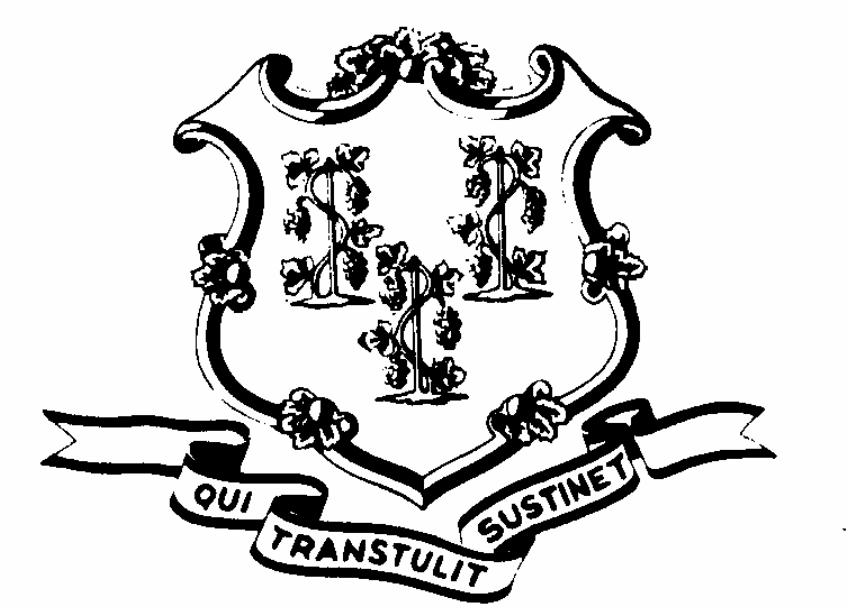
Compliance Supplement

to the

State Single Audit Act

For Fiscal Years Beginning On or After

July 1, 2004



State of Connecticut
Office of Policy and Management
Intergovernmental Policy Division
Municipal Finance Services

5/05

COMPLIANCE SUPPLEMENT
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PART i - INTRODUCTION

CURRENT INFORMATION UPDATE FOR 2005

Over the past two years, the State of Connecticut has used a new accounting system, referred to as Core-CT. Core-CT required new account codes to be assigned to all programs. The programs contained in this Compliance Supplement are identified by the Core-CT coding. If you encounter a program that is not in the Compliance Supplement for which the Core-CT coding is not available from the grantee, please contact the respective State agency for the Core-CT number. The Core-CT number should be used to identify programs listed on the Schedule of Expenditures of State Financial Assistance and on the Schedule of Findings and Questioned Costs.

REVISED SCHEDULE OF FINDINGS AND QUESTIONED COSTS

It has been approximately two years since the format of the Schedule of Findings and Questioned Costs was changed to conform to the one used in federal single audits. All auditors are strongly encouraged to report using this format. Although the format presented in the Schedule is a recommendation, the contents presented in the Schedule are required and notification of missing or incomplete information will be communicated to the grantee and its auditor. Section 1.14, Part 5 of the Compliance Supplement contains a sample of the suggested format and the required information.

GENERAL INFORMATION

The Compliance Supplement is effective for audits of fiscal years beginning on or after July 1, 2004, and supersedes all previous compliance supplements including updates issued by the Connecticut Office of Policy and Management (OPM). Every effort has been made to provide the most current information related to programs and program contacts.

This Supplement is based on the 1998 revisions to the Connecticut State Single Audit Act (hereafter referred to as the "Act"). The Act is codified in Sections 4-230 through 4-236 of the Connecticut General Statutes as amended by P.A. 98-143. The Regulations to the Act are included in this supplement.

This Supplement identifies existing compliance requirements that the State of Connecticut expects to be considered as part of an audit required by the Act. For the programs contained herein, this Supplement provides a source of information for

auditors to understand the State programs objectives, procedures, and compliance requirements relevant to the audit as well as audit objectives and suggested audit procedures for determining compliance with these requirements.

The concept of a State Single Audit is based upon the Federal Government's Single Audit. For this reason, many of the provisions and guidelines provided in the Act, the Regulations to the Act and this Supplement are similar to the Federal Government's requirements and guidelines. Auditors should be aware however, that there are **distinct** and **significant differences** between the Federal Single Audit Act and the Connecticut State Single Audit Act. For this reason, it is important that the auditor be aware of the requirements and guidelines necessary to perform a Connecticut State Single Audit or a program audit in accordance with the Act and its Regulations.

UPDATE OF REQUIREMENTS

The Regulations to the Act state that state agencies are responsible to annually inform the Secretary of OPM of any updates needed to this Supplement. However, auditors should recognize that laws and regulations change periodically and that delays may occur between such changes and revisions to this Supplement. Moreover, auditors should recognize that there may be provisions of contract and grant agreements that are not specified in law or regulation and, therefore, the specifics of such are not included in this Supplement. The grant agreement may specify a certain matching percentage or set a priority for how funds should be spent (e.g., a requirement to not fund certain size projects). A State agency may also impose additional requirements on a recipient as part of the resolution of prior audit findings.

Accordingly, the auditor should: (1) perform reasonable procedures to ensure that compliance requirements are current and to determine whether there are any additional provisions of contract and grant agreements that should be covered by an audit under the Act and (2) update or augment the requirements contained in this Supplement where appropriate.

Reasonable procedures may include inquiry of nonstate entity management and review of the contract and grant agreements for programs selected for testing (i.e., major programs).

RESPONSIBILITY FOR OTHER REQUIREMENTS

Although the focus of this Supplement is on compliance requirements that could have a direct and material effect on a major program, auditors also have responsibility under *Generally Accepted Government Auditing Standards* (GAGAS) for other requirements when specific information comes to the auditor's attention that provides evidence concerning the existence of possible noncompliance that could have a material indirect effect on a major program.

OVERVIEW OF THIS SUPPLEMENT

Compliance Requirements (Part 1)

Part 1 lists and describes the 6 types of compliance requirements and, (except for Special Tests and Provisions), the related audit objectives that the auditor shall consider in every audit conducted under the Act and its Regulations. An exception is program-specific audits performed in accordance with a State awarding agency's program-specific audit guide (if available). Suggested audit procedures are also provided to assist the auditor in planning and performing tests of the nonstate entity's compliance with the requirements of State programs. Auditor judgment will be necessary to determine whether the suggested audit procedures are sufficient to achieve the stated audit objectives and whether additional or alternative audit procedures are needed. It is the auditor's responsibility to determine the nature, timing, and extent of the audit procedures necessary to meet the audit objectives.

The compliance requirements for Special Tests and Provisions are unique to each State program; therefore, compliance requirements and suggested audit procedures for Special Tests and Provisions are not included in Part 1.

The common elements of an internal control system for the six types of compliance requirements are provided in Part 1. Part 1 does not include suggested audit procedures to test internal control because of the diversity of systems in place among nonstate entities. The auditor must determine appropriate procedures to test internal control on a case by case basis considering factors such as the nonstate entity's internal control, the compliance requirements, the audit objectives for compliance, the auditor's assessment of control risk, and the audit requirement to test internal control as prescribed in Regulations to the Act.

Agency Program Requirements (Part 2)

For each State program included, Part 2 lists and describes program objectives, program procedures, and compliance requirements that are specific to the program. With the exception of Special Tests and Provisions, the auditor shall refer to Part 1 for the audit objectives and suggested audit procedures that pertain to the compliance requirements associated with the programs. Special Tests and Provisions are unique to each program; therefore the audit objectives and suggested audit procedures for each program are included in Part 2.

The description of program procedures is general in nature. Some programs may operate somewhat differently than described due to: (1) The complexity of governing laws and regulations; (2) the administrative flexibility afforded nonstate entities; and, (3) the nature, size, and volume of transactions involved. Accordingly, the auditor should obtain an understanding of the applicable compliance requirements and program procedures in operation at the nonstate entity to properly plan and perform the audit.

Guidance for Auditing Programs Not Included in this Compliance Supplement (Part 3)

Part 3 provides guidance to auditors in identifying the compliance requirements and designing tests of compliance with such requirements of programs not included in this Supplement.

Vendor and Subrecipients (Part 4)

Sample Reports and Schedules (Part 5)

State Single Audit Act (Part 6)

State Single Audit Regulations (Part 7)

State Agency Contacts List (Part 8)

Sample Corrective Action Plan (Part 9)

Notification of Appointment of Auditor (Part 10)

SSA Extension Request Form (Part 11)

SSA Filing Exemption Notification (Part 12)

Cognizant Agency Appointments (Part 13)

State Agency Codes (Part 14)

Exempt Programs and Programs Not Requiring Compliance Testing (Part 15)

The following is a summary of changes to programs in Part 2 of the compliance supplement.

SECTION 1
CONNECTICUT COMMISSION ON ARTS, TOURISM, CULTURE, HISTORY & FILM

1) The following grant has been DELETED:

   a) 12060-CAT45200-16005-70 Urban Artists Initiative Grant Program

SECTION 2
DEPARTMENT OF CHILDREN AND FAMILIES

1) The following grant is NEW for statutory or program changes:

   a) 11000-DCF91110-12304 Family Support Services

SECTION 3
CHILDREN'S TRUST FUND COUNCIL

This section has no deleted or new programs.

SECTION 4
DEPARTMENT OF CORRECTION

This section has no deleted or new programs.

SECTION 5
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

This section has no deleted or new programs.

SECTION 6
DEPARTMENT OF EDUCATION

1) The following grants are NEW for statutory or program changes:

a)	11000-SDE64000-12261	Connecticut Writing Project (CWP)
b)	11000-SDE64000-12300	Everybody Wins! CT's Readers as Leaders
c)	11000-SDE64000-17084	After School Program

SECTION 7
DEPARTMENT OF ENVIRONMENTAL PROTECTION

This section has no deleted or new programs.

SECTION 8
DEPARTMENT OF HIGHER EDUCATION

This section has no deleted or new programs.

SECTION 9
JUDICIAL BRANCH

1) The following grant has been DELETED:

a)	11000-JUD96114-12043-004	Day Incarceration Centers

2) The following grants are NEW:

a)	11000-JUD96114-12105-054	Center for Assessment and Respite Enrichment
b)	11000-JUD96114-12043-055	Adult Behavioral Health Services
c)	11000-JUD96114-12105-056	Juvenile Review Board
d)	11000-JUD96114-12105-057	Building Bridges
e)	11000-JUD96114-12043-058	Bridgeport Domestic Violence
f)	11000-JUD96114-12043-059	Drug Intervention

SECTION 10
DEPARTMENT OF LABOR

1) The following grants are NEW:

a)	12007-DOL40000-12045	Occupational Health Clinics
b)	12007-DOL40000-12232	Opportunity Industrial Centers
c)	12007-DOL40000-90135	Workforce Training
d)	12007-DOL40000-40053	Job Training Innovation

SECTION 11
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

1) The following grants have been DELETED:

a)	11000-MHA53000-12215	Grants to Community Agencies and Municipalities for Regional Action Councils
b)	11000-MHA53000-90265	Young Offender Model

SECTION 12
DEPARTMENT OF MENTAL RETARDATION

1) The following grant has been DELETED:

a)	12060-DMR50000-20441 12060-DMR50000-20513	Birth to Three Program

SECTION 13
OFFICE OF WORKFORCE COMPETITIVENESS

1) The following grants are NEW:

a)	11000-OWC22000-12309	Small Business Innovation Research Initiative
b)	11000-OWC22000-12310	Connecticut Space Grant Consortium
c)	11000-OWC22000-12312	Nanotechnology Initiative

SECTION 14
OFFICE OF POLICY AND MANAGEMENT

1) The following grants have been DELETED:

a) 11000-OPM20600-17028	Drug Enforcement Program
b) 11000-OPM20600-17028	Safe Neighborhoods Program
c) 11000-OPM20350-12222	Children and Youth Development
d) 11000-OPM20350-12254	Neighborhood Youth Centers (NYC)
e) 11000-OPM20600-16053	Miscellaneous Grants Program
f) 12060-OPM20310-30245	Keep Kids Safe Program
g) 11000-OPM20600-16051	Arts Recreation and Culture Grant Program
h) 11000-OPM20350-12183	The Governor's Prevention Partnership

SECTION 15
DEPARTMENT OF PUBLIC HEALTH

This section has no deleted or new programs.

SECTION 16
DEPARTMENT OF PUBLIC SAFETY

This section has no deleted or new programs.

SECTION 17
CONNECTICUT STATE LIBRARY

This section has no deleted or new programs.

SECTION 18
DEPARTMENT OF SOCIAL SERVICES

This section has no deleted or new programs.

SECTION 19
DEPARTMENT OF TRANSPORTATION

This section has no deleted or new programs.

PART 1

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANGAGEMENT
STATE SINGLE AUDIT ACT
COMPLIANCE CRITERIA

The following are the elements of compliance under the State Single Audit Act:

- ◊ Activities allowed or unallowed
- ◊ Eligibility
- ◊ Matching, level of effort, or earmarking
- ◊ Reporting
- ◊ Subrecipient monitoring
- ◊ Special tests and provisions

Internal Control

In general, the auditor must plan the testing of internal control over compliance for major programs to support a low level of control risk for the assertions relevant to the compliance requirements for each major program. Professional standards do not define or quantify a low assessed level of control risk. Therefore, the auditor must use professional judgement to determine the procedures necessary to obtain a low level of control risk. If internal control over compliance for some or all of the compliance requirements for a major program are likely to be ineffective in preventing or detecting noncompliance, the auditor shall follow AICPA guidance.

Because of the diversity of systems employed by recipients of state awards, audit procedures to test internal control are not presented in this manual. The auditor must determine appropriate procedures to test internal control on a case by case basis. Common elements of an internal control system are presented below.

Compliance

Information on individual program compliance issues is presented in the Compliance Supplement in order to assist the auditor in developing an understanding of issues, which the grantor agency has identified as critical to ensuring compliance with applicable laws, regulations, contracts and agreements.

Audit procedures are provided below to assist auditors in planning and performing tests of compliance with requirements of State programs. Auditor judgment will be necessary to determine whether the suggested audit procedures are sufficient to achieve the stated audit objective and whether additional or alternative audit procedures are needed.

The suggested procedures are in lieu of specifying audit procedures for each of the programs included in the Compliance Supplement. This approach simplifies and reduces repetition of information, which is common to grant programs.

A. ACTIVITIES ALLOWED OR UNALLOWED

Specific requirements for activities allowed or unallowed are determined for each State program based on laws, regulations, and the provisions of contract or grant agreements pertaining to the program. For programs included in the Compliance Supplement, the specific requirements are contained therein. For programs not included in the supplement, the auditor shall review the provisions governing the operation of the program and develop audit procedures to ensure that the program is administered in accordance with applicable laws, regulation, contract and or grant agreement which could have a direct and material effect on the program being audited.

Audit Objectives

Determine whether funds received under State awards were expended only for allowable activities.

Internal Control

Internal Control Considerations

Internal control over allowable activities must be evaluated and tested by the auditor. A description of the components of internal control and examples of characteristics common to a system over activities allowed or unallowed are presented below. The following does not represent a checklist of required internal control characteristics. An auditee could have adequate internal control even though some or all of the characteristics included below are not present. Auditors must use professional judgement in determining the most appropriate and cost effective internal control in a given environment or circumstance to provide reasonable assurance for compliance with State program requirements.

- ◊ Control objectives
  - ◊ Provide reasonable assurance that State awards are expended only for allowable activities
- ◊ Control environment
  - ◊ Management sets reasonable budgets for State and non-State programs so that no incentive exists to miscode expenditures
  - ◊ Organization-wide cognizance of need for separate identification of allowable State costs.
  - ◊ Management provides personnel approving expenditures with a list of allowable and unallowable expenditures

- ◊ Risk assessment
  - ◊ Key manager has a sufficient understanding of staff, processes, and controls to identify where unallowable activities or costs could be charged to a State program and not be detected.
- ◊ Control activities
  - ◊ Accountability provided for charges and costs between State and non-State activities
  - ◊ Process in place for timely updating of procedures for changes in activities allowed.
  - ◊ Computations checked for accuracy
  - ◊ Supporting documentation compared to list of allowable and unallowable expenditures
  - ◊ Adequate segregation of duties
  - ◊ Accountability for authorization is fixed in an individual who is knowledgeable of the requirements for determining activities allowed.
- ◊ Information and communication
  - ◊ Reports, such as a comparison of budget to actual provided to appropriate management for review on a timely basis.
  - ◊ Establishment of internal and external communication channels on activities.
  - ◊ Training programs, both formal and informal, provide knowledge and skills necessary to determine activities allowed.
  - ◊ Interaction between management and staff regarding questioned costs.
  - ◊ Grant agreements and other pertinent information available to staff responsible for determining activities allowed under the State program.
- ◊ Monitoring
  - ◊ Management reviews supporting documentation of allowable activities
  - ◊ Comparisons made with budget and expectations of allowable activities
  - ◊ Analytic reviews and audits performed.

Audit Requirement

The auditor is responsible for performing tests to document that the auditee's assertions are being utilized. The extent and content of such tests are to be developed by the auditor based on professional judgement.

Compliance

Suggested Audit Procedures

1. Allowability of specific transactions and activities
    - ◊ Identify the types of activities which are either specifically allowed or prohibited by the laws, regulations, and the provisions of contract or grant agreements pertaining to the program.
    - ◊ Select a sample of transactions and perform procedures to verify that the transactions were for an allowable activity, and are reasonable and necessary.
    - ◊ The auditor should be alert for transfers of funds from program accounts which may have been used to fund unallowable activities.

2. If the program has subrecipients, test a sample of approved subrecipient agreements to verify that the activities covered by the agreement were allowable.

B. ELIGIBILITY

Specific requirements for eligibility are determined for each State program based on laws, regulations, and the provisions of contract or grant agreements pertaining to the program. For programs included in the Compliance Supplement, eligibility requirements are contained therein. This compliance requirement specifies the criteria for determining the individuals, groups of individuals, or subrecipients that can participate in the program and the amounts for which they qualify. For programs not included in the supplement, the auditor shall review the provisions governing the operation of the program and develop audit procedures to ensure that the program is administered in accordance with applicable laws, regulation, contract and or grant agreement which could have a direct and material effect on the program being audited.

Audit Objectives

Determine whether only eligible individuals or groups of individual participated in the program, subawards (if any) were made only to eligible subrecipients, and that amounts provided to or on behalf of eligible participants were calculated in accordance with program requirements.

Internal Control

Internal Control Considerations

Internal control over eligibility must be evaluated and tested by the auditor if they are relevant to the program being audited. A description of the components of internal control and examples of characteristics common to a system over eligibility are presented below. The following does not represent a checklist of required internal control characteristics. An auditee could have adequate internal control even though some or all of the characteristics included below are not present. Auditors must use professional judgement in determining the most appropriate and cost effective internal control in a given environment or circumstance to provide reasonable assurance for compliance with State program requirements.

- ◊ Control objectives
  - ◊ Provide reasonable assurance that only eligible individuals and organizations receive assistance under State award programs, that sub-awards are made only to eligible subrecipients, and that amounts provided to or on behalf of participants were calculated in accordance with program requirements.
- ◊ Control environment
  - ◊ Staff size and competence provides for proper making of eligibility determinations.
  - ◊ Realistic caseload/performance targets established for eligibility determination.
  - ◊ Lines of authority clear for determining eligibility
- ◊ Risk assessment
  - ◊ Identification of risk that eligibility information prepared internally or received from external sources could be incorrect.
  - ◊ Conflict of interest statements are maintained for individuals who determine eligibility
  - ◊ Process for assessing risks resulting from changes to eligibility determination system.
- ◊ Control activities
  - ◊ Written policies provide direction for making and documenting eligibility determinations.
  - ◊ Procedures to calculate eligibility amounts consistent with program requirements.
  - ◊ Eligibility objectives and procedures clearly communicated to employees.
  - ◊ Authorization signatures on eligibility documents periodically reviewed.
  - ◊ Access to eligibility records limited to appropriate persons.
  - ◊ Criteria checklists used in making eligibility determinations.

- ◊ Verification of accuracy of information used in eligibility determination.
- ◊ Procedures to ensure the accuracy and completeness of data used to determine eligibility requirements.

◊ Information and communication
- ◊ Information system meets needs of eligibility decisionmakers and program management.
- ◊ Processing of eligibility information subject to edit checks and balancing procedures.
- ◊ Training programs inform employees of eligibility requirements.
- ◊ Channels of communication exist for people to report suspected eligibility improprieties.
- ◊ Management receptive to suggestions to strengthen eligibility determination process.
- ◊ Documentation of eligibility determinations in accordance with program requirements.

◊ Monitoring
- ◊ Periodic analytical reviews of eligibility determinations performed by management.
- ◊ Program quality control procedures performed.
- ◊ Periodic audits of detailed transactions.

Audit Requirement

The auditor is responsible for performing tests to document that the auditee's assertions are being utilized. The extent and content of such tests are to be developed by the auditor based on professional judgement.

Compliance

Suggested Audit Procedures

1. Eligibility of individuals
   - ◊ Perform procedures to ascertain if the entity's records/database includes all individuals receiving benefits during the audit period (e.g., that the population of individuals receiving benefits is complete).
   - ◊ Select a sample of individuals receiving benefits and perform tests to ascertain if the:
     - ◊ Specific individuals were eligible in accordance with the compliance requirement of the program.
     - ◊ Benefits paid to or on behalf of the individuals were calculated correctly and in compliance with the requirements of the program.
     - ◊ Benefits were discontinued when the period of eligibility expired.

2. Eligibility of subrecipients
    - ◊ If the determination of eligibility is based upon an approved application or plan, obtain a copy of this document and identify the applicable eligibility requirements.
    - ◊ Select a sample of the awards to subrecipients and perform procedures to verify that the subrecipients were eligible and amounts awarded were within funding limits.

C. MATCHING, LEVEL OF EFFORT, OR EARMARKING

Specific requirements for matching, level of effort, and earmarking are determined for each State program based on laws, regulations, and the provisions of contract or grant agreements pertaining to the program. For programs included in the Compliance Supplement, matching, level of effort, and earmarking requirements are contained therein. This compliance requirement specifies the criteria for determining the following elements:

- ◊ *Matching* – requirement to provide cash or in-kind contributions (usually non-State) of a specified amount or percentage to match a State award.
- ◊ *Level of effort* – requirement for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-State or State sources for specified activities to be maintained from period to period, and (c) State funds to supplement and not supplant non-State funding of services.
- ◊ *Earmarking* – requirements that specify the minimum and/or maximum amount or percentage of the program's funding that must/may be used for specified activities, including funds provided to subrecipients.

For programs not included in the supplement, the auditor shall review the provisions governing the operation of the program and develop audit procedures to ensure that the program is administered in accordance with applicable laws, regulation, contract and or grant agreement which could have a direct and material effect on the program being audited.

Audit Objectives

Determine whether:

- ◊ *Matching* – minimum amount or percentage of contributions or matching funds was provided.
- ◊ *Level of Effort* – specified service or expenditure levels were maintained.
- ◊ *Earmarking* – minimum or maximum limits for specified purposes were met.

Internal Control

Internal Control Considerations

Internal control over matching, level of effort, and earmarking must be evaluated and tested by the auditor if relevant to the program being audited. A description of the components of internal control and examples of characteristics common to a system over these elements are presented below. The following does not represent a checklist of required internal control characteristics. An auditee could have adequate internal control even though some or all of the characteristics included below are not present. Auditors must use professional judgement in determining the most appropriate and cost effective internal control in a given environment or circumstance to provide reasonable assurance for compliance with State program requirements

- ◊ Control objectives
  - ◊ Provide reasonable assurance that matching, level of effort, or earmarking requirements are met using only allowable funds or costs which are properly calculated and valued.
- ◊ Control environment
  - ◊ Commitment from management to meet matching, level of effort, and earmarking requirements
  - ◊ Budgeting process addresses/provides adequate resources to meet goals
  - ◊ Written policies exist which outline responsibilities for determining required amounts or limits, methods of valuing non-cash items (in-kind), allowable costs that may be claimed, methods of accounting for and documenting amounts used in calculations.
- ◊ Risk assessment
  - ◊ Identification of areas where estimated values will be used
  - ◊ Management has sufficient understanding of the accounting system to identify potential recording problems.
- ◊ Control activities
  - ◊ Evidence obtained such as a certification from the donor, or other procedures performed to identify whether matching contributions are from non-State sources, involve State funding (directly or indirectly), and were used for another State-assisted program.
- ◊ Information and communication
  - ◊ Accounting system capable of:
    - ◊ Separately accounting for data used to support matching, level of effort, or earmarking amounts or limits or calculation.
    - ◊ Ensuring that expenditures or expenses are properly classified and recorded only once as to their effect on matching, level of effort, or earmarking.

- ◊ Documenting the value of "in-kind" contributions including, basis for local labor, payroll records or confirmation from other organizations for services provided by their employees, and quotes, published prices, or independent appraisals used as the basis for donated items.

- ◊ Monitoring
  - ◊ Supervisory review of matching, level of effort, or earmarking activities performed to assess the accuracy and allowability of transactions and determinations, e.g., at the time reports on State awards are prepared.

Audit Requirement

The auditor is responsible for performing tests to document that the auditee's assertions are being utilized. The extent and content of such tests are to be developed by the auditor based on professional judgement.

Compliance

Suggested Audit Procedures

1. Matching
   - ◊ Perform tests to verify that the required matching contributions were met.
   - ◊ Ascertain the sources of matching contributions and perform tests to verify that they were from an allowable source.
   - ◊ Test records to corroborate that the values placed on in-kind contributions are in accordance with program requirements and the terms of the award.

2. Level of effort – maintenance of effort
   - ◊ Identify the required level of effort and perform tests to verify that the level of effort requirement was met
   - ◊ Perform tests to verify that only allowable categories of expenditures or other effort indicators were included in the computation and categories are consistent from year to year
   - ◊ Perform procedures to verify that the amounts used in the computation were derived from the books and records from which the audited financial statements were prepared.
   - ◊ Perform procedures to verify that non-monetary effort indicators were supported by official records.

3. Level of effort – supplement not supplant
   - ◊ Ascertain if the entity used State funds to provide services which they were required to make available under Federal, State, or local law and were also made available by funds subject to a supplement not supplant requirement.

- ◊ Ascertain if the entity used State funds to provide services which were provided with non-State funds in the prior year

4. Earmarking
   - ◊ Identify the applicable percentage or dollar requirements for earmarking.
   - ◊ Perform procedures to verify that the amounts recorded in the financial records met the requirement.
   - ◊ When earmarking requirements specify a minimum percentage or amount, select a sample of transactions supporting the specified amount or percentage and perform tests to verify proper classification to meet the minimum percentage or amount.
   - ◊ When the earmarking requirements specify a maximum percentage or amount, review the financial records to identify transactions for the specified activity which were improperly classified in another account (e.g., if only 10 percent may be spent for administrative costs, review accounts for other than administrative costs to identify administrative cost which were improperly classified elsewhere and cause the maximum percentage or amount to be exceeded).

D. REPORTING

Recipients should use the standard financial reporting forms or such other forms as may be authorized by the State grantor agency. Forms may include financial, performance, and special reporting. Accrual or modified accrual basis of accounting (recognition of commitments and encumbrances) is generally required for reporting financial results of a State award. Generally, grantees maintain records on a cash basis and when appropriate record encumbrances and other commitments within the accounting system. Program end adjustments are normally required to convert such records to the appropriate reporting standards. For programs included in the Compliance Supplement, the specific requirements are contained therein. For programs not included in the supplement, the auditor shall review the provisions governing the operation of the program and develop audit procedures to ensure that the program is administered in accordance with applicable laws, regulation, contract and or grant agreement which could have a direct and material effect on the program being audited.

Audit Objectives

Determine whether required reports for State awards include all activity of the reporting period, are supported by applicable accounting or performance records, and are fairly presented in accordance with program requirements.

Internal Control

Internal Control Considerations

Internal control over reporting must be evaluated and tested by the auditor if relevant to the program being audited. A description of the components of internal control and examples of characteristics common to a system over reporting are presented below. The following does not represent a checklist of required internal control characteristics. An auditee could have adequate internal control even though some or all of the characteristics included below are not present. Auditors must use professional judgement in determining the most appropriate and cost effective internal control in a given environment or circumstance to provide reasonable assurance for compliance with State program requirements.

- ◊ Control objectives
  - ◊ Provide reasonable assurance that reports of State awards include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with program requirements.
- ◊ Control environment
  - ◊ Persons preparing, reviewing, and approving the reports possess the required knowledge, skills, and abilities.
  - ◊ Management's attitude toward reporting promotes accurate and fair presentation.
  - ◊ Appropriate assignment of responsibility and delegation of authority for reporting decisions.
- ◊ Risk management
  - ◊ Mechanisms exist to identify risks of faulty reporting caused by such items as lack of current knowledge of, inconsistent application of, or carelessness or disregard for standards and reporting requirements of State awards.
- ◊ Control activities
  - ◊ Written policy exists that establishes responsibility and provides the procedures for periodic monitoring, verification, and reporting of program progress and accomplishments.
  - ◊ Tracking system which reminds staff when reports are due
  - ◊ The general ledger or other reliable records are the basis for the reports.
  - ◊ Supervisory review of reports performed to assure accuracy and completeness of data and information.
  - ◊ Appropriate accounting method is utilized.
- ◊ Information and communication
  - ◊ An accounting or information system that provides for the reliable processing of financial and performance information for State awards.

- ◊ Monitoring
  - ◊ Communications from external parties corroborate information included in the reports.
  - ◊ Periodic comparison of reports to supporting records

Audit Responsibility

The auditor is responsible for performing tests to document that the auditee's assertions are being utilized. The extent and content of such tests are to be developed by the auditor based on professional judgement.

Compliance

Suggested Audit Procedures

1. Review applicable laws, regulations, and the provisions of contract or grant agreements pertaining to the program for reporting requirements. Determine the types and frequency of required reports. Obtain and review State awarding agency, or pass-through entity, instructions for completing the reports.
   - ◊ For financial reports, trace the amounts reported to accounting records that support the audited financial statements and the schedule of expenditures of State awards and verify agreement or perform alternative procedures to verify the accuracy and completeness of the reports and that they agree with the accounting records.
   - ◊ For performance and special reports trace the data to records that accumulate and summarize data and perform test of the underlying data.
   - ◊ Test the selected reports for completeness
     - ◊ For financial reports, review accounting records and ascertain if all applicable accounts were included in the sampled reports.
     - ◊ For performance and special reports, review the supporting records and ascertain if all applicable data elements were included in the sampled reports.
   - ◊ For financial reports, ascertain the accounting basis used in reporting the data (cash or accrual)
   - ◊ For performance and special reports, determine the criteria and methodology used in compiling and reporting the data.
   - ◊ Perform appropriate analytical procedures and ascertain the reason for any unexpected differences.
     - ◊ Compare current period reports to prior year reports.
     - ◊ Compare anticipated results
   - ◊ Obtain written representation from management that the reports provided to the auditor are true copies of the reports submitted or electronically transmitted to the State awarding agency or pass-through entity in the case of a subrecipient.

E. SUBRECIPIENT MONITORING

A pass-through entity is responsible for (a) identifying to the subrecipient the State award information such as program identification number, proper title of program, and State source of funding, (b) monitoring the subrecipient's activities to provide reasonable assurance that the subrecipient administers State awards in compliance with State requirements, (c) ensuring required audits are performed and requiring the subrecipient to take prompt corrective action on any audit findings, and (d) evaluating the impact of subrecipient activities on the pass-through entity's ability to comply with applicable State regulations.

Audit Objectives

Determine whether the pass-through entity:

- ◊ Identified State award information and compliance requirements to the subrecipient.
- ◊ Monitored subrecipient activities to provide reasonable assurance that the subrecipient administers State awards in compliance with State requirements.
- ◊ Ensured required audits are performed and requires appropriate corrective action on monitoring and audit findings.
- ◊ Evaluated the impact of subrecipient activities on the pass-through entity.

Internal Control

Internal Control Considerations

Internal control over subrecipient monitoring must be evaluated and tested by the auditor if relevant to the program being audited. A description of the components of internal control and examples of characteristics common to a system over subrecipient monitoring is presented below. The following does not represent a checklist of required internal control characteristics. An auditee could have adequate internal control even though some or all of the characteristics included below are not present. Auditors must use professional judgement in determining the most appropriate and cost effective internal control in a given environment or circumstance to provide reasonable assurance for compliance with State program requirements.

- ◊ Control objectives
  - ◊ Provide reasonable assurance that State award information and compliance requirements are identified to subrecipients, subrecipient activities are monitored, subrecipient audit findings are resolved, and the impact of any subrecipient noncompliance on the pass-through entity is evaluated.

- ◊ Control environment
  - ◊ Management's commitment to monitoring subrecipients.
  - ◊ Organizational structure and ability to provide the necessary information flow to monitor subrecipients.
  - ◊ Knowledge, skills, and abilities needed to accomplish subrecipient monitoring.
- ◊ Risk assessment
  - ◊ Key managers understand the subrecipient's environment, systems, and controls sufficient to identify the level and methods of monitoring required.
  - ◊ Mechanisms exist to identify risks arising from external sources affecting subrecipients, such as risks related to economic conditions, political conditions, regulatory changes , etc.
  - ◊ Mechanisms exist to identify and react to changes in subrecipients, such as financial problems, that could lead to diversion of grant funds, loss of essential personnel, organizational restructuring, etc.
- ◊ Control activities
  - ◊ Identify to subrecipients applicable State award information.
  - ◊ Include in agreements the requirements to comply with the compliance requirements applicable to the State program including the audit requirements.
  - ◊ Subrecipient's compliance with audit requirements monitored using techniques such as inquiry and discussions whether thresholds requiring an audit under the State Single Audit Act have been met, assuring that the subrecipient submits any audit reports to appropriate agencies.
  - ◊ Subrecipient's compliance with State program requirements monitored using techniques such as reviewing subrecipient reports, monitoring budgets, performing site visits, and offering technical assistance where needed.
  - ◊ Written policies and procedures
    - ◊ Process and procedures for monitoring
    - ◊ Communication of State award requirements
    - ◊ Audit report process
- ◊ Information and communication
  - ◊ Standard award documents used by the entity
    - ◊ Listing of State requirements that the subrecipient must follow.
    - ◊ Description of program and identification of State program identification numbers.
    - ◊ A statement signed by an official of the subrecipient, stating that the subrecipient was informed of, understands, and agrees to comply with the applicable compliance requirements.

