day filing period) to spend the money according to the purpose stated in the agreement. If an organization fails to spend the grant monies within the required timeframe, the organization must return any remaining money. To receive an extension, the organization must submit a formal letter asking for the extension and an explanation as to why the money has not been expended. In addition, the letter must state the proposed timeframe as to when the money will be spent. If a scope change has occurred, with respect to the purpose of the funds, this must also be noted. If the scope is significantly different, the organization must bring a new proposal to the Board of Supervisors.

AUDIT SCOPE AND LIMITATIONS

At the request of the Chief Financial Officer, the Office of Audits & Advisory Services (OAAS) completed an audit of the CP within the OFP. The audit objectives were to assess the effectiveness of OFP monitoring activities relating to the CP and to follow-up on past audit recommendations. The intent of the review was to ensure that the County is properly monitoring and maintaining adequate supporting documentation for this program.

The scope of the audit focused on those processes which comprise OFP's role as CP fiscal agent of the Board of Supervisors for program FY 2005-06 & FY 2006-07. This included:

- Assessing the effectiveness of OFP's monitoring activities relating to the CP;

- Evaluating the internal controls of the Community Enhancement/Community Projects Grant Tracking Database (GTD); and
- Following-up on prior audit recommendations to verify status of their implementation.

The scope provides only limited assurance as to whether the outcomes associated with a particular award were achieved, only to the extent that the expenditures appeared appropriate. Table 1 below summarizes the two grant periods reviewed in this audit.

Table 1: Summary of FY 2005-06 & FY 2006-07 CP Grant Program

Total Award Dollars Reviewed in Sample	\$3,376,920
Total Program Dollars in FY 2005-06 & FY 2006-07	\$20,000,000
Percent of Total Award Dollars Reviewed	17%
Amount of Total Award Dollars Awaiting Support Documentation (As of August 29, 2008)	\$2,123,321

This audit was conducted in accordance with auditing standards prescribed by the Institute of Internal Auditors, Inc., as required by California Government Code, Section 1236.

METHODOLOGY

OAAS implemented a multi-faceted methodology to audit the CP. The following briefly highlights the methods used in the course of the audit:

- Evaluated the status of past recommendations through inquiry and sample testing;
- Evaluated administration controls to determine if they were adequately designed to prevent or detect material errors or misstatements related to the process under audit;
- Tested a sample of 30 awards to verify the existence, completeness, accuracy, authorization, timeliness, and compliance with grant policies; and
- Evaluated the IT controls of the tracking database through inquiry and review.

AUDIT RESULTS

Audit work revealed that the OFP's activities are generally effective with regard to monitoring and maintaining adequate supporting documentation for the CP.

Overall, OFP implemented all of the FY 2004-05 audit recommendations. The prior Community Projects Grant Program Audit covering FY 2004-05 included ten recommendations which were all confirmed as implemented. Table 2 summarizes the recommendations and their current status.

Table 2: Status of Prior Audit Recommendations

Audit Recommendation	Status as Reported by OFP	Verified Status
Grant Agreement should Contain Clear & Concise Language	Implemented	Implemented
Provide Specificity to Grantees Regarding Documentation	Implemented	Implemented
Improve Grantee Follow-up Procedures	Implemented	Implemented
Employ Risk Assessment Methodology	Implemented	Implemented
Issue Formal Letters to Grantees Who Fail to File Timely	Implemented	Implemented
Enhance Reporting	Implemented	Implemented
Ensure Grant Agreement is Retained on File & Ensure Eligible Grantee Individuals Sign	Implemented	Implemented
Seek a Formal Memorandum of Understanding Outlining Scope and Authority of OFP Grant Management	Implemented	Implemented
Ensure Disclosure is Clear	Implemented	Implemented
Identify Excessive Controls and Data Management Opportunities	Implemented	Implemented

FINDINGS

Finding I: Opportunities for Improvement in Grant Agreement Signing Practices

CP grant agreements are mailed to the grantee by OFP for signature and acceptance. Once the agreement is signed by the grantee, it is mailed back to OFP for final processing. As such, there is no assurance as to whether signatures are valid and belong to individuals with the authority to sign and accept the grant agreement. Inadequate procedures of grant agreements contributed to the alleged signature forgery of the Kearny Mesa Little League (KMLL) grant agreement.² Well designed internal controls provide assurance that grant agreements are signed only by authorized grantee agents.

