



INTERNAL MEMORANDUM

TO: Vida Morkunas **DATE:** February 7, 2008
Manager, Grants and Capital Program Division

FROM: Catherine M. Clark
Senior Auditor, Audit & Review Division

SUBJECT: Close-out Audit of CTAP Grant – SFY 2004 UWP Grant

We have completed a review of the Grants and Capital Program Division's administration of SFY 2004 UWP Grant as described below. Our audit was planned and performed to obtain reasonable assurance that prior to the Grants and Capital Program Division initiating the close-out process for the grant, compliance with relevant policies and procedures was followed.

Grant Audited

The Illinois Department of Transportation (IDOT) issued an Intergovernmental Agreement to the RTA to provide Unified Work Program (UWP) funds for the RTA Transit Oriented Development (TOD) Regional Technical Assistance project. The Regional Technical Assistance project for the SFY 2004 UWP Grant involved station area planning studies conducted at six different locations. The grant agreement between IDOT and the RTA was for \$320,000, which represents 80% of the budget amount of \$400,000. The RTA provided the 20% match, or \$80,000.

Audit Objectives

Our main objectives were to verify that the project contractors had completed the project's Scope of Services in accordance with contractual and grant agreements and that the RTA received reimbursement of funds from IDOT in accordance with the agreement with that agency.

Audit Scope

The scope of this audit included a review of the following:

- Documents relating to the requirements of the Division's administrative procedures.
- Supporting documentation applicable to the Intergovernmental Agreement between IDOT and the RTA, the Intergovernmental and Technical Services Agreements between the RTA and the Villages, and the Professional and Consulting Services Agreement between the Villages and the contractors.

- RTA's requests for reimbursement to IDOT and the supporting invoices submitted by the contractors, which had been reviewed and approved for payment by the Project Managers.
- Payments which the RTA made to the contractor and the Villages.

No exceptions were found.

Audit Tasks Performed

The tasks we performed for each project audited were as follows:

1. Verified that the Scope of Services, included in the contractor's agreement with the RTA, has been completed.
2. Verified a final invoice was received from the contractors, which included backup documentation from the contractors, and a final report/product issued to the RTA.
3. Verified that the project stayed within the approved project budget.
4. Verified that justification and proper concurrence were obtained for amendments regarding contract amounts, extensions, scope changes, and budget revisions.
5. Reviewed payments which the RTA made for the projects, which included backup documentation from the contractors, to ensure that:
 - Requests for payments were made for work that occurred on or after the effective date of the Technical Services or Professional and Consulting Services Agreements, but not after the grant expiration date.
 - Only reimbursable costs allowed under the terms of the agreement's Scope of Services were billed.
 - The contractor's invoices were supported by properly approved supporting documentation (i.e. contractor's time records, record of travel expenses, overhead, etc.), and that their calculations were accurate.
 - The RTA made payments to the contractors after proper internal approvals were obtained.
 - The grantee(s) paid their portion of the project cost, where applicable.
6. Verified that the RTA applied for proper reimbursement from the outside funding sources, and that the RTA received the funds.

We have attached a Schedule of Grant Costs Claimed for the project which shows various numeric data such as the project budget amount, IDOT's share of the project budget, consultant's contract amount, etc. The data shows that the RTA received reimbursement from IDOT for their portion of the grant.

Also attached is a Schedule of Costs for Communities Included in the TOD Regional Technical Assistance Project, which identifies the communities involved in the project and the amounts paid to the consultants.

Audit Conclusions

Based on our audit of SFY 2004 UWP Grant, we have concluded that the project consultants and the grantees have completed the Scope of Services in accordance with contractual and grant agreements. Furthermore, the RTA has been fully reimbursed by IDOT.

It is our recommendation the Grants and Capital Program Division initiate the close-out process for this grant.

Attachments

copy → Jay Ciavarella
Joe Costello
Joe Moriarty
Leanne Redden
Bill Reynolds

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**SCHEDULE OF GRANT COSTS CLAIMED
SFY 2004 UWP GRANT
RTAP STATION AREA PLANNING
TRANSIT ORIENTED DEVELOPMENT (TOD) STUDIES**

SOURCE OF FUNDS	IGA BETWEEN IDOT & RTA			ACTUAL PROJECT COST	COST CLAIMED FROM IDOT	
	TOTAL	20% SHARE	80% SHARE		PAYMENTS	WARRANTS
	BUDGET	BY RTA	BY IDOT		REQUESTED	TOTAL RECEIVED
UWP 2004 - 1 Project						
1) #6607.01 - RTAP Station Area	400,000.00	80,000.00	320,000.00	347,854.12	320,000.00	320,000.00
Planning - Transit Oriented Development (TOD) Studies						
<i>Consultants: HNTB Corp., URS Corp., Camiros, and Crandall Arambula (See attached Schedule of Costs for community/consultant breakdown)</i>						
	400,000.00	80,000.00	320,000.00	347,854.12	320,000.00	320,000.00

**SCHEDULE OF COSTS
FOR COMMUNITIES INCLUDED IN THE TOD TECHNICAL ASSISTANCE PROJECT**

	AMOUNT PER TSA BETWEEN RTA & COMMUNITY	AMOUNT PER IGA BETWEEN RTA & VILLAGE	CONTRACT AMOUNT BETWEEN VILLAGE & CONSULTANT	RTA PAYMENTS TO CONSULTANT/COMMUNITY	COMMENTS
Consultant: HNTB Corp.					
La Grange	66,172.80		125,000.00	66,172.80	The total expenses related to the 2004 UWP Grant amounted to \$75,000. IDOT was responsible for 80%, or \$60,000. The RTA was responsible for \$6,172.80.
New Lenox		106,629.00		30,077.69	The total expenses related to the 2004 UWP Grant amounted to \$30,077.69. IDOT was responsible for 80% of that amount, which totaled \$24,062.14.
Wood Dale	73,360.00		91,700.00	73,359.98	The total expenses related to the 2004 UWP Grant amounted to \$91,700. IDOT was responsible for 80% of that amount, which totaled \$73,360.
Consultant: Camiros, Ltd.					
Niles	89,809.20		99,787.68	89,807.90	The total expenses related to the 2004 UWP Grant amounted to \$99,786.56. IDOT was responsible for 80% of that amount, which totaled \$79,829.24. The RTA was responsible for \$9,978.66.
Consultant: Crandall Arambula					
Oak Park	60,000.00		241,518.00	60,000.00	The total expenses related to the 2004 UWP Grant amounted to \$75,000. IDOT was responsible for 80%, or \$60,000.
Consultant: URS Corp.					
Midlothian	133,313.85		99,683.00	28,435.75	The total expenses related to the 2004 UWP Grant amounted to \$28,435.75. IDOT was responsible for 80% of that amount, which totaled \$22,748.60.
	422,655.85	106,629.00	657,688.68	347,854.12	