- ◊ A recordkeeping system is in place to assure that documentation is retained for the time period required by the recipient.
- ◊ Procedures are in place to provide channels for subrecipients to communicate concerns to the pass-through entity.

◊ Monitoring

- ◊ Establish a tracking system to assure timely submission of required reporting, such as financial reports, performance reports, audit reports, on-site monitoring reviews of subrecipients, and timely resolution of audit findings.
- ◊ Supervisory reviews performed to determine the adequacy of subrecipient monitoring.

Audit Requirement

The auditor is responsible for performing tests to document that the auditee's assertions are being utilized. The extent and content of such tests are to be developed by the auditor based on professional judgement.

Compliance

Suggested Audit Procedures

1. Discuss subrecipient monitoring with the pass-through entity's staff to gain an understanding of the scope of monitoring activities, including the number, size, and complexity of awards to subrecipients.

2. Test award documents to ascertain if the pass-though entity made subrecipients aware of the award information and requirements imposed by laws, regulations, and the provisions of contract or grant agreements pertaining to the program.

3. Review the pass-through entity's documentation of subrecipient monitoring to ascertain if the pass-through entity monitored that subrecipients used State funds for authorized purposes and takes actions in response to monitoring findings.

4. Verify that the effects of subrecipient noncompliance are properly reflected in the pass-through entity's records.

5. Verify that the pass-through entity receives audit reports for subrecipients required to have an audit in accordance with the State Single Audit Act, issues timely management decisions on audit and monitoring findings, and requires subrecipients to take timely corrective action on deficiencies identified in audits and subrecipient monitoring.

F. SPECIAL TESTS AND PROVISIONS

Specific requirements for special tests and provisions are unique to each State program and are found in the laws, regulations, and the provisions of contact or grant agreements pertaining to the program. For programs included in the Compliance Supplement, the specific requirements are contained therein. For programs not included in the supplement, the auditor shall review the provisions governing the operation of the program and develop audit procedures to ensure that the program is administered in accordance with applicable laws, regulations, contract and or grant agreement which could have a direct and material effect on the program being audited.

PART 2

PROGRAMS AND ADMINISTERING DEPARTMENTS

SECTION 1

INDIVIDUAL PROGRAMS OF THE CONNECTICUT COMMISSION ON CULTURE & TOURISM

ARTS DIVISION

GENERAL OPERATING SUPPORT GRANT PROGRAM 1

ARTS PRESENTATION GRANTS PROGRAM 3

ARTS IN EDUCATION GRANTS..... 4

HISTORY DIVISION

HISTORIC RESTORATION FUND..... 5

TOURISM DIVISION

TOURISM CHALLENGE GRANT..... 7

Commission on Culture & Tourism
GENERAL OPERATING SUPPORT GRANT PROGRAM

11000-CAT45200-17067-71

11000-CAT45200-17067-72

11000-CAT45200-17067-73

I. PROGRAM OBJECTIVES

The purpose of this program is to invest strategically in programs which are focused on investing in the following four goals: artistic excellence and artistic development to ensure a vital and expanding artistic presence in all Connecticut communities; arts in education and an education in the arts of all cultures; programs that expand public participation and individual engagement in the arts throughout Connecticut's diverse communities; research, communication, advocacy and support for the arts within our diverse cultures.

II. PROGRAM PROCEDURES

Professional peer advisory panels and Commission staff review each organization's application according to specific program criteria.

Funding is recommended to the full Commission for approval based on the quality of the application, personal artistic and organizational site visits by staff and advisory panelists, supplementary review material provided by the applicant and panel reporting and disclosure.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funding is available for arts programs that address at least one of the commission goals listed above, are open to the general public and meet specific program criteria including, but not limited to, artistic merit, administrative effectiveness and financial stability.

The Commission does not support applications requesting funds for the following: construction or renovation of facilities; debts incurred from past activities or programs; scholarships; projects beginning or completed prior to the proposed funded fiscal year; fundraising activities for the benefit of organizations other than the applicant; receptions and other social activities; activities restricted to an organization's membership; or projects not open to the general public or those without some form of public presentation as a part of the planned activity.

OMB Circular A-122, as amended should be followed in identifying allowable costs.

B. Eligibility

Compliance Requirements

Connecticut based organization registered as nonprofit organization with the State of Connecticut; or a unit of state or local government.

At date of application, two-year history as an arts organization or as an arts program of a non-arts organization.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The grantee is required to provide a 100 percent match of funds. Grant requests may not exceed 50% of the total cash expenses of the program, or 10% of the last completed year's cash expenses. Maximum request is $75,000.

D. Special Reporting Requirements

Compliance Requirements

A report of grant expenditures is to be submitted 60 days after the completion of the funding period.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Commission on Culture & Tourism
ARTS PRESENTATION GRANTS PROGRAM

11000-CAT45200-17067-64

I. PROGRAM OBJECTIVES

Arts Presentation Grants are designed to bring the best of Connecticut performing and teaching artists to a wider audience by offering funding support and technical assistance to organizations which present events featuring members of the Arts Division's *Directory of Performing Artists and Masters Teaching Artists.*

II. PROGRAM PROCEDURES

Connecticut nonprofit sponsors and presenters or units of state and local government are eligible to apply to engage the services of these artists to receive support for up to one-half of the artists' fees. This includes nonprofit arts organizations, schools, civic or service groups, parks or recreation departments, performing arts series, art centers or galleries, libraries, and colleges and universities.

Organizations presenting fundraising concerts for the benefit of non-arts related programming are ineligible to apply for Arts Presentation funding.

Application deadlines are set biennially. Generally, applications must be received a minimum of two months before the date of the event.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for types of services allowed or disallowed.

B. Eligibility

Compliance Requirements

Connecticut nonprofit organizations and units of state or local government are eligible to apply.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The grantee is required to provide a match equal to the amount requested minus the amount granted.

D. Special Reporting Requirements

Compliance Requirements

A report of grant expenditures is to be submitted within 30 days after the funding period.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Commission on Culture & Tourism
ARTS IN EDUCATION GRANTS

11000-CAT45200-17067-23

I. PROGRAM OBJECTIVES

The Commission recognizes the crucial place of the arts in the educational process, both as a part of the core curriculum of all Connecticut schools and as an invaluable tool in the teaching of other disciplines.

II. PROGRAM PROCEDURES

The Commission offers an Education through the Arts program which directly benefits school children and adults through residencies, teacher and artists training, curriculum development, model sites and special projects.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Costs allowed include fees of professional artists and teachers (in selected granting programs including HOT Schools) involved in projects which contribute to making the arts a basic part of education, including residencies, curriculum development, teaching, artists and administrator training, and planning consulting.

B. Eligibility

Compliance Requirements

Connecticut non-stock, nonprofit organizations, public or private primary or secondary schools, regional education service centers and colleges may apply for funding.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The grantee is required to provide up to a 100 percent match of funds.

D. Special Reporting Requirements

Compliance Requirements

A report of grant expenditures is to be submitted 60 days after the funding period.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Commission on Culture & Tourism
HISTORIC RESTORATION FUND

12048-CAT45200-40246, 12052-CAT45200-40267, 12052-CAT45200-40274
12052-CAT45200-40278, 12052-CAT45200-40281, 12052-CAT45200-40289
12052-CAT45200-40293, 12053-CAT45200-40537, 12052-CAT45200-40297
12052-CAT45200-40285

I. PROGRAM OBJECTIVES

The objective of the Historic Restoration Fund is to help municipalities and not-for-profit organizations preserve historic local properties.

(Section 10-321b(a), CGS)

II. PROGRAM PROCEDURES

The state grants funds to not-for-profit organizations for the rehabilitation, stabilization, protection, and/or archaeological investigation of properties listed on the State Register of Historic Places.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Grant funds may be used for:

- Construction costs, provision of archaeological services, provision of required project signs, project-related photography costs, and audits to be provided to the Commission by the grantee.

(2) Grant funds may not be used:

- To pay for work performed by architects, engineers, or other professional consultants, except for archaeologists and conservators meeting the professional standards and requirements of the Commission on Culture and Tourism, who are employed by the grantee during the course of the grant period, even if such professional expertise is required by the Commission on Culture and Tourism or is necessary to execute project work in conformance with the terms of the project funding agreement.

(3) As stated in the project Funding Agreement, costs for work performed prior to the grant award date are not allowed.

(Section 10-321b, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Grantees must, at a minimum, provide project funds on a dollar-for-dollar matching basis for all grant funds received pursuant to a grant award. The grantee may not use funds received from other departments or agencies of the State of Connecticut to satisfy this requirement, except for federal funds.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Commission on Culture & Tourism
TOURISM CHALLENGE GRANT
11000-CAT45200-12296

I. PROGRAM OBJECTIVES

The Tourism Division's Challenge Grant Program's primary goal is to enhance the tourism promotion efforts within the State of Connecticut by enabling applicants to create or promote attractions that will draw visitors from outside the State. A second goal, if funding is available, is to entice residents of Connecticut to visit attractions within the State.

II. PROGRAM PROCEDURES

The Tourism Challenge Grant Program is established to assist non-profit tourism entities in their efforts to promote tourist attractions and events. The proposed projects that will be considered for funding must have a definable impact on the travel and tourism industry. The direction of the program will be impacted by the Statewide Tourism Strategic Marketing Plan, available at the tourism district offices or at the Tourism Division offices of the Commission. Therefore, any proposed concept must support the State's overall plan as well as complement the regional tourism districts' efforts. The program is governed and administered through the Tourism Division of the Connecticut Commission on Culture and Tourism.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Costs allowed are specified in the grantee's approved financing plan and budget and project contract.

(2) These costs include but are not limited to:
- Media Advertising
- Direct Mail
- Promotional Pieces
- Production Projects
- Trade Show/Exhibits
- Public Relations
- Research Programs and Studies
- Expansion of Existing Programs
- Internet

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) A matching formula of 1-1 is required. Grant awards must either be matched entirely or returned.

(2) State and/or Federal funds cannot be used as matching funds. Twenty percent (20%) of matching funds can be in-kind services. Organizations cannot use materials or staff funded by State tax dollars for their in-kind services.

(3) Eligible matching funds can be direct grants, monies raised through memberships, sales of

promotional items, fund drives, and net profits.

D. Special Reporting Requirements

Compliance Requirements

Programmatic and final financial reports will be required under the terms of the Assistance Agreement.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 2

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF CHILDREN AND FAMILIES

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Department of Children and Families
SHORT TERM RESIDENTIAL TREATMENT
11000-DCF91110-12041

I. PROGRAM OBJECTIVES

To assist and support children and families who are under the care of the department, either in their own home or in out-of-home placement, to improve their physical health and mental health, respond to special needs and prepare them for eventual independence as adults.

The Short Term Residential Treatment Program provides residential substance abuse treatment for court-involved juveniles. It is designed to provide a 45-day maximum (30 day minimum) length of stay and services for 12 – 16 year old male and female youth referred by Juvenile Probation Officers statewide.

II. PROGRAM PROCEDURES

The Department of Children and Families (DCF) contracts with a community-based agency for the provision this service.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds are used only for required or authorized services designed to achieve objectives listed in Program Objectives detailed in the application appended to the Core contract.

(Regulations and Section 17a-20, CGS)

B. Eligibility

The auditor is not required to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Required statistical, financial, programmatic, and Administrative Review Reports shall be submitted as deemed necessary to the Department for the purposes of establishing payment schedules and grant formulas, monitoring and evaluating programs, establishing management information systems, and monitoring case management. The following reports are to be submitted, in the format required by the Department, within thirty (30) days after the end of

each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Interim & Final Expenditure Report
c. Performance Based Data
d. Utilization Reports

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.

   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify

that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised Final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the Final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Compliance Requirement

Any funds remaining upon the expiration of a grant due to unallowable and/or unspent funds must be returned to the DCF within 90 days.

Suggested Audit Procedures

Determine through examination of records that any unallowable and/or unexpended funds are refunded to DCF within the allowable timetable.

Department of Children and Families
VOLUNTARY SUBSTANCE ABUSE SERVICES FOR PRIMARY CARE GIVERS

11000-DCF91110-12234

I. PROGRAM OBJECTIVES

The Voluntary Substance Abuse Services for Primary Care Givers called Project SAFE (Substance Abuse Family Evaluation) provides priority access to substance abuse treatment services, quality assurance, utilization review and management, to adult care givers involved with DCF.

II. PROGRAM PROCEDURES

The state has contracted with a non-profit statewide network organization that provides a single point of entry to receive referrals from DCF social workers for priority access to drug screens, substance abuse evaluations, outpatient substance abuse treatment services, and for quality assurance, utilization review and management and transportation, to adult care givers. This non-profit network is a managed care company and as such, is responsible to manage the services and the dollars. This involves payment of services from Medicaid/Managed Care Health Plans, private health insurance, Department of Mental Health and Addiction Services, and the Department of Children and Families as the payer of last resort.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are identified in the application appended to the agencies core contract.

(Section 17a-3, CGS)

Allowed services include:

(1) Drug Screening and hair testing
(2) Central Intake
(3) Priority Access to Substance Abuse Evaluations
(4) Outpatient Treatment Services
(5) Quality Assurance, Utilization Review and Network Management
(6) Training and Technical Assistance
(7) Standard and Specialized Reports
(8) Pilot projects

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Monthly data and utilization reports are required to be submitted by the contractee to the Central Office Director of Substance Abuse, or designee.

Monthly income and expense reports are required to be submitted by the contractee to the Central Office Director of Substance Abuse or designee.

Quarterly reports on utilization of all services, including treatment, are required to be submitted by the contractee to the Central Office Director of Substance Abuse, or designee.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.

(1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.

(2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revisions must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF

funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised Final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the Final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract. If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
SYSTEM OF CARE COMMUNITY COLLABORATIVES
LEVEL III CARE COORDINATION

11000-DCF91110-12243

I. PROGRAM OBJECTIVES

System of Care Community Collaborative Level III Care Coordination is funded for the purpose of providing coordinated, community-based behavioral health services for children/youth with serious emotional disturbance (SED) and their families. The intent of this service is to provide care management and support necessary to successfully maintain children with SED in their home and/or their community.

Care coordination is an integral service in the Kid-Care framework. This service has been contracted for under the aegis of Emergency Mobile Services (EMS). Consistent with the Systems of Care's core values and guiding principles, this service is intended to provide quality, culturally responsive care coordination to children and their families identified through their local Community Collaborative or a DCF contracted EMS program.

II. PROGRAM PROCEDURES

This program is provided as part of the comprehensive, coordinated, community-based System of Care approach, offering an array of services in order to:

1. Serve children and adolescents with complex behavioral health needs at risk from out-of-home placement in the most appropriate and least restrictive setting;
2. Be a resource for families who have children/adolescents with SED returning from out-of-home placement. Coordination is made available through a sub-contract or a core contract with existing DCF Emergency Mobile Service provider.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds are to be used for required or authorized services designed to achieve the program's goals, objectives and outcomes detailed in the contract.

B. Eligibility

Care Coordination services shall be accorded to children and youth enrolled in HUSKY Part A and Part B and DCF's Voluntary Services Program who have complex service needs and require Level III coordination of services. Consistent with DCF's Practice Standards for Community Collaboratives, Care Coordination services shall also be available to other children and youth with complex service needs with priority to those children and youth who are at imminent risk for residential or hospital level of care or who are returning from those levels of care.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter at a date specifically stated by the Department

a. Quarterly Programmatic Report
b. Interim & Final Expenditure Report
c. Performance Based Data
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10% of DCF funded program cost centers.
(b) All budget revisions must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the Final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract. If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not, these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
FAMILY SUPPORT SERVICES
11000-DCF91110-12304

I. PROGRAM OBJECTIVES

To serve DCF identified children and adolescents with complex behavioral health needs who require intensive treatment and support. Services will be developed around the individualized needs of the targeted children and their families. Priority will be given to children and or youth with serious mental health needs who are currently residing in or who are in imminent risk of being referred to a residential level of care, and who are in need of rehabilitative services and supports to ensure stability and success in a family and or community setting.

II. PROGRAM PROCEDURES

The Department of Children and Families (DCF) contracts with a community-based agency for the provision this service.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds are used only for required or authorized services designed to achieve objectives listed in Program Objectives detailed in the application appended to the Core contract.

(Regulations and Section 17a-20, CGS)

B. Eligibility

The auditor is not required to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Required statistical, financial, programmatic, and Administrative Review Reports shall be submitted as deemed necessary to the Department for the purposes of establishing payment schedules and grant formulas, monitoring and evaluating programs, establishing management information systems. The following reports are to be submitted, in the format required by the department:

a. Programmatic Reports
b. Interim/Final Expenditure Reports
c. Performance Based Data
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

Agencies receiving funds are required to accept all referrals made by the DCF Area Office Director, DCF Area Office Mental Health Program Director or their designee. Agencies shall operate under a "no reject"/"no eject" policy regarding DCF referred children/youth and families.

Suggested Audit Procedures

Review a sample of DCF referrals to determine that no children/youth and families referred by DCF was denied services.

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.

(1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.

(2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revisions must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment purchased with DCF funds, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their

internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the Final expense report and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) No elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially. The recipient certifies that from this contract.

(b) The recipient is subject to the provisions of Executive Order No. 16 Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Compliance Requirement

Any funds remaining upon the expiration of a grant due to unallowable and/or unspent funds must be returned to the DCF within 90 days.

Suggested Audit Procedures

Determine through examination of records that any unallowable and/or unexpended funds are refunded to DCF within the allowable timetable.

Department of Children and Families
CHILD GUIDANCE CLINIC/PSYCHIATRIC CLINIC FOR CHILDREN
11000-DCF91110-16024

I. PROGRAM OBJECTIVES

A Child Guidance Clinic means a subset of **Psychiatric Clinics for Children** designated by the Department of Children and Families pursuant to this section to receive grant funds for the purpose of assisting the Department to provide community based psychiatric services for children, youth and families.

For the purpose of this section, a psychiatric clinic means an organization licensed by the department of children and families and staffed by psychiatrists, psychologists, social workers and such other professional, paraprofessional and clerical personnel as local circumstances may require, working in collaboration with other social service agencies, to provide mental health services that are designed to:

1. Effectively decrease the prevalence and incidence of mental illness, emotional disturbance and social disfunctioning.
2. Promote mental health in individuals and families.
3. Provide therapy for children committed to DCF and guidance to parents and foster parents. Children committed to DCF must be given priority access and treatment approaches must effectively treat consequences of abuse and neglect, including trauma, depression, loss, and attachment disorders.

(Reg. Sec. 6 17a-20 (b))

II. PROGRAM PROCEDURES

Funds are made available through a contract or Core contract to psychiatric clinics or community mental health facilities:

Not-for-profit corporations organized or existing for the purpose of establishing or maintaining a psychiatric clinic or community mental health facility for children, youth, and their families.

(Section 17a-20, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds are to be used only for required or authorized services designed to achieve objectives listed in the Program Objectives and detailed in the application appended to the Core contract.

(Regulations and Section 17a-20, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

No grant shall exceed two-thirds of the ordinary recurring operating expenses of the clinic or community mental health facility.

(Section 17a-20, CGS)

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Interim & Final Expenditure Report
c. Performance Based Data
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.

(1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.

(2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revisions must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the Final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1,000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not, these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offer or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
EXTENDED DAY TREATMENT
11000-DCF91110-16033

I. PROGRAM OBJECTIVES

The goal of the Extended Day Treatment is to improve the functioning of the child or youth as an individual and in the family as a unit with the least possible interruption of beneficial relationships with the family and community. An Extended Day Treatment Program shall:

Offer the broadest range of therapeutic services consistent with the needs of the children and youth served, including but not limited to:

A) A therapeutic setting
B) The integration of the family into the treatment and treatment planning process;
C) Support and emergency services to families designed to allow continued residence of children and youth in their homes;
D) Professional clinical services;
E) Access to educational services; and
F) The coordination of community services in support of treatment efforts.

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations to provide extended day treatment services to children and their families in order to maintain children and youth in their homes and communities.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

All services related to the treatment of children requiring an extended day treatment setting are allowed. Specific services and programs are described in the providers Core contract and practice and standards for Extended Day Treatment.

(Regulations and Section 17a-22, CGS)

B. Eligibility

Compliance Requirements

Children and Youth, who are HUSKY A or B eligible, or receiving DCF voluntary service who present a complex behavioral health care need.

(Section 17a-22, CGS)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Interim & Final Expenditure Reports
c. Performance Based Data
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.

(1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.

(2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure

report and submitted within 90 days of when the contract period ends

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one years. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not, these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offer or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
JUVENILE JUSTICE SERVICES

11000-DCF91110-16043
Juvenile Case Management Collaborative ("JCMC")

I. PROGRAM OBJECTIVES

The JCMC program is designed to enhance the system of services and support for youth in Bridgeport, Hartford and New Haven who are involved in, or are at risk for involvement in the juvenile justice system due to substance use/abuse. Juvenile Justice goals for the youth are supported by JCMC case managers. For youth on parole from Juvenile Justice Division, JCMC case managers work in collaboration with Parole officers to: reduce the likelihood of recidivism, ensure that the youth returns to school, and reunify the youth with their family.

II. PROGRAM PROCEDURES

Youth referrals to the program may come from either DCF Parole Services, or from anyone (school, parents, probation, social service agency, etc.) in the community. The target population for the program includes adjudicated and at risk youth primarily between the ages of 10 - 16 who are involved in substance use/abuse and have committed, or are at risk to commit status or delinquency offenses in the juvenile justice system.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirement

Allowed services provided include: substance abuse and mental health counseling, urine testing, cultural and recreational activities, parent support groups, advocacy services with youth's school, family and court and job training (if applicable) as specified in a Core contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Interim & Final Expenditure Report
c. Performance Based Data
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
  (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
  (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revisions must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
PREVENTION AND TREATMENT OF CHILD ABUSE
11000-DCF91110-16064

I. PROGRAM OBJECTIVES

The Prevention of Child Abuse program seeks to limit the incidence of child abuse through education, intervention, and treatment efforts.

(Section 17a-49, CGS)

II. PROGRAM PROCEDURES

The state provides grants to municipalities and not-for-profit organizations that provide and develop programs for the prevention and treatment of child abuse.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services include, but are not limited to:

(1) Parent aide programs
(2) Therapeutic child care
(3) Parenting education
(4) Prenatal support
(5) Stress management
(6) Parental self help
(7) Community and professional education
(8) Clinical intervention

(Section 17a-49, CGS)

Other allowed services are identified in the application appended to the Core contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

A 25 percent match of funds is required by the provider of services for Parent Aide Programs only In determining cost, the value of volunteer hours and other in-kind contributions shall be included.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.

(1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.

(2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revisions must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If

amounts are different a revised quarterly expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
COMMUNITY EMERGENCY SERVICES
11000-DCF91110-16087

I. PROGRAM OBJECTIVES

The Community Emergency Services program provides emergency services to youth in crisis. Such services include family assessment, crisis intervention, outreach counseling, subsidizing licensed emergency care homes, emergency shelter facilities, for eventual reunification with the family. In addition to the above services, linkages with community-based agencies are established for follow-up services.

(Regulations, Sections 17a-145 and 17a-148)

II. PROGRAM PROCEDURES

The state provides grants to not-for-profit organizations for community emergency crisis services. The Community Emergency Services program also provides emergency services through not-for-profit organizations at the local level in crisis intervention, outreach, shelter-care, and referral.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are identified in the application appended to the grantee's Core contract. (Sections 17a-145 and 17a-148, CGS)

Various services offered are:

(1) Family assessment
(2) Crisis intervention
(3) Outreach counseling
(4) Subsidizing licensed emergency care homes

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10 % of DCF funded program cost centers.

(b) All budget revisions must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final

expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
COMMUNITY PREVENTIVE SERVICES
11000-DCF91110-16092

I. PROGRAM OBJECTIVES

The Community Preventive Services program seeks to prevent childhood and adolescent problems such as mental illness, child abuse and neglect, juvenile delinquency, substance abuse, premature sexual activity, and dysfunctional development.

(Section 17a-3, CGS)

II. PROGRAM PROCEDURES

The state offers grants to municipalities and not-for-profit organizations that provide prevention programs for children and adolescents that develop and enhance skills, opportunities, and rewards for young people. These in turn encourage and promote positive development and bonding to the individuals for key environments: family, school, peer group, community/neighborhood.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are identified in the application appended to the grantee's Core contract. (Section 17a-3, CGS)

Allowed services include:

(1) Parent education
(2) Family support
(3) Early childhood programs
(4) Drug and alcohol primary prevention programs

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revisions must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed

with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
FAMILY VIOLENCE SERVICES
11000-DCF91110-16097

I. PROGRAM OBJECTIVES

The Family Violence Services program objectives include:

(1) Reducing the effects of traumatization of child and adult victims of family violence.
(2) Providing family advocacy to better address the problems victimized families face and establish a holistic approach to service delivery.
(3) Assisting victimized adults in ending violence against themselves.
(4) Assisting victimized adults in recognizing their obligation to assure the safety of their children and enhance their parenting skills.
(5) Increasing crisis intervention service delivery by providing services during non-traditional hours and/or transportation.
(6) Increasing coordinated service delivery on local and regional levels.
(7) Preventing further victimization of children and adults.

(Section 46b-38a, CGS)

II. PROGRAM PROCEDURES

Funds are made available through a Core contract with not-for-profit community organizations that provide services to children and youth up to 18 years old who are victims of family violence, to their families (including a family member offender when appropriate), and to temporary caretakers.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Specific services are detailed in the application appended to the grantee's Personal Service Agreement. (Section 46b-38a, CGS)

Services allowed include:

(1) Assessment, including determining risk of repeat violence
(2) Outreach services
(3) Counseling child/youth victims within several treatment modalities including individual, group, and family counseling
(4) Coordination with the DCF and other disciplines working with child/youth victims of physical and sexual abuse and their families
(5) Services for substance-abusing clients
(6) Advocacy and support
(7) Crisis intervention
(8) Transportation

B. Eligibility

Compliance Requirements

A family is eligible if a child or adult and child in that family have been or are in imminent risk of violence.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
    (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.

(2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
SUPPORTIVE HOUSING FOR RECOVERING FAMILIES
11000-DCF91110-16102

I. PROGRAM OBJECTIVES

To assist and support children and families who are under the care of the department, either in their own home, or in out-of-home placement; to improve their health and mental health, respond to special needs, and prepare them for eventual independence as adults.

Supportive Housing for Recovering Families enhances the family reunification and preservation process for children/youth on the DCF caseload by the provision of subsidized housing and case management services for the families of these families.

II. PROGRAM PROCEDURES

The Department of Children and Families contracts with a community-based agency for the provision of subsidized housing and case management services for the target population.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The following services are allowed:
(a) Subsidized housing
(b) Intensive case management services

Compliance Requirements
Funds are to be used only for required or authorized services designed to achieve objectives listed in Program Objectives detailed in the application appended to the Core Contract.

(Regulations and Sections 17a-20, CGS)

B. Eligibility

The auditor is not required to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements
The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:
a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.

   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If

amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
FAMILY PRESERVATION SERVICES
11000-DCF91110-16111

I. PROGRAM OBJECTIVES

The Board and Care Program provides for the care and support of children from birth to the age 18, or age 21 if still in school, who require the care and protection of the state and who have been committed to the Commissioner of the Department of Children and Families' (DCF) care as neglected, uncared-for children by the Superior Court Juvenile Matters. The Commissioner may furnish protective services or provide and pay wholly or in part for the care and protection of children other than those committed by Superior Court whom the Commissioner finds in need of such care or protection.

Payments are made on fee for service basis for foster care, residential treatment, group home care, emergency shelter, and extended day treatment. Fee for services providers are not required to provide a State Single Audit of those funds.

DCF also provides payment for residential treatment services for those children not committed to DCF whose parents have limited financial resources.

Payments also are made to children who meet the criteria of "special needs" and who are subsequently adopted. These subsidized adoption payments continue until the child reaches age 18. (Regulations, Section 17a-90)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations for service including:

(1) Intensive in-home services to families in acute crisis with the goal of preventing the separation of the child from the family.
(2) Intensive reunification services to reunite child with family of origin.
(3) Preparation of youths ages 16 to 18 or to 23 if the youth is in a full-time educational program, to function independently in community upon their exit from the care of DCF.
(4) Comprehensive residential treatment of drug and/or alcohol dependent adolescents of ages 2 to 18.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are specified in applications appended to the grantee's Core contract terms.

(Regulations, Section 17a-90)

B. Eligibility

Compliance Requirements

Specific terms:

(1) Family must be in acute crisis.
(2) Children ages 16 to 18 must be in need of protection or must be

committed to the Commissioner of DCF.

(3) Drug- and/or alcohol-dependent adolescents must be in residential treatment.

(Regulations, Section 17a-90)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.

(1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.

(2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
SUBSTANCE ABUSE TREATMENT
11000-DCF91110-16116

I. PROGRAM OBJECTIVES

To provide a continuum of substance abuse treatment services to youth experiencing problems related to substance use/abuse. DCF develops contracts with providers of outreach/assessment/out-patient services and extended day treatment services.

II. PROGRAM PROCEDURES

The state provides grants and contracts for services to community based agencies.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services include but not limited to:

(1) Outreach
(2) Assessment
(3) Referral
(4) Case Management
(5) Detoxification
(6) Outpatient
(7) Day Treatment
(8) Partial Hospitalization
(9) Residential
(10) Aftercare

(Section 17a-6, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of

residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report And submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition

Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Compliance Requirements

The Program is designed for Court involved juveniles to enter into a residential substance abuse program for a length of stay of 30 to 45 days inclusive.

Suggested Audit Procedure

Review sample of cases to attest the juveniles were admitted into the program for a period longer than 30 days but less or equal to 45 days.

MST Services-Compliance Requirements

(a) DCF must be notified of all vacancies and replacement hires. Vacancies must be filled within 30 days.

(b) Payroll charges are only allowable for the positions and individuals identified in the budget, 8 month report or final report.

MST Services-Suggested Audit Procedures

(a) Determine that the entity has a system of controls to notify DCF of vacancies and hires and fills vacancies within 30 days.

(b) Test a sample of payroll charges to determine that only those positions and individuals identified in the budget, eight month report, or final report are charged to the program.

Department of Children and Families
CHILD WELFARE SUPPORT SERVICES
11000-DCF91110-16120

I. PROGRAM OBJECTIVES

The program allows the Department of Children and Families (DCF) to maximize suitable permanent home placements for children requiring adoption. (Sections 17a-110, 17a-116, CGS)

II. PROGRAM PROCEDURES

The state has a master contract for services under Child Welfare Support Services Program. Individual agencies can contract under this master contract to provide child specific permanency services, which include any of ten types of services, including reunification, for hard to place or special needs DCF children. (Sections 17a-110, 17a-116, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

(1) Services to legally free the child
(2) Pre-placement planning
(3) Recruitment and screening
(4) Home study and evaluation
(5) Placement planning
(6) Post placement supervision
(7) Post finalization services to return the child home
(8) Supervision after the child is returned home

(Regulations, Section 17a-116)

B. Eligibility

Compliance Requirements

Eligible children are hard-to-place and special needs children whose characteristics of age, race, ethnic background, sibling relationship, medical condition, and/or physical, mental, or emotional handicap create a barrier to their adoption. Case files should document that an evaluation by a professional has been made documenting a special needs situation or hard to place child.

(Regulations, Sections 17a-116)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report And submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their

internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense report and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
BOARD AND CARE - ADOPTION
11000-DCF91110-16132

I. PROGRAM OBJECTIVES

The program has been created to provide a means to facilitate the adoption of special need children under the care of DCF and private Connecticut licensed child placing agencies, thereby achieving permanency for more children and reducing the number of children in foster care. Payments are made to adoptive families on behalf of children who meet the criteria of "special needs" and who are subsequently adopted. These subsidized adoption payments continue until the child reaches 18 years of age. (Sections 17a-117, CGS)

II. PROGRAM PROCEDURES

The program provides services to families receiving adoption subsidy through the Subsidized Adoption Unit. Adoption subsidies provide financial and/or medical assistance to parents who have adopted a special needs child. One of the major duties of the Subsidized Adoption Unit at the Adoption Resource Exchange is to conduct an annual review of the adoption subsidy agreement. DCF also contracts for permanency placement services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

a) Placement for DCF children prior to adoption
b) Support, training and technical assistance to adoptive parents/families.

B. Eligibility

Compliance Requirements

Eligible children are hard to place and special needs children whose characteristics of age, race, ethnic background, sibling relationship, medical condition, and/or physical, mental, or emotional handicap create a barrier to their adoption.

(Regulations, Sections 17a-117)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level of effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

If the state financial assistance recipient has a human service contract with DCF, the following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Reports that include the preparers name and title.
d. Utilization Reports
e. Quality reports that update progress on its work plans
f. For DCF Licensed Facilities:

Annual submission of a Single Cost Accounting Report by December 1st and its related audited financial statements. Provider is exempt from filing quarterly financial reports.

E. Special Tests and Provisions

Compliance Requirements

Each case must have an annual review form in the file.

(Regulations, Sections 17a-117)

Suggested Audit Procedures

Test case records to determine the Annual Review form is present in the files.

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report And be submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the

equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract. If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
BOARD AND CARE FOR CHILDREN - FOSTER
11000-DCF91110-16135

I. PROGRAM OBJECTIVES

The Board and Care program provides for the care and support of children from birth to 18 years of age, or 21 years of age if still in school, who require the protection of the state and placed by the Commissioner of the Department of Children and Families (DCF).

(Section 17a-6, CGS)

II. PROGRAM PROCEDURES

The Department of Children and Families provides foster care services to children who require out of home placement and are under the care of DCF. The Department licenses foster families and places children from the ages of birth to eighteen. Board and care payments are made to foster families to reimburse expenses for the care of children in the DCF system. The regional office social workers place children in foster homes and authorize the payments. The foster families receive support from the child's regional office social worker and the Foster and Adoption Services Units who also arrange for respite care for foster families.

DCF also provides for foster care services for DCF children through licensed child placement agencies. Private agencies recruit, approve and supervise foster families with DCF children placed by the Department.