Finding II: Opportunities for Improvement in Monitoring Activities

Based on OAAS' analysis of grant awards, 15 of the awards tested in our sample of 30 were fully compliant with the grant provisions. Table 3 summarizes the grant exceptions noted during testing for the remaining 15 awards; an award may have more than one exception.

Table 3: Summary of Testing Results

	Number of Awards	Percent of Total
Total Awards With One or More Exceptions Out of 30	15	50%
Expenditure Disclosure Not Fully Sufficient or Appropriate	2	7%
Expenditure Documentation Not Submitted Timely By Grantee	6	20%
Expenses Not Incurred in Term of Agreement	8	27%

² As observed during the course of the KMLL Audit A09-003.

Each of these exceptions is discussed below.

- **Expenditure Disclosure Not Fully Sufficient or Appropriate** – OAAS found only two occurrences of not fully sufficient or appropriate documentation on file for FY 2005-06 grant. These included the less than sufficient use of a quote as expenditure support and less than appropriate documentation which the auditor was not readily able to substantiate.
- **Expenditure Documentation Not Submitted Timely By Grantee** – Grantee documentation was determined to not be timely if received after the documentation due date as outlined in the grant agreement or authorized extension. Six grantees reviewed submitted support documentation after the due date of the grant agreement (i.e., anywhere from one to three months).
- **Expenses Not Incurred in Term of Agreement** – Expenditures which were incurred outside the Term of Agreement were accepted in eight instances. For example, a grant award to the East County Fire Protection District for the purpose of acquiring a rescue truck was authorized on March 28, 2007, but the rescue truck had already been acquired eight months before the grant agreement effective date. In another example, the Boys and Girls Clubs of San Dieguito had a grant approved for various projects. Over 10k of expenditure documentation submitted showed these expenses to have been incurred before the term of the agreement. Paragraph 3(e) of the 2007 CP Agreement is the basis used to justify expenditure reimbursement incurred before the grant agreement date:

"If Grantee incurs expenses before the County pays the grant under this Agreement, the County will reimburse Grantee in an amount not to exceed the amount specified in Paragraph 4 (Grant Award Amount) upon submission of documentation to County's administrator setting forth Grantee's actual expenditures for the purpose specified in Paragraph 1 (Grant Purpose) and approval of the documentation by County's administrator."

OFP staff has interpreted the language to include all expenditures related to the approved project regardless of the date the expenditure was incurred. In OAAS' subsequent discussion with County Counsel, they indicated that the clause is ambiguous but the intent is to state that only expenditures incurred during the term of the agreement are allowable.

OAAS also noted issues with grant extensions and outstanding grants.

- **Grant Extensions** – OAAS found that there was no fiscal monitoring of grant monies for agreements that had been extended. In the KMLL Audit, the grant deadline was extended twice from October 2007 to January 2008 and from January 2008 to May 2008. During this period, there was no confirmation indicating where funds were held or whether expenses already incurred were in accordance with the agreement. Adequate internal controls require proper administration of taxpayer funds. As such, CP funds allocated to community organizations should be properly monitored and confirmed.

- **Outstanding Grants** – While it was observed that OFP attempts to resolve all grant awards in a timely manner, certain grant awards, which are not supported with sufficient and appropriate documentation, have remained unresolved. Table 4 below summarizes organizations included in the quarterly CP status report as no longer existing.

Table 4: Organizations Which No Longer Exist

Organization	FY	Purpose	Award
San Diego Interfaith Committee	1999-00	Roof Repair	\$25,000
Black Pioneers in San Diego	2000-01	Exhibit	\$8,500
Children's Discovery Museum of North SD County	2005-06	Scholarships	\$5,000

As of August 29, 2008, there was \$1,014,417 in awards for grant periods FY 1999-00 to FY 2005-06 which remain outstanding, see Table 5. There is currently no policy or procedure for OFP in regards to closing out or collecting outstanding grant awards. Constantly reporting and following-up on these amounts is an ineffective process which places a burden on limited OFP resources.

