



Transmitted via e-mail

October 6, 2016

Mr. Robert Nelson, Assistant Director of Administration  
California Office of Traffic Safety  
2208 Kausen Drive, Suite 300  
Elk Grove, CA 95758

Dear Mr. Nelson:

**Final Report—University of California, San Diego, Traffic Safety Audit**

The Department of Finance, Office of State Audits and Evaluations, has completed its audit of the University of California, San Diego (University) grant OP1409, issued by the California Office of Traffic Safety.

The enclosed report is for your information and use. The University's response to the report finding is incorporated into this final report. The University agreed with our finding and we appreciate its willingness to implement corrective action. This report will be placed on our website.

We appreciate the assistance and cooperation of the University. If you have any questions regarding this report, please contact Susan Botkin, Manager, or Edwina Troupe, Supervisor, at (916) 322-2985.

Sincerely,

Original signed by:

Jennifer Whitaker, Chief  
Office of State Audits and Evaluations

Enclosure

cc: Ms. Judy Dancy, Regional Coordinator, California Office of Traffic Safety  
Ms. Trina Nguyen, Associate Accounting Analyst, California Office of Traffic Safety  
Mr. David Meier, Director, Audit and Management Advisory Services, University of California, San Diego  
Ms. Jill Rybar-Waryk, Community Health Program Manager, Family Medicine and Public Health, University of California, San Diego  
Mr. Louis (Jay) Covell, Fund Manager, Family Medicine and Public Health, University of California, San Diego  
Ms. Christine Taylor, Auditor, Audit and Management Advisory Services, University of California, San Diego

AUDIT REPORT

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University of California, San Diego  
Training Professionals to Promote Older Driver Safety  
Grant Agreement OP1409

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

## **MEMBERS OF THE TEAM**

Susan Botkin, CGFM  
Manager

Edwina Troupe, CPA, JD  
Supervisor

Staff  
Nicole Shane

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

You can contact our office at:

Department of Finance  
Office of State Audits and Evaluations  
915 L Street, 6<sup>th</sup> Floor  
Sacramento, CA 95814  
(916) 322-2985

# BACKGROUND, SCOPE AND METHODOLOGY

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## BACKGROUND

The California Office of Traffic Safety's (OTS) mission is to effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries, and economic loss. OTS implements its mission by awarding grants to local and state public agencies from several federal funding sources. The ten priority areas of concentration for grant funding include the following: Alcohol-Impaired Driving, Distracted Driving, Drug-Impaired Driving, Occupant Protection, Pedestrian and Bicycle Safety, Traffic Records, Emergency Medical Services, Roadway Safety, Police Traffic Services, and Motorcycle Safety.<sup>1</sup>

The University of California, San Diego, Department of Family Medicine and Public Health (University) received a grant from OTS for \$339,997 to reduce motor vehicle injuries and fatalities by training professionals to better identify impairments in older drivers and take appropriate actions. The training curriculum addresses the epidemiology of driving patterns with aging, the impact of medical conditions and medications on driving, and the California Department of Motor Vehicles reporting requirements and methods. The training activities include in-person and online training for health professionals and law enforcement, and implementation of a train-the-trainer model for the California Highway Patrol.<sup>2</sup>

## SCOPE

In accordance with an interagency agreement, the Department of Finance, Office of State Audits and Evaluations, audited grant agreement OP1409 for the period October 1, 2013 through September 30, 2014.

The audit objectives were to determine whether the University's grant expenditures claimed were in compliance with applicable laws, regulations, and grant requirements; and whether the grant accomplishments were accurately reported in the Final Quarterly Performance Report (QPR). We did not assess the efficiency or effectiveness of program operations.

The University'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.

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<sup>1</sup> Excerpts from [www.OTS.ca.gov](http://www.OTS.ca.gov).

<sup>2</sup> Excerpts from grant agreement OP1409.

## **METHODOLOGY**

To determine whether grant expenditures were in compliance with applicable laws, regulations, and the grant requirements; and whether the grant accomplishments were accurately reported in the Final QPR, we performed the following procedures:

- Examined the grant files, the grant agreement, and applicable policies and procedures.
- Reviewed the University's accounting records, time reports, claim invoices, and subcontractor documents.
- Selected a sample of claimed expenditures and determined whether they were allowable, grant-related, incurred within the grant period, supported by accounting records, and properly recorded.
- Evaluated whether other revenue sources were used to reimburse expenditures claimed for reimbursement under the grant agreement.
- Evaluated whether a sample of grant accomplishments were accurately reported in the Final QPR by reviewing consultant invoices, e-mail correspondence, and training report forms.

In conducting our audit, we obtained an understanding of the University's internal controls, including any information systems controls that we considered significant within the context of our audit objectives. We assessed whether those controls were properly designed and implemented. Any deficiencies in internal control that were identified during the audit and determined to be significant within the context of our audit objectives are included in this report.

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.

The grant expenditures claimed complied with the grant agreement requirements. The Schedule of Claimed Amounts is presented below.

### Schedule of Claimed Amounts

Grant Agreement OP1409	
Category	Claimed <sup>1</sup>
Personnel Costs	\$ 240,723
Travel Expenses	13,904
Contractual Services	20,307
Other Direct Costs	21,428
Indirect Costs	36,109
<b>Total Expenditures</b>	<b>\$ 332,471</b>

However, the Final Quarterly Performance Report (QPR) is not accurate. We selected 5 of 11 grant objectives to verify reporting accuracy. We noted a discrepancy for 1 of the 5 objectives verified. The discrepancy is discussed in Finding 1.

### Finding 1: Final Quarterly Performance Report is Not Accurate

The University inaccurately reported grant accomplishments in the Final QPR as follows:

- Objective 8: The University under reported the number of active interns in the Final QPR. The University had seven active interns throughout the year, but reported six interns.

Accuracy in reporting will assist OTS in determining whether the goals and objectives of the grant were achieved. The under reporting of interns working on the grant was due to a lack of communication among grantee staff.

The Grant Agreement, Schedule A, requires the University to collect and report actual and appropriate data that supports the progress of goals and objectives.

### Recommendations:

- A. Implement controls to include verification of information before it is reported.
- B. Improve communication among grantee staff to ensure grant accomplishments are reported accurately.

<sup>1</sup> OTS awarded \$339,997 and the University claimed \$332,471.





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September 23, 2016

Jennifer Whitaker, Chief  
Department of Finance  
Office of State Audits and Evaluations  
915 L Street, 6<sup>th</sup> Floor  
Sacramento, CA 95814

Dear Ms. Whitaker:

The University of California, San Diego (UCSD) has received the draft report for the audit of UCSD grant OP1409, issued by the California Office of Traffic Safety.

The report cited one finding requiring correction action. UCSD has thoroughly reviewed the transaction identified in the finding and our response is as follows:

**FINDING 1:**

Final Quarterly Performance Report is Not Accurate

**REQUIRED ACTION:**

- A. Implement controls to include verification of information before it is reported.
- B. Improve communication among grantee staff to ensure grant accomplishments are reported accurately.

UCSD Response to Finding 1

The error in reporting the correct total number of student interns working on the project for the 12-month period in the final quarterly report was an oversight. One graduate student worked on data analysis and manuscript preparation under the direction of Dr. Hill. The student did not work out of the main office location; therefore, one student was overlooked in the final count. The correct number of student interns for the project year should have been reported as seven, which includes the graduate student.

Steps to ensure accuracy in reporting have been taken since this was brought to our attention. For every grant objective that includes a quantifiable deliverable, a tracking tool has been created to document



activities and student intern names. The tool will be maintained by the Administrative Coordinator under the direction of the Program Manager. Utilizing the tracking tools when preparing quarterly reports will ensure accurate reporting.

Thank you for the opportunity to respond to the finding that was identified in your audit. If you have any questions related to the responses provided, please contact me at 858-534-1334.

*original signed by  
Christa Perkins for*

David Meier  
Director  
Audit & Management Advisory Services  
University of California, San Diego

cc: L. Covell  
J. Rybar