Board and care payments are made to families licensed by DCF. Payments are also made to licensed child placement agencies for administrative costs and/or foster families reimbursement.

(Section 17a-6, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Specific services are detailed in the foster parent placement agreement, child placement agency/DCF agreement and the grantee's Board and Care for Children - Foster Contract Requirements.

(Section 17a-6, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter: or at a date specifically stated by the Department:

a. Quarterly Programmatic Reports which must include preparers name and title.
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports
e. For DCF Licensed Facilities:
   Annual submission of a Single Cost Accounting Report by December 1st and its related audited financial statements. Provider is exempt from filing financial reports.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Compliance Requirements

The recipient may charge DCF up to 14 days while a child is hospitalized if there has been an agreement that the child will be returning to the same foster home. This agreement must be approved by DCF Program Supervisor.

Suggested Audit Procedures

Review billing logs and Case files to ensure compliance with approved arrangements for overnight pre-placement visit.

Compliance Requirements

(Medically Complex Therapeutic Foster Care Programs)

The Contractor will notify the DCF Area Office Liaison when the following positions are vacant in this program: Program Managers and/or Supervisors.

Suggested Audit Procedures

Inquire as to whether procedures exist and inspect for evidence that DCF Area Office Liaison was notified of vacancies for the Program Manager and/or Supervisors.

Department of Children and Families
BOARD AND CARE - RESIDENTIAL
11000-DCF91110-16138

I. PROGRAM OBJECTIVES

The Board and Care program provides for the care and support of children from birth to the age 18, or age 21 if still in school, who require the care and protection of the state and who have been committed to the Commissioner of the Department of Children and Families' (DCF) care as neglected, uncared-for-children by the Superior Court Juvenile Matters, and who are in need of restrictive mental health, substance abuse and juvenile justice services. The Commissioner may furnish protective services or provide and pay wholly or in part for the care and protection of children other than those committed by Superior Court whom the Commissioner finds in need of such are or protection.

DCF also provides payment for residential treatment services for those children not committed to DCF whose parents have limited financial resources. (Regulations, Section 17a-90)

II. PROGRAM PROCEDURES

The state contracts with organizations for services including:

(1) Intensive Reunification services to reunite child with family of origin.
(2) Preparation of youth ages 16 to 18 or to 21 if the youth is in a full-time educational program, to function independently in community upon their exit from the care of DCF.
(3) Comprehensive residential treatment of drug- and/or alcohol-dependent adolescents of ages 2 to 18.
(4) Comprehensive residential treatment for serious emotionally disturbed youth.
(5) Group Homes, Shelters, Safe Homes and Maternity houses.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are specified in applications appended to the grantee's Core Contractor Personal Service Agreement.

(Regulations, Section 17a-90)

B. Eligibility

Compliance Requirements

Child, youth and family must be in significant emotional and behavioral distress.

Children ages 16 to 18 in need of restrictive mental health, substance abuse and juvenile justice services as identified by the Regional Management Team or committed to the Commissioner of DCF.

Drug-and/or alcohol-dependent adolescents must be in residential treatment.

(Regulations, Section 17a-90)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

If the state financial recipient has a human service contract with DCF, the following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic/Permanent placement services
b. Interim & Final Expenditure Reports that must include the preparers name and title.
c. Performance Based Data
d. Utilization Reports
e. For DCF licensed residential treatment facilities: Annual submission of a Single Cost Accounting Report by December 1st and its related audited financial statements. Provider is exempt from filing financial reports.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
CONNECTICUT COMMUNITY KIDCARE

11000-DCF91110-16141

I. PROGRAM OBJECTIVES

Connecticut Community KidCare (KidCare) is an integrated behavioral health delivery system designed to serve children enrolled in the State of Connecticut sponsored health insurance programs for families (HUSKY Part A and federally subsidized portions of HUSKY Part B) as well as DCF's Voluntary Services program. It will facilitate access to an expanded array of local, community-based, traditional and non-traditional services. Children with complex behavioral health service needs will have access to coordinated integrated care based on individualized service plans. These service plans will combine traditional clinical services (e.g., outpatient therapy, partial hospitalization, medication management) with non-traditional services (e.g., respite, mentoring, behavioral assistance, family-to-family support).

KidCare is based on a local service delivery model driven by the needs and preferences of the child and family. Reform efforts involve an expansion and redistribution of funds for children's behavioral health services, with greater emphasis on preventing children's problems from escalating by providing a wider array of culturally competent services delivered in the home or in the child's community. The reform will also support the development and financing of an independent statewide family advocacy organization to provide family-to-family support and foster active family participation in treatment and system planning.

The following services, programs, and activities are provided:

- **Extended Day Treatment:** A program for children who have returned home from out-of-home care or who are at imminent risk of placement due to mental health emotional disorders. Services are provided daily, usually before and after school and are intended to provide the support necessary to maintain the child in their home.
- **Care Coordination:** A service to provide care management, coordination and support necessary to successfully maintain children with complex behavioral needs in their home and/or community through the development of Individual Service Plans.
- **Family Advocacy:** A statewide network for the provision of support, training, education, empowerment of and mentoring to parents of children with behavioral health needs.
- **Emergency Mobile Services:** A community-based crisis service available 7 days a week, 24 hours a day to prevent unnecessary emergency department visits and inpatient admissions and to stabilize youth with emotional and behavioral health disturbance.
- **Consultation:** Technical assistance from national experts to ensure the efficacious development of the comprehensive reform to the children's behavioral health system
- **Training:** An initiative to train parents, providers, local educators, community leaders and DCF staff about the new community-based, family focused model of service delivery.

- **Evaluation:** A project to assess the effectiveness of the KidCare model through process, impact/outcome and cost-benefit analysis; and to develop and deploy a comprehensive set of performance indicators.
- **Transfer Invoice:** An arrangement with the Department of Social Services for the purpose of conducting a behavioral health outcome study
- **Intensive In-Home Services:** A home-based clinical intervention service to provide the therapeutic support necessary to successfully maintain children with complex behavioral health needs in his or her home or community.
- **Therapeutic Mentoring:** Program that is based upon the mentor model that provides supportive, one-on-one services to youth who demonstrate significant emotional and behavioral challenges.

II. PROGRAM PROCEDURES

Funds for Connecticut Community KidCare are made available through a contract (e.g., MOA or PSA) or core contract for the aforementioned services, activities and programs. Eligible entities, dependent upon the specific nature and type of service, program or activity, may be as follows: (1) not-for profits; (2) for-profits; (3) individuals; (4) and municipal and state government entities

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed Disallowed

Compliance Requirements

Funds are to be used for required or authorized services designed to achieve the initiative's goals, objectives and outcomes detailed in the attending contract, core contract or KidCare related strategic plans as described in Part I.

B. Eligibility

Compliance Requirements

The attending services, programs and activities under the KidCare umbrella are for the purpose of developing an integrated behavioral health system for children. The core contracts under SID # 628 are in major part targeted to children and youth enrolled in HUSKY Part A and Part B (Medicaid & SCHIP) and DCF's Voluntary Services Program who have complex mental health needs. Consistent with DCF's Practice Standards for Systems of Care, some services shall also be available to other children and youth with complex service needs with priority to those children and youth who are at imminent risk for residential or hospital levels of care or who are returning from those levels of care.

C. Matching, Level-of-Effort, and/ or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report and submitted within 90 days of when the contract period ends..

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed

with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract. If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
COVENANT TO CARE (CTC)
11000-DCF91110-16144

I. PROGRAM OBJECTIVES

This program is to match regional Social Workers to congregations (faith community), who covenant to assist with the concrete goods and materials needs of children and families. Prevents out of home placements of children, due to poverty and limited financial resources of their families. Assist DCF with ongoing awareness campaign of Child Abuse and Neglect. Get faith community involved with child welfare issues in the community/state/nation.

II. PROGRAM PROCEDURES

Requests for child family concrete needs are processed and channeled through the social worker to his/her matched congregation and to CTC. With the assistance of CTC the congregation provides the goods requested by the social worker for the specific child/family.

CTC is pursuing foundation grants and support on an ongoing basis to support their mission, providing goods to children and families in need. On going presentation to the faith community on topics related to child abuse and neglect. CTC leads in the recruitment, encouragement, development and signature of covenant by congregations.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Service Allowed or Disallowed

Compliance Requirements

Funds are to be used only for required or authorized services designed to achieve objectives listed in the Program Objectives and detailed in the application appended to the Core contract.

(Regulations and Section 17a-20, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/ or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or at a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report And submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition

Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
THE NEIGHBORHOOD YOUTH CENTER

11000-DCF91110-16145

I. PROGRAM OBJECTIVES

The Neighborhood Place is a Before and After-School program which focuses on developing parenting skills that will be at par with a child's growth for youths ages 5 to 14 years old. The program is to develop communication skills to ensure respect, cooperation and good behavior among the children.

It is to facilitate and improve school adjustment demonstrated by:

- Increase on regular school attendance;
- Decrease in disciplinary actions;
- Improvement in academic achievement and grades.

II. PROGRAM PROCEDURES

- Conducts parent-child groups emphasizing on child development, suitable for disciplining and supporting school activities;
- Develops curricula in the areas of mental health for bilingual parents;
- Implements art activities initiated by resident artists;
- Provides individual, group and family therapy.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds are to be used only for required or authorized services designed to achieve objectives listed in the Program Objectives and detailed in the application appended to the Core contract.

(Regulations and Section 17a-20, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be submitted to the Department within 30 days at the end of each quarter or a date specifically stated by the Department:

a. Quarterly Programmatic Report
b. Performance Based Data
c. Interim & Final Expenditure Report
d. Utilization Reports

Financial reports must include staff identified by name and title.

E. Special Tests and Provisions

Compliance Requirements

No clinic or facility receiving funds under this section shall refuse its proper services to any resident of the state solely because of place of residence or ability to pay for services provided.

Suggested Audit Procedures

Review a sample of admissions records to determine that no resident of the state was refused services because of a place of residence or inability to pay for services. (Section 0, CGS)

Compliance Requirements

(a) DCF funds may not be expended prior to the starting date of the contract or beyond the ending date of the contract. In addition, DCF funds should not be expended on items not approved by the Department as specified in the final approved budget.

(b) Funds allotted to the Contractor by the Department shall not be used for capital expenditures, depreciation, fundraising costs, interest and penalties, unless otherwise specified in Part III of the contract. This restriction shall not be interpreted to prevent routine maintenance, but no such funds shall be used for construction or renovation of buildings.

(c) If costs are allocated to a program, an agency-wide cost allocation plan must be included with the contract application package. This plan should include total costs allocated as well as the method of allocation for all programs.

Suggested Audit Procedures

(a) Determine costs were incurred only during the approved grant period. Costs incurred prior to the start date or subsequent to the end of the contract must be disallowed.

(b) Trace the source fund for capital expenditures, fundraising costs, interest and penalties, if any. Document as exceptions if DCF funds were used for such unauthorized expenditures.

(c) Review the final expenditure report if a cost allocation method was applied. Assess if the allocation method disclosed is in agreement with the cost allocation plan submitted with the application package and is in accordance with OMB Circular A-122.

Compliance Requirements

(a) The following approved budget flexibility is allowable without prior approval from the Department.
   (1) Line item expenses within the DCF funded program cost centers: up to 5% of each line item or $5,000 whichever is greater.
   (2) Individual salary line items up to 10% of DCF funded program cost centers.

(b) All budget revision requests must be reflected in the final expenditure report And submitted within 90 days of when the contract period ends.

(c) Equipment and other Capital items approved for purchase with DCF funds require completion of the Special Condition Form provided by DCF. The recipient should safeguard the equipment, it will be returned or disposed of, as determined by DCF.

Suggested Audit Procedures

(a) Compare actual income and expense reported to the final budget to verify that no line item variance exceeds the limits noted above.

(b) Review the recipient's final expenditure report and determine if amounts reported agree to their internal accounting records. If

amounts are different a revised final expenditure report should be filed with DCF within the timeframe identified in the contract.

(c) Select a sample of allocated salaries and determine whether the allocated salaries were calculated accurately, the allocation rate is supported by personnel records and that the allocation methodology was consistently applied to all programs.

(d) Review the final expense reports and inspect inventory for equipment and capital items that were purchased with DCF funds. A Special Condition Form must be submitted for all equipment, defined as costing $1000, and a useful life of over one year. Inspect if the proper Special Condition Form was submitted and approved by DCF.

Compliance Requirements

The contractor shall report to the Department any and all related party relationships and transactions. Related party transactions must be disclosed and approved by the Department. If related party transactions are incurred during the term of the contract, the contractor must obtain prior approval from the Department.

Suggested Audit Procedures

(a) Determine whether there were related party transactions during the contract period through inquiry with management, inspection of the books and interviews with personnel.

(b) Determine whether the related party transactions were fully disclosed to the Department as required by the contract.

(c) If related party transactions existed, determine if the contractor obtained prior approval from the Department in writing. If not , these expenses are disallowed.

Compliance Requirements

(a) The recipient certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this contract.

(b) The recipient is subject to the provisions of Executive Order No. Sixteen Violence in the Workplace Prevention Policy.

Suggested Audit Procedures

(a) Inquire from management if recipient has internal policies to address ethics pertaining to offers or gratuities to or from an elected or appointed official or employee of the State of Connecticut.

(b) Inquire from management if recipient has internal policies to address the Executive Order No. 16.

Department of Children and Families
MISCELLANEOUS (MIS)
XXXXX-DCF91110-XXXXX

This supplement is to be used for all programs not covered by a specific compliance supplement.

I. PROGRAM OBJECTIVES

Consists of various human service programs. Specific information may be obtained by reviewing individual contracts.

II. PROGRAM PROCEDURES

Specific information may be obtained by reviewing the individual contracts.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURE

A. Types of Services Allowed of Disallowed

Compliance Requirements

Types of services allowed or disallowed will be detailed in each individual contract.

B. Eligibility

Compliance Requirements

Eligibility requirements, if any, will be detailed in each individual contract.

C. Matching, Level-of-Effort, and /or Earmarking Requirements

Compliance Requirements

(1) A contract may require a matching local share. (See Contracts for specific requirements)

(2) Some Department of Children & Families Services (DCF) contracts require that earmarked funds be spent for specific purposes or be returned to the DCF. (See Contracts for specific requirements)

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit the following DCF reports in a timely manner:

(1) Financial
(2) Statistical
(3) Program Reports
(4) Performance Data

E. Special Test and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to DCF. (See contracts for specific requirements)

Suggested Audit Procedures

Examine records to determine if unexpended funds were reported back to and returned to DCF.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the approved Contracts. (See Contracts for specific requirements)

Suggested Audit Procedures

Obtain a copy of each contract action, review special conditions, and test for compliance.

Department of Children and Families
BOND FUNDS
12048-DCF91110-xxx
12052-DCF91110-xxx

I. PROGRAM OBJECTIVES

The Commissioner of the Department of Children and Families is authorized to establish and contract for a variety of services and facilities to treat and care for children. Bonding funds provided under this program are intended to aid in the improvement and expansion of non-profit Child Guidance Clinics and non-profit Residential Facilities for Children.

II. PROGRAM PROCEDURES

The objectives of bonding funds issued by the Department of Children and Families are to provide grants-in-aid by means of a contract to private non-profit mental health clinics for children for fire safety and environmental improvement. Additionally, the Department will provide grants-in-aid by means of a contract to private non-profit residential facilities, permanent family residents, group homes and temporary shelters licensed by the Department for construction, alterations, repairs and improvements.
(SBA subsection(j)(1-2) of section 50 of SA. 93-2)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Service Allowed or Disallowed

Compliance Requirements

Services allowed are specified in the grantee's Assistance Agreement.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level of Effort, and/or Earmarking Requirements

Compliance Requirements

The amount of grantee participation, if any, is determined by project. Refer to Core contract.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions to be performed by the auditor.

SECTION 3

INDIVIDUAL PROGRAMS OF THE CHILDREN'S TRUST FUND COUNCIL

NURTURING FAMILIES NETWORK..... 1

Children's Trust Fund Council
NURTURING FAMILIES NETWORK

11000-CTF94000-12042

I. PROGRAM OBJECTIVES

The Nurturing Families Network Programs seek to prevent child abuse and neglect by engaging and supporting families when their first baby is born. Currently operating at maternity hospitals across Connecticut, Nurturing Families Network is a voluntary program that works with and supports parents by providing information about the HUSKY program and pediatric care, a developmental calendar, and an invitation for up to six months of ongoing parental support and information about community resources. Nurturing Families Network has three components:

1. Nurturing Connections, a program that contacts and screens first-time mothers and provides a combination of intensive home visiting for high-risk mothers and up to six months of parenting information, support and referrals for low-risk mothers.

2. Nurturing Parenting Groups, an intensive 26-week group experience for parents and their children that teaches appropriate expectations and foster empathetic understanding and strategies for enhancing the well being of the children.

3. Home Visiting Services, which focuses on families at the highest risk for child abuse and neglect. This service can be provided for as long as 16 months after birth.

- The Family Empowerment Initiative programs assist high-risk groups of parents with children of various ages. The programs are co-located in various settings where families may be addressing other issues, including a school, a substance abuse center, a prison, a domestic violence shelter, a child guidance center and a public housing project.

- The Kinship Fund is a probate court administered program that awards small grants to provide for a variety of needs to aid in the development of children living with relatives who are court-appointed guardians. The grants provide for a range of activities including tutoring, camp and extra-curricular experiences, and program fees.

- The Help Me Grow program is designed to ensure that all young children and their families have access to a system of early identification, prevention and intervention services. The program links pediatric professionals, parents and childcare providers with existing community resources through a toll-free telephone number, and targets at-risk children ages birth through five who are not eligible for Connecticut's Birth to Three program or Preschool Special Education Services.

- The Hartford Community Partnership has been developed with the Department of Children and Families and various organizations in the city of Hartford. The Partnership is piloting a differential response to families who come to the attention of the department. The Community Partnership seeks to engage the full community in efforts to protect children and prevent abuse and neglect.

II. PROGRAM PROCEDURES

Funds are made available through a contract to community-based organizations to provide services, case management, parent education or developmental assessment to parents. Eligibility and program services are detailed within the contract.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Service Allowed or Disallowed

Compliance Requirements

The types of services allowed are those shown in the approved grant.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Quarterly and final program and income/expense reports are required to be submitted by the grantee. Reports are to be submitted within thirty (30) days after the end of each quarter or as specifically stated by the CTFC.

Compliance Requirements

All written program and budget revision requests must be approved in writing by the CTFC prior to implementation. Final revision requests for major changes to Program and/or Budget should be submitted to the CTFC no later than 45 days before the end of the contract period. Any revisions over which the Contractor has no authority/influence and which occurs during the last 45 days must receive prior written CTFC approval.

E. Special Tests and Provisions

Compliance Requirements

Any funds unexpended upon the expiration of the CTFC contract period must be returned to the CTFC within 30 days after receiving notice from CTFC.

Suggested Audit Procedures

Determine, through examination of records, that unexpended funds were returned to the CTFC within the allowed time period.

Compliance Requirements

Budget variance:

A variance of up to $250 per position, and the proportional amount of fringe benefits is allowed contingent upon a compensating underrun in the respective salary category. Variance allowance in salaries cannot be due to an adjustment to an hourly rate or an increase in compensation.

All changes to the budgeted level in each line item in the Other expense categories (series 300 – 800) is limited to a variance of 20 percent or $1,000, whichever is less, unless written notice of such proposed revision is submitted and approved by the CTFC.

Suggested Audit Procedures

Check income/expense reports against budget to verify that no line item variance exceeds the limits noted above.

SECTION 4

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF CORRECTION

NONRESIDENTIAL PROGRAMS 1

RESIDENTIAL PROGRAMS (HALFWAY HOUSES)..... 3

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Department of Correction
NONRESIDENTIAL PROGRAMS

11000-DOC88000-16173 Prior SPID 0-8000-612

I. PROGRAM OBJECTIVES

The Nonresidential program provides services to incarcerated and released inmates throughout the state. The contractor acts as a broker advocate, referral agent, and counselor in obtaining necessary supportive services from its own and other public and private agencies. The contractor will coordinate activities with and provide services to Department of Correction institutional and community programs, in compliance with Department guidelines and directives.

II. PROGRAM PROCEDURES

Individuals are placed with private, non-profit community organizations contracted to the Department of Correction and located throughout the state. The range of services provided, where appropriate, include employment assistance/procurement; educational and vocational training; housing assistance; public and private financial and material assistance; substance abuse treatment and education and referral; medical, dental, and mental health services and/or referral; crisis intervention; family, group and individual counseling; domestic violence counseling; and court attendance.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable costs include:

(1) Employment assistance/ procurement
(2) Educational/vocational training
(3) Housing Assistance
(4) Public/private financial and material assistance
(5) Substance abuse treatment and education
(6) Mental health referral and treatment.
(7) Crisis intervention
(8) Family, group and individual counseling
(9) Domestic violence counseling

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Matching, level-of-effort, and/or earmarking requirements will be identified in individual agreements.

D. Special Reporting Requirements

Compliance Requirements

1. The contractor will submit fiscal and programmatic reports as required by the contract.

2. The contractor must submit a detailed reconciliation of the final program expenditure amounts by each State contract, reported to the Corrections Department on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Correction
RESIDENTIAL PROGRAMS (HALFWAY HOUSES)

11000-DOC88000-16173 Prior SPID 0-8000-611

I. PROGRAM OBJECTIVES

The Residential Program (Halfway House) program is provided by private, nonprofit community or locally-based organizations which offer housing, transportation, job preparation and employment drug and alcohol treatment and education, mental health treatment and referral, for incarcerated or discharged offenders. Services are to be provided in a safe and secure environment, in accordance with Department of Correction guidelines and directives.

II. PROGRAM PROCEDURES

Inmates or discharged offenders are placed in a network of private, nonprofit community or locally-based organizations contracted to the Department of Correction and located throughout the state. The individuals receive a structured supportive and supervised living environment on a seven day-per-week, 24 hour-per-day basis. The individuals participate in either inpatient substance abuse programs or other programs that enable them to work during the day and return in the evening. Employed individuals are required to pay rent, contribute to the Victim's Compensation Fund, participate in a savings plan, help support dependents, and participate in a re-entry counseling program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable costs include:

(1) Residential care
(2) Employment services
(3) Educational and vocational services
(4) Counseling services
(5) Substance abuse treatment and education
(6) Mental health treatment and referral
(7) Supervision
(8) Transportation
(9) Recreation

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Matching, level-of-effort, or earmarking requirements will be identified in individual agreements.

D. Special Reporting Requirements

Compliance Requirements

1. The contractor must submit fiscal and programmatic reports as required by the contract.

2. The contractor must submit a detailed reconciliation of the final program expenditure amounts by each State contract, reported to the Corrections Department on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Correction
LEGAL SERVICES TO PRISONERS

11000-DOC88000-16042 Prior SPID 0-8000-604

I. PROGRAM OBJECTIVES

The Legal Services to Prisoners program is a state funded program designed to provide inmates housed in Connecticut correctional facilities, whether sentenced from this state or another state and inmates sentenced in this state but housed in other states with access to the civil judicial system, through a variety of activities. Access to court does not include representation before the court or any administrative body or the filing of an appearance in civil cases, unless otherwise required by court decree or requested by the Commissioner of the Department of Correction.

II. PROGRAM PROCEDURES

Inmates may access the services of this program at any facility. Procedures, forms and formats are determined by Departmental Administrative Directives, Facility orders and the process established by the provider. Services to inmates is limited to assisting inmates concerning legal problems and strategies; the giving of legal advice and discussion of legal alternatives with inmates; assistance in the drafting of documents and materials related to judicial proceedings; advising inmates as to how to proceed in court; strategizing with inmates concerning presenting cases in court; advising inmates concerning appropriate responses to motions or pleadings filed by their adversary in court; discussing with and assisting inmates in decisions and actions related to the taking of appeals from lower court decisions; discussing with and assisting inmates with general legal questions concerning their incarceration; assisting inmates in identifying specific legal problems pertaining to their incarceration; and other related services. Services will be defined and limited to those identified in contractual agreements with providers.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable costs include:

(1) Assistance in drafting documents
(2) Advising inmates on legal procedure
(3) Answering inmate legal questions
(4) Assisting in identifying specific legal problems
(5) Assisting with the preparation and organization of evidence
(6) Providing representation, as required or requested by the Commissioner
(7) Other services allowed for by contractual terms and conditions

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit monthly fiscal and programmatic reports as required by the contract.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 5

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

COMMUNITY HOUSING DEVELOPMENT CORPORATION..... 1

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Department of Economic and Community Development
COMMUNITY HOUSING DEVELOPMENT CORPORATION
12064-ECD46000-40238-015 and 12064-ECD46000-40237-015

I. PROGRAM OBJECTIVES

The objective of the Community Housing Development Corporation ("CHDC") program is to provide funds to eligible developers to undertake the construction or rehabilitation of either owner-occupied or multi-family housing. A qualified eligible developer can receive an interest-free loan from the Department of Economic and Community Development ("DECD") which can be used in one of two ways, or a combination of both:

(1) The developer can use the loan to establish a Loan Fund to undertake new construction or rehabilitate existing housing structures for low and moderate income homeowners or private owners or corporations who agree to rent the housing units only to low and moderate income persons or families; or

(2) The developer can use these funds to make rehabilitation or renovation loans to low and moderate income homeowners or to the owners of low and moderate income rental housing units.

Funds are also available as seed money which provides a developer with advance funds necessary to develop housing affordable to low and moderate income families. Advances are made solely for expenses which are recoverable in the permanent mortgage.

A qualified non-profit corporation can receive a grant for use in establishing grants, loans, or deferred loans to households for handicapped accessibility modifications. (Section 8-218, CGS)

A qualified non-profit corporation can receive a grant for use in providing grants for adaptability. (Section 8-218, CGS)

Provide a grant-in-aid to Local Initiatives Support Corporation chartered as a state-wide HDC, for capacity building, technical assistance, and predevelopment activities.
(Section 8-218, CGS)

II. PROGRAM PROCEDURES

The program contracts for services related to the rehabilitation and construction of housing for low and moderate income persons or families. Funds are made available to Community Housing Development Corporations ("CHDCs") which are organized for the purpose of developing low and moderate income housing upon approval by the DECD of the CHDC's application for funding or to eligible developers as defined in Sec. 8-39, CGS.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

(1) Any repairs or rehabilitation work performed on an eligible structure, which is necessary to bring a unit up to a decent, safe, and sanitary level, or to make a unit accessible to a handicapped or developmentally disabled person, or which is necessary to bring a major building system which is in danger of failure, into good repair.

(2) Expenses for additions for handicapped accessibility and adaptability modifications.

(3) Repairs or rehabilitation necessary to bring ground floor commercial space to a decent, safe, and sanitary condition may be an eligible expense at the discretion of the Commissioner of the Department of Economic and Community Development ("DECD").

(4) Local Initiative Support Corporation (LISC) services.

Services disallowed include expenses for redecoration, additions, or refurnishing.

(Section 8-218, CGS)

B. Eligibility

Compliance Requirements

(1) Owners of buildings located within an approved target area and which contain at least one unit occupied by a person of low and moderate income.

(2) Units which are occupied by persons other than low and moderate income persons are not eligible for assistance under the program unless such unit is occupied by a person who is handicapped or developmentally disabled.

(3) Grants for handicapped access only to eligible income limit households and grants/loans to handicapped tenants must have landlord authorization.

(4) Eligible developers.

(Section 8-218, CGS)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) Public and private cooperation projects require a private sector match equal to or greater than the amount of the proposed grant or loan. (Section 8-218a, CGS)

(2) There are no matching, level-of-effort, or earmarking requirements for the CHDC program. (Section 8-218, CGS)

D. Special Reporting Requirements

Compliance Requirements

Corporations must submit Quarterly Financial Statements (E-23 and E-24) to the DECD.

(Section 8-218, CGS)

E. Special Tests and Provisions

Compliance Requirements

The cost for repair of building wide systems should be prorated among the units occupied by low and moderate income persons and those which are not so occupied.

Suggested Audit Procedures

Review the expenditures and related records and ascertain that the percentage charged to the low and moderate income units is appropriate.

Department of Economic and Community Development
CONGREGATE SERVICE SUBSIDY

11000-ECD46400-16068-033

I. PROGRAM OBJECTIVES

To provide financial assistance in the form of a congregate subsidy grant to assist in the payment of rent and to provide congregate support services which are necessary to enable semi-independent living in a residential setting for the frail elderly. These services include one main meal a day, housekeeping services, and a 24 hour emergency service. Personal care services to assist in delivery and enhancement of daily living activities are available to residents based on an individual evaluation and assessment of need. Provided services may be subsidized in whole or in part through DSS or DECD. Based on their financial circumstances, residents may also contribute towards the cost of personal care services.

II. PROGRAM PROCEDURES

Any Housing Authority, nonprofit organization, or private developer which operates a congregate housing facility may apply and contract for a congregate subsidy grant. The grant will provide a rental assistance payments component, a congregate core services component, an expanded core services component and an assisted living services component. The rental assistance component will assist residents paying in excess of thirty percent of their adjusted gross income toward base rent and utilities. The congregate core services component will offset the costs of congregate services not paid for by the tenants. Tenants will be required to pay an amount toward congregate services costs, based on their net income after allowances, in accordance with a formula approved by the Commissioner of Economic and Community Development. The expanded core services component will be funded entirely with grant funds for the purpose of hiring a Resident Services Coordinator, and providing wellness/preventive programs along with emergency transportation for residents. The costs attributable to this component can not exceed the amounts budgeted by each line item. The assisted living component is either funded in whole or in part by either DSS or DECD. An assessment of the tenant is conducted to determine the level of services required. Tenants may be required to pay a portion of their assisted living services based on their income/assets in accordance with a formula approved by the Department of Social Services and the Department of Economic and Community Development. Congregate and assisted living services charges, together with any available congregate subsidy grant or other available income, shall generate sufficient income to meet the costs of the congregate services components.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds may be expended by the auditee for specific purposes and amounts as authorized in the approved Congregate Services Management Plan (budget) and Certification and Tenant Rent Roll. Funds expended may not exceed the approved level by each category and/or line item: Rental Assistance Payments, Congregate Core Services, Resident Services Coordinator, Wellness/ Preventive Program, Emergency Transportation and Assisted Living Services.

(Regulations, Section 8-119g-10)

B. Eligibility

Compliance Requirements

(1) The auditee is required to accept applications for admission to the projects, determine whether the applicants are initially eligible, and recertify (for continued occupancy) tenants' family income, composition, and contribution to rent, congregate services and assisted living services.

(Regulations, Section 8-119g-4)

(2) The auditee is required to conduct an assessment (using DSS Form W-1510 "Plan of Care" or something similar) to determine if a resident requires assisted living services and at which level services need to be provided.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) The following financial reports must be submitted quarterly for this program:
- Balance Sheet
- Operating Statement
- Statement of Retained Earnings
- Summary of Charges to Retained Earnings Appropriated for Repairs, Maintenance and Replacements
- Operating Statement - Congregate Services
- Operating Statement Congregate Services Supplemental Information Program Costs

(2) A Congregate Services Management Plan (budget) and Certification and Tenant Rent Roll must be submitted annually.

(3) Quarterly narrative reports must be submitted.

(4) Monthly ALSA reports for entities participating in the Assisted Living Services component, must be submitted.

(Regulations, Section 8-119g-11)

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

(1) The operating income and expenses (Administration Fund) and congregate services income and expenses (Congregate Subsidy) must be separately accounted for in order to permit the preparation of a DECD Certificate of Approved Program Costs and State Funding on the Congregate Services Subsidy Program.

(2) The amounts for the Rental Assistance component must be separately accounted for through the Administration Fund in order to permit the preparation of a DECD Certificate of Approved Program Costs and State Funding.

Suggested Audit Procedures

(1) Test financial records and determine that the amounts considered as operating income and expenses and the amounts considered as income and expenditures for congregate services are proper.

(2) Test financial records and determine that the amounts recorded as Rental Assistance Payments are proper.

Compliance Requirements

The auditee must accurately account for any interest income generated from the use of state Congregate Subsidy Funds, and return the interest to the state (Department of Economic and Community Development) upon demand. This is applicable only if a separate bank account was maintained for the Congregate Services Subsidy program.

Suggested Audit Procedures

(1) Review the financial records and determine the amount of interest income, if any, generated by state Congregate Subsidy Funds.

(2) Review the financial records to determine if interest income has been returned to the State (Department of Economic and Community Development), if applicable. If not, has an amount payable to the State ("DECD") been properly recorded?

Compliance Requirements

The auditee must follow proper bidding procedures for expenditures in excess of $100,000.

(Section 8-44(b), CGS)

Suggested Audit Procedures

Test financial records and determine adherence to bidding procedures.

Department of Economic and Community Development
FLEXIBLE HOUSING AND COMMUNITY DEVELOPMENT
12039-ECD46000-Various
12065-ECD46000-Various

I. PROGRAM OBJECTIVES

The objective of the Flexible Housing and Community Development program ("Flex") is to provide funds to eligible applicants to undertake projects designed for the purpose of providing affordable housing to residents throughout the state.
(Section 8-37pp, CGS)

II. PROGRAM PROCEDURES

The state contracts with and provides bond funds to non-profit organizations, municipalities, housing authorities, and businesses corporations or partnerships whose purpose includes construction, acquisition rehabilitation or operation of affordable housing for projects and activities that provide affordable housing, including acquisition, construction, rehabilitation, repair and maintenance of residential and mixed-use structures and other development activity related to the maintenance, creation or expansion of affordable housing.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed are specified in the grantee's Assistance agreement with the DECD.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The amount of applicant participation is determined by project. The Agreement Concerning Loan/Grant Advances will identify if there is a matching share. It can be a specific amount or a percentage of costs.

D. Special Reporting Requirements

Compliance Requirements

Programmatic and financial reports may be required under the Assistance Agreement. DECD requires Quarterly Development Compliance Reports from grantees within 30 days after March 30th, June 30th, September 30th, and December 31st.