Table 5: Awards Outstanding

FY	Org Count	Sum of Award
1999-00	1	\$ 25,000
2000-01	3	\$ 32,250
2001-02	4	\$ 90,050
2002-03	1	\$ 2,000
2003-04	1	\$ 2,500
2004-05	15	\$ 201,350
2005-06	46	\$ 661,267
Grand Total	71	\$ 1,014,417

Finding III: Conducting Grantee Activities

While OFP strives to provide excellent customer service, CP reviewers often identify what expenditure documentation is adequate on behalf of the grantee, a duty the grantee has the burden to establish. In an effort to reduce required follow-up, OFP encourages grantees to submit extra expense documentation whose aggregate amount exceeds the grant award amount. This allows grant reviewers to select expenditures which they deem are more in line with the grant purpose. In one instance noted, an award of \$25k had \$148k of supporting documentation submitted without identifying which expenditures were allocated to the specific award amount. In another example, OFP identified key grant compliance activities on behalf of the grantee which submitted insufficient documentation. Grant reviewers did not properly follow-up and notify the grantees of requirements of submission before certifying documentation to be sufficient. As agent of the Board of Supervisors, the CP fiscal agent should not have, or be perceived to have, a conflict of interest in their activities.

Finding IV: Lack of Accountability in the Tracking Database

In 2008, OFP implemented a new database solution to assist in administration of OFP grant programs entitled Community Enhancement/Community Projects Grant Tracking Database (GTD). Review found that the GTD is in need of basic IT controls outlined in the CAO's Administrative Manual Policy 0050-0303. These controls include: access controls, audit trails, and accountability. According to the policy, all user IDs must have the appropriate technical controls implemented to provide for the identification, authentication, accountability, and access control of the individual account holder. Individual users need to be identifiable and responsible for the activities performed by their user ID which requires proper use of passwords.

Exceptions to the CAO's Administrative Manual Policy 0050-0303:

- Access Controls – Default passwords are not changed by users when access to the GTD is assigned. Furthermore, sharing of passwords is common among certain users. This makes the GTD susceptible to unauthorized access;
- Audit Trails – There are no audit trails or event logs in the current GTD;
- Accountability – User IDs do not provide for the identification and accountability of individual account holders; and
- Conflict of Interest – The database administrator is also a functional user of the GTD.

Finding V: Current and Adequate Tracking Database Documentation

The NG IT Community Enhancement Run Book (PA1158), the Community Projects Run Book (PA1796) and the Catalog of Applications, currently residing in the IT Service Center's intranet website, contain incomplete and outdated information. These documents present the predecessor Access database environment as still active and do not consider the current operating environment. The Run Books have not been updated and do not account for the new database environment which was implemented in February 2008; the Application Catalog has not been properly updated as of September 9, 2008. As such, NG IT support does not have adequate documentation which covers support needs of the database environment.

The purpose of a Run Book is to serve as an application's operations support manual. The contents cover all definitive parts of the environment, including hardware, software, configuration, contacts and any key information used during the installation of the environment. Run Book outlines operational and physical requirements that are needed to meet the goals of the application service agreements. Documentation includes system configuration along with notes, special procedures, and operations that take place within the environment. Run Book also defines routine procedures that must be performed by the NG technical team. Finally, the document supports the operations of the environment in the event that an emergency occurs.

RECOMMENDATIONS

Recommendation I: OFP should have a provision in place to assure that signatures are valid. One approach would be requiring authorized grantee representatives to have their signatures

notarized. The identification and title of grantee representatives could be verified by the Notary Public.³

Recommendation II: Opportunities for improvement in CP monitoring are identified as follows:

- OFP should not declare that documentation is sufficient until necessary documentation is received and the grantee clearly outlines and cross references how funds were spent. OFP should follow-up on questionable items from grant recipients until they have reasonable assurance that the conclusion obtained, based on work performed, would be the same conclusion obtained if reviewed by another knowledgeable individual;
- OFP should meet with County Counsel and revise the Grant Agreement to ensure the intent of the Board of Supervisors is reflected in the final contract. The grant purpose and Term of Agreement should be clearly outlined in the Grant Agreement. It should be clarified whether retroactive application of the award should be allowed. If the grant is a cost reimbursable grant, or any other specific type of grant, then this should be fully disclosed in the Grant Agreement;
- OFP should require organizations to submit a written status report prior to approving grant extensions beyond the 13 month regular period. This report should include status of project objectives and remaining funds;
- OFP should consider creating close-out and collection procedures in order to resolve outstanding grant awards. One option is that collections could commence with the sending of a letter of non-compliance to the grantee which outlines a grace period for submission of required documentation. If after a reasonable amount of time (i.e., 60 days) grantee funds can not be substantiated, collection should commence. The County should also consider not extending awards past a year as subsequent grant periods are more appropriate to fund such activities; and
- OFP needs to close-out outstanding awards which no longer can be substantiated either because the grantee no longer exists or any other valid extraordinary circumstance which makes resolution of outstanding grant awards not feasible. This close-out should be recommended by the appropriate management level and approved by the respective District Office.

