

# California Department of Transportation

DIVISION OF LOCAL ASSISTANCE  
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September 25, 2024

Elaine Kabala  
Executive Director  
Eastern Sierra Council of Governments  
P.O. Box 1609  
Mammoth Lakes, CA 93546

Dear Ms. Kabala:

This letter serves as the California Department of Transportation's (Caltrans) Division of Local Assistance (DLA) corrective action plan for the findings described in the Pre-Award Audit, File 24PRE.A02, for Eastern Sierra Council of Governments (ESCOG) dated June 13, 2024.

## **FINDING 1 – Procurement**

ESCOG's procurement policies need to be updated to ensure compliance with Code of Federal Regulations (CFR) requirements.

### **Corrective Actions Required by February 28, 2025:**

1. Ensure appropriate staff attend the Local Agency Architectural & Engineering (A&E) Contract Procurement training to become more familiar with the updated procedures in Chapter 10 of the Local Assistance Procedures Manual (LAPM). ESCOG must submit a list of staff who attended the DLA A&E webinar for verification. The A&E training webinar is available at the below website:  
<https://www.youtube.com/watch?v=Dif3qdXKRco>
2. Adopt Chapter 10 of the LAPM. Since DLA updates the LAPM annually, it is suggested our partners use language adopting future versions as part of their procedures as a best practice. Chapter 10 of the LAPM and future updates located here:  
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch10.pdf>

**FINDING 2 – Payroll**

ESCOG does not verify staff's timesheets for the time spent working on the grants.

**Corrective Actions Required by February 28, 2025:**

3. Within five months of the CAP letter, ESCOG will be required to provide updated grant management procedures. Updates to procedures are to include, but not be limited to additional verification of timesheets for time spent on grants. This may include adding a step to for supervisor approval of the timesheet.

ESCOG will submit the updated grant management procedures to DLA for review and approval prior to implementation.

Paula Vargas will be in contact with ESCOG to discuss the corrective actions in further detail. You may contact Paula Joy Vargas directly at [paula.vargas@dot.ca.gov](mailto:paula.vargas@dot.ca.gov).

Sincerely,



Dee Lam  
Chief, Division of Local Assistance

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