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
HISTORIC ASSETS

12052-ECD46000-40390-095 and 12052-ECD-46000-40390-075

I. PROGRAM OBJECTIVES

The purpose of the Historic Assets Grant Fund programs is to contribute to the state's overall historic preservation plan. It encourages quality tourism by supporting the installation or restoration of supportive improvements to historical assets. Historical assets refers to any building, structure, object, or site that is significant in American history, architecture, archeology, or culture, or property used in connection therewith. Supportive improvements may include, but shall not be limited to, parking lots, office space, sanitary facilities, utilities necessary to make a building functional, information booths, provisions for the handicapped, improvements necessary to bring such asset into conformance with local ordinances, or any other improvements necessary to return the property to a state or utility provided that any such supportive improvement shall not alter, destroy, or detract from the distinctive historical, aesthetic, archaeological, architectural, cultural, or stylistic qualities or characteristics of the historic asset or its environment.

(Section 32-6a, CGS)

II. PROGRAM PROCEDURES

The state contracts with municipalities and not-for-profit organizations for the installation or restoration of supportive improvements to historical assets. The grant is awarded to the grantee out of state bond appropriations.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The grantee's Assistance Agreement specifies the allowed and disallowed services.

(Section 32-1c, CGS) and (Regulations, Section 32-6a-8)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The Assistance Agreement may include a matching requirement.

(Regulations, Section 32-6a-8)

D. Special Reporting Requirements

Compliance Requirements

Programmatic and financial reports may be required under the Assistance Agreement.

(Regulations, Section 32-6a-8)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
HOUSING AND COMMUNITY DEVELOPMENT
12064-ECD46000-40237-008 and 12064-ECD46000-40238-008

I. PROGRAM OBJECTIVES

To provide grants to housing site development agencies or eligible nonprofit corporations for up to two-thirds of the cost of site acquisition and/or site improvements associated with development of housing for low and moderate income families. Funds assist in writing down the cost of housing by reducing the price of construction which effects the subsequent mortgage financing, making the units affordable to persons of low and moderate income.

Another objective is to provide financial assistance for up to two-thirds of the cost of community development activities which are a part of a targeted neighborhood rehabilitation effort in a predominantly residential area.

Housing Site Development Agencies ("HSDAs") must be designated by resolution. Eligible nonprofits are those which have a commitment for mortgage financing from HUD or FMHA.

II. PROGRAM PROCEDURES

Proposals are invited as funds are available. Any municipality or designated agency thereof may apply. The evaluation of the proposal will be based on the extent to which the project will benefit low and moderate income persons and its impact on housing and neighborhood revitalization.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds may be used for services provided for in the approved program budget. Administration expenses are allowed up to 15 percent of the hard costs.

(Section 8-216b, CGS)

B. Eligibility

Compliance Requirements

Funds are required to be used to benefit low and moderate income homeowners in the targeted area. Fifty-one percent of the residents benefited must be of low or moderate income households. Low or moderate income is defined as 100 percent of HUD median unless funds from another source requiring a lower percentage of the median (i.e., CDBG,

Small Cities) are being used. The benefit must then defer to the lower percentage.

(Section 8-216b, CGS)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The grantee is required to provide one-third of the cost of the program.

(Section 8-216b, CGS)

D. Special Reporting Requirements

Compliance Requirements

Grantees are required to submit quarterly status reports to the Department of Economic and Community Development ("DECD").

E. Special Tests and Provisions

Compliance Requirements

A Revolving Loan Fund Account must be established specifically for loan repayments. Funds may be mixed with loan repayments from loans made with funds from other sources. The disbursement of new loans can be made form this account only after the original grant money has been expended.

Suggested Audit Procedures

(1) Identify a Revolving Loan Fund Account.
(2) Test transactions and related records.
(3) Determine that disbursements of new loans were made only after the initial budgeted funds for Revolving Loans authorized by the Project Financing Plan and Budget have been completely expended.

Compliance Requirements

Municipalities must follow proper bidding procedures as specified in the Assistance Agreement, "Special Provisions".

Suggested Audit Procedures

Test financial records and determine adherence to bidding procedures.

Compliance Requirements

Municipalities must follow wage rate requirements as specified in the Assistance Agreement, "Special Provisions."

(Section 31-53, CGS)

Suggested Audit Procedures

(1) Identify the programs involving construction activities.
(2) Review selected construction contracts and subcontracts and determine whether they contain provisions requiring the payment of "prevailing" wages)

(Section 31-53, CGS)

Department of Economic and Community Development
HOUSING ASSISTANCE AND COUNSELING
11000-ECD46400-16076-035

I. PROGRAM OBJECTIVES

The Housing Assistance and Counseling program provides financial assistance to not-for-profit organizations that provide the following types of housing assistance and counseling information to landlords and tenants, including but not limited to:

(1) Educational services designed to inform landlords and tenants of their respective rights and responsibilities.

(2) General information services on securing housing-related financing, including mortgage loans, home improvement loans, energy and weatherization assistance.

(3) General mediation services for landlord and tenant disputes.

(4) A demonstration program providing a limited grant to supplement the cost of assisted living services in up to 4 (four) United States Department of Housing and Urban Development, Section 202, elderly housing development and/or United States Department of Housing and Urban Development, Section 236, elderly housing developments to provide assisted living services for persons who are residents of the state.

(Section 8-206e, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations for the provision of housing assistance and counseling services, following grantee application review for content and approval based on eligibility, experience, and the financial need of the applicant.

The assisted living component is either funded in whole or in part by DECD. An assessment of the tenant is conducted to determine the level of services required. Tenants may be required to pay a portion of their assisted living services based on their income/assets in accordance with a formula approved by the Department of Social Services (DSS) and DECD.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

(1) Education services designed to inform landlords and tenants of their rights and responsibilities.
(2) Mediation services between tenants and landlords.
(3) Information services on securing housing-related financing.
(4) Other housing-related counseling services and assistance.
(5) Assisted living services in accordance with guidelines established by DSS and DECD.

(Section 8-206e, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee shall submit monthly activity reports, quarterly financial statements and an annual summary of activities to the Department of Economic and Community Development ("DECD").

(Section 8-206e, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
HOUSING DEVELOPMENT FUND PROGRAM

Affordable	Moderate Rental	Congregate Elderly	Elderly
12064-ECD46000-40238-005	12064-ECD46000--40238-002	12064-ECD46000-40240-004	12064-ECD46000-40240-003

I. PROGRAM OBJECTIVES

The objective of the Housing Development Fund Program is to provide financial assistance in the form of grants and/or loans to eligible developers (housing authorities, nonprofit organizations, private developers, municipal developers, and housing partnerships) for the construction of decent, safe, and sanitary housing for eligible low and moderate income families and/or for the elderly.

(Sections 8-70 (MR), 8-114a (Eld.), 8-119h (Cong.) and 8-119dd (Aff.), CGS)

II. PROGRAM PROCEDURES

The Department of Economic and Community Development ("DECD") may enter into a contract with an eligible applicant (i.e., housing authority, nonprofit organization, private developer, municipal developer, or housing partnership) to provide financial assistance in the form of a grant and/or loan for the development of housing for low and moderate income families and/or the elderly.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds may be expended by the eligible developer for specific purposes and amounts as authorized in the approved Assistance Agreement and Project Development Budget (QA-6).

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

An eligible developer may be required to contribute financial assistance in the form of cash, donated property, in-kind contributions, or any other assistance as a condition of receiving state assistance. The specific matching requirements are set forth in the Assistance Agreement and Cooperation Agreement.

D. Special Reporting Requirements

Compliance Requirements

The following financial reports must be submitted quarterly for this program:

(1) Balance Sheet (R-76)
(2) Statement of Development Cost (R-77)

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

The auditee must follow proper bidding procedures for expenditures in excess of $100,000.

(Section 8-44(b) CGS, sets bidding thresholds.)

Suggested Audit Procedures

Test the financial records and determine adherence to bidding procedures.

Department of Economic and Community Development
HOUSING REHABILITATION PROGRAM

12039-ECD46000-40231-001 **12064-ECD46000-40238-001**
12064-ECD46000-40237-001 **12065-ECD46000-40240-001**

I. PROGRAM OBJECTIVES

The objective of the Housing Rehabilitation Program ("HR") is to improve and upgrade the physical condition of existing public housing projects.

II. PROGRAM PROCEDURES

Each Housing Authority, Non Profit Corporation, Community Housing Development Corporation and Municipal Developers as Owner/Sponsor of Elderly and Moderate Rental Housing; Housing for the Homeless, Limited Equity Cooperative, Congregate Housing, Mutual Housing and Affordable Housing may prepare and submit to the Commissioner of Economic and Community Development for approval a program of project rehabilitation and improvement.

The program shall include the estimated costs of services, rehabilitation and improvement, and the method and staff required to carry out such a program. The housing rehabilitation contract shall provide for state financial assistance in the form of a grant-in-aid, loan, or combination thereof equal to the cost of such program, including administrative or other cost or expense to be incurred by the state in connection with the program as approved by the Commissioner of Economic and Community Development.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds may be expended by the auditee for specific purposes and amounts as authorized in the approved Assistance Agreement and Program Financing Plan and Budget (DECD-KA-1).

(Section 8-44a(b), CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The auditee may be required to pay for a portion of the approved rehabilitation project with its own resources.

D. Special Reporting Requirements

Compliance Requirements

The following financial reports must be submitted quarterly for this program:

(1) Balance Sheet (L-203 or L-116)
(2) Statement of Program Cost (L-117)

(NOTE: The auditee may report the rehabilitation program as part of the Housing Authority Administration Fund financial reports for the fund benefited by the program or report the program on separate financial reports.)

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

The cost of the housing rehabilitation program must be separately accounted for in order to permit the preparation of a DECD Certificate of Approved Program Costs and State Funding on the housing rehabilitation program.

Suggested Audit Procedures

Test financial records, and contract change orders for any contracts issued and determine that the amounts considered as costs of the housing rehabilitation program are proper.

Compliance Requirements

The auditee must follow proper bidding procedures for expenditures in excess of $100,000.

(Section 8-44(b) CSG, sets bidding thresholds.)

Suggested Audit Procedures

Test the financial records and determine adherence to bidding procedures.

Department of Economic and Community Development
INFRASTRUCTURE
12064-ECD46000-40238-023 and 12065-ECD46000-40240-023

I. PROGRAM OBJECTIVES

To provide grants, loans, or a combination thereof for the purpose of undertaking activities aimed at increasing housing for low and moderate income families.

II. PROGRAM PROCEDURES

The Department of Economic and Community Development ("DECD") enters into contracts with any of 32 eligible municipalities to provide funding for a variety of eligible activities such as planning, construction, or renovation of housing, and for any of the following related activities: sewer connections, gas, electric and communications connections, drainage, public roadways, and water lines. The municipality must approve the Regional Fair Housing compact as prepared by them.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Grants, loans, or a combination thereof shall be made from the infrastructure fund for planning, construction or renovation of housing, and for any of the following, provided that administrative costs directly related to such construction or renovation shall not exceed 5 percent, when necessary to support the development of housing within such municipality in accordance with the Regional Fair Housing Compact:

(1) Sanitary sewer lines, including interceptors, laterals, and pumping stations.

(2) Natural gas, electric, telephone and telecommunications, pipes, wires, conduits, water lines and water supply facilities, except as required by any provisions of the general statutes or any special act, a regulation or order of the Department of Public Utility Control or a certificate of public convenience and necessity.

(3) Storm drainage facilities, including flood control facilities.

(4) Public roadways and related appurtenances.

(5) Community septic systems approved by the Department of Environmental Protection.

(Section 8-387, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Municipalities are required to submit quarterly status and financial reports to the DECD.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
LAND BANK / LAND TRUST PROGRAM
12064-ECD46000-40238-011 and 12064-ECD46000-40237-011

I. PROGRAM OBJECTIVES

To provide grants for the costs of acquiring land or interest in land and the costs of holding and managing land to be developed as housing for low and moderate income families.

The program is divided into two components:

(1) Land Bank - Grants provided to purchase land, which a sponsor can "bank" for a period of up to two years. The program generally funds the costs of holding and managing for a period of up to two years.

(2) Land Trust - Grants are provided for acquisition, holding and managing costs, but land must be developed right away. The land underlying the units must be held in trust. The costs of holding and managing may be covered by the grant until the parcel goes under development.

(Sections 8-214b through e, CGS) and (Regulations, Sections 8-214d-1 through 13)

II. PROGRAM PROCEDURES

Funds are provided to nonprofit corporations upon approval of an application by the Department of Economic and Community Development ("DECD") and subsequent approval of an allocation of funds for the project by the State Bond Commission. An Assistance Agreement is then executed between the DECD and the grantee. Only then can grant funds be requisitioned for eligible/approved costs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Grants are for costs that include:

(1) Property inspections
(2) Engineering
(3) Legal, including the cost to prepare land leases or condominium documents
(4) Closing costs
(5) Surveys
(6) Appraisals
(7) Real estate options
(8) Land
(9) Interests in land (e.g., retiring mortgage interest)
(10) Taxes
(11) Maintenance and security

(12) Up to 2.5 percent of total grant for administrative expenses
(13) Property insurance
(14) Title insurance
(15) Any tests or inspections made prior to the land purchase (e.g., percolation, test boring, environment assessments)

Generally, pre-acquisition costs to determine project feasibility, exclusive of any cost associated with the structure, are eligible.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Programmatic and financial reports may be required under the Assistance Agreement.

E. Special Tests and Provisions

Compliance Requirements

(1) If the land is land banked, the grantee must have a plan of development approved by the Commissioner no later than two years from the date of acquisition.
(2) The plan must include an application under review for construction funding. The Commissioner may grant an extension if it is considered to be in the best interest of the state.
(3) A Restrictive Covenant and Assistance Agreement must be recorded in the municipality where the property is located.

Suggested Audit Procedures

(1) Obtain a copy of the plan of development and determine completeness and compliance with the contract and regulations.
(2) Determine if the documents were properly recorded with the municipality.

Department of Economic and Community Development
LIMITED EQUITY COOPERATIVES

12064-ECD46000-40238-013 and 12065-ECD46000-40240-013

I. PROGRAM OBJECTIVES

The objective of the program is the construction of housing for low and moderate income families which provides an alternative to traditional rental housing by ensuring security of residency, continued affordability and participation in the design and operation of housing, and to make public investment to preserve and stabilize neighborhoods.

(Section 8-214f through h, CGS)

II. PROGRAM PROCEDURES

The Department of Economic and Community Development provides financial assistance to a limited equity cooperative or an eligible not-for-profit corporation for the development of housing for low- and moderate-income families. The assistance may be in the form of grants, loans, or combination thereof in an amount not to exceed the total development cost of the project, less any equity interest required, as determined by a cost certification.

(Section 214f(c), CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed costs include, but are not limited to:

(1) Organizational development
(2) Predevelopment costs
(3) Site acquisition and preparation
(4) Construction or rehabilitation
(5) Architect fees
(6) Resident training
(7) Administrative or other costs or expenses incurred by the state

(Section 8-214f(c), CGS) and (Regulations, Sections 8-214h-1(s) and 8-214h-2(c))

B. Eligibility

Compliance Requirements

(1) The admission income limits for grant project(s) shall not exceed 50 percent of the area median income, adjusted for family size, as determined from time to time by the U.S. Department of Housing and Urban Development, unless otherwise approved by the Commissioner of Economic and Community Development.

(2) The admission income limits for loan(s) or loan/grant combination project(s) shall not exceed 100 percent of the area median income, adjusted for family size, determined from time to time by the U.S. Department of Housing and Urban Development, unless otherwise approved by the Commissioner of Economic and Community Development.

(Sections 8-214f through h, CGS) and (Regulation, Section 8-214h-8(b) and 8(c))

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) Developers must have an equity interest in the total development cost, composed of any of the following:
- The housing site
- A cash contribution
- The resident's "sweat equity" investment

Refer to contract for specific amounts.

(2) The family must contribute its labor ("sweat equity") during the development or operation of the project or make a cash contribution to become a member of the cooperative, or both, in an amount approved by the Commissioner of Economic and Community Development. The value of the "sweat equity" may not exceed the hourly wage rates determined by the U.S. Department of Labor.

(Section 8-214f(c), CGS) and (Regulations, Section 8-214h-7(a)(1))

D. Special Reporting Requirements

Compliance Requirements

The developer shall submit semi-annual financial statements to the Department of Economic and Community Development ("DECD").

(Section 8-214h, CGS) and (Regulation section 8-214h-16(b))

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
MANUFACTURING ASSISTANCE ACT
(MUNICIPAL DEVELOPMENT PROJECTS AND BUSINESS DEVELOPMENT PROJECTS)

12034-ECD46000-40221-099 and 12034-ECD46000-40228-099

I. PROGRAM OBJECTIVES

The Municipal Development Project, Business Development Project, and Non-Profit Development Project provides loans and/or grants, including, but not limited to, the reasonable cost of feasibility studies, engineering, appraisals, market studies and related activities. Assistance is also provided for the acquisition of real property, machinery or equipment, or any combination thereof, the construction of site and infrastructure improvements, the construction, renovation and demolition of buildings, relocation expenses for the purpose of assisting a manufacturing or economic base business to locate, contract, renovate or acquire a facility. Such other reasonable expenses necessary or appropriate for the initial, implementation and completion of the project, including, but limited to administrative expenses and business support services.

(Sections 32-222 and 32-223 , CGS)

II. PROGRAM PROCEDURES

The State contracts with eligible applicants, municipally designated agencies (economic development commissions, redevelopment agencies, and not-for-profit development corporations) to share on a pro-rata basis eligible expenditures related to the preparation of a project plan or planning documents/studies deemed necessary by the Department of Economic and Community Development ("DECD"). This includes contractual services and administration items.

The State contracts with eligible applicants for services related to property acquisition, demolition or disposition, infrastructure development, construction, improvement and expansion of a facility, acquisition of machinery or equipment, relocation expenses, administration expenses, business support services, business relocation, engineering and related services, marketing, short-term interest costs, and other reasonable expenses necessary for implementation of the project.

(Section 32-222 (a), (f), (k), (m), & (n) CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds may be used for costs items specified in the latest approved Assistance Agreement and attachments and the Financing Plan and Budget.

(Sections 8-190 and 32-1c, CGS)
(Sections 8-195(a),(b),(c), , 32-222, and 32-223, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

A minimum match of 50% (fifty percent) of the total project cost is required with the following exceptions:

a) Targeted investment community – a minimum match of 10% (ten percent) of the total project cost;
b) Joint Ventures between 2 (two) or more municipalities – a minimum match of 25% (twenty-five percent) of the total project cost, and
c) Defense Diversification projects – no match is required for the total project cost.

(Section 8-196 and 32-223, CGS)

D. Special Reporting Requirements

Compliance Requirements

(1) Submission of the following reports is required by the grantee.
- Annual Financial Report.
- Requisitions for payment of State funds.

(2) Submission of certain other reports may be required by the grantee under the Assistance Agreement.

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
MUTUAL HOUSING PROGRAM

12064-ECD46000-40238-048 and 12065-ECD46000-40240-048

I. PROGRAM OBJECTIVES

The objective of the Mutual Housing program is the construction, ownership and operation of housing, the prevention and elimination of neighborhood deterioration and the preservation of neighborhood stability achieved by affording community and resident involvement in the provision of high quality, long-term housing for low and moderate income families in which residents:

(1) Participate in the ongoing operation and management of such housing

(2) Have the right to continue residing in such housing for as long as they comply with the terms of their occupancy agreement

(3) Do not possess an equity or ownership interest in such housing

(Section 8-214f(b), CGS) and (Regulations, Section 8-214h-1(v))

II. PROGRAM PROCEDURES

The Department of Economic and Community Development ("DECD") may enter into a contract with a mutual housing association, or any other qualified nonprofit corporation, to provide financial assistance in the form of grants, loans, or combination financing for the development of housing for low and moderate income families.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Developers may receive state financial assistance for the development of a project including, but not limited to:

(1) Organizational development
(2) Predevelopment costs
(3) Site acquisition and preparation
(4) Construction or rehabilitation
(5) Architect fees
(6) Resident training
(7) Administrative or other costs or expenses incurred by the sponsor and approved by the Commissioner.

(Sections 8-214f through h, CGS)

B. Eligibility

Compliance Requirements

(1) The admission income limits for grant project(s) shall not exceed 50 percent of the area median income, adjusted for family size, as determined from time to time by the U.S. Department of Housing and Urban Development, unless otherwise approved by the Commissioner.

(2) The admission income limits for loan(s) or loan/grant combination project(s) shall not exceed 100 percent of the area median income, adjusted for family size, determined from time to time by the U.S. Department of Housing and Urban Development, unless otherwise approved by the Commissioner.

(Sections 8-214f through h, CGS) and (Regulation, Section 8-214h-8)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Developers must have an equity interest in the total development cost of the project. Refer to contract for specific comments

(Sections 8-214f through h, CGS) and (Regulations, Section 8-214h-2(d) and Section 8-214h-l(k))

D. Special Reporting Requirements

Compliance Requirements

Developers are required to submit semi-annual financial statements to the DECD.

(Sections 8-214f through h, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
PAYMENT-IN-LIEU-OF-TAXES (PILOT)
11000-ECD46400-17012-039

I. PROGRAM OBJECTIVES

To provide grants up to 100% of ad valorem taxes to municipalities in which state-assisted low to moderate income housing projects are operated by Housing Authorities. The participating municipalities, , use this source of funds to offset the cost of municipal services provided to the project's tenants. In consideration of the State PILOT grant award, municipalities forgo collecting the payments due to them by the project, as evidenced by a Cooperation Agreement signed by both parties during the properties development. These funds, which the Housing Authorities otherwise would have paid to the municipality, may equal up to 12.5% of the shelter rent. The authorities may use the funds preserved by the municipal forbearance, for social services to the occupants, the operating costs or reserves of the property, or the maintenance or improvements of the physical quality of the property. (Section 8-216(b) of the CGS)

II. PROGRAM PROCEDURES

If the percentage of ad valorem tax (PILOT payment) offered by the State is too low, towns can refuse the PILOT payment grant offer. This will force the housing authority to pay out the funds set aside for payment of the taxes on the property. This loss will have a direct impact on the tenant rents.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowability.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirement

The municipality shall submit a Requisition for PILOT Payment (Form L-311) to DECD indicating the total realty tax payments due the municipality during the fiscal year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
PREDEVELOPMENT COST

12064-ECD46000-40238-016

I. PROGRAM OBJECTIVES

To provide interest-free loans and grants for predevelopment costs incurred with the construction, rehabilitation, or renovation of housing for low and moderate income persons and families. Loan repayments must be made no later than receipt of permanent financing.

II. PROGRAM PROCEDURES

Funds are provided to housing authorities, nonprofit corporations, municipal developers, or partnerships having at least one non-profit partner upon approval of an application by the Department of Economic and Community Development ("DECD").

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Interest-free loans are for costs that include:

- Feasibility studies
- Expenses incurred in project planning and design, including architectural expenses
- Legal and financial expenses
- Expenses incurred in obtaining and paying for required per-mits and approvals
- Options to purchase land
- Expenses incurred in obtaining and paying for required project specific insurance
- Other preliminary expenses authorized by the Commissioner of Economic and Community Development.

(2) Grants are for costs that include:

- Feasibility studies
- Appraisals
- Legal fees
- Financial consulting expenses
- Other planning expenses authorized by the Commissioner of Economic and Community Development.

Grants are limited to $5,000, maximum

(Sections 8-410 and 411, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Grantees are required to submit quarterly financial reports to the DECD.

(Sections 8-410 and 411, CGS) and (Regulation Section 8-412-8)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
PRIVATE RENTAL INVESTMENT AND MORTGAGE EQUITY PROGRAM (PRIME)

12064-ECD46000-40237-017 and 12064-ECD46000-40238-017

I. PROGRAM OBJECTIVES

The objective of the PRIME Program is to provide a grant-in-aid to the Connecticut Housing Finance Authority (CHFA) for the purpose of permitting the CHFA to extend financial assistance in the form of a grant or deferred loan (second mortgage) to eligible non-profit corporations to construct or rehabilitate 25 units or more of rental housing; provided the first mortgage is held by CHFA.

II. PROGRAM PROCEDURES

The Commissioner submits his recommendation for financing to the State Bond Commission. Upon approval by the State Bond Commission and approval of the first mortgage by the Board of CHFA, the Department of Economic and Community Development (DECD) may provide the grant-in-aid to CHFA and CHFA may enter into a contract with a developer to provide interim and/or permanent financing for the proposed rental housing development. The total amount of such grant-in-aid shall not exceed an amount equal to one-half of the project cost divided by the number of rental units multiplied by the number of low-income units in the project.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds may be used for the following purposes and are identified in an approved development budget:

(1) costs of land acquisition
(2) costs of site preparation
(3) architectural, engineering, legal and other fees and charges in connection with planning, execution and financing
(4) costs of studies
(5) insurance, interest, financing, taxes
(6) cost of construction or reconstruction
(7) cost of land improvements
(8) necessary expenses relating to initial occupancy
(9) allowances for working capital, replacement and contingency reserves and anticipated operating deficits during the first two years of occupancy
(10) reasonable profit or fee to builder and developer
(11) cost of such other items the Commissioner deems reasonable and necessary for the development of the project.

(Section 8-400 (4) and (6) of CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort. or earmarking requirements.

D. Special Reporting Requirements

There are no reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development

REGIONAL ECONOMIC DEVELOPMENT PROJECTS

12034-ECD46000-40224-092

I. PROGRAM OBJECTIVES

The Regional Economic Development Program provides grants for projects that will promote economic diversification, stability and growth. In addition, those such improvements, acquisitions and projects are a particularly effective investment of state funds because of their relative immobility in an increasingly global economy; such improvements, acquisitions and projects are particularly needed in communities experiencing significant military and industrial job losses; and regional cooperation in the planning and development of such improvements, acquisitions and projects is desirable and should be encouraged.

(Section 32-326, CGS)

II. PROGRAM PROCEDURES

The state contracts with eligible applicants for services related to property acquisition development, infrastructure development, residential or business relocation, administration, engineering and related services, marketing, short-term interest costs, and off-site development or any other project, which in the sole discretion of the Commissioner will significantly enhance economic diversification, stability, growth or scientific knowledge. Pass through grants and loans may be provided to companies located in these projects.

(Section 32-327(4), CGS)

Joint projects conducted by regional agencies are eligible for assistance.

"Agency" means any regional economic development commission formed under Sections 7-136 and 7-137, other regional development commission or corporation formed under any other provision of the General Statutes or any special act, any regional planning agency organized under the provisions of Chapter 127, regional council of governments organized under Sections 4-124i to 4-123p, inclusive, or any regional council of elected officials organized under the provisions of Chapter 50 for planning and implementation of regional economic development.

(C.G.S. 32-327 (2))

The total financial assistance under this act for any agency or project shall not exceed twenty million dollars of state funds plus any federal funds that the commissioner applies to the project.

(Section 32-328(d), CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Municipal, State, Federal and private funds may be used for cost items specified in the latest approved financing plan and budget and Project Assistance Agreement.

(2) These costs include but are not limited to:

- Land acquisition
- Renovation
- Engineering permits
- Rehabilitation
- Infrastructure development
- Business Relocation
- Physical development
- Administration
- Demolition
- Marketing
- Residential or site work
- Short-term interest borrowing
- Construction

Any other project, which in the sole discretion of the Commissioner will significantly enhance economic diversification, stability, growth, or scientific knowledge.

(Section 32-327(4), CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The maximum level of financial assistance to a project will be not more than ninety percent of total project costs in targeted investment communities, not more than seventy-five percent of total project costs in the case of a project in a region that includes a targeted investment community or not more than sixty-six and two-thirds percent of total project costs in the case of a project in a region that does not include a targeted investment community.

D. Special Reporting Requirements

Compliance Requirements

Submission of the following reports is required by the grantee:

(1) Requisitions for payment of state funds along with documentation describing the expenditure.

(2) Notification to the Commissioner of any material adverse change in condition of grantee.

(3) Notification to the Commissioner of any default under the projects documents or any other document.

(4) Any other special reporting requirement stated in the grantee's Assistance Agreement.

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
RENTAL ASSISTANCE PROGRAM (RAP)
11000-ECD46400-16084-102

I. PROGRAM OBJECTIVES

Rental assistance is provided for low income elderly persons residing in state-assisted rental housing for the elderly and congregate that will allow such persons to afford decent, safe, and sanitary housing.

II. PROGRAM PROCEDURES

The state contracts with Housing Authorities as well as not-for profit organizations to provide rental subsidies for tenants paying in excess of thirty percent of their adjusted gross income toward base rent and utilities. (Section 8-119kk, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Types of services allowed or disallowed will be detailed in each individual grant.

B. Eligibility

Compliance Requirements

(1) An eligible household consists of one or more persons, whose income does not exceed eighty percent (80%) of the median family income (low income) by family size in the applicable Standard Metropolitan and Non-Metropolitan Statistical Area as determined by HUD.

(2) Elderly persons who reside in state-assisted rental housing for the elderly and are paying in excess of thirty percent of their adjusted gross income toward rent and utilities.

(3) The contractor is required to accept applications for admission to the projects, determine whether the applicants are initially eligible, and annually recertify (for RAP recipients) tenants' family income, composition, and contribution to rent.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit the following DECD forms in a timely manner.

(1) Initial Master Agreement and Exhibit A (Certification and Tenant Rent Roll).

(2) Revised Exhibit A for any year in which an amendment is needed.
(3) Payment requisition form, twice per year.
(4) Balance Sheet and Rent Roll must be submitted quarterly.

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
RESIDENT SERVICES COORDINATOR
11000-ECD46400-12032-107

I. PROGRAM OBJECTIVES

The Resident Services Coordinator Program provides grant funds to owners/developers of State financed Elderly Housing to hire staff to perform an evaluation of all tenants. The evaluation process is used to determine the level of need of each tenant and to help coordinate those services available within the community. In addition, the Resident Services Coordinator (RSC) position is used to identify conflict among tenants and/or tenants and management and to aid in the reconciliation of these conflicts.

Section 8-114d, CGS

II. PROGRAM PROCEDURES

The Department provides Notice of Funding Available, along with a program description and application. Upon a review procedure, including a rating and ranking system, applicants are chosen to participate and offered an Assistance Agreement. Based on the awarding of the agreement, grantees agree to provide services for which they are advanced funds semi annually, and to provide quarterly and annual reports on the progress of the program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Types of services allowed or disallowed will be detailed in each individual grant.
(2) The number of employee's hours charged to DECD grant are limited by the number of units served.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort. or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee must submit the following DECD forms in a timely manner:

- Assistance Agreement
- Application form (Exhibit A)
- Functional Assessment and Care Plan (Exhibit B)
- Quarterly Report (Exhibit C)

- Year End Narrative Report (Exhibit D)
- Payment requisition form, twice per year
- Balance sheet must be submitted quarterly.

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

The RSC grant award and program cost must be separately accounted for through the Administration Fund in order to permit the preparation of a DECD Certificate of Approved Program Costs and State Funding.

Suggested Audit Procedures

Test financial records and determine that the amounts considered as grant award and program cost are properly recorded.

Department of Economic and Community Development
SMALL TOWN ECONOMIC ASSITANCE PROGRAM (STEAP)
12052-ECD46000-42411-075

I. PROGRAM OBJECTIVES

The objectives of the Small Town Economic Assistance Program (STEAP) is to promote economic and community quality of life for localities ineligible for Urban Act bonds. Most towns with fewer than 30,000 people are eligible for the grants, which fund a wide range of physical development projects.

(Section 4-66g, CGS)

II. PROGRAM PROCEDURES

The state contracts with and provides bond funds to municipalities for economic development projects such as:

1) The construction or rehabilitation of commercial, industrial, and mixed use structures; and the construction, reconstruction, or repair of roads, access ways and other site improvements, or such other activities approved by the Department of Economic and Community Development ("DECD").
2) Urban transit;
3) Recreation and solid waste disposal projects;
4) Social service related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi purpose human resource centers, and food distribution facilities;
5) Affordable housing projects;
6) Pilot historical preservation and redevelopment programs that leverage private funds; and
7) Other kinds of urban development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs, and library renovations and improvements.

No Municipality may receive more than five hundred thousand dollars in any fiscal year under this program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed are specified in the grantee's Assistance Agreement with the DECD.

(Section 4-66g, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The amount of grantee participation, if any, is determined by project. The Assistance Agreement will identify if there is a matching share. It can be a specific amount or a percentage of cost.

(Section 4-66g, CGS)

D. Special Reporting Requirements

Compliance Requirements

Programmatic and financial reports may be required under the Assistance Agreement. DECD requires a semi-annual Balance Sheet and Statement of Program Costs from grantees 30 days after June 30th and December 31st until the expiration of the Finance Plan and Budget.

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
SPECIAL ACT GRANTS
12052-ECD46000-various

I. PROGRAM OBJECTIVES

The objective of the Special Act Grants program is to provide specific, targeted economic development assistance to municipalities, as decided annually through the Special Act appropriation of the General Assembly.

(Section 8-151, CGS)

II. PROGRAM PROCEDURES

The state contracts for economic development with municipalities and not-for-profit agencies.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed are specified in the grantee's Assistance Agreement with the Department of Economic and Community Development.

(Sections 8-151 and 32-1c, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

A matching fund requirement, if any, is determined by project.

(Section 32-1c, CGS)

D. Special Reporting Requirements

Compliance Requirements

Programmatic and financial reports may be required under the Assistance Agreement.

(Section 32-1c, CGS)

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
SPECIAL CONTAMINATED PROPERTY REMEDIATION AND INSURANCE FUND (SCPRIF)

12021-ECD46200-40063-090

I. PROGRAM OBJECTIVES

The Special Contaminated Property Remediation and Insurance Fund (SCPRIF) is a loan program designed to help municipalities and businesses address site contamination problems and to assist in the reuse of "brownfield" sites. The Department of Economic and Community Development (DECD) and the Department of Environmental Protection (DEP) jointly administer the new Special Contaminated Property Remediation and Insurance Fund (SCPRIF). This program was created as a vehicle to redevelop commercial and industrial property that is underutilized due to possible site contamination by providing assistance to quantify remediation costs. The program provides loans to complete environmental site assessments and for the demolition of existing structures necessary to prepare property for reuse.

