



Transmitted via e-mail

December 7, 2011

Ms. Kim Garcia, Assistant Director of Administration
Office of Traffic Safety
2208 Kausen Drive, Suite 300
Elk Grove, CA 95758

Dear Ms. Garcia:

**Final Report—Santa Clara County Public Health Department, Office of Traffic Safety
Grant Audit**

The Department of Finance, Office of State Audits and Evaluations, has completed its audit of the Santa Clara County (County) Public Health Department's Senior Driver Traffic Safety Program grant OP0906, for the period of October 1, 2008 through September 30, 2010.

The enclosed report is for your information and use. Because there were no audit observations or issues requiring a response, we are issuing the report as final.

We appreciate the assistance and cooperation of the County. If you have any questions regarding this report, please contact Kimberly Tarvin, Manager, or Rick Cervantes, Supervisor, at (916) 322-2985.

Sincerely,

Original signed by:

David Botelho, CPA
Chief, Office of State Audits and Evaluations

Enclosure

cc: Ms. Donna Black, Regional Coordinator, Office of Traffic Safety
Ms. Deborah Hrepich, Associate Accounting Analyst, Office of Traffic Safety
Mr. Dan Peddycord, Director, Santa Clara County Public Health Department
Ms. Bonnie Broderick, Director of Chronic Disease and Injury Prevention, Santa Clara
County Public Health Department
Ms. Janie Burkhart, Program Manager, Traffic Safe Communities Network, Santa Clara
County Public Health Department
Ms. Jodie Lam, Accounting Manager, Santa Clara Valley Health and Hospital System

AUDIT REPORT

Santa Clara County
Senior Driver Traffic Safety Program
Grant Agreement OP0906

Prepared By:
Office of State Audits and Evaluations
Department of Finance

MEMBERS OF THE TEAM

Kimberly Tarvin, CPA
Manager

Rick Cervantes, CPA
Supervisor

Staff
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Final reports are available on our website at <http://www.dof.ca.gov>

You can contact our office at:

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BACKGROUND, SCOPE, METHODOLOGY, AND RESULTS

BACKGROUND

The Office of Traffic Safety (OTS) is charged with the responsibility of obtaining and distributing federal funds in an effort to carry out the direction of the National Highway Traffic Safety Act. The federal funds are designed to mitigate traffic safety problems as defined by the Highway Safety Plan. Currently, there are eight program priority areas earmarked for grant funding: Alcohol and Other Drugs, Occupant Protection, Pedestrian and Bicycle Safety, Emergency Medical Services, Traffic Records, Roadway Safety, Motorcycle Safety, and Police Traffic Services. OTS allocates funds to local government agencies to implement these programs via grant awards¹.

The Santa Clara County Public Health Department (County) received a grant from OTS for the Senior Driver Traffic Safety Program. This program is a unique comprehensive project that increases access to self-assessments and combines classroom education, CarFit events, media promotion, alternative transportation outreach and referral, and evaluation to improve senior driver safety and decrease traffic collisions, injuries, and fatalities².

SCOPE

In accordance with an interagency agreement, the Department of Finance, Office of State Audits and Evaluations, conducted a performance audit of the following grant:

<u>Grant Agreement</u>	<u>Grant Period</u>	<u>Award</u>
OP0906	October 1, 2008 through September 30, 2010	\$260,984

The audit objectives were to determine whether the County's grant expenditures claimed were in compliance with applicable laws, regulations, and grant requirements; and to determine whether the grant goals and objectives were completed as required. In order to design adequate procedures to conduct our audit, we obtained an understanding of the relevant internal controls. We did not assess the efficiency or effectiveness of program operations.

The County's management is responsible for ensuring accurate financial reporting and compliance with applicable laws, regulations, and grant requirements. OTS is responsible for the state-level administration of the grant program.

¹ Excerpts from www.OTS.ca.gov.

² Excerpts from grant agreement OP0906.

METHODOLOGY

To determine whether grant expenditures were in compliance with applicable laws, regulations, and the grant requirements; and if the grant goals and objectives were completed as required, we performed the following procedures:

- Interviewed key personnel to obtain an understanding of the grant-related internal controls.
- Examined the grant files, the grant agreement, and applicable policies and procedures.
- Reviewed the County's accounting records, personnel documents, and vendor invoices.
- Selected a sample of expenditures to determine if costs were allowable, grant-related, incurred within the grant period, supported by accounting records, and properly recorded.
- Performed procedures to determine if other revenue sources were used to reimburse expenditures already reimbursed with grant funds.
- Evaluated whether a sample of grant goals and objectives required by the grant agreement were met.

The results of the audit are based on our review of documentation, other information made available to us, and interviews with staff directly responsible for administering grant funds. The audit was conducted from July 2011 through December 2011.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

RESULTS

Based on the audit procedures performed, the County was in compliance with the requirements of the grant agreement. No observations or questioned costs were identified. The Schedule of Claimed amounts is presented in Table 1.

Table 1: Schedule of Claimed Amounts

Grant Agreement OP0906 For the Period October 1, 2008 through September 30, 2010	
Category	Claimed³
Personnel Costs	\$ 141,643
Travel Expense	1,750
Contractual Services	3,000
Other Direct Costs	16,757
Indirect Costs	21,246
Total Expenditures	\$ 184,396

³ For grant agreement OP0906, the County only claimed \$184,396 of the \$260,984 awarded.