Recommendation III: OFP is the CP fiscal agent and should not certify, nor justify expenditures for the grantee, or act in any manner that is or can be perceived as acting in the interest of the grantee. OFP must emphasize to grantees that the burden of proving adequate expenditures is their responsibility and the expectation of supporting documentation is such that minimal effort is required by OFP to review documentation. Grantees should not delegate, or be allowed to delegate, their responsibilities to OFP. It is the grantees responsibility to submit appropriate and sufficient documentation needed to support their grant expenses.

³ A public official who notarizes legal documents and can administer, take oaths, and affirmations. Notaries are legally authorized to certify the authenticity or legitimacy of signatures and documents.

Recommendation IV: GTD users should be notified and required to modify default passwords to comply with the COSD Administrative Manual. Also, an audit trail of database activity of users, application events, and data should be implemented. Finally, the GTD administrator function should be segregated from the grant administrator function.

However, if this is not feasible due to the limited staff in OFP, mitigating controls should be implemented to address the exposures to the GTD. Possible mitigating controls include, but are not limited to: 1) having OFP management monitor the GTD Access Control List (i.e., at least quarterly) to review and identify inappropriate users; 2) other potential mitigating controls that would be used to control totals and other collaborative evidence that would ensure the integrity of the GTD.

Recommendation V: With the support of the Auditor and Controller's Information Technology Management Services, OFP must ensure that the NG IT Team updates the Run Books and Application Catalog to include correct contact information, steps for resolving system errors, procedures to back-up and restore the database, documentation of the release process, and a full set of configuration requirements for the production IT infrastructure. The entire system configuration, along with notes, special procedures and operations need to be documented. These documents also need to define routine procedures that must be performed by the NG technical team which includes support operations in the event that an emergency occurs.

COMMENDATION

The Office of Audits & Advisory Services commends and sincerely appreciates the courtesousness and cooperation extended by the Office of Financial Planning's officers and staff throughout this audit.

AUDIT TEAM

Franco Lopez, Auditor II

DEPARTMENT RESPONSE



COUNTY OF SAN DIEGO
INTER-DEPARTMENTAL CORRESPONDENCE

April 13, 2009

RECEIVED

APR 15 2009

**OFFICE OF AUDITS &
ADVISORY SERVICES**

TO: Kenneth J. Mory
Chief of Audits

FROM: Janel Pehau
Director, Office of Financial Planning

RESPONSE TO COMMUNITY PROJECTS GRANT PROGRAM AUDIT NO. A09-004

Enclosed is the final response to the Community Projects Grant Program Audit covering FY 2005-06 and FY 2006-07.

If you have any questions, please contact me at (619) 531-5175.

A handwritten signature in cursive script that reads "Janel Pehau".

JANEL PEHAU
Director, Office of Financial Planning

OFP:JP:sa

Enclosure

c: Donald F. Steuer, Chief Financial Officer
Tracy M. Sandoval, Assistant Chief Financial Officer/Auditor and Controller
Ebony N. Shelton, Group Finance Director, Finance and General Government Group

**Response to Community Projects Grant Program Audit
FY 2005-06 & FY 2006-07
Report No. A09-004**

Finding I: Opportunities for improvement in Grant Agreement signing practices

Response: Concur. The CP grant agreements with non-profit entities require two signatures to ensure that more than one person in the organization is aware of the grant agreement, but there is still no assurance that the signatures are valid and belong to the individuals indicated.

Finding II: Opportunities for improvement in monitoring

Response: OFP has continuously strived to improve the quality and timeliness of documentation submitted by grantees and will continue to do so. For example, the first page of the grant agreement sets forth the requirement and due date for submitting documentation in text that is highlighted in yellow. Additionally, if documentation has not already been submitted, OFP sends a reminder letter to the organizations approximately two months before documentation is due. Despite this effort, many of the organizations fail to comply with the documentation deadline.