The objective of the program is to encourage public and private partnerships to jointly study, remediate, and redevelop previously used industrial and commercial properties. The program seeks to "level the playing field" for underutilized properties by clarifying the environmental conditions, preparing a work plan necessary to meet the appropriate environmental standards, and removing existing obstructions to reuse. The completion of these program activities will encourage private sector reuse of such sites by identifying obstacles to redevelopment. This program is being operated in a cooperative manner between DECD and DEP to assure that remediation and development issues are addressed in a coordinated manner. Loans awarded under this program may be forgiven under certain economic conditions.

II. PROGRAM PROCEDURES

Any municipality, corporation, business or individual is eligible to apply for SCPRIF funds except a person or entity that has created or continues to contribute to the contamination of a site. In such cases, the person(s) or entity must arrange sponsorship from the municipality where the site is located. Eligible activities include the preparation of Phase II Environmental Site Assessments, Phase III Environmental Site Investigations and Remedial Action Work Plans, and demolition activities including lead and asbestos abatement removal in "brownfield" areas that are necessary for property redevelopment. Any demolition activities must be subsequent to a Phase III Environmental Site Investigation.

Applications for financial assistance are approved by the SCPRIF Advisory Board, which in turn makes a recommendation for funding to the commissioner of DECD. DECD acts as a liaison with DEP staff during the review process. The recipient of SCPRIF funds will repay the state upon sale or lease of the property or upon approval of a final remedial action report in accordance with the terms of the program. In the event that the assessment determines that the redevelopment of the site is not feasible due to the cost of remediation, loans made under the program may be forgiven.

(Section 22a-133u, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Costs allowed are described in the grantee's Assistance Agreement with the Department of Economic and Community Development and the approved project documents.

(2) These costs include but are not limited to:
- Phase II Environmental Site Assessments.
- Phase III Environmental Site Investigations of real property and Remedial Action Work Plans.
- Demolition activities necessary to prepare a property for redevelopment, including lead and asbestos abatement removal (any demolition activities must be subsequent to a Phase III Environmental Site Investigation).

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort. or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) Submission of regular written progress reports setting forth in detail the work performed and including copies of all studies, reports and plans generated in connection with the Project is required by the grantee.

(2) Submission of certain other reports may be required by the grantee under the contract agreement.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
TAX ABATEMENT PROGRAM
11000-ECD46400-17008-038

I. PROGRAM OBJECTIVES

To help insure the financial feasibility of privately owned nonprofit and limited dividend low and moderate income housing projects by providing reimbursement for taxes abated up to $450 per unit per year for up to 40 years. The abatement of taxes enables the owners to maintain the rents at an affordable level for the tenants.

(Section 8-216(a) of the CGS)

II. PROGRAM PROCEDURES

The municipalities receiving tax abatement grants are currently under contractual agreements for the current appropriated level. In the event the State reduces the Municipal reimbursement amount,, rent levels will probably be increased if the municipality also reduces abatement of taxes to mirror the reimbursed level they will receive.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowability.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirement

The municipality shall submit a Request for Tax Abatement Reimbursement (Form L-507) to DECD indicating the total assessment, assessment ratio, tax rate, total taxes and total taxes abated on the property.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
URBAN ACTION BONDS
13019-ECD46000-41236-093(DECD) and 13019-ECD46000-41240-094(OPM)

I. PROGRAM OBJECTIVES

The objectives of the Urban Action Bonds program are to redirect, improve, and expand state activities that promote community conservation and development and improve the quality of life for urban residents of the state.

(Section 4-66c, CGS)

II. PROGRAM PROCEDURES

The state contracts with and provides bond funds to municipalities for economic development projects such as the construction or rehabilitation of commercial, industrial, and mixed use structures; and the construction, reconstruction, or repair of roads, access ways and other site improvements, or such other activities approved by the Department of Economic and Community Development ("DECD").

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed are specified in the grantee's Assistance agreement with the DECD.

(Section 4-66c, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The amount of grantee participation, if any, is determined by project. The Assistance Agreement will identify if there is a matching share. It can be a specific amount or a percentage of cost.

(Section 4-66c, CGS)

D. Special Reporting Requirements

Compliance Requirements

Programmatic and financial reports may be required under the Assistance Agreement. DECD requires a semi-annual Balance Sheet and Statement of Program Costs from grantees 30 days after June 30th and December 31st until the expiration of the Finance Plan and Budget.

Compliance Requirements

All entities are required to submit a reconciliation of expenditures by contract to the amount reported in the State Single Audit Schedule of State Financial

Assistance. The reconciliation should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Economic and Community Development
URBAN HOMESTEADING

12065-ECD46000-40240-012 and 12064-ECD46000-40238-012

I. PROGRAM OBJECTIVES

To provide home-ownership opportunities to low and moderate income persons, and to return to use as decent, safe, and sanitary housing, vacant, abandoned, and deteriorating residential properties.

II. PROGRAM PROCEDURES

The program contracts with urban homesteading agencies for services related to providing low interest loans to urban homesteaders for the purchase and rehabilitation of, or construction on, urban homestead property. The urban homesteading agency shall select from among applicants for urban homestead program property those applicants who in the determination of the agency can acquire the necessary financial and technical resources to rehabilitate or construct, own and manage urban homestead program property. Such property shall be offered to qualified applicants in accordance with specific priorities.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Loans and grants shall be made from the Urban Homesteading Fund for the purchase, rehabilitation of, or construction on, eligible urban homesteading properties. Eligible costs are acquisition, rehabilitation or construction costs determined eligible and approved by the Commissioner of Economic and Community Development.

(Section 8-169w, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Agencies are required to submit monthly status reports and quarterly financial statements to the Department of Economic and Community Development ("DECD").

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 6

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF EDUCATION

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Department of Education
INSTITUTES FOR EDUCATORS
11000-SDE64000-12074

I. PROGRAM OBJECTIVES

The Institutes for Educators program is designed to provide a wide variety of professional development programs for educators. The programs are designed to develop, maintain, enrich, and improve the skills, knowledge, and abilities needed by educators to effect school improvement and to bring about educational reform.

II. PROGRAM PROCEDURES

The program provides the funds necessary to support the Institute for Teaching and Learning, Connecticut Principal's Academy at Connecticut Association of Schools, Connecticut Leadership Academy at CAPSS, Celebration of Excellence, summer workshops, and Professional Development Initiatives.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved grant proposal and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
SCHOOL READINESS AND CHILD CARE IN SEVERE NEED SCHOOLS

11000-SDE64000-12113

I. PROGRAM OBJECTIVES

The purpose of the grant program is to provide financial support to Severe Need schools, exclusive of the State's priority school districts, and to towns ranked 1-28 in ascending order according to town wealth whose school district is not a priority school. The support is for expansion and development of part-day, part-year and/or full-day, full-year slots for 3 and 4 year old children. School readiness slots for 3 and 4 year old children are: (a) at a minimum, a part-day, part-year slot at 2 and ½ hours per day for 180 days; and/or (b) a full-day, full-year slot providing early care education for a minimum of 10 hours per day for 50 weeks.

II. PROGRAM PROCEDURES

The state grants funds to towns or LEAs on a competitive basis as described in CGS Section 10-16p(d)(1)(2). Grantees distribute funds to sub-grantees including private, non-profit organizations, for profit organizations and LEA-sponsored programs to create new or additional licensed or approved child care and education slots for children ages 3 and 4 years. All programs must be licensed or appropriately approved by the state to conduct a child care or preschool education program. Funds are allocated to grantees to provide or contract to provide for the development of preschool slots.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved grant proposal and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

For grantees Form ED141 (Statement of Expenditure) is due September 1st following the end of the grant period. If grantees contract with subgrantees for the development of preschool slots, the subgrantees must submit a Monthly Service Delivery Report within five (5) working days after the close of the Reporting Period.

E. Special Tests and Provisions

Compliance Requirements

(1) Each program must have a valid license issued by the Department of Health, or be exempt from licensing by an appropriate state authority. Public school programs are exempt from licensing.

Suggested Audit Procedures

(1) Determine that each program is licensed by the Department of Health, or is exempt.

Compliance Requirements

(2) Funding from the state cannot exceed $4,500 per year for a 2 ½ hour slot; and $7,500 per year for full-day, year-round slots.

Suggested Audit Procedures

(2) By review of supporting documentation and Monthly Service Delivery reports which are submitted by each program to the grantee, determine that the type of slot(s) children are enrolled in are the type of which the subgrantee is making a claim for reimbursement.

Department of Education
SCHOOL READINESS AND CHILD CARE IN PRIORITY SCHOOL DISTRICTS

11000-SDE64000-17043-82056

I. PROGRAM OBJECTIVES

The purpose of the grant program is to provide financial support to Priority School District towns for expansion and development of part-day, part-year, extended day and/or full-day, full-year slots for 3 and 4 year old children. School readiness slots for 3 and 4 year old children are: (a) at a minimum, a part-day, part-year slot at 2 and ½ hours per day for 180 days; and/or (b) an extended day slot that wraps around a part-day, part-year program, not funded by the School Readiness grant program, to provide at least 10 hours of continuous care; and/or (c) a full-day, full-year slot providing early care education for a minimum of 10 hours per day for 50 weeks.

II. PROGRAM PROCEDURES

The State grants funds to towns or LEAs designated as Priority School Districts as described in CGS Section 10-16p(c). Grantees distribute funds to sub-grantees including private, non-profit organizations, for profit organizations and LEA-sponsored programs to create new or additional licensed or approved child care and education slots for children ages 3 and 4 years. All programs must be licensed or appropriately approved by the state to conduct a child care or preschool education program. Funds are allocated to grantees to provide or contract to provide for the development of preschool slots.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved grant proposal and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

For grantees Form ED141 (Statement of Expenditure) is due September 1st following the end of the grant period. If grantees contract with subgrantees for the development of preschool slots, the subgrantees must submit a Monthly Service Delivery Report within five (5) working days after the close of the Reporting Period.

E. Special Tests and Provisions

Compliance Requirements

(1) Each program must have a valid license issued by the Department of Health, or be exempt from licensing by an appropriate state authority. Public school programs are exempt from licensing.

Suggested Audit Procedures

(1) Determine that each program is licensed by the Department of Health, or is exempt.

Compliance Requirements

(2) Funding from the state cannot exceed $4,500 per year for a 2 ½ hour slot; $2,500 per year for extended-day slots (slots that combine with care provided by a non-school readiness grant source to provide up to 10 hours of care per day, year round); $6,000 for school-day, school-year slots and $7,500 per year for full-day, year-round slots.

Suggested Audit Procedures

(2) By review of supporting documentation and Monthly Service Delivery reports which are submitted by each program to the grantee, determine that the type of slot(s) children are enrolled in are the type of which the subgrantee is making a claim for reimbursement.

Compliance Requirements

(3) Amounts expended for start-up, administration and audit costs must be approved by the State Department of Education.

Suggested Audit Procedures

(3) Review supporting documentation (including letters of authorization from the State Department of Education) and determine the amounts allowed for start-up, administration and audit costs. Review Form ED141 and supporting documentation to determine that expenditures are in accordance with SDE – approved levels.

Department of Education
PRIMARY MENTAL HEALTH
11000-SDE64000-12198

I. PROGRAM OBJECTIVES

The objectives of the Primary Mental Health program are to assist local and regional boards of education to establish school-based programs for the early detection and prevention of emotional, behavioral, and learning problems in public school children, primarily in grades Kindergarten through Grade 3.

II. PROGRAM PROCEDURES

The program contracts for services related to early detection and prevention programs, including the use of personnel and materials to provide mental health services for at-risk students.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved grant proposal and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
CONNECTICUT PRE-ENGINEERING PROGRAM (CPEP)
11000-SDE64000-12253

I. PROGRAM OBJECTIVES

The Connecticut Pre-Engineering Program, Inc. (CPEP) provides programs which motivate, stimulate, and nurture traditionally under-represented minority students from urban districts to choose careers in mathematics, science, engineering and technology. When prepared at the precollege level, these students will have the opportunity to major in these fields in college and later assume positions in related careers. Approximately 2,500 students are served by this program.

II. PROGRAM PROCEDURES

CPEP is a joint activity of the Science Center of Connecticut, various school systems, a number of public and private universities, State government, and business and industry.

The program contracts for services to provide the following:

- after school programs;
- mentoring;
- Saturday programs;
- summer programs;
- parent groups; and
- teacher training.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved budget and budget narrative.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
REGIONAL EDUCATIONAL SERVICE CENTER (RESC) LEASES
11000-SDE64000-16031

I. PROGRAM OBJECTIVES

The RESC Lease grant is to assist the RESCs in the operation of their programs in lieu of purchasing or constructing facilities. This program was formally funded as part of the School Construction bond fund.

(Section 10-292(o) CGS)

II. PROGRAM PROCEDURES

The state provides a subsidy ranging between 20 and 80 percent of the RESC's eligible lease cost based on annual applications. Final costs are reported to the State Department of Education (SDE).

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowed or disallowed services.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Obtain a copy of the lease data submitted to SDE for testing. If the information is not available please call SDE's Office of Internal Audit at (860) 713-6540.

E. Special Tests and Provisions

Compliance Requirements

Annual reporting of various lease information to SDE.

Suggested Audit Procedures

(1) By review of financial records and the lease, determine that the information reported to SDE is accurate, and does not include ineligible costs such as taxes, insurance, utilities and maintenance.

(2) For each lease selected, review the lease and determine if the "Square Feet" as reported to SDE is in agreement with the amount stated in the lease document.

Department of Education
REGIONAL EDUCATIONAL SERVICE CENTERS
11000-SDE64000-16062

I. PROGRAM OBJECTIVES

The Regional Educational Service Centers ("RESCs") assist school districts in their respective regions in reducing racial, ethnic and economic isolation per C.G.S. 10-4a.

C.G.S. 10-266aa, 10-226h and 10-220 (a)

II. PROGRAM PROCEDURES

Funding is provided to RESCs in the form of:

(1) grants for administering the OPEN CHOICE program (4 RESCs)

(2) grants to each RESC for minority staff recruitment and data collection on school district efforts to reduce racial, ethnic and economic isolation.

(3) grants based on a statutory formula (C.G.S. 10-66j (c)) to assist local and regional boards of education in implementing the educational goals and objectives specifically identified by the State Board of Education.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The RESCs shall provide only activities and services which directly relate to the specific goals of the grant program. The types of services allowed are those as shown in the approved grant proposal and budget.

(Sections 10-66c, d, and h, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
CHILD NUTRITION PROGRAM (SCHOOL LUNCH STATE MATCH)
11000-SDE64000-16072

I. PROGRAM OBJECTIVES

The Child Nutrition Program (School Lunch State Match) fulfills the requirements for state matching funds in the federal program to provide school children with a nutritional school lunch when they otherwise may lack adequate nutrition.

(Section 10-215, CGS)

II. PROGRAM PROCEDURES

The program provides grants to entities other than local governments that they in turn use to obtain agricultural commodities and other foods for consumption by children participating in the National School Lunch program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds can only be used to cover costs related to serving lunches meeting federal requirements to school children (7 CFR, Part 210.10).

Such related costs include:

(1) Food
(2) Equipment
(3) Supplies
(4) Costs related to employing service staff or volunteers

(Section 10-215, CGS)

B. Eligibility

Compliance Requirements

(1) The individual recipient must have an application submitted by his or her family, which should be retained by the facility for three years (7 CFR, Part 210.9).
(2) The institution's food service must be not-for-profit.
(3) The individual's family must meet income guidelines specified in the Federal Register.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Institutions must submit claims for reimbursement on a monthly basis on Nutrition Report Form ED103.

(7 CFR, Part 210.8)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
HEAD START SERVICES GRANT PROGRAM
11000-SDE64000-16101

I. PROGRAM OBJECTIVES

(a) To provide funds to support services to Head Start programs and children participating in the federal Head Start Program.
(b) To establish new Head Start programs or to increase the number of children served.

II. PROGRAM PROCEDURES

(a) An approved application and grant award letter is issued by the SDE to grantees.
(b) Grant award letters are issued by the SDE to 13 grantees for Head Start programs in 16 towns each with 900 or more children on the Temporary Assistance for Needy Families (TANF) program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirement

Allowable costs are identified in the approved line items as represented on Form ED114, (budget).

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
HEAD START ENHANCEMENT GRANT PROGRAM
11000-SDE64000-16106

I. PROGRAM OBJECTIVES

To assist non-profit agencies and local and regional boards of education, which are federal Head Start grantees in: 1) expanding existing Head Start Programs to extended-day, or full-day, year-round programs; or 2) enhancing program quality; or 3) increasing the number of children served.

II. PROGRAM PROCEDURES

An RFP is issued to each Head Start Program that participates in the Federal Head Start Program to expand the hours of services and expand the months of service; enhance the quality of services; and to serve additional children.

Applications and budgets are submitted to the State Department of Education for approval and determination of a grant award amount for the approved services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable costs are identified in the approved line items as represented on the ED114 Form.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level of effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
FAMILY RESOURCE CENTERS
11000-SDE64000-16110

I. PROGRAM OBJECTIVES

To promote the optimal growth and development of children and their families through the establishment of a comprehensive, integrated, community-based system of family support and early childhood services linked to the public schools.

II. PROGRAM PROCEDURES

The state provides grants to school districts and community-based agencies for services to:

1. Support families
2. Provide early childhood programs

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Each family resource center shall provide:

1. Quality full-day preschool child care school readiness services
2. School-age child care services
3. Adult education services
4. Teen pregnancy prevention
5. Support and training for family day care providers
6. Resource and referral services
7. Families-in-training services

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
ADULT EDUCATION
11000-SDE64000-17030

I. PROGRAM OBJECTIVES

The Adult Education program provides learning opportunities and instruction for adults in Americanization and U.S. citizenship, limited English proficiency, and elementary and secondary school completion.

(Section 10-69, CGS)

II. PROGRAM PROCEDURES

Municipalities provide, in local school districts, required educational offerings through current year funding. The state then reimburses districts for costs attributable to the provision of these services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Eligible costs include the costs of:

(1) Teachers, including teacher aides
(2) Administration, including the director
(3) Clerical assistance
(4) Printing
(5) Instructional materials and equipment, including computer equipment.
(6) Program supplies
(7) Facility rental other than for facilities provided by a local or regional board of education
(8) Staff development
(9) Counselors
(10) Transportation
(11) Security
(12) Child care services

(Section 10-67, CGS)

B. Eligibility

Compliance Requirements

Any person 16 years of age or over who is not enrolled in school is eligible for adult education courses.

(Section 10-67, CGS)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

(Section 10-71(3), CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
HEALTH SERVICES
11000-SDE64000-17034

I. PROGRAM OBJECTIVES

The Health Services grant program provides funds to towns or regional school districts which are required to provide health services to students attending private, nonprofit schools. The health services are equal to services required to be provided to students attending the same grades in the town's public schools.

(Section 10-217a, CGS)

II. PROGRAM PROCEDURES

The state pays the town or regional school district an equalized percentage of not less than 10 percent nor more than 90 percent of the costs of providing health services to private, nonprofit school students.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Eligible health services shall include the services of a school physician, school nurse and dental hygienist.

(2) Health services shall not include special education services described in C.G.S. Section 10-76a, subsections (d) and (h), respectively, as costs are no longer eligible for reimbursement.

(3) Services are limited to the town's or regional school district's policies and/or practices regarding the provision of any such services in its public schools. (Section 10-217a, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

A town or regional school district providing the services must file a health service plan (ED513) by June 15 and an application for reimbursement on Expenditure Report Form ED017 no later than the September 15 following the fiscal year in which the services were performed.

(Section 10-217a, CGS)

E. Special Tests and Provisions

Compliance Requirements

A majority of the children attending the private, nonprofit school or pre-kindergarten program must be residents of Connecticut. Residency is defined as a continuous and permanent physical presence within the state, except for temporary absences for short periods of time. The determination shall be made by adding the number of pupils enrolled in a school on October 1 (or the full school day immediately preceding such date) during the school year prior to that in which the health services are to be provided.

Suggested Audit Procedures

Review the manner in which the school district determines that a majority of students in a school or program are residents of Connecticut and determine its reliability.

Department of Education
BILINGUAL EDUCATION
11000-SDE64000-17042

I. PROGRAM OBJECTIVES

The Bilingual Education program provides technical assistance in bilingual program development, implementation, and evaluation and financial assistance based on the number of eligible children as defined by statute.

(Section 10-17a through g, CGS)

II. PROGRAM PROCEDURES

The state provides grants to municipalities for bilingual education programs by the school district. The school districts may use the funds for any activities that relate to the planning, development, implementation, and evaluation of these bilingual education, state-required programs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved grant proposal and budget.

Funds can be expended only as specified in the annual grant application.

Allowed services include, but are not limited to:

(1) Preliminary assessment of a child's dominant language
(2) English proficiency determination
(3) Plans to implement bilingual programming
(4) Measurement of a child's increased English proficiency
(5) Program evaluation
(6) Assessment of academic progress
(7) Meetings with parents of eligible children.

B. Eligibility

Compliance Requirements

(1) The child must be enrolled in public schools in grades kindergarten to 12, inclusive.

(2) The child's dominant language must not be English.

(3) The child's proficiency in English must not be sufficient to assure equal educational opportunity in the regular school program.

(Section 10-17e, CGS)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

(2) The grantee must submit annually to the State Board of Education a progress report which shall include:

- Measures of increased educational opportunities for eligible students, including language support services and language transition support services provided for such students.

- Program evaluation and measures of the effectiveness of its bilingual education and English as a second language programs, including data on students in bilingual education programs and students educated exclusively in English as a second language program.

- Certification by the Board of Education submitting the report that any funds received pursuant to this section have been used for the purposes specified.

(Section 10-17g, CGS), as amended by Section 8 of Public Act 99-211)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
PRIORITY SCHOOL DISTRICTS
11000-SDE64000-17043-82052

I. PROGRAM OBJECTIVES

The Priority School Districts program:

(1) Enhances student achievement and expands educational opportunities in school districts with greatest need.

(2) Helps districts develop and improve district-wide programs in areas designated in legislation (early literacy, early childhood, dropout prevention, parental involvement in education, and extended school hours (or after school programs)).

II. PROGRAM PROCEDURES

The state provides grants to chosen municipalities for services to:

(1) Enhance basic skills achievement for students focusing on early literacy

(2) Improve instruction through an annual action plan tied to State Board of Education five-year plan

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Types of services allowed or disallowed are designated as approved line items on the grant application.

Such services include, but are not limited to:

(1) Research
(2) Development
(3) Evaluation
(4) Staff development
(5) Curriculum alignment
(6) Management information system development
(7) Supplement existing programs
(8) Create new programs (within the established criteria)

B. Eligibility

The auditor is not expected to make tests for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
YOUNG PARENTS PROGRAM
11000-SDE64000-17044

I. PROGRAM OBJECTIVES

To assist local and regional school districts to design, develop, implement or maintain education programs for school-age teen parents which may include day care components in a school setting.

II. PROGRAM PROCEDURES

The programs identify the spectrum of services for young parents in the community and provide day care and parenting education efforts necessary to support young parents and other curriculum-based parenting and child care activities.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirement

Allowable costs are identified as approved line items in the grant application.

B. Eligibility

Compliance Requirement

Programs must provide day care services for children of young parents enrolled in a program of study leading to graduation from high school.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirement

There is a 50% matching requirement by the local school district (match may be cash or value of other services or resources necessary to support the program).

D. Reporting Requirements

Compliance Requirement

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
INTERDISTRICT COOPERATIVE GRANT
11000-SDE64000-17045

I. PROGRAM OBJECTIVES

The programs funded under the Interdistrict Cooperative Grant are designed to develop and/or implement cooperative approaches to offering educational services.
C.G.S. 10-74d

II. PROGRAM PROCEDURES

The Interdistrict Cooperative Grant provides competitive grants for interdistrict cooperative programs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirement

The types of services allowed are those as shown in the approved grant proposal and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level of effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirement

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
MAGNET SCHOOLS
11000-SDE64000-17057

I. PROGRAM OBJECTIVES

The program is designed to assist local and regional boards of education, regional educational service centers and cooperative arrangements pursuant to section 10-158a CGS with the operation of, and transportation for interdistrict magnet school programs.

C.G.S. Sections 10-74d and 10-264f et seq.

II. PROGRAM PROCEDURES

The grant has the following components: (1) magnet school operating grants and (2) magnet school transportation grants.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirement

The types of services allowed are those as shown in the approved grant proposal and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level of effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirement

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year for the magnet school operating grant portion of this program. The transportation portion of this grant is not reviewed as part of this compliance supplement.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
SCHOOL BREAKFAST
11000-SDE64000-17046

I. PROGRAM OBJECTIVES

The School Breakfast program assists schools to provide nutritious breakfasts for children of preschool and school age. This program is coordinated with the federal program.

(Section 10-266w, CGS)

II. PROGRAM PROCEDURES

The state provides grants to local and regional school districts to provide the School Breakfast program meals.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services are specified in grantee's application to the state. Documented direct costs that exceed the federal aid and cash income received for serving breakfasts that meet federal requirements are allowable.

(Section 10-266w(b) CGS and 7 CFR, Part 220.8)

B. Eligibility

Compliance Requirements

The recipients must be eligible for the National School Breakfast program.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Institutions should submit claims for reimbursement monthly to the State Department of Education on the Nutrition Report Form ED103.

(7 CFR, Part 220.11)

E. Special Tests and Provisions

Compliance Requirements

(1) Each eligible grantee is entitled to a limit of funding per school and per breakfast served.
(2) Each severe-need school is awarded $3,000 funding per annum and up to 10¢ per breakfast served.

(Section 10-266w, CGS)

Suggested Audit Procedures

(1) Determine how much funding was provided each severe-need school by testing a sample of schools and ascertaining whether any received more than $3,000 a year in state funds and up to 10¢ per breakfast served.

(2) Determine how much funding was provided for each breakfast by testing a sample of records and determining whether any received more than 10¢ in state funds.

Department of Education
EDUCATIONAL TECHNOLOGY INFRASTRUCTURE
12052-SDE64000-40312

I. PROGRAM OBJECTIVES

To ensure that all Connecticut classrooms have computers that are appropriately connected to the Internet, Public Act 00-187 provides funds to continue building statewide technology infrastructure, including wiring, hardware and software in all public districts on a formula basis. The program emphasizes coordination and delivery of effective educational technology services leading to improvement of student performance.

II. PROGRAM PROCEDURES

The Division of School Improvement administers the funds. Eligible applicants are charter schools, the Connecticut Technical High School system, local and regional boards of education, interdistrict magnet schools and endowed academies.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed or disallowed are designated as approved line items on the grant application.

Such services include but are not limited to:

(1) Wiring and connectivity (Form ED042 required): any cost for the retrofitting, upgrading or installation of wiring or other connectivity options, electrical wiring, wireless infrastructure, cable and other distribution systems.

(2) Purchase and leasing of computers, terminal equipment, or network support aimed at delivery of improved forms of instruction using technology.

(3) Interactive software and the purchase of software filters, all instructional software, curriculum software, or filtering software to access the open network aimed to the effective and safe use of computers and computer networks in the classroom.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year. Approved Form ED042 is required prior to installation of program.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
OPEN CHOICE
11000-SDE64000-17053

I. PROGRAM OBJECTIVES

The Open Choice Program is a statewide interdistrict public school choice initiative designed to: (1) improve academic achievement; (2) reduce racial, ethnic and economic isolation or preserve racial and ethnic balance; and (3) provide a choice of educational programs for students enrolled in the public schools.

C.G.S. Section 10-266aa

II. PROGRAM PROCEDURES

The Department of Education provides oversight for the Open Choice Program, including the setting of reasonable limits for the transportation of students participating in the program. During the fiscal year ending June 30, 2002, the Department of Education provided grants to regional educational service centers (RESCs) to plan for the operation of the program for the Hartford, New Haven, Bridgeport and New London regions for the school year commencing in 2002.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved grant budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
SCHOOL READINESS QUALITY ENHANCEMENT
12060-SDE64000-90242

I. PROGRAM OBJECTIVES

This program is administered jointly by the State Departments of Social Services (DSS) and Education (SDE) and allows eligible priority school communities to create and/or maintain local services that enhance the quality of early care and education programs that support children families, and child care providers within their city or town.
(C.G.S. Section 17b-749c)

II. PROGRAM PROCEDURES

DSS transfers available funds to SDE to directly contract with a municipality, board of education or community organization designated by the Mayor/Superintendent. The local School Readiness Council, as appointed by the Mayor and Superintendent of Schools, makes recommendations as to the types of services and/or programs that will be funded. DSS and SDE provide guidance to the types of services and approval.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

As defined in C.G.S. Section 17b-749c, or as delineated in formal policy by SDE and DSS.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
SCHOOL TO WORK: REGIONAL PLANS
11000-SDE64000-17050

I. PROGRAM OBJECTIVES

To fund regional school-to-career implementation plans pursuant to Public Law 103-239 and Public Act 94-116.

II. PROGRAM PROCEDURES

The program provides grants to regional partnerships in each of the eight established School-to-Career (STC) regions to:

1. Serve as co-convenors of the Regional *Connecticut Learns* Partnership;
2. Hire a regional Connecticut Learns school-based coordinator, who will: coordinate school-based activities for the schools within the region; attend monthly meetings with the Connecticut Learns state team; monitor local grantees; coordinate professional development with the region; oversee data collection within the regions; and collaborate with the work-based coordinator at the Connecticut Works Office;
3. Participate in the hiring of the internship developer to be placed at the Connecticut Works Office, who will serve as the regional school-to-career work-based coordinator;
4. Select and monitor local implementation grantees;
5. Select and monitor local planning grantees;
6. Implement marketing plan for the region; plan and implement professional development activities for the region; use Connecticut Learns' forms to collect and summarize data for the region and transmit to the Connecticut Learns' state office.
7. Review and comment upon Perkins postsecondary grant applications for colleges within the region and assure alignment with the regional school-to-career plan;
8. Review and comment upon Tech Prep grant applications for secondary/community-technical college grantees; and
9. Fund and implement a gender equity project that benefits the entire region.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable costs are identified in the approved line item as represented on the ED114 Budget Forms.

Funds under this grant may NOT be used for:

- student wages or stipends (STWO Act);
- employer reimbursement and/or mentor wages (STWO Act); or
- equipment (only under exceptional circumstances and fully justified in the application).

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) Funding under this grant cannot supplant other local, state or federal funds currently used to support School-to-Career positions or activities.

(2) Each regional partnership can use no more than 10 percent of its grant amount for administrative costs each fiscal year. There are no matching, level-of-effort, or earmarking requirements

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditures) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
EXTENDED SCHOOL HOURS PROGRAM GRANT

11000-SDE64000-17043-82054

I. PROGRAM OBJECTIVES

To provide funds for extended school building hours for public schools in Priority School Districts for academic enrichment, support, and recreation programs for students in the district.

II. PROGRAM PROCEDURES

Funds are administered by the Bureau of Health and Nutrition Services and Child/Family/School Partnerships. The grant amount to each of the Priority School Districts is determined by statute, based on the number of students in the district. Priority School Districts apply for funds, according to a pre-application process outlining the method by which the district will determine which schools will provide programs and how outside agencies and community based organizations will be given the opportunity to compete for funds to run the programs. After approval of the "in districts competitive process" final applications are submitted to the Bureau of Health and Nutrition Services and Child/Family/School Partnerships.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

All programs shall: (1) offer both academic enrichment and support and recreation experiences in a specified school building during non-school hours, (2) be open to all resident students in the district, (3) be designed to ensure communication with the child's teacher and ties to the regular curriculum, (4) be clearly articulated with structured and specific experiences for children but able to accommodate the participation of a child who cannot attend every day, (5) provide for community involvement, (6) investigate the use of National Service Corps, (7) coordinate operations and activities with existing programs and agencies which operate such programs, (8) provide for parent involvement in program planning and the use of parents as advisors and volunteers and, (9) provide for business involvement and sponsorship. Types of services allowed are designated as approved line items on the grant application.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1st following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education

YOUTH SERVICES BUREAU

11000-SDE64000-17052

I. PROGRAM OBJECTIVES

The Youth Service Bureau program provides funding to local youth service bureaus. The youth service bureaus serve as advocates for youth and as the coordinating units of community-based services to provide comprehensive delivery of prevention, intervention, treatment and follow-up services for youth. They provide crisis intervention services, individual, group and family counseling and like services for youth who are in contact with the juvenile justice system and for youth who are neglected, troubled, or in other "need" situations. They may also provide positive youth development programs for the youth in their communities.

II. PROGRAM PROCEDURES

State management and funding for the youth service bureaus was transferred from the Department of Children and Families to the Department of Education beginning July 1, 1995. A youth service bureau may serve one or more municipalities, and may be a municipal agency, a division of a municipal agency, or a private not-for-profit youth serving agency designated by the municipality. When a youth service bureau serves more than one municipality, one of the municipalities is designated as the fiscal and administrative sponsor for the grant. Although the grant is administered by the State Department of Education, the grant is awarded to the municipality, not to the school district. The amount of the youth service bureau grant awarded to eligible youth service bureaus is based on the distribution formula provided in Section 10-19m-p CGS.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable services for administrative core unit and direct service activities are described in Section 10-19m CGS.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) The municipality must provide a match of 100 percent of the grant award.

(2) At least 50 percent of the required match must be from funds appropriated by the town for the youth service bureau.

(3) The remainder of the match may be from other funds or in-kind services.

D. Special Reporting Requirements

Compliance Requirements

The Youth Service Bureau Expenditure Report is due on the September 1 following the end of the fiscal year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
EARLY READING SUCCESS GRANT PROGRAM FOR PRIORITY SCHOOL DISTRICTS AND ELIGIBLE PRIORITY SCHOOLS

11000-SDE64000-17056 - Priority Schools (Competitive Grant)

11000-SDE64000-17043-82053 – Priority School Districts (Noncompetitive Grant)

I. PROGRAM OBJECTIVES

To provide funds to assist local and regional boards of education for priority school districts and school districts in which priority elementary schools are located in: (1) Establishing full-day kindergarten programs; (2) reducing class size in grades kindergarten to three, inclusive, to not more than eighteen students; and (3) establishing intensive early intervention reading programs, including summer and after school programs, for students identified as being at risk of failing to learn to read by the end of first grade and students in grades one to three who are reading below grade level.

II. PROGRAM PROCEDURES

Funds are administered by the Office of Priority Schools. Eligible applicants for the non-competitive grant are priority school district boards of education. Eligible applicants for the competitive grants are school districts in which a priority elementary school is located. Eligible applicants are determined for a five-year period based on a school district's designation as a priority school district. A "priority school district" is a school district as defined in section 10-266p of the Connecticut General Statutes, as amended.

A "priority school" is defined as a school in which forty per cent or more of the lunches served are served to students who are eligible for free or reduced price lunches, excluding schools which are located in a priority school district.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Types of services allowed or disallowed are designated as approved line items on the grant application.

Such services include, but are not limited to:

(1) Development and implementation of Early Reading Program for grades K-3
(2) evaluation of programs
(3) staff development
(4) purchasing of appropriate materials and supplies to support literacy effort
(5) provision of full day kindergartens
(6) reduction in class size to eighteen
(7) provide for parent involvement
(8) purchase of school library text
(9) summer programming expenses
(10) rental of space and
(11) costs associated with developing a three-year reading plan.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
GENERAL IMPROVEMENTS TO SCHOOL BUILDINGS
12052-SDE64000-40316

I. PROGRAM OBJECTIVES

As authorized by Public Act 98-243, Section 8, as amended by Public Act 98-1, Section 116 of the June Special Session, this grant is to assist priority school districts in paying for general improvements to school buildings that are generally not eligible for reimbursement pursuant to Chapter 173 of the General Statutes.

II. PROGRAM PROCEDURES

Funds were authorized for distribution among the priority school districts based on their relative needy school populations. Each district was informed of their share and completed an ED051 Application. Applications were reviewed for project eligibility and cost and districts were notified of approval.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable projects and costs are identified in the ED051 and Summarized on the budget form, ED114.

B. Eligibility

Eligibility for grants pursuant to this section shall be determined for a five-year period based on a school district's designation in the initial year of application as a priority school district. Grant awards shall be made annually contingent upon the filing of an application and a satisfactory annual evaluation. School districts shall apply for grants pursuant to this section at such time and in such manner as the commissioner prescribes.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

No funds received by a school district pursuant to Public Act 98-243 Section 8 shall be used to supplant federal, state or local funding by such town for improvements to school buildings. Grant funds must be used to supplement existing federal, state or local funding. Consistent maintenance of effort over the most recent three-to five-year period is expected so as to avoid a supplanting violation.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform

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Department of Education
CHARTER SCHOOLS
11000-SDE64000-16119

I. PROGRAM OBJECTIVES

A charter school is defined as a public, nonsectarian school which is established under a charter granted pursuant to state law; is organized as a nonprofit entity under state law; acts as a public agency; and operates independently of any local or regional board of education in accordance with the terms of its charter and the provisions of the charter school law.

(Sections 10-66bb through 10-66gg CGS)

II. PROGRAM PROCEDURES

The State Board of Education may grant charters for local and state charter schools.

A local charter school is a public school or part of a public school that is converted into a charter school, and is approved by the local or regional board of education of the school district in which it is located and by the State Board of Education. A state charter school is a new public school approved by the State Board of Education.

Applications for local charters must first be made to the local board of education of the district in which the school will be located. Applications for state charters must be submitted to the State Board of Education which must vote on the application after holding a public hearing in the school district in which the school will be located, and soliciting comments from the boards of education in which the school is to be located and those contiguous thereto.

State charter schools receive a fixed per pupil amount from the state for each student enrolled in the school pursuant to Section 10-66ee (c)(1) of the Connecticut General Statutes, as amended. Local charter schools receive a negotiated per pupil amount of funding from the local boards of education in which the students attending the charter school reside. In addition, charter schools would generally be eligible for competitive state grants administered by the State Department of Education and, in accordance with federal law, for any federal funds available for the education of pupils attending public schools.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowed or disallowed services.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

The auditor is not expected to test for matching, level-of-effort, and/or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Financial and enrollment data for charter schools are reported on the ED001C (End of Year School Report for Charter Schools), PSIS (Public School Information System and ED006S (PSIS – Supplemental Information).

Compliance requirements and suggested audit procedures for the ED001C, PSIS and ED006S are included in a special review package issued by the State Department of Education, and are reported on separately.

E. Special Tests and Provisions

Compliance Requirements

Schools are required to have an employment agreement with each teacher.

Suggested Audit Procedures

Verify that the school has a written, individual employment agreement with each teacher.

Department of Education
SUMMER SCHOOL ACCOUNTABILITY GRANT
11000-SDE64000-17043-82055

I. PROGRAM OBJECTIVES

The grant provides additional instruction to each student who fails to meet the 2000-2001 statewide standard for remedial assistance on the fourth grade mastery examination under 10-14n CGS; for the 2001-2002 school year, and each school year thereafter, to each student who fails to meet the statewide standard for remedial assistance on the sixth grade mastery test.

II. PROGRAM PROCEDURES

The Division of Teaching, Learning and Assessment administers the funds. Eligible applicants are priority school district boards of education.

Instruction must be designed to meet the student's deficiencies and may include tutoring, an after school or school vacation program, or a week-end school program that is funded in accordance with C.G.S. Sections 10-265m.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements (1)

The types of services allowed or disallowed for the first component are designated as approved line items on the grant application.

Such services include but are not limited to:

(1) Purchasing of materials for summer school program;
(2) Staff to provide summer school assistance to those children identified as most in need.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

The auditor is not expected to test for matching, level-of-effort, and/or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditures) is due on the September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
CONNECTICUT WRITING PROJECT (CWP)
11000-SDE64000-12261

I. PROGRAM OBJECTIVES

The CWP works to improve student writing and learning in classrooms K-12, to extend the uses of writing in all disciplines, to provide schools with effective professional development models and to identify, celebrate and enhance the professional role of successful classroom teachers.

II. PROGRAM PROCEDURES

The CWP offers four types of programs. Continuity programs serve the purpose of developing the leadership of teachers/consultants and also provide an ongoing professional community to teachers at the site. In-service programs provide professional development to teachers, administrators and districts in our area. Youth and community programs provide opportunities for students and their families. Summer Institutes offer opportunities for learning and leadership development.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements (1)

The types of services allowed are those shown in the approved grant proposal and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
EVERYBODY WINS! CONNECTICUT'S READERS AS LEADERS
11000-SDE64000-12300

I. PROGRAM OBJECTIVES

The overarching goal of the program is to counteract negative peer pressure among urban middle school students so that these mostly minority children remain committed to academic achievement. The objectives of the project are to positively intervene in the lives of middle school students, provide them with leadership, mentoring and literacy training, affording them the opportunity to mentor young children by reading to them and talking to them about the importance of learning, and to reward the middle school students for their commitment.

The thrust of the Readers as Leaders program, therefore, is:

- To encourage middle school youths to assume responsibility as role models for young children;
- To train middle school youths in leadership and mentoring skills;
- To engage very young children in pleasurable experiences around reading and academic pursuits.

II. PROGRAM PROCEDURES

The leadership program provides the funds necessary to support the Everybody Wins! CT's Readers as Leaders Program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those shown in the approved grant proposal and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Education
AFTER SCHOOL PROGRAM
11000-SDE64000-17084

I. PROGRAM OBJECTIVES

The objective of the After School Program grant is to create pilots in the state to model best practice for after school programming.

II. PROGRAM PROCEDURES

The program provides grants to three districts: Plainville ($50,000), Thompson ($25,000) and Montville ($25,000).

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those shown in the approved grant proposal and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Form ED141 (Statement of Expenditure) is due on September 1 following the end of the program year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 7

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

GRANTS FOR WATER POLLUTION CONTROL..... 1

MUNICIPAL OUTDOOR RECREATION FUND 2

FLOOD CONTROL AND BEACH EROSION 4

POTABLE WATER SUPPLY FACILITIES..... 6

CLEAN WATER FUND 8

DRINKING WATER PROGRAM 10

Department of Environmental Protection
GRANTS FOR WATER POLLUTION CONTROL

13007-DEP43000-various

12052-DEP43000-various

I. PROGRAM OBJECTIVES

The objective of the program is the elimination of water pollution.

II. PROGRAM PROCEDURES

The program contracts for services related to regional studies and state agency pollution abatement.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Regional planning studies with municipalities for pollution abatement facilities or sewers are allowed. Grant contracts with other state agencies for regional planning studies for planning and design of pollution abatement facilities or sewers are also allowed.

(Section 22a-439, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Environmental Protection
MUNICIPAL OUTDOOR RECREATION FUND

12052-DEP43000-various

I. PROGRAM OBJECTIVES

The Municipal Outdoor Recreation Fund program assists municipalities to preserve, develop, and ensure accessibility to outdoor recreation resources.

(Sections 7-131c through i, CGS)

II. PROGRAM PROCEDURES

The state provides bond funds to municipalities and/or groups of municipalities for the acquisition, development or renovation of public outdoor recreation facilities in accordance with a plan of development adopted by the municipal planning commission of the municipality within which the land is located.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Allowed costs include:

- The land acquisition or easements, interests or rights therein, or for the development of such land.

(2) Disallowed costs include:

- Incidental acquisition costs (i.e., surveys and closing costs) and appraisal costs.

(3) Projects must be on lands to which the municipalities hold title or lease of no less than 29 years.

(Sections 7-131d, and g(b), CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

If a federal grant is made, the municipality must finance 50 percent of the open space land acquisition or development costs. If a state grant is made, the municipality must fund 60 percent of the open space land acquisition or development costs.

(Section 7-131g(a), CGS)

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

Land acquired or developed under the program cannot be converted to any use other than recreation and conservation purposes.

(Sections 7-131c, h and i, CGS)

Suggested Audit Procedures

(1) Review the records that show the site is used for recreation and conservation purposes and has not been converted to other use.

(2) Determine the municipality has completed requirements to provide comparable land to be devoted to recreational or conservation purposes, or to repaid the state if the land is converted to another use.

Department of Environmental Protection
FLOOD CONTROL AND BEACH EROSION

17951-DEP43000-41977

17961-DEP43000-42059

17971-DEP43000-42138

17981-DEP43000-42204

17991-DEP43000-42292

17001-DEP43000-40611

17011-DEP43000-40657

I. PROGRAM OBJECTIVES

The objectives of the program are to minimize and, as far as possible, to prevent loss of life, property and revenue to municipalities and the state by the construction of protective works in riverine areas and on or near shores and beaches within such areas. Protective works of improvement may be structural or non-structural in nature and can also entail removal or elevation of residences or businesses if it is a more cost-effective solution.

II. PROGRAM PROCEDURES

The program contracts for services related to the study, design and construction of any water control structure, dike, dam, beach, stream bank, etc., by providing both financial assistance and Department of Environmental Protection ("DEP") expertise to design and build the measures. The DEP may have a qualified municipality undertake the project (i.e., hire consultants to do the study, design and construction) or undertake the administration on behalf of a community that does not have the ability to accomplish the project. There are four types of contractual agreements entered into between the DEP and the Municipality: (1) Study; (2) Design; (3) Construction; and (4) Operation and Maintenance.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable services are dependent on the type of contractual agreement entered into between the DEP and the municipality; i.e. study, design, construction and operation and maintenance. Refer to the contract for allowable services and activities.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) There is no match requirement when the flood or erosion control system is for the benefit of state-owned land.

(2) For municipally-owned property, two-thirds of the cost is authorized to be paid by the Commissioner and one-third by the local authority.

(3) For privately-owned property, two-thirds of the cost to the local authority and one-third of the cost to the state.

(4) If the system will benefit both municipally-owned and privately-owned property, the cost shall be prorated based on a shore-front or stream-front basis.

(5) Legislative exemption - from time to time the Legislature exempts flood erosion projects from cost sharing requirements.
(Section 25-71, CGS)

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

The municipality may be required to carry sufficient insurance to keep the state harmless from any liability incurred during the execution of the project.

Suggested Audit Procedures

(1) Review the contractual agreement between the DEP and the municipality.

(2) Determine if insurance is required.

(3) Look for evidence of insurance.

Department of Environmental Protection
POTABLE WATER SUPPLY FACILITIES

12052-DEP43000-various

I. PROGRAM OBJECTIVES

The objectives of the program are to provide potable drinking water to areas where it has been determined that pollution of the ground water has occurred or can reasonably be expected to occur and that the extent of pollution creates or can reasonably be expected to create an unacceptable risk of injury to the health or safety of persons using such ground water and no responsible party has been identified.

II. PROGRAM PROCEDURES

The program contracts for services related to the planning, design, and construction of facilities to provide potable water.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Services allowed include:

- Planning, design and construction of potable water facilities
- Engineering reports
- Development of an operation and maintenance manual
- Sampling and testing to identify the levels and types of contaminants
- Providing short-term potable water.

(Sections 22a-471-1(b) through (g), CGS) and (CT Law Journal dated 8/5/86)

(2) Services disallowed include:

- Planning not directly related
- Costs outside the scope of the project, including capacity beyond the affected area
- Operation and maintenance beyond the first year.

(Section 22a-471-1(g)(3), CGS) and (CT Law Journal dated 8/5/86)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

No match is required for grants to municipalities. A 50 percent matching share is required of water companies.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

(1) The municipality must receive written approval from the DEP for construction contracts greater than $10,000.

(2) If a municipality or water company receives funding from a private source, a federal grant, another state grant or is reimbursed for costs incurred by a person or municipality, which is responsible for rendering the groundwaters unusable, the grant amount must be reduced by the amount of the outside funding or reimbursement received.

(Section 22a-471 (b)(3)(A) and (B), CGS)

Suggested Audit Procedures

(1) Verify written approvals obtained by the municipality from the DEP for construction contracts.

(2) Review accounts of the municipality or water company to determine if any proceeds were deposited in association with the project; determine if the proceeds were deducted from any payment invoices submitted to the DEP or reimbursed to the DEP directly.

Department of Environmental Protection
CLEAN WATER FUND

21014-OTT14230-40001

21015-OTT14230-42318

21016-OTT14230-40001

I. PROGRAM OBJECTIVES

The objectives of the program are to create a revolving loan fund, which will provide resources for eligible water quality projects for the planning, design, or construction of a pollution abatement facility and to provide grants for Long Island Sound research, coves and embayments, and nitrogen removal.

II. PROGRAM PROCEDURES

The program contracts for services related to the planning, design, construction, repair, extension, improvement, alteration, rehabilitation, or acquisition of pollution abatement facilities approved by the Department of Environmental Protection ("DEP"), and the scientific research of LIS, engineering and construction for nitrogen removal, and planning and design for coves and embayments. Technical review of projects, including engineering review and review of payments submitted by municipalities for eligibility, is conducted by the DEP. Financial requirements, including the issuance of project agreements and payment processing, is done by the Office of the State Treasurer.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Project costs allowed include the costs of:

(1) All labor, materials, machinery and equipment
(2) Land
(3) Property rights and easements
(4) Interest on project loan obligations and bond anticipation notes
(5) Plans and specifications
(6) Surveys or estimates of costs and revenues
(7) Engineering services
(8) Legal services
(9) Auditing expenses
(10) Administrative expenses

(Section 22a-475(12), CGS); (Section 22a-482-4, State Clean Water Fund Regulations); (Exhibit X, Project Loan and Project Grant Agreement)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Environmental Protection
DRINKING WATER PROGRAM

21017-OTT14230-40001

21018-OTT14230-40001

I. PROGRAM OBJECTIVES

The objective of the program is to create a revolving loan fund, which will provide resources for the planning, design, or construction of an eligible public water system.

II. PROGRAM PROCEDURES

The program contracts for services related to the planning, design, development, repair, extension, improvement, remodeling, alteration, rehabilitation, reconstruction or acquisition of all or a portion of a Public Water system as approved by the Department of Public Health ("DPH") in consultation with the Department of Environmental Protection ("DEP"). Technical review of projects, including engineering review and review of payments submitted by the recipient for eligibility, is conducted by the DPA and the DEP. Financial requirements, including the issuance of project agreements and payment processing, is done by the Office of the State Treasurer.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Project costs allowed include:

(1) All labor, materials, machinery and equipment;
(2) Land;
(3) Property rights and easements;
(4) Interest on project loan obligations and bond anticipation notes;
(5) Plans and specifications;
(6) Surveys or estimates of costs and revenues;
(7) Engineering services;
(8) Legal Services;
(9) Auditing expenses;
(10) Administrative expenses.

(Section 22a-475(12), CGS); (Section 22a-482-4, State Clean Water Fund Regulations); (Exhibit X, Project Loan Agreement)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 8

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF HIGHER EDUCATION

NATIONAL SERVICE ACT 1

CONNECTICUT COLLEGIATE AWARENESS AND PREPARATION PROGRAM 3

CONNECTICUT INDEPENDENT COLLEGE STUDENT GRANT 5

Department of Higher Education
NATIONAL SERVICE ACT

11000-DHE66500-12200

I. PROGRAM OBJECTIVES

The objective of the Connecticut Commission on National and Community Service (CCNCS) AmeriCorps program is to provide full and part-time opportunities for participants called Members, to serve through community based organizations and agencies.

(Section 10a-48b, CGS)

II. PROGRAM PROCEDURES

The state provides grants to community based organizations and agencies in support of CNNCS and the Corporation for National and Community Service approved programs that address community needs in education, public safety, the environment and/or other human service areas.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable costs are identified as approved line items in the approved budget.

B. Eligibility

Compliance Requirements

Individuals serving as Members meet general, and program specific, guidelines found in the AmeriCorps Provisions of the Grant including regulations and OMB circulars that are incorporated by reference.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The legal applicant is responsible for fulfilling the terms and agreements contained in the funded proposal. These agreements shall detail the number and types of approved Members and the matching, level-of-effort and earmarking requirements as described below:

- Member Support - a minimum of 15% of any line item in this budget category must be met through matching funds; matching funds may, but are not required to, include funds through the National Service Act;
- Other Member Costs, Staff, Operational, Internal Evaluation and Administration - a minimum of

33% of the aggregate cost in these categories must be met through matching funds; matching funds may, but are not required to, include funds through the National Service Act.

D. Special Reporting Requirements

Compliance Requirements

The legal applicant must submit monthly expense reports, periodic cash requests and quarterly financial status and progress reports.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Higher Education
CONNECTICUT COLLEGIATE AWARENESS AND PREPARATION PROGRAM

11000-DHE66500-12188

I. PROGRAM OBJECTIVES

The Connecticut Collegiate Awareness and Preparation (ConnCAP) Program is a competitive grant award program under the Minority Advance Program of the Department of Higher Education to further goal attainment of the Board of Governors for Higher Education's *Strategic Plan to Ensure Racial and Ethnic Diversity in Connecticut Public Higher Education.*

The purpose of ConnCAP is to:

Generate in eligible program participants the skills and motivation necessary to:

(1) complete a program of secondary education, and
(2) enter and succeed in a program of postsecondary education.

(Section 10a-11 and 10a-11a, CGS)

II. PROGRAM PROCEDURES

An individual institution or a consortium of institutions of higher education in the state of Connecticut is eligible to apply for a grant to carry out a ConnCAP program. Public and private higher education institutions are eligible. Applicant institutions may enter into legal arrangements with an incorporated or formally embodied collaborative to carry out the day-to-day operations of a ConnCAP program. However, in such a situation, the applicant institution must serve as the fiduciary agent for the collaborative.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable costs and unallowable costs are identified in the ConnCAP Program Guidelines, pages 10-11.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

There is a one third (33%) local cash or in-kind matching requirement (match may be cash or value of other services or resources necessary to support the program).

D. Special Reporting Requirements

Compliance Requirements

The grantee shall submit mid-term and annual expenditure reports. An annual performance report is required.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Higher Education
CONNECTICUT INDEPENDENT COLLEGE STUDENT GRANT
11000-DHE66500-16079

I. PROGRAM OBJECTIVES

The objective of the Connecticut Independent College Student Grant program is to provide state aid to independent Connecticut colleges for awards to needy Connecticut residents.

(Sections 10a-36 through 42f, CGS)

II. PROGRAM PROCEDURES

The state provides grants to private Connecticut colleges and universities to be distributed as need based financial aid to eligible Connecticut residents.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds can be distributed only to students in the form of grant or work aid.

(Sections 10a-40 and 10a-41, CGS)

B. Eligibility

Compliance Requirements

Funds must be awarded only to needy Connecticut residents.

Need is demonstrated when the cost of attendance exceeds the required family contribution. The required family contribution must be computed using the prescribed federal methodology.

(Section 10a-41, CGS)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirement

(1) The amount designated in the Grantee's Letter of Agreement must be expended for minority students and awarded for community service employment.

(Section 10a-40, CGS)

(2) The amount of aid given to an individual student shall not exceed the lesser of calculated financial need or a maximum annual award as specified in the annual institutional agreement.

(Section 10a-41, CGS)

D. Special Reporting Requirements

Compliance Requirements

(1) Participating colleges shall provide annual reports on CICS activity.

(Section 10a-40, CGS)

(2) Annual expenditure reports are required to be filed by August 15. Reports must list expenditures to individuals via family income grids.

E. Special Tests and Provisions

Verify that the college has documentation to verify that the number of students from Connecticut matches Connecticut enrollees reported to the Department of Higher Education.

SECTION 9

INDIVIDUAL PROGRAMS OF THE JUDICIAL BRANCH

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Judicial Branch
ALTERNATIVE INCARCERATION CENTERS
11000-JUD96114-12043-001

I. PROGRAM OBJECTIVES

Alternative Incarceration Centers operate as one component of a comprehensive program designed to provide cost-effective, safe, community-based intermediate sanctions for jail-bound and jailed offenders.

II. PROGRAM PROCEDURES

Pretrial clients and Alternative Incarceration Program sentenced offenders are placed in a network of approximately 17 private, non-profit community or locally-based organizations contracted to the Judicial Branch and located throughout the state. Offender accountability and supervision are emphasized.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) Substance abuse testing and treatment.
(2) Crisis intervention.
(3) Community service restitution.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:

Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program

expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement as prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
DRUG DIVERSION PROGRAM
11000-JUD96114-12105-002

I. PROGRAM OBJECTIVES

Adult Offender Drug Diversion operates as one component of a comprehensive intermediate sanctions program designed to provide cost-effective, safe, community-based alternatives to incarceration for jail-bound and jailed offenders.

II. PROGRAM PROCEDURES

Pretrial clients and Alternative Incarceration Program sentenced offenders with substance abuse problems are eligible if they have been arrested for a misdemeanor or less serious felony and exhibit a degree of motivation and interest in the program's activities. Client activities are closely monitored while being provided treatment, counseling and education daily during the diversion period.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) Substance abuse testing and treatment.
(2) Aftercare plans.
(3) Relapse prevention assistance.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

Compliance Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor/community service provider must submit accurate and timely financial, statistical, narrative and/or other reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:

Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirement

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner as prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
RESIDENTIAL SERVICES
11000-JUD96114-12043-005

I. PROGRAM OBJECTIVES

To provide a comprehensive system of residential services for the treatment and rehabilitation of chemically dependent persons.

II. PROGRAM PROCEDURES

Adults referred by the Judicial Branch who have chemical dependency problems and are motivated for treatment may apply as an alternative to incarceration.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such services include, but are not limited to:

(1) Acute care and evaluation.
(2) Sober living residence.
(3) Aftercare.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

Compliance Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. For Line Item Budget Method contractors they include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:

Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD)

on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Some individuals may have a third-party means of payment which could be applied towards the cost of service.

Suggested Audit Procedures

Examine records and supporting documentation on a test basis to determine if the service provider has in place a system to identify such a capability and whether or not that system operated adequately.

Compliance Requirements

For Line Item Budget Method contractors: Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement as prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

For Line Item Budget Method contractors: On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
MEDIATION SERVICES
11000-JUD96114-12043-006

I. PROGRAM OBJECTIVES

To provide a community-based mediation program enabling groups and individuals to resolve disputes through an alternative to traditional adversarial procedures.

II. PROGRAM PROCEDURES

Court cases are screened and at such time as a case is determined to be appropriate for mediation, arrangements are made for the disputants to meet with a panel of volunteers.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) Intake/screening and case development.
(2) Case mediation and conciliation.
(3) Distribution of mediation information.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level of effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors

with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner as prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
ADULT SERVICES
11000-JUD96114-12043-008

I. PROGRAM OBJECTIVES

To provide social service (psychiatric, alcohol, drug, etc.) assessments and/or treatment.

II. PROGRAM PROCEDURES

Individuals under the supervision of the Court Support Services Division (CSSD), who are referred, will have various diagnostic exams performed resulting in clinical recommendations.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such services include assessments performed by professionally trained clinicians under the supervision of a Master's Social Worker and/or psychiatrist.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

Compliance Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. For Line Item Budget Method contractors they include:

- Budget Schedule 1
- Budget Schedule 2
- Salary Schedule 3
- Fringe Benefits Schedule 3A
- Budget Narrative
- Quarterly Expenditure Reports
- Final Expenditure Reports
- Equipment Inventory Reports
- Program Income Reports
- Final Program Income Reports

Operational report:

Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Some individuals may have a third-party means of payment which could be applied towards the cost of service.

Suggested Audit Procedures

Examine records and supporting documentation on a test basis to determine if the service provider has in place a system to identify such a capability and whether or not that system operated adequately.

Compliance Requirements

For Line Item Budget Method contractors: Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

For Line Item Budget Method contractors: On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
PRE-TRIAL FAMILY VIOLENCE EDUCATION
11000-JUD96114-12140-009

I. PROGRAM OBJECTIVES

To provide a pretrial diversionary educational program for offenders accused of committing a family violence crime.

(Section 46b-38c, CGS)

II. PROGRAM PROCEDURES

Qualified offenders apply for participation in the program which may result in a dismissal of the criminal charges. Short term interventions are utilized as an educational rather than treatment tool with violent behavior being addressed by focusing on participants' ability to manage and control anger.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) Group meetings.
(2) Voluntary informational sessions for victims.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

Compliance Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial reports as required by contract and prepare such reports as outlined in the Court Support Services Division (CSSD) Financial Guideline Manual. They include:

Quarterly Program Income Report

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Some individuals may have a third-party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1) Determine that the contractor has a system to identify client eligibility for third-party reimbursements.
(2) Examine records and supporting documentation on a test basis to determine if the service provider is applying third-party payments properly.

Compliance Requirements

The rate schedule for charges of service treatments are identified in the contractual agreement.

Suggested Audit Procedures

Verify the propriety of billing on a test basis and trace to supporting documentation.

Judicial Branch
MONITORING OF COURT NEGLECT CASES
11000-JUD95324-10020-010

I. PROGRAM OBJECTIVES

To enhance Judicial Branch abilities with respect to effective and timely case review as well as promote permanency planning for children who are the subject of child protection proceedings.

II. PROGRAM PROCEDURES

Volunteers are trained and then supervised in the performance of duties that include assisting the court in preparation and monitoring of case specific and appropriate orders, and coordination efforts for treatment plans.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) Recruitment, selection, training and supervision of volunteers.
(2) Collect, maintain and report demographic and statistical information.
(3) Collect, maintain and report on volunteer activities.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) The contractor must submit accurate and timely financial, narrative, demographic and/or statistical reports as identified in the contractual agreement.
(2) The contractor shall report on the activities of volunteers including number of hours worked in each location.

E. Special Tests and Provisions

Compliance Requirements

Inventory records of equipment purchased under contract must be maintained. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

Verify the existence of such records.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Inventory Report.

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Judicial Branch
HOMICIDE COUNSELING
11000-JUD95810-10020-011

I. PROGRAM OBJECTIVES

To administer, coordinate and provide a counseling and group services program for families of homicide victims.

(Section 54-206(h); CGS Section 54-216, CGS)

II. PROGRAM PROCEDURES

Operating on a state-wide basis, families are identified and referred by the Judicial Branch.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such costs include, but are not limited to:

(1) Assessment.
(2) Treatment.
(3) Referral.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level of effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, statistical, narrative and/or other reports as required by contract.

They include:

Quarterly Financial Report
Quarterly Progress Report

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the OFFICE OF VICTIM SERVICES (OVS) on the 4th Quarterly Financial Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each

State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Payments are made to the contractor in accordance with an approved fee schedule.

Suggested Audit Procedures

Trace payments in selected cases to supporting documentation.

Compliance Requirements

Subcontractors utilized shall have accreditation in the Council on Accreditation Services for Families and Children, Inc. or the Joint Commission on Accreditation of Hospitals and the contractor shall maintain appropriate records of such.

Suggested Audit Procedures

Test supporting documentation to determine subcontractors belong to one of the above organizations.

Judicial Branch
FAMILY VIOLENCE INTERVENTION
11000-JUD95810-10020-013

I. PROGRAM OBJECTIVES

To provide advocacy services to victims of family violence crimes. (Section 46b-38c, CGS)

II. PROGRAM PROCEDURES

Services provided to victims are administered and coordinated. Such services in safety planning, counseling, court process information and referral to other appropriate community agencies.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such costs include, but are not limited to:

(1) Administration and coordination services for local family violence intervention units.
(2) Subcontracting and referral for appropriate collateral services.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level of effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, statistical and/or narrative reports as required by contract.

They include:

Quarterly Financial Report
Quarterly Progress Report

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the OFFICE OF VICTIM SERVICES (OVS) on the 4th Quarterly Financial Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Judicial Branch
CRIMINAL SANCTIONS FOR FAMILY VIOLENCE OFFENDERS
11000-JUD96114-12043-015

I. PROGRAM OBJECTIVES

To develop a screening and assessment instrument that will ensure a more effective match between family violence offenders and available sanction options and to design treatment modules to enhance existing alternative sanction programs to effectively respond to family violence offenders.

II. PROGRAM PROCEDURES

The analysis of family violence case data records, conduct a comprehensive literature review and development of an interview guide, in conjunction with the assessment and validation of evaluation instruments through field testing, will provide an ability to determine the impact of the enhanced criminal sanction program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs and services include, but are not limited to:

(1) Screening and assessment.
(2) Treatment Modules.
(3) Evaluation.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial reports as required by contract and prepare such reports as outlined in the Court Support Services Division (CSSD) Financial Guideline Manual. They include:

Quarterly Program Income Report

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All

reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Some individuals may have a third-party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1) Determine that the contractor has a system to identify client eligibility for third-party reimbursements.
(2) Examine records and supporting documentation on a test basis to determine if the service provider is applying third-party payments properly.

Compliance Requirements

The rate schedule for charges of service treatments are identified in the contractual agreement.

Suggested Audit Procedures

Verify the propriety of billing on a test basis and trace to supporting documentation.

Judicial Branch
PROGRAM SERVICES FOR SEX OFFENDERS
11000-JUD96114-12105-030

I. PROGRAM OBJECTIVES

Program Services for Sex Offenders operate as one component of a comprehensive program designed to provide cost-effective, safe, community-based intermediate sanctions for jail-bound and jailed offenders. The services are for adult persons under the supervision of the Court Support Services Division (CSSD) accused and/or convicted of a criminal offense.

II. PROGRAM PROCEDURES

This non-residential program operates state-wide with a uniform model of comprehensive services for sex offenders. Included within the program are assessment/evaluation, individual, group and family treatment and therapy, and training and technical assistance to probation officers. Offender accountability and supervision are emphasized.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) Assessment/evaluation of offenders.
(2) Training activities for Probation staff.
(3) Counseling and treatment.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the

program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
JUSTICE EDUCATION CENTER, INC.
11000-JUD96114-12064-019

I. PROGRAM OBJECTIVES

Under an appropriation from the Connecticut General Assembly, the Justice Education Center, Inc. shall conduct a public education and involvement campaign on community-based prevention, treatment and punishment options and shall perform certain projects as mutually determined by the Chief Court Administrator and the Center.

II. PROGRAM PROCEDURES

Services funded under this grant shall provide assistance to the Judicial Branch, Office of the Chief Court Administrator, and the Court Support Services Division (CSSD) to conduct research, to collect data for longitudinal studies of alternatives to incarceration, to develop manuals and newsletters, to design and conduct technical assistance/training seminars, and to explore sources of federal and state funding which assist in the expansion of services by the Branch.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such costs include, but are not limited to:

(1) Staff and subcontracted salaries/fringes.
(2) Curriculum development and training activities.
(3) Office/administrative expenses.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement as prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Records of the Center's hours, vacation, holiday, leave and sick time personnel policies must be maintained.

Suggested Audit Procedures

Verify the existence of such records.

Judicial Branch
WOMEN AND CHILDREN SERVICES
11000-JUD96114-12043-022

I. PROGRAM OBJECTIVES

Women and Children Services operate as one component of a network of comprehensive alternative sanctions. The program is designed to provide cost-effective, safe, community-based intermediate sanctions for young substance abusing women offenders with dependent children to reduce client involvement with the criminal justice system, reduce substance abuse and improve parenting skills.

II. PROGRAM PROCEDURES

Women with addiction problems who have children are sentenced to this service for a maximum of 15 months to participate in a four step model which encompasses (1) a comprehensive needs assessment and development of an individualized treatment plan; (2) intensive substance abuse treatment; (3) community re-entry preparation; and (4) aftercare apartment living.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) Substance abuse education and treatment
(2) 'Outside' community activities
(3) Case Management
(4) Urinalysis
(5) Child-rearing skills
(6) Skills of daily living

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:

Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
ALTERNATIVE TO JUVENILE DETENTION
11000-JUD96114-12105-017

I. PROGRAM OBJECTIVES

The Alternative to Juvenile Detention program is designed to provide cost-effective, safe, community-based intermediate sanctions for juveniles who are detained for 10 to 20 days on a pre-trial basis and are deemed to be able, with appropriate services and supervision, to be maintained in a community program. Intensive residential and non-residential programs are provided.

II. PROGRAM PROCEDURES

Juveniles placed in these programs will be assigned to a staff secure setting for educational services, substance abuse education and treatment, community service, recreation, group and individual counseling, family focus groups, mental health services, and discharge and aftercare planning. Juveniles who are able to attend school will be transported to and from the site. As ordered by the court, clients served in non-residential programming will return home each evening with electronic monitoring.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) substance abuse treatment
(2) transportation
(3) nutrition
(4) counseling
(5) educational services
(6) supervised community service restitution

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports

Program Income Reports
Final Program Income Reports

Operational report:
Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
INTENSIVE COMMUNITY-BASED OUTREACH AND MONITORING PROGRAM FOR DELINQUENT JUVENILES
11000-JUD96114-12105-018

I. PROGRAM OBJECTIVES

Intensive Community-Based Outreach And Monitoring Program For Delinquent Juveniles is designed to provide cost-effective, safe, community-based alternatives in seven court locations for approximately 120 delinquent juveniles at significant risk for out-of-home placement.

II. PROGRAM PROCEDURES

Juveniles convicted as delinquent or adjudicated to be a child from a family with service needs (FWSN) are referred to the program by the Court as a special condition of probation or FWSN supervision. Services range along a continuum from informal counseling to formal systems of accountability. Individual program plans (IPP) for clients are designed and implemented. A graduated system of rewards and sanctions recognizes achievements and provides immediate accountability for violations. Response capacity to crisis is available seven days per week, 24 hours per day.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) staff salaries
(2) client expense
(3) beepers and other equipment
(4) mileage allowance

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports

Final Program Income Reports

Operational report:

Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
LATINO YOUTH OFFENDER SERVICES
11000-JUD96114-12043-028

I. PROGRAM OBJECTIVES

This community correction program provides a bi-lingual, bi-cultural, day incarceration center Client services will be provided with a case management approach in three phases over a six month program for Latino offenders and their families.

II. PROGRAM PROCEDURES

The program clients whether pre-trial or part of a sentence, have been charged for an offense before they reached 19 years of age. These 16, 17, 18 year old offenders may have had prior convictions and will be facing charges, with the majority of offenses being felony drug crimes. These young persons may be facing incarceration pretrial and/or are likely to be incarcerated post conviction.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Such costs include, but are not limited to:

(1) Substance abuse testing and treatment
(2) Crisis intervention.
(3) Education/life skills development.
(4) Community service restitution.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
COMMUNITY DETENTION FOR GIRLS
11000-JUD96114-12105-029

I. PROGRAM OBJECTIVES

Community-based residential juvenile detention programming is provided in a secure physical setting for girls (up to age 16). Components of the program include educational services, substance abuse education and treatment, recreation/physical fitness, client groups, family involvement, physical and mental health services and discharge planning.

II. PROGRAM PROCEDURES

This program is designed for girls who, without the benefit of the programming, would be detained on a pre-trial basis in the Bridgeport, Hartford and New Haven Detention Centers.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Secure residential shelter services which include:

(1) 24 hour admissions.
(2) Medical services.
(3) Mental health services.
(4) Limited transportation.
(5) Capacity to isolate acting-out clients.
(6) Secure physical site.
(7) Policies and procedures based on the Court Support Services Division (CSSD) Juvenile Detention Services.
(8) On-site education.
(9) Substance abuse education and treatment.
(10) Physical and non-physical recreation.
(11) Daily client groups.
(12) Family services.
(13) Staffing approved by DCF licensing division.
(14) System of graduated privileges and sanctions.
(15) Discharge planning.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The community provider must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2

Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:
Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
COURT-BASED JUVENILE ASSESSMENT SERVICES
11000-JUD96114-12105-021

I. PROGRAM OBJECTIVES

The provision of assessment services for juveniles referred by various Superior courts throughout Connecticut. The assessments will provide probation officers, judges and community-based service agencies with information to effect the best match of cost-effective treatment to reduce recidivism.

II. PROGRAM PROCEDURES

Assessment activities will have two parts: 1) a court-based coordinator to broker services/follow-up, to coordinate clinical and other assessments, and to work with probation officers and community-based programs to which juveniles are directed, and, 2) a client-based system of professionals in psychology, psychiatry, substance abuse, and practitioners experienced in performing sex offender evaluations, to perform assessments.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract.

(1) Coordinator available to court on a daily basis who will pursue third party payments; when requested, assist probation officers developing treatment plans; assistance with crisis management as appropriate; when necessary, transport clients and families; schedule all assessments and evaluations.
(2) Psychological evaluations.
(3) Psychiatric evaluations.
(4) Substance abuse evaluations.
(5) Sex offender evaluations.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial reports as required by contract and prepare such reports as outlined in the Court Support Services Division (CSSD) Financial Guideline Manual. They include:

Quarterly Program Income Report

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Some individuals may have a third-party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1)Determine that the contractor has a system to identify client eligibility for third-party reimbursements.

(2)Examine records and supporting documentation on a test basis to determine if the service provider is applying third-party payments properly.

Compliance Requirements

The rate schedule for charges of service treatments are identified in the contractual agreement.

Suggested Audit Procedures

Verify the propriety of billing on a test basis and trace to supporting documentation.

Judicial Branch
JUVENILE DIVERSION PROGRAM SERVICES
11000-JUD96114-12105-023

I. PROGRAM OBJECTIVES

Community sites funded to coordinate services with existing public and private non-justice agencies. The target population is juveniles diverted from the juvenile justice system through participation in community-based services developed or identified specifically for this population.

II. PROGRAM PROCEDURES

A service broker accesses services requested by local juvenile court staff. Requested services may include the purchase of monitored memberships, sports equipment, lessons (music, crafts, arts), funds for participation in activities, and community activities.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Provide services to individuals and groups by brokering services as required through the contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the

program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
JUVENILE JUSTICE CENTERS
11000-JUD96114-12128-024

I. PROGRAM OBJECTIVES

Juvenile Justice Centers are community-based, local agency consortium projects directed toward families and juveniles involved in the juvenile justice system. Juvenile Justice Centers provide an array of support and supervision services to juveniles and their families for up to six months.

II. PROGRAM PROCEDURES

Program referrals will be made by Probation Officers for juveniles on probation or under supervision. Referrals may also be received from Juvenile Parole Officers for juveniles on parole with approval from the Court Support Services Division (CSSD). Program staff work with juvenile probation or parole to determine the appropriateness of referrals before an acceptance decision is made.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Provide individual, group and family services which will include:

(1) Services for suspended clients.
(2) Case management.
(3) Life skills.
(4) Individual, group and family counseling.
(5) Recreation.
(6) Community service.
(7) Truancy prevention and intervention.
(8) Parenting groups
(9) Job readiness programming.
(10) Transportation
(11) Discharge/aftercare planning.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative

Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:
Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
JUVENILE SUPERVISION AND REPORTING CENTERS
11000-JUD96114-12105-026

I. PROGRAM OBJECTIVES

This programming is directed toward juveniles who have been convicted of felonies and/or misdemeanors and who, with the appropriate services and supervision can be maintained in a community program. Programming is designed to work with juveniles for six to twelve months. A reporting center provides residential and intensive non-residential programming.

II. PROGRAM PROCEDURES

Juveniles referred to the program have been assessed and recommended by Juvenile Probation staff as part of the Pre-Dispositional Study. Juveniles are sentenced to Probation Supervision and/or Probation Supervision with a suspended commitment to the Department of Children and Families, and placed in the program as a condition of the sentence.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Services provided are delivered at an approved site, seven days each week, and include:

(1) Shelter services for some clients.
(2) Education.
(3) Substance abuse education and treatment.
(4) Community Service.
(5) Recreation.
(6) Client groups.
(7) Family participation.
(8) Transportation.
(9) Mental health services.
(10) Development of a graduated privileges and sanctions protocol.
(11) Discharge and after care planning.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports

Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:
Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
ACCESS AND VISITATION
11000-JUD96114-12043-040

I. PROGRAM OBJECTIVES

Access and Visitation services are designed to assist unwed parents and chronically conflicting parents with visitation problems. Specifically the programs assist with the development of visitation schedules, resolution of visitation disputes, mediation services and a process of education concerning the developmental needs of children.

II. PROGRAM PROCEDURES

The services offered to families consist of two court-based functions: negotiation and mediation. Additionally, three clinical options are generally available through contracted community based providers; Supervised Visitation, Families in Transition Counseling, and High Conflict Couple Interventions. The Supervised Visitation services offer a safe and valuable opportunity for access/visitation, Families in Transition is an intervention to facilitate the successful progression from supervised to unsupervised visitation.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT

SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
ZERO TOLERANCE
11000-JUD96114-12043-041

I. PROGRAM OBJECTIVES

This program is designed for Parole clients, Probation clients and clients of the Department of Correction's community release program. These clients, as a condition of their release, agree to regular urinalysis testing and, if the tests prove positive for drug use, to a two day period of detention. This Zero Tolerance Program has the capacity to take urines several times per week as part of a day reporting program and has a residential component in which to detain the clients who test positive for drug use.

II. PROGRAM PROCEDURES

This program includes male and female offenders age 18 and above who have some history of substance abuse. Program participation is six (6) months to one (1) year. As a condition of their participation, the participant enters into a contract with the referring Officer not to use drugs for the duration of the program. Participants submit to random and frequent urinalysis testing throughout their participation in the program. If a urine test result is positive, the participant will be sanctioned by confinement for two (2) days at the residential facility. If the urine test produces a positive result, the participant may request that a second urinalysis drug test be administered at his or her expense. The participant may be detained in the residential facility pending the result of the second test. If the second test does not produce a positive result the participant must be released and the fee, if paid by the participant, must be refunded.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

- Budget Schedule 1
- Budget Schedule 2
- Salary Schedule 3
- Fringe Benefits Schedule 3A

Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:
Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
INTENSIVE YOUTH SERVICES
11000-JUD96114-12043-044

I. PROGRAM OBJECTIVES

These services are for young adults aged 16-21 accused or convicted of a criminal offense. The program design is to use the elements of control and supervision, treatment, punishment and community restitution to impact the offender's behavior. These interventions are intended to indicate to the young offender that they will be held accountable for their actions.

II. PROGRAM PROCEDURES

Clients involved in this program are transported directly from the court to the program where they undergo an orientation to the specifics of their involvement. The client participates in a one-week assessment phase during which a case-specific plan is prepared and implemented. The plan includes educational intervention, employment counseling, job development, substance abuse education and prevention and family therapy and life skills. Substantial community service is an integral part of the program model.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

- Budget Schedule 1
- Budget Schedule 2
- Salary Schedule 3
- Fringe Benefits Schedule 3A
- Budget Narrative
- Quarterly Expenditure Reports
- Final Expenditure Reports
- Equipment Inventory Reports
- Program Income Reports
- Final Program Income Reports

Operational report:

Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract .

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
COMMUNITY COURT
11000-JUD96114-12043-045

I. PROGRAM OBJECTIVES

This program is designed to provide for a community-based program of community service as imposed by a Community Court and to provide mediation services for offenders identified and referred by the court.

II. PROGRAM PROCEDURES

The Community Court concept was established in 1998 through a mandate by the Connecticut General Assembly under Public Act 97-199 to adjudicate quality of life crimes. The goal of this specialty court is to deliver restorative justice for crimes committed in specific communities that include prostitution/patronizing, breach of peace, disorderly conduct and violations of municipal ordinances including public property damage. The Community Court addresses "quality of life" crimes in an effort to make the client accountable to the criminal justice system and to the community where he/she committed the offense through a variety of sanctions including community service, fines and jail time. In addition some level of mediation services between the victim and the offender may be provided.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Judicial Branch
THROUGH ANY DOOR PROGRAM
11000-JUD95810-10020-046

I. PROGRAM OBJECTIVES

To provide for a coordinated statewide public awareness campaign that will increase the public's awareness of crime victims' rights and services that are available in the State of Connecticut. (June 2001 Special Session, Section 70(b) Public Act 01-9).

II. PROGRAM PROCEDURES

This program will provide funding for the statewide public awareness campaign. This campaign shall be planned, designed, and implemented by the Office of Victim Services in conjunction with four statewide victim advocacy agencies. Additional funding is provided to the four statewide victim advocacy agencies providing services to victims of sexual assault, domestic violence, drunk driving, and survivors of homicides to implement their own outreach activities.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level of effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, statistical and/or narrative reports as required by contract. They include:

Quarterly Financial Report

Quarterly Progress Report

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the OFFICE OF VICTIM SERVICES (OVS) on the 4th Quarterly Financial Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each grant must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement as prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Judicial Branch
STATE MATCH PROGRAM - VICTIMS OF CRIME ACT VICTIM ASSISTANCE
11000-JUD95810-10020-047

I. PROGRAM OBJECTIVES

Non-profit organizations and municipalities that are recipients of Federal Victims of Crime Act Victim Assistance funds are required to provide a 20% match to the Federal award. Judicial Branch funding is provided to non-profit organizations and municipalities to assist them in meeting the Federal match requirement. State match funds also offer an opportunity for non-profits and municipalities to receive additional funding for new or expanded programs.

II. PROGRAM PROCEDURES

The Judicial Branch makes grant awards to non-profit organizations and municipalities. This compliance procedure is to be used for State match funds provided to recipients of Federal Victims of Crime Act Victim Assistance Funds.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level of effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, statistical, and/or narrative reports as required by contract. They include:

Quarterly Financial Report
Quarterly Progress Report

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the OFFICE OF VICTIM SERVICES (OVS) on the 4th Quarterly Financial Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do

not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Judicial Branch
ADOLESCENT CLINICAL TREATMENT SERVICES
11000-JUD96114-12105-048

I. PROGRAM OBJECTIVES

The goal of Adolescent Clinical Treatment services is to provide severely compromised juvenile offenders with highly skilled interventions delivered within a medical framework. This would include children who suffer from acute thought and mood disorders, chemical dependence, post traumatic stress syndrome, self-injurious behavior and complicated grief situations.

II. PROGRAM PROCEDURES

Target clients for these services include juveniles who are facing or have been adjudicated for delinquency charges, who are on probation or non-judicial supervision, who are ineligible for HUSKY A or B, or DCF's KidCare services or who are waiting for HUSKY A or B or KidCare services but require immediate "bridge" services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Provide individual and family services related to mental health and substance abuse issues.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:
Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of

expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1) Determine that the contractor has a system to identify client eligibility for third party reimbursement.

(2) Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
COMMUNITY SERVICE OFFICES
11000-JUD96114-12043-049

I. PROGRAM OBJECTIVES

The goal of the community service offices is to provide the courts with coordination of community service referrals.

II. PROGRAM PROCEDURES

Target clients for these services are clients who have committed minor offenses and are adjudicated to community service in lieu of incarceration. The community service office coordinates intake, assignment, supervision and notice to the court of compliance.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Services allowed include those to provide referrals and tracking for court ordered community service.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report:
Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1) Determine that the contractor has a system to identify client eligibility for third party reimbursement.

(2) Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
GENDER SPECIFIC PROGRAM FOR FEMALE OFFENDERS
11000-JUD96114-12043-050

I. PROGRAM OBJECTIVES

The goal of gender specific programming for female offenders is to provide intensive gender-responsive services that meet the unique needs of women. These services include comprehensive treatment for drug abuse and trauma recovery, education, job training, parenting skills and safe and sober housing.

II. PROGRAM PROCEDURES

Target clients for these services include women aged 16 and above who are referred from the Court Support Services Division (CSSD) IAR specialists, probation officers and the courts.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in Exhibit A of the approved contract. Provide gender specific needs based services.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1) Determine that the contractor has a system to identify client eligibility for third party reimbursement.
(2) Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
ADULT RISK REDUCTION CENTER
11000-JUD96114-12043-051

I. PROGRAM OBJECTIVES

The Adult Risk Reduction Center (ARRC) operates as the first step in a program network that addresses criminogenic needs of offenders to decrease the likelihood of future criminal behavior.

II. PROGRAM PROCEDURES

The program treats sentenced adult, high-risk offenders with differential evidence-based services. The services provide the appropriate amount of treatment, supervision, and evidence-based interventions based on the individual's assessed risk and need.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such services include, but are not limited to:

(1) Risk and Need Assessment
(2) Motivational Enhancement
(3) Targeted Interventions (9)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT

SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1) Determine that the contractor has a system to identify client eligibility for third party reimbursement.
(2) Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
MULTISYSTEMIC THERAPY
11000-JUD96114-12105-052

I. PROGRAM OBJECTIVES

The Multisystemic Therapy (MST) program services to address the behavioral health needs of children at high risk of recidivating and their families. The purpose is to reduce illegal behaviors and substance abuse, and improve school, family, and social functioning.

II. PROGRAM PROCEDURES

This is a family-and-community-based treatment program for high and very high risk, post-dispositional juveniles with complex clinical, social, educational and substance abuse problems. This evidence-based service identifies family/client strengths, helps the client/family define specific goals, and provides instruction in ways to prevent the recurrence of delinquent behavior and other family conflict, and sets up the resources and skills to maintain ongoing progress.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such services include, but are not limited to:

(1) Intensive in-home individual and family therapy
(2) 24 hour availability
(3) Transportation
(4) Quality Assurance

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirement

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1)Determine that the contractor has a system to identify client eligibility for third party reimbursement.

(2)Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
JUVENILE RISK REDUCTION CENTER
11000-JUD96114-12105-053

I. PROGRAM OBJECTIVES

The Juvenile Risk Reduction Center is a center-based program that provides the appropriate amount of services to include evidence-based interventions as determined by the individual's assessed risk and need and follows the eight (8) principles of effective intervention.

II. PROGRAM PROCEDURES

The program treats the medium risk classification juvenile clients, with particular emphasis on those whose risk scores are at the high end of the medium risk group. The services provide the appropriate amount of treatment, supervision, and evidence-based interventions based on the individual's assessed risk and need.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such services include, but are not limited to:

Risk and Need Assessment
Motivational Enhancement
Targeted Interventions

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirement

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1)Determine that the contractor has a system to identify client eligibility for third party reimbursement.

(2)Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
CENTER FOR ASSESSMENT AND RESPITE ENRICHMENT
11000-JUD96114-12105-054

I. PROGRAM OBJECTIVES

The Center for Assessment and Respite Enrichment is a research-based two-pronged service model that provides respite care beds for FWSN-referred girls in crisis as a bridge to home-based, family-centered treatment or other appropriate services. As an outcome of assessment, girls and their families will be connected to an intervention based on risk, needs and strengths.

II. PROGRAM PROCEDURES

The program treats female family with service needs (FWSN) clients ages 11 - 16 years old that are under judicial supervision or interim orders. Clients are placed in a network of private, non-profit community or locally- based organizations contracted to the Judicial Branch and located throughout the state. The programs provide respite care residential beds for up to 14 days and a connection to home-based services following discharge.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such services include, but are not limited to:

- Intake
- Risk and Need Assessment
- Motivational Enhancement
- Targeted Interventions
- 24 hour services

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

- Budget Schedule 1
- Budget Schedule 2
- Salary Schedule 3
- Fringe Benefits Schedule 3A
- Budget Narrative
- Quarterly Expenditure Reports
- Final Expenditure Reports
- Equipment Inventory Reports
- Program Income Reports
- Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1)Determine that the contractor has a system to identify client eligibility for third party reimbursement.

(2)Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
ADULT BEHAVIORAL HEALTH SERVICES
11000-JUD96114-12043-055

I. PROGRAM OBJECTIVES

Adult Behavioral Health Services is a targeted research and evidence-based treatment program. The program provides interventions based on assessed risk and need that include the following services: Group Anger Management, Substance Abuse Assessment, Group and Intensive Outpatient (IOP) Substance Abuse Treatment, Mental Health Evaluation and Treatment; and follow the eight principles for effective intervention.

II. PROGRAM PROCEDURES

The program treats adult clients ages 16 and above with differential evidence-based services. Services are provided through a network of private, non-profit community or locally- based organizations contracted to the Judicial Branch and located throughout the state.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such services include, but are not limited to:

Risk and Need Assessment
Motivational Enhancement
Targeted Interventions

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State

contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1)Determine that the contractor has a system to identify client eligibility for third party reimbursement.

(2)Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
JUVENILE REVIEW BOARD
11000-JUD96114-12105-056

I. PROGRAM OBJECTIVES

The Juvenile Review Board (JRB) is designed to act as a preventive and diversionary program within the city of Hartford. The program is intended to divert juveniles away from the juvenile justice system for first time misdemeanor offenders and children qualifying under the Families With Service Needs (FWSN) statutes.

II. PROGRAM PROCEDURES

The program services juvenile clients with differential services provided through a network of private, non-profit community or locally- based organizations. The program is intended to provide diversions that are meaningful alternatives to the juvenile justice system within the context of restorative justice, sensitive to the need to hold the child accountable for his/her behavior, to the victim's needs for restitution, and the child's needs when mental health, behavioral health, substance use, or other factors are present.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such services include, but are not limited to:

Intake
Risk and Need Assessment
Targeted Interventions

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

Budget Schedule 1
Budget Schedule 2
Salary Schedule 3
Fringe Benefits Schedule 3A
Budget Narrative
Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirement

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1)Determine that the contractor has a system to identify client eligibility for third party reimbursement.

(2)Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
BUILDING BRIDGES
11000-JUD96114-12043-057

I. PROGRAM OBJECTIVES

The Building Bridges program is designed to act as bridge between formal treatment, social support services and the community for men transitioning from correctional institutions into the New Haven and Hartford communities.

II. PROGRAM PROCEDURES

The program provides a comprehensive approach to facilitate the successful reentry of adult male offenders released from correctional institutions into the New Haven and Hartford communities. The program is intended develop, implement, monitor and evaluate services designed for the successful reintegration of offenders. Services to be provided both before and after release from correctional institutions include substance abuse and mental health services; formal support including case management services, entitlements, housing, transportation and health care; employment services and ongoing community support.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such services include, but are not limited to:

- Intake
- Treatment services
- Case management
- Community and formal supports
- Evaluation

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

- Budget Schedule 1
- Budget Schedule 2
- Salary Schedule 3
- Fringe Benefits Schedule 3A
- Budget Narrative
- Quarterly Expenditure Reports
- Final Expenditure Reports
- Equipment Inventory Reports
- Program Income Reports
- Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1)Determine that the contractor has a system to identify client eligibility for third party reimbursement.

(2)Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
BRIDGEPORT DOMESTIC VIOLENCE
11000-JUD96114-12043-058

I. PROGRAM OBJECTIVES

The Bridgeport Domestic Violence program is designed to offer family violence offenders a range of counseling options that match the needs of the client within the overall CSSD framework for domestic violence sanctions. These services will cover the Bridgeport/Norwalk area (especially the Bridgeport Domestic Violence docket) and the towns within the jurisdiction of Geographical Areas 2 and 20. Contractors will be paid for services provided based on the completed number of individual sessions or groups meeting required minimum participants.

II. PROGRAM PROCEDURES

The program provides a range of counseling services for persons involved in court proceedings after an arrest for a domestic violence offense. In this instance, services offered should include but not be limited to individual counseling, group counseling (both Men's and Women's groups for those clients that do not meet the criteria for utilization of the Family Violence Education Program), conflict management groups, adolescent group counseling, substance abuse evaluation and treatment, psychological testing and parenting skills groups. The service provider collaborates with Family Services and other court personnel within the Bridgeport Domestic Violence docket. As part of the Bridgeport DV docket, the provider serves as an on-site liaison to coordinate referrals on a designated docket day.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such services include, but are not limited to:

- Intake
- Screening
- Treatment services
- Evaluation

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

- Budget Schedule 1
- Budget Schedule 2
- Salary Schedule 3
- Fringe Benefits Schedule 3A
- Budget Narrative

Quarterly Expenditure Reports
Final Expenditure Reports
Equipment Inventory Reports
Program Income Reports
Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1) Determine that the contractor has a system to identify client eligibility for third party reimbursement.
(2) Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

Judicial Branch
DRUG INTERVENTION
11000-JUD96114-12043-059

I. PROGRAM OBJECTIVES

The objectives of these Drug Intervention Programs are: (1) to provide appropriate Court monitored substance abuse treatment with Court imposed sanctions for non-compliance; and (2) to develop on-going linkages between the justice system and community-based treatment and social services systems. The treatment goals of this Drug Intervention model are: (1) to reduce addiction and recidivism among eligible offenders; (2) to reduce future substance abuse related criminal activity; and (3) to enhance the effectiveness of treatment offered to addicted offenders in the criminal justice system.

II. PROGRAM PROCEDURES

The program provides clinical evaluations, prepares treatment plans, and delivers a full continuum of substance abuse treatment, case management, residential (long and short term) and support services to male and female adult addicted offenders who meet the program criteria and agree to participate. In addition, the contractor(s) will play a significant role in the coordination of Drug Intervention activities and will interact with Court personnel who will monitor the progress of offenders in treatment. It is expected that there will be a need to provide bi-lingual services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those as shown in the approved contract. Such services include, but are not limited to:

- Intake
- Screening
- Treatment services
- Evaluation

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort and/or Earmarking Requirements

There are no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit accurate and timely financial, narrative and statistical reports as required by contract. They include:

- Budget Schedule 1
- Budget Schedule 2
- Salary Schedule 3
- Fringe Benefits Schedule 3A
- Budget Narrative
- Quarterly Expenditure Reports
- Final Expenditure Reports
- Equipment Inventory Reports
- Program Income Reports
- Final Program Income Reports

Operational report: Contractors are required to file a monthly utilization report identifying total slots used.

Compliance Requirements

The contractor must submit a detailed reconciliation of the final program expenditure amounts, by each State contract, reported to the COURT SUPPORT SERVICES DIVISION (CSSD) on the Final Expenditure Report to the expenditure amounts reported for the program on the State Single Audit Schedule of Expenditures of State Financial Assistance. For contractors with different fiscal year-ends that do not coincide with the State fiscal year-end (June 30), this includes a breakdown of expenditures, by each State contract, for the contractor's fiscal year. All reconciliations should be filed at the same time as the audit report.

E. Special Tests and Provisions

Compliance Requirements

Indirect costs are allowable only if an indirect cost allocation plan has been approved by a government agency.

Suggested Audit Procedures

Verify that the contractor has obtained an approved indirect cost allocation rate.

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned within 45 days of completion of the State fiscal year or early termination of the Agreement in the manner prescribed by the contract.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned on a timely basis.

Compliance Requirements

On the Final Expenditure Report, expenditure deviations of 10% or $500, whichever is greater, from accepted budget line items are unallowable and must be returned.

Suggested Audit Procedures

Examine records to determine if such funds were returned or a written waiver was issued.

Compliance Requirements

Some individuals may have a third party payment which could be applied towards the cost of service.

Suggested Audit Procedures

(1)Determine that the contractor has a system to identify client eligibility for third party reimbursement.

(2)Examine the records and supporting documentation on a test basis to determine if the service provider is applying third party payments properly.

Compliance Requirements

Inventory records of equipment purchased under contract, with CSSD funds, must be separately maintained in accordance with the CSSD Financial Guideline Manual. Equipment is defined as assets with a cost of $1,000 or more or a useful life of greater than 2 years.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Perpetual Inventory Report generated annually by CSSD.

For equipment additions during the year under audit, on a test basis, physically inspect that the item(s) have been appropriately tagged and determine that invoices support the cost and date of purchase on the Perpetual Inventory Report.

For equipment disposals during the year under audit, on a test basis, inspect the disposal notation(s) and the corresponding Sanction Monitor's attached written disposal approval on the Perpetual Inventory Report.

SECTION 10

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF LABOR

JOBS FIRST EMPLOYMENT SERVICES 1

OCCUPATIONAL HEALTH CLINICS 3

OPPORTUNITY INDUSTRIAL CENTERS 5

WORKFORCE TRAINING..... 7

JOB TRAINING INNOVATION 8

Department of Labor
JOBS FIRST EMPLOYMENT SERVICES
11000-DOL40000-12212

I. PROGRAM OBJECTIVES

The Jobs First Employment Services Program is a statewide program designed to assist applicants and recipients of Temporary Family Assistance to become and remain independent of temporary assistance within 21 months. The program helps participants prepare for, seek, and maintain employment in occupations that will enable them to support their families and remain independent of temporary family assistance.

II. PROGRAM PROCEDURES

Jobs First Employment Services funds are administered by the Department of Labor (DOL), which operates the program statewide by providing employment services through it's Job Center's and through contracts with the eight Workforce Investment Boards, and state, local, and community-based not-for-profit agencies. The services contracted for include job search skills training, case management, vocational and basic education, support services, and job placement.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance requirements

(1) Each contract establishes a dollar amount for which costs are not to exceed.

(2) Contracts are either cost reimbursement, or performance-based, or a combination of cost reimbursement and performance-based.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) The grantee shall submit monthly expenditure and program invoice reports in accordance with the following DOL Memorandum(s):

Temporary Assistance to Needy Families (TANF) Jobs First Employment Services Monthly Status of Funds Report, dated January 8, 1999.

E. Special Tests and Provisions

Compliance requirements

(1) Each contract contains a budget that outlines categories and amounts of costs to be incurred. Budget flexibility is allowed provided no single line item of costs is increased or decreased in excess of 10%. Changes in excess of 10% must receive prior written approval from the DOL.

(2) Administrative costs are limited to not more than 10% of the contract award.

(3) Each contract contains specific terms at Part II that incorporate, among other terms: basis of payments, billing and report submission dates, subcontractor agreements, and by reference DOL Administrative Requirements, Cost Principles, and Definition of administration.

Suggested Audit Procedures

(1) Review Part II specific terms and test for compliance.

(2) Test to determine Administrative costs do not exceed 10% of the contract award

(3) Determine that budget guidelines are met and budget changes have been approved.

Department of Labor
OCCUPATIONAL HEALTH CLINICS

12007 – DOL40000 – 12045

I. PROGRAM OBJECTIVES

Occupational Health Clinic Grants provide funding to public or non-profit clinics to support activities involved in the evaluation, treatment, and prevention of occupational diseases and injuries. There are two types of these funds, Occupational Health Clinic and Auxiliary Occupational Health Clinic funds. Occupational Health Clinic activities include, but are not limited to, clinical care (i.e. diagnosis, treatment, follow-up), patient exposure assessments, worksite evaluations at the request of employers, and the training of students and medical residents. In addition, the occupational health clinics submit to the Department of Labor data regarding patient injuries and illnesses.

II. PROGRAM PROCEDURES

Occupational Health Clinic Grant funds are administered by the Department of Labor (DOL), which operates the program statewide through contracts with the Worker's Compensation Commission, Department of Public Health, and other public and private non-profit organizations. The funding is distributed according to a mandated formula, funding DOL, DPH, WCC, Auxiliary Clinics and Occupational Health Clinic chosen through a RFP process.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

Sections 31-396 to 31-403 of the Connecticut General Statutes authorize funding for the Occupational Health Clinics and Auxiliary Clinics. The Connecticut Department of Labor's Division of Occupational Safety and Health (CONN-OSHA) established the procedures, selection criteria, and approval processes for these grants.

A. Types of Services Allowed or Disallowed

Compliance requirements

The grants are available to public and non- profit organizations that are or will be involved in occupational disease evaluation, treatment and prevention. Grant funds shall not be used to compensate any occupational health clinic or auxiliary health clinic for any activity, which could be included in a corporate medicine or employee wellness program.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) Administrative costs are limited to not more than 15% of contract award.

(2) Budget flexibility is allowed provided no single line item of cost is increased of decreased in excess of 10%.

D. Special Reporting Requirements

Compliance Requirements

(1) Financial reports and invoices are to be completed by the clinics and the auxiliary clinics quarterly and are due on or before the 15th day of the quarter for the prior quarters reporting period. When funds are being requested, a completed and signed original DOL-14, Invoice/Status of Funds report will be required.

(2) The clinics may request an advance payment equal to its interim cash needs arising during any given quarterly reimbursement period. A written justification and the DOL-14 must accompany the request.

(3) The clinics will submit a final reconciliation on form DOL-14 to the administrative agency on or before July 31 of the fiscal year.

(4) The clinics agree that any refunds, rebates, credits or other amounts shall be paid to the State of Connecticut DOL.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Labor
OPPORTUNITY INDUSTRIAL CENTERS

11000-DOL40000-12232

I. PROGRAM OBJECTIVES

The Opportunities Industrialization Centers (OICs) of Connecticut are responsible for serving the needs of the most needy citizens in our state. This target population includes those with significant barriers to employment, ex-offenders, at-risk youth and those who live at or just above the poverty level. In addition to training and prevocational skills, the OIC plays an integral role in addressing individual all-around needs of the populations they serve. These may include counseling, training, life skills and wellness programs.

II. PROGRAM PROCEDURES

Opportunity Industrial Center funds are administered by DOL, which operates the program through contracts with Non-Profit Opportunities Industrialization Center Regional Agencies.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance requirements

Non workplace-based projects have many activities that are allowable that would typically not be covered under workplace-based training contracts such as Customized Job Training (CJT) or Manufacturers Assistance Act (MAA) where grant monies may only cover instructional costs and consumable materials such as workbooks. The primary differences are the supportive activities and staff salaries, administrative costs and travel reimbursement. In a non workplace-based contract such as OIC, allowable activities may include entry level services involving clients such as recruitment, assessments, testing and career counseling. Also basic skills training such as G.E.D. preparation and English as a second language; employability skills such as job seeking skills, career exploration and internships. Other allowable activities include occupational training (usually of a short-term nature where the trainee will have a reasonable expectation of securing an entry-level job after training), such as culinary arts, customer service, word processing, retail clerk, certified nurse's aide, etc. Additional allowable activities can include the costs of supportive services such as day care expenses, transportation such as bus passes or taxi fares to job interviews; and finally exit

services such as job retention counseling, referrals to higher education or job placement assistance. *Types of expenses allowed on non workplace-based contract budgets*: Administrative costs may include staff salaries for office staff, executive directors, bookkeepers, etc., along with fringe benefits, taxes such as FICA, UC, and worker's compensation, travel expenses, rent for facilities, insurance/bonding, postage, utilities, copiers and office equipment, annual audit fees, or other related costs pertaining to administration of the project and oversight of the training staff. Training costs may include a variety of expenses relating to the delivery of training such as salaries, benefits and overhead costs for trainers, program assistants and job developers, fees and tuition, books, teaching aids such as software, consumable supplies used in training classes (ink cartridges, copy paper, folders, pens, etc.); health care and medical supplies, child or elder care, insurance, phone and postage costs relating to training. The grantee may use the grant for rental of training facilities, maintenance fees and heating or electrical costs, security costs, and travel reimbursement for trainers.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) Administrative costs are limited to no more than 15% of contract award.

(2) There are no requirements, only a statement within the specific terms stating that the contractor is encouraged to provide a match equal to at least 50% of the contract amount.

D. Special Reporting Requirements

Compliance Requirements

The grantee provides, with the assistance of DOL, a periodic expenditure report. This acts as an invoice for reimbursement of costs.

E. Special Tests and Provisions

Compliance Requirements

(1) Within the budget section, individual line items cannot change by more than + or – 10% without written permission from CTDOL. Unless the contract is modified, at no time will these changes affect the total dollar amount stated on the budget sheet.

(2) No new line items may be added without prior written permission from CTDOL using a CTDOL contract revision.

Suggested Audit Procedures

Test the final report to determine that flexibility guidelines are adhered to and no new line items were added without prior approval.

Department of Labor
WORKFORCE TRAINING

12060-DOL40000-90135

I. PROGRAM OBJECTIVES

Workforce Training funds are pass through funds received from OWC to be utilized for Job Training and Retraining of employees or prospective employees in newly created jobs.

II. PROGRAM PROCEDURES

Workforce Training funds are administered by DOL which operates the program through contracts with State of Connecticut employers or Job Training Vendors who offer training to multiple employers in a single venue.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Cost reimbursement not to exceed contracted amount. Hartford's inner city is the targeted population, unemployed and underemployed.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Administrative costs are not to exceed 15%. There is no matching requirement.

D. Special Reporting Requirements

Compliance Requirements

Monthly expenditure reports must be submitted, budget flexibility is allowed; budget line items can increase or decrease, not to exceed ten per cent. The contract contains a budget that outlines categories and amounts of costs to be incurred.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Labor
JOB TRAINING INNOVATION

12021-DOL40000-40053

I. PROGRAM OBJECTIVES

Job Training Innovation Act funds are pass through funds received from DECD to be utilized for Assistance to Employers for Job Training.

II. PROGRAM PROCEDURES

Job Training Innovation Act funds are administered by DOL, which operates the program through contracts with State of Connecticut employers or Job Training Vendors who offer training to multiple employers in a single venue.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance requirements

Each contract establishes the types of costs and a dollar amount for which costs are not to exceed. Contracts are cost reimbursement.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 11

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

PSYCHIATRIC AND MENTAL HEALTH SERVICES 1

EMPLOYMENT OPPORTUNITIES 3

MANAGED SERVICE SYSTEM 5

GRANTS-IN-AID (BOND FUND) 7

CORPORATION FOR SUPPORTIVE HOUSING SERVICES 9

MANAGED CARE/GENERAL ASSISTANCE 11

GRANTS TO COMMUNITY AGENCIES AND MUNICIPALITIES:

GRANTS FOR SUBSTANCE ABUSE SERVICES 13

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DRUG ASSETS FORFEITURE FUNDS 17

GOVERNOR'S PARTNERSHIP FOR CONNECTICUT'S WORKFORCE 19

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Department of Mental Health and Addiction Services
PSYCHIATRIC AND MENTAL HEALTH SERVICES
11000-MHA53000-16053

I. PROGRAM OBJECTIVES

The objectives of the Psychiatric and Mental Health Services program are to assist in establishing a coordinated system of such community-based mental health services as emergency/crisis, outpatient, partial hospitalization, residential, vocational rehabilitation, psycho-social rehabilitation, case management, as well as specialized consumer directed services and consultation/education. These services are established in order to decrease the prevalence and incidence of mental illness, emotional disturbance, social dysfunctioning and to promote mental health.

II. PROGRAM PROCEDURES

The state provides funds to private not-for-profit organizations, general hospitals, or municipalities for the establishment, expansion, or maintenance of psychiatric or mental health services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:

- Capital expenditures for construction or renovation.
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgments against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party.
- Contributions to a contingency reserve fund.
- Major medical equipment.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be filed by the contractor:

- Supplemental Schedules for each DMHAS-funded Cost Center, Budget/Actual Report.
- Schedule for Housing Subsidy Fund (if applicable).
- Schedule for Security Deposits/Rental Assistance Fund (if applicable).
- An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

Compliance Requirements

Schedule of Equipment purchased with DMHAS funds must be filed annually.

Suggested Audit Procedures

On a test basis, verify the physical existence of equipment listed on the Schedule of Equipment purchased with DMHAS funds.

Department of Mental Health and Addiction Services
EMPLOYMENT OPPORTUNITIES
11000-MHA53000-16070

I. PROGRAM OBJECTIVES

The Employment Opportunities program assists mentally ill persons to successfully engage in community-based employment through the provision of specialized work-related services such as career development activities, on-the-job support, and job-related support including job clubs.

II. PROGRAM PROCEDURES

The state provides funds to not-for-profit organizations for specialized work-related services and supports.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Capital expenditures for construction or renovation.
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgments against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party.
- Contributions to a contingency reserve fund.
- Major medical equipment.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be filed by the contractor:
- Supplemental Schedules for each DMHAS-funded Cost Center, Budget/Actual Report.
- Schedule for Housing Subsidy Fund (if applicable).
- Schedule for Security Deposits/Rental Assistance Fund (if applicable).

- An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

Compliance Requirements

Clients who are participants of this program and receiving wages from the Department of Mental Health and Addiction Services (DMHAS) must be paid at least the minimum wage.

Suggested Audit Procedures

Review monthly client (program participants) reports and payroll records to test payment of minimum wage. If less than the minimum wage is being paid, determine that the contractor has a Department of Labor certificate on file.

Compliance Requirements

Schedule of Equipment purchased with DMHAS must be filed annually.

Suggested Audit Procedures

On a test basis, verify the physical existence of equipment listed on the Schedule of Equipment purchased with DMHAS funds.

Department of Mental Health and Addiction Services
MANAGED SERVICE SYSTEM
11000-MHA53000-12157

I. PROGRAM OBJECTIVES

The objectives of the Managed Service System program are to assist in establishing a coordinated system of such community-based mental health services as case management, emergency/crisis, outpatient, partial hospitalization, residential, vocational rehabilitation, psycho-social rehabilitation, case management, and consultation/education. These services are established in order to decrease the prevalence and incidence of mental illness, emotional disturbance, and social dysfunctioning and to promote mental health.

II. PROGRAM PROCEDURES

The state provides funds to not-for-profit organizations, general hospitals, or municipalities for the establishment, expansion, or maintenance of psychiatric or mental health services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(Regulations, Section 17a-476)

(2) Disallowed costs include:
- Capital expenditures for construction or renovation.
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgments against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party.
- Contributions to a contingency reserve fund.
- Major medical equipment.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following reports must be filed by the contractor:

- Supplemental Schedules for each DMHAS-funded Cost Center, Budget/Actual Report.
- Schedule for Housing Subsidy Fund (if applicable).
- Schedule for Security Deposits/Rental Assistance Fund (if applicable).
- An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

Compliance Requirements

Clients participating in this program and receiving wages from the Department of Mental Health and Addiction Services (DMHAS) must be paid at least the minimum wage.

Suggested Audit Procedures

Review monthly client (program participants) reports and payroll records to test payment of minimum wage. If less than the minimum wage is being paid, determine that the contractor has a Department of Labor certificate on file.

Compliance Requirements

Schedule of Equipment purchased with DMHAS funds must be filed annually.

Suggested Audit Procedures

On a test basis, verify the physical existence of equipment listed on the Schedule of Equipment purchased with DMHAS funds.

Department of Mental Health and Addiction Services
GRANTS-IN-AID (BOND FUND)
12052-MHA53100

I. PROGRAM OBJECTIVES

The objectives of the Grants-in-Aid program are to assist in the purchases, repairs, alterations and improvements of community based facilities.

II. PROGRAM PROCEDURES

The state provides funds to private not-for-profit organizations for the purposes of purchases, repairs, alterations and improvements of community based facilities.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used for capital expenditures for construction or renovation and down payments as approved in the grantee's contract.

(2) Disallowed costs include:
- Equipment in excess of 10% of total renovation or construction cost.
- Exterior painting.
- Interior painting, unless part of a major renovation.
- Telephone Systems.
- Inpatient or Outpatient Mental Health Services.
- Fines and penalties resulting from violations of federal, state or local law.
- Monetary judgements against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party.
- Contributions to a contingency reserve fund.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) The grantee shall submit an income statement listing income received and expenses generated by the program.

(2) The contractor shall submit a report/Schedule for Bond Fund received and expenses incurred.

E. Special Tests and Provisions

Compliance Requirements

The premises for which grant-in-aid was made must continue for ten years from the date of such contract. If the premises ceases, an amount must be repaid to the State amounting to 10% per year times the number of years remaining on the original 10 year period. A lien shall be placed on such land in favor of the State to ensure that such amount will be repaid in the event of such change in use. If the premises for which grant-in-aid was made are owned by the State, a municipality or a housing authority, no lien need be placed.

Suggested Audit Procedures

(1) Determine that the premises is being used as a facility for which grant-in-aid was made.

(2) Review records to determine whether a lien was placed in favor of the State.

Department of Mental Health and Addiction Services
CORPORATION FOR SUPPORTIVE HOUSING SERVICES
11000-MHA53000-12035

I. PROGRAM OBJECTIVES

The objectives of the Corporation for supportive Housing Services program are to assist in providing outreach and case management services to homeless individuals including those with special needs, who are potential participants in the permanent housing initiative.

II. PROGRAM PROCEDURES

The state provides funds to private not-for-profit organizations and general hospitals for the provision of outreach and case management services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Capital expenditures for construction or renovation.
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgments against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party.
- Contributions to a contingency reserve fund.
- Major medical equipment.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements

D. Special Reporting Requirements

Compliance Requirements

The following report must be filed by the contractor:
- Supplemental Schedules for each DMHAS-funded Cost Center, Budget/Actual Report.
- An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

Compliance Requirements

Schedule of Equipment purchased with DMHAS funds must be filed annually.

Suggested Audit Procedures

On a test basis, verify the physical existence of equipment listed on the Schedule of Equipment purchased with DMHAS funds.

Department of Mental Health and Addiction Services
MANAGED CARE/GENERAL ASSISTANCE
11000-MHA53000-12220

I. PROGRAM OBJECTIVES

To assure that persons on General Assistance, who have behavioral health disorders, receive appropriate, or cost-effective treatment and support services.

II. PROGRAM PROCEDURES

The department actively manages all psychiatric and substance abuse services to persons on General Assistance. Client eligibility is determined by the department of Social Services. Services are provided by a mix of state-operated programs and private providers credentialed to render the appropriate level of care. In addition to direct treatment services, laboratory, pharmacy and emergency transportation services are also provided. Basic needs (wraparound) services are provided to individuals without financial assistance. A mix of state-operated and private providers ensure that care and case management services are provided, with a focus on frequent service users.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Capital expenditures for construction or renovation.
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgments against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party.
- Contributions to a contingency reserve fund.
- Major medical equipment.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The following report must be filed by the contractor:
- Supplemental Schedules for each DMHAS-funded Cost Center, Budget/Actual Report.

- An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

Compliance Requirements

Schedule of Equipment purchased with DMHAS funds must be filed annually.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Schedule of Equipment purchased with DMHAS funds.

Compliance Requirements

Monthly invoices for services provided are required from the contractor.

Suggested Audit Procedures

Obtain copies of submitted monthly invoices and verify, through client files, that the services were provided to clients.

Department of Mental Health and Addiction Services
GRANTS TO COMMUNITY AGENCIES AND MUNICIPALITIES FOR GRANTS FOR SUBSTANCE ABUSE SERVICES
11000-MHA53000-16003

I. PROGRAM OBJECTIVES

The grants to Community Agencies and Municipalities for Alcoholism and Drug Dependency Services program:

(1) Identifies service needs in an alcohol and drug dependency area in the state.

(2) Provides grants to community agencies and municipalities for alcohol and drug dependency under the following categories:

- Treatment and rehabilitation, prevention and intervention
- Long-term care and shelters

II. PROGRAM PROCEDURES

The state contracts with municipalities and not-for-profit organizations for services related to alcohol and drug dependency problem areas and covers services to financially and/or medically indigent persons. The Department of Mental Health and Addiction Services (Addiction Services Bureau) (DMHAS) reviews and monitors performance of grantees to ensure compliance with state and federal regulations and conditions of the contract.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Services allowed include:
- Residential medical detoxification programs
- Social setting alcohol detoxification programs
- Residential programs
- Long-term care and shelters
- Prevention/intervention programs
- Employee assistance programs
- Community awareness activities
- Day/evening programs
- Outpatient programs
- Methadone programs
- Specialized Care Management Program.

(2) Costs allowed include:
- Direct and indirect costs, including use charges for buildings, capital improvements, and usable equipment
- Individual expenditures for items and services listed in a grantee's approved budget without additional Department approval

- Costs incurred during a prescribed period but claimed in a current period if prior written approval is received from DMHAS.

(3) The following costs are unallowed:
- Capital expenditures for construction or renovation
- Bad debts
- Costs of idle facilities
- Royalties
- Depreciation or use charges for donated assets
- Fines and penalties resulting from violations of federal, state, or local law
- Monetary judgments against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party
- Actual losses that could have been covered by insurance but were not, unless such losses are specifically provided for in the grantee's Letter of Award or contract
- Costs of investment counsel
- An excess of costs over income from another grant or contract
- Contributions to a contingency reserve fund
- Major medical equipment

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

Compliance Requirements

Schedule of Equipment purchased with DMHAS funds must be filed annually.

Suggested Audit Procedures

On a test basis, verify the existence of equipment listed on the Schedule of Equipment purchased with DMHAS funds.

Department of Mental Health and Addiction Services
GRANTS TO COMMUNITY AGENCIES AND MUNICIPALITIES FOR COMPULSIVE GAMBLING SERVICES
11000-MHA53000-35198

I. PROGRAM OBJECTIVES

The Compulsive Gambling Program provides a comprehensive range of treatment services to problem gamblers and their families, including peer counseling, couples and family psycho-education and treatment, individual and group counseling, and psychotherapy. The program also provides education and training seminars for professionals on diagnosis and treatment. Gambling program staff develop and implement a teen gambling prevention program, conduct research on the nature and prevalence of problem gambling, provide public awareness and education workshops, and advocate on behalf of chronic gamblers.

II. PROGRAM PROCEDURES

The state provides funds to private not-for-profit organizations for the establishment of compulsive gambling programs as described above. The Department of Mental Health and Addiction Services (DMHAS) reviews and monitors performance of grantees to ensure compliance with state and federal regulations and conditions of the contract.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Services allowed include:
- Compulsive gambling treatment services
- Compulsive gambling prevention programs
- Compulsive gambling education programs
- Compulsive gambling information and referral services
- Training for professionals on compulsive gambling diagnosis and treatment

(2) Costs allowed include:
- Direct and indirect costs, including use charges for buildings, capital improvements, and usable equipment
- Individual expenditures for items and services listed in a grantee's approved budget without additional Department approval
- Costs incurred during a prescribed period but claimed in a current period if prior written approval is received from DMHAS.

(3) The following costs are disallowed:
- Capital expenditures for construction or renovation
- Bad debts
- Costs of idle facilities
- Royalties
- Depreciation or use charges for donated assets
- Fines and penalties resulting from violations of federal, state, or local law
- Monetary judgments against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party
- Actual losses that could have been covered by insurance but were not, unless such losses are specifically provided for in the grantee's Letter of Award or contract
- Costs of investment counsel
- An excess of costs over income from another grant or contract
- Contributions to a contingency reserve fund
- Major medical equipment

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Mental Health and Addiction Services
GRANTS TO COMMUNITY AGENCIES AND MUNICIPALITIES FOR DRUG ASSETS FORFEITURE FUNDS

11000-MHA53000-35148

I. PROGRAM OBJECTIVES

Drug asset forfeiture funds are used for substance abuse treatment and education programs pertaining to the illegal manufacture, sale, distribution or possession of controlled substances.

II. PROGRAM PROCEDURES

The state provides funds to private not-for-profit organizations for the establishment of services to comply with the above objective. The Department of Mental Health and Addiction Services (DMHAS) reviews and monitors performance of grantees to ensure compliance with state and federal regulations and conditions of the contract.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Services allowed include:
- Residential medical detoxification programs
- Social setting alcohol detoxification programs
- Residential programs
- Long-term care and shelters
- Prevention/intervention programs
- Employee assistance programs
- Community awareness activities
- Day/evening programs
- Outpatient programs
- Methadone programs

(2) Costs allowed include:
- Direct and indirect costs, including use charges for buildings, capital improvements, and usable equipment
- Individual expenditures for items and services listed in a grantee's approved budget without additional Department approval
- Costs incurred during a prescribed period but claimed in a current period if prior written approval is received from DMHAS.

(3) The following costs are disallowed:
- Capital expenditures for construction or renovation
- Bad debts
- Costs of idle facilities
- Royalties
- Depreciation or use charges for donated assets

- Fines and penalties resulting from violations of federal, state, or local law
- Monetary judgments against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party
- Actual losses that could have been covered by insurance but were not, unless such losses are specifically provided for in the grantee's Letter of Award or contract
- Costs of investment counsel
- An excess of costs over income from another grant or contract
- Contributions to a contingency reserve fund
- Major medical equipment

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

Compliance Requirements

Schedule of Equipment purchased with DMHAS funds must be filed annually.

Suggested Audit Procedures

On a test basis, verify the physical existence of equipment listed on the Schedule of Equipment purchased with DMHAS funds.

Department of Mental Health and Addiction Services
GOVERNOR'S PARTNERSHIP FOR CONNECTICUT'S WORKFORCE
11000-MHA53000-16039

I. PROGRAM OBJECTIVES

The objectives of the Governor's Partnership for Connecticut's Workforce include:

(1) Protecting the strength of Connecticut's present and future workforce by leading a systematic, long-term attack on behavioral and human problems that threaten youth and adults, with a particular focus on alcohol and drug abuse.

(2) Designing and implementing a series of initiatives on alcohol, drug abuse and health issues in which business and the public sector can join to reach existing workers and youth who represent our future workers.

(3) Articulating a multi-year financial strategy, with shared responsibility by the public and private sectors, to address prevention of drug and alcohol abuse and related issues that threaten Connecticut's workforce.

(4) Operating four partnerships to increase the capacity of its members to deliver prevention programs - - school, campus, workplace, and media.

II. PROGRAM PROCEDURES

The contractor shall lead a statewide movement to sharply reduce the level of drug and alcohol abuse in Connecticut and its related impact on health, safety and violence by providing it's partners with the knowledge, tools and motivation to build effective prevention programs to change attitudes and behaviors of adults and young people.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds are to be used to provide services approved in the contract. Services allowed include:
- Prevention and intervention programs;
- Community awareness activities.

(2) Costs allowed include:
- Direct and indirect costs, including use charges for buildings, capital improvements, and usable equipment
- Individual expenditures for items and services listed in a grantee's approved budget without additional Department approval

- Costs incurred during a prescribed period but claimed in a current period if prior written approval is received from the department.

(3) The following costs are unallowed:
- Capital expenditures for construction or renovation
- Bad debts
- Costs of idle facilities
- Royalties
- Depreciation of use charges for donated assets
- Fines and penalties resulting from violations of federal, state, or local law
- Monetary judgments against the grantee or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party
- Actual losses that could have been covered by insurance but were not, unless such losses are specifically provided for in the grantee's Letter of Award or contract
- Costs of investment counsel
- An excess of costs over income from another grant or contract
- Contributions to a contingency reserve fund
- Major medical equipment

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The contractor must match all state funds ($450,000) as noted in the contract.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Mental Health and Addiction Services
TRANSITIONAL YOUTH
11000-MHA53000-12260

I. PROGRAM OBJECTIVES

The objective of the Transitional Youth program is to provide specialized transitional services for young adults aging out of the Department of Children and Families to the Department of Mental Health and Addiction Services. Special age and developmentally appropriate services will be provided consistent with the needs of the individuals in the program.

II. PROGRAM PROCEDURES

The State provides funds to nonprofit or for profit organizations for the development and provision of specialized services for the individuals participating in the program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgments against the contractor or the cost of out-of-court settlements from any civil lawsuits to which the contractor is a party.
- Contributions to a contingency reserve fund.
- Major medical equipment.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Mental Health and Addiction Services
PRE-TRIAL DRUG AND ALCOHOL EDUCATION PROGRAM
11000-MHA53000-35166

I. PROGRAM OBJECTIVES

This drug and alcohol education program is available to individuals referred by the Bail Commission. The program identifies those participants who need further treatment beyond this drug education program due to the seriousness of their drug problem

II. PROGRAM PROCEDURES

The contractor agrees to provide services described in the contract. The Department shall monitor the successful completion of the drug education by program participants.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Capital expenditures for construction or renovation.
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgments against the provider or the cost of out-of-court settlements from any civil lawsuits to which the grantee is a party.
- Contributions to a contingency reserve fund.
- Major medical equipment.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

Compliance Requirements

Monthly invoices for services provided are required from the contractor.

Suggested Audit Procedures

Obtain copies of submitted monthly invoices and verify, through client files, that the services were provided to clients.

Compliance Requirements

Schedule of Equipment purchased with DMHAS funds must be filed annually.

Suggested Audit Procedures

On a test basis, verify the physical existence of equipment listed on the Schedule of Equipment purchased with DMHAS funds.

Department of Mental Health and Addiction Services
SPECIAL POPULATION
11000-MHA53000-12250

I. PROGRAM OBJECTIVES

The objective of the Special Population program is to provide specialized services for young adult's transitioning from the Department of Children and Families to the Department of Mental Health and Addiction Services. These services are targeted to individuals with a diagnosis of pervasive developmental disorder with high-risk behaviors and/or for major mental illnesses with psychosexual behavior problems. These services are available only to clients who participate on a voluntary basis. Services include, but are not limited to residential care, outpatient services, and specialized consultative services.

II. PROGRAM PROCEDURES

The state provides funds to nonprofit or for profit organizations for the development and provision of specialized services for the individuals participating in the program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgements against the contractor or the cost of out-of-court settlements from any civil lawsuits to which the contractor is a party.
- Contributions to a contingency reserve fund.
- Major medical equipment.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Mental Health and Addiction Services
ACQUIRED BRAIN INJURY (ABI) / TRAUMATIC BRAIN INJURY (TBI) COMMUNITY SERVICES
11000-MHA53000-12256

I. PROGRAM OBJECTIVES

The objective of the Traumatic Brain Injury Community Services Program is to provide specialized services for individuals consisting of case management and residential support services which are closely linked to the neuropsychiatric services at CT Valley Hospital and in coordination with the Advanced Brain Injury services of the Department of Social Services.

II. PROGRAM PROCEDURES

The state provides funds to nonprofit organizations for the development and provision of specialized services for the individuals participating in the program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgements against the contractor or the cost of out-of-court settlements from any civil lawsuits to which the contractor is a party.
- Contributions to a contingency reserve fund.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Mental Health and Addiction Services
JAIL DIVERSION
11000-MHA53000-12278

I. PROGRAM OBJECTIVES

Jail Diversion Programs are provided statewide to all geographical area courts. These programs are provided on site at the courts to identify, diagnose, refer into treatment and monitor defendants with behavioral health treatment needs, thus reducing the need for incarceration and facilitating access to treatment.

II. PROGRAM PROCEDURES

The state provides funds to nonprofit organizations for the development and provision of specialized services for the individuals participating in the program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgements against the contractor or the cost of out-of-court settlements from any civil lawsuits to which the contractor is a party.
- Contributions to a contingency reserve fund.
- Capital Expenditures

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Mental Health and Addiction Services
RESIDENTIAL SUBSTANCE ABUSE TREATMENT SERVICES (CSSD BEDS)

11000-MHA53000-90245

I. PROGRAM OBJECTIVES

This program provides intensive residential substance abuse services to individuals referred to DMHAS from the Court Support Services Division (CSSD) of the State of Connecticut Judicial Department. 24 hour per day short term non-medical services for the drug free management of clients involving highly structured and supervised treatment program are provided.

II. PROGRAM PROCEDURES

The state provides funds to nonprofit organizations for the development and provision of specialized services for the individuals participating in the program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgements against the contractor or the cost of out-of-court settlements from any civil lawsuits to which the contractor is a party.
- Contributions to a contingency reserve fund.
- Major medical equipment.
- Capital Expenditures

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Mental Health and Addiction Services
COMMUNITY MENTAL HEALTH INVESTMENT FUND
11000-MHA53000-35160

I. PROGRAM OBJECTIVES

This fund shall be used to provide assistance for persons with mental illness, including, but not limited to eligible households as defined in section 17a-484a of the general statutes. and such persons who are community-supervised offenders supervised by the executive or judicial branch, and children or youth not within the care of the Department of Children and Families for the development of new or expanded community-based clinical and non-clinical facilities, related mental health services and supportive housing for persons with mental health needs.

II. PROGRAM PROCEDURES

The state provides funds to nonprofit organizations for the development and provision of specialized services for the individuals participating in the program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgements against the contractor or the cost of out-of-court settlements from any civil lawsuits to which the contractor is a party.
- Contributions to a contingency reserve fund.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Mental Health and Addiction Services
PROJECT FOR ADDICTIONS AND CULTURAL COMPETENCY TRAINING
11000-MHA53000-30272

I. PROGRAM OBJECTIVES

The objective of the Project for Addictions Cultural Competence Training (PACCT) is to provide career development opportunities in order to increase the number of credentialed counselors in the State. The tuition-free program offers 64 hours of professional level training in the areas of Multicultural Education, Co-occurring Disorders, Ethics and Confidentiality, Pharmacology, Prevention Strategies, Recovery and Spirituality and Counselor Certification requirements. Participants are also offered clinical internship placements and assistance initiating a career in counseling individuals with addictions.

II. PROGRAM PROCEDURES

The state provides funds to a private not for profit organization to coordinate and deliver the training classes. The contractor agrees to provide services such as described in the contract. The department shall conduct admissions into the program and monitor the successful completion of training by participants.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Funds may be used to provide services approved in the contract.

(2) Disallowed costs include:
- Depreciation or use charges for donated assets.
- Fines and penalties resulting from violations of federal, state, or local law.
- Monetary judgements against the contractor or the cost of out-of-court settlements from any civil lawsuits to which the contractor is a party.
- Contributions to a contingency reserve fund.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

An eight month interim fiscal report and a twelve month Annual Financial Report are required to be submitted by

the Grantee. This information must be posted in the form(s) developed by DMHAS.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 12

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF MENTAL RETARDATION

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DEPARTMENT OF MENTAL RETARDATION
WAITING LIST PILOT FOR CLIENT SERVICES
11000-DMR50000-12086

I. PROGRAM OBJECTIVES

The Waiting List Pilot for Client Services program is available to fund services to individuals with mental retardation, and for those individuals who have full time responsibility for the care of individuals eligible for DMR services. Eligible persons must have their names listed on a regional waiting list for either day or residential services. The Department recognizes the need for more flexible options outside of the traditional agency directed services. Therefore, the Waiting List Pilot for Client Services provides funding to develop non-traditional, person-centered, and cost-effective methods of support for families and individuals. Purchased supports may include, but are not limited to residential, day, individual and family supports, or a combination of any of these programs.

II. PROGRAM PROCEDURES

Payments for supports are arranged in accordance with the personalized support plan as outlined in Personal Service Agreements or Master Contracts. Payments are generally made monthly and prospectively. Payments may vary from month to month based on the agreed upon payment schedule and may be authorized for one time initial expenses when required. Payments for services can be arranged with agencies, families, or a combination of both.

(Section 17a-218 CGS, as amended by Public Act 94-222)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Personal Service Agreements (PSA) or Master Contract(s) with service providers will be required when services are purchased directly by DMR from agencies. The PSA or the Master Contract will identify the services and supports to be purchased, and the names of the individual(s) for which services are being rendered. Allowable costs should be reasonable and appropriate costs incurred to provide the services for the individual(s) identified in the PSA or the Master Contract, and comply with the Department's Cost Accounting Standards implemented on July 1, 2002.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

The entity is required to report all related party transactions on COR form GI-4 Related Party Disclosures. Transactions with the related party are required to be reported at cost, no profit is allowed. Transactions are to be reported in accordance with CLA Rate Setting Regulations Section 17-313b-1-(19) and Section 313b-3(5).

Suggested Audit Procedures

(1) Determine through inquiry and analysis whether all related party transactions have been reported. Any undisclosed related party transactions must be reported as a finding.

(2) Confirm with the related party that the transaction cost reported on Form GI-4 represents cost in accordance with CLA Rate Setting Regulations Section 17-313b-1(19) and Section 313b-3(5).

Compliance Requirement

The entity is required to comply with the State of Connecticut's Ethics Commission's statutes contained in the Connecticut General Statutes 1-86e. The Department of Mental Retardation's "Independent Contractor/Consultant Ethics Compliance Protocol issued effective July 1, 2000" established Ethics protocols applicable to DMR contractors. Any non compliance to the DMR Ethics Protocols must be reported as a finding.

Suggested Audit Procedures

Conduct tests of employee personnel files, expenditures of client personal monies, and related party transactions to determine if the Department's Ethics protocols have been complied with.

Compliance Requirements

The entity is required to adhere to the Department of Mental Retardation's Cost Accounting Standards, effective July 1, 2002. Any non compliance to the DMR Cost Accounting Standards must be reported as a finding.

Suggested Audit Procedures

(1) Determine through inquiry with the agency's fiscal office, the implementation of these accounting standards.

(2) Review agency cost allocation plans to determine documentation of the agency's allocation methodologies to DMR programs and the consistent application of the methods from previous fiscal years.

(3) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment A.

(4) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment B in order to determine that unallowable costs have been excluded from the organization's allowable costs.

(5) Conduct specific audit tests of transactions to determine that costs requiring prior approvals have been approved by the Department of Mental Retardation.

Department of Mental Retardation
EARLY INTERVENTION PROGRAM
11000-DMR50000-12192

I. PROGRAM OBJECTIVES

The Early Intervention Program funds support services to families of infants and toddlers who are enrolled in the DMR U.S.D. #3 Early Connections Program. These supports include services provided by child care centers, nursery schools, family care homes that are licensed by the States Department of Public Health to serve children under the age of three; services provided by community plan groups or school-operated child care programs; and charges for services provided by transportation agencies for transportation to and from any of the service sites identified above.

(Section 17a-240-244 CGS, Unified School District #3, and 4-8)

II. PROGRAM PROCEDURES

The Department of Mental Retardation, through each of its region's Unified School District's #3 Early Connections programs, enters into contracts with families or providers for supports to infants and toddlers. The range of services includes child care centers, nursery schools, family care homes that are licensed by the States Department of Public Health to serve children under the age of three; community play groups or school-operated child care programs; and charges from transportation agencies for transportation to and from any of the service sites identified above.

Payments for these services can be made to either the families of an eligible participant, or payments may be made directly to the service provider. Payments to the service providers are made through Personal Service Agreements (PSA) with the Department, contracts with the provider of service, or through a purchase order.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Contracts, PSAs, Purchase of Service contracts, or purchase orders between the Department of Mental Retardation and the service providers state the type of program services to be provided to eligible children. Allowable costs should be the reasonable and appropriate costs incurred to provide the services.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

The contractor must submit financial, narrative and statistical reports as required by contract. Attachment D to the contract contains a requirement to file a report of Third Party Reimbursements received for the fiscal year by December 31, following the program year end.

Suggested Audit Procedures

Determine through appropriate tests of revenues and cash receipts that remittances from insurance companies applicable to services rendered to Birth-to-three participants have been reported on the Attachment D.

Department of Mental Retardation
TEMPORARY SUPPORT SERVICES
11000-DMR50000-12206

I. PROGRAM OBJECTIVES

The Temporary Support Services Program assists individuals and families who are experiencing a critical challenge. The Temporary Support Services Program provides funding for specialized, short-term services to individuals with mental retardation who live on their own, families who care for a family member who has mental retardation, and/or individuals who reside in private sector living arrangements. These services include psychiatry, psychological services, physical, occupational or speech therapy, counciling, behavioral management support, or any other appropriate supports, which assist in the continued presence of an individual in his or her community.

(Section 17a-218, CGS)

II. PROGRAM PROCEDURES

Temporary support services may be contracted for directly from provider agencies, or subsidies made directly to individuals or their families to purchase the needed services. The Department of Mental Retardation may use Personal Service Agreements (PSA), master contracts, or Purchase Orders to purchase these temporary services from provider agencies.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Personal Service Agreements (PSA) or Master Contract(s) for the temporary support services will be required when services are purchased directly by DMR from agencies. The PSA or the Master Contract will identify the services and supports to be purchased, and the names of the individual(s) for which services are being rendered. Allowable costs should be reasonable and appropriate costs incurred to provide the services for the individual(s) identified in the PSA or the Master Contract, and comply with the Department's Cost Accounting Standards implemented on July 1, 2002.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

The entity is required to report all related party transactions on COR form GI-4 Related Party Disclosures. Transactions with the related party are required to be reported at cost, no profit is allowed. Transactions are to be reported in accordance with CLA Rate Setting Regulations Section 17-313b-1-(19) and Section 313b-3(5).

Suggested Audit Procedures

(1) Determine through inquiry and analysis whether all related party transactions have been reported. Any undisclosed related party transactions must be reported as a finding.

(2) Confirm with the related party that the transaction cost reported on Form GI-4 represents cost in accordance with CLA Rate Setting Regulations Section 17-313b-1(19) and Section 313b-3(5).

Compliance Requirements

The entity is required to comply with the State of Connecticut's Ethics Commission's statutes contained in the Connecticut General Statutes 1-86e. The Department of Mental Retardation's "Independent Contractor/Consultant Ethics Compliance Protocol issued effective July 1, 2000" established Ethics protocols applicable to DMR contractors. Any non compliance to the DMR Ethics Protocols must be reported as a finding.

Suggested Audit Procedures

Conduct tests of employee personnel files, expenditures of client personal monies, and related party transactions to determine if the Department's Ethics protocols have been complied with.

Compliance Requirements

The entity is required to adhere to the Department of Mental Retardation's Cost Accounting Standards, effective July 1, 2002. Any non compliance to the DMR Cost Accounting Standards must be reported as a finding.

Suggested Audit Procedures

(1) Determine through inquiry with the agency's fiscal office, the implementation of these accounting standards.

(2) Review agency cost allocation plans to determine documentation of the agency's allocation methodologies to DMR programs and the consistent application of the methods from previous fiscal years.

(3) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment A.

(4) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment B in order to determine that unallowable costs have been excluded from the organization's allowable costs.

(5) Conduct specific audit tests of transactions to determine that costs requiring prior approvals have been approved by the Department of Mental Retardation.

Department of Mental Retardation
COMMUNITY RESIDENTIAL PROGRAM

11000-DMR50000-16122

11000-DMR50000-12101

11000-DMR50000-12213

11000-DMR50000-12294

I. PROGRAM OBJECