



## STAFF REPORT

**To:** ESCOG Joint Powers Authority

**From:** Elaine Kabala, ESCOG Executive Director

**Subject:** Adopt a Resolution of the Board of the Eastern Sierra Council of Governments Adopting Corrective Actions Pursuant to the California Department of Transportation's Division of Local Assistance Corrective Action Plan

**Meeting date:** February 26, 2025

**Prepared on:** February 15, 2025

**Attachments:** A) Resolution of the Board of the Eastern Sierra Council of Governments Adopting Corrective Actions Pursuant to the California Department of Transportation's Division of Local Assistance Corrective Action Plan

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### **BACKGROUND/HISTORY:**

The ESCOG submitted a grant application under the Reconnecting Communities: California Highways to Boulevards funding opportunity, which required a pre-award audit to determine that the ESCOG's financial management system, which includes payroll, procurement, and contract management; is adequate to accumulate and segregate reasonable and allowable project costs in accordance with Title 2 Code of Federal Regulations, Subtitle A, Chapter 2, Part 200, and the terms of the California Department of Transportation (Caltrans) agreements.

The Caltrans audit required the ESCOG take the following actions to ensure compliance with Code of Federal Regulations requirements in order to enter into future funding agreements with Caltrans:

- 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.
- 2) Adopt Chapter 10 of the Caltrans Local Assistance Procedures Manual.
- 3) Provide updated grant management procedures 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.

Accordingly, staff attended the Local Agency Architectural & Engineering (A&E) Contract Procurement training as provided by Caltrans. Staff has also provided the attached Grant Management Procedures, which specifically include the Board Chair will review and verify the Executive Director's timesheet if required by grant funding. Lastly, staff recommends the Board adopt the attached resolution, which includes adoption of the Chapter 10 of the Caltrans Local Assistance Procedures Manual for Caltrans funded projects.

**BUDGET IMPACTS:**

None.

**LEGAL REVIEW:**

ESCOG Counsel Grace Chuchla has reviewed this item and found that it complies with the law.

**RECOMMENDATION:**

Staff requires the Board adopt a Resolution of the Board of the Eastern Sierra Council of Governments Adopting Corrective Actions Pursuant to the California Department of Transportation's Division of Local Assistance Corrective Action Plan.