With regard to expenses not being incurred during the term of the agreement, we agree that there could be ambiguity with respect to whether the grant is being given to reimburse expenditures made prior to signing and dating the agreement or for expenditures to be made after the agreement is signed and dated.

With regard to extensions, OFP concurs that a status report on funds expended to date prior to granting a time extension would enhance monitoring activities.

With respect to grants on hold, there is a policy to not issue new grant funds to organizations that have outstanding documentation from a previous grant, but there is no specific written policy to determine when a grant award should be withdrawn. OFP will work with County Counsel and the Board offices to set a time limit for holding grant awards.

With respect to grant awards that lack documentation despite long term efforts by OFP and the Board offices to obtain it, OFP concurs that a definitive close-out process is needed.

Finding III: Conducting Grantee activities

Response: Concur.

Finding IV: Lack of Accountability in the Grant Tracking Database

Response: The Grant Tracking Database is solely designed to improve the tracking of the various stages of the grant application and improving the follow-up process. The system does not include any monetary functions like Oracle Financials. It is for information only and is made available to only a small number of specific individuals who have access to various screens in the system. The database administrator has the control over which users may update data in the database and those which have view only privileges. Adding more sophisticated controls and audit trails would likely require a re-write of the application at a significant cost.

Finding V: Current and Adequate Grant Tracking Database Documentation

Response: Concur.

Recommendation I: Grant Signing Practices

Response: OFP will explore options with County Counsel, including using the same signatory authority process as followed in the Community Enhancement Grant Program whereby the board of directors of the organization submits a resolution authorizing the application for the grant, specifies who may sign the grant agreement and provides specimen signatures. Board office concurrence is anticipated.

Recommendation II: Opportunities for Improvement in Monitoring

- **Recommendation II-A: Sufficiency of Documentation**

Response: Based on previous audit recommendations, OFP prepared enhanced instructions/guidelines for documentation of expenditures in 2007. These new guidelines have been successful in reducing the insufficient documentation received. The documentation reviewed as part of this audit was filed in accordance with less specific guidance for the grantees to follow.

- **Recommendation II-B: Ensure the Intent of the Board is reflected in the agreement**

Response: OFP will meet with County Counsel to determine how the language in the agreement might be changed to achieve greater clarity with respect to the term of the agreement and when associated expenditures are expected to be incurred. Over the past several months, OFP has worked with the Board offices to achieve greater specificity in the grant purpose. The purpose for the grant award is taken from the language in the applicable Board letter recommendation and the recommendations have been written with greater specificity.

- **Recommendation II-C: Require Status Report prior to granting an extension**

Response: Concur. The language in the current form of the agreement would allow OFP to request this status report.

- **Recommendation II-D: Close-out and collection procedures for resolving grant awards**

Response: OFP will consult with County Counsel and the CFO regarding the development of such close-out and collection procedures.

- **Recommendation II-E: Close-out of certain outstanding award documentation**

Response: OFP will consult with County Counsel and the CFO regarding the development of such close-out procedures.

Recommendation III: OFP Should Not Regularly Conduct Grantee Activities

Response: OFP will continue to assist grantees with questions that they may have regarding proper documentation, and will ensure that the grantees clearly indicate which expenditures were made using County grant funds.

Recommendation IV: Accountability in Database

Response: As noted above in the response to Finding IV, adding more sophisticated controls, including user initiated password change and audit trails in the database, would likely require a re-write of the application at a significant cost. Currently only twenty people have access to the application and their access is limited to the role to which they are assigned by the database administrator. It is not feasible to segregate the Grant Tracking Database administrator function from the grant administrator function due to the limited staff in OFP. The Director of OFP will monitor the access control list and approve any changes to the authorized users. Multiple mitigating controls are in place to ensure that the grant awards made to the organizations are consistent with Board action. The awards are made publicly at a Board meeting and Board letters are posted on the County's internet site. During the payment process, various staff members, a principal accountant and a financial policy and planning officer in OFP and another staff member, a senior accountant from RCA, review the grant agreements to ensure that the grantees, award amounts, requisitions and purchase orders match the Board's action. In addition, OFP prepares monthly and quarterly reports for the Board offices to ensure that their records of grant awards and those that we have in the Grant Tracking Database match.

Recommendation V: Current and Adequate Database Documentation

Response: OFP has contacted NG through the Auditor and Controller's Information Technology Management Services and requested an updated run book and that the application catalog be updated to include correct contact information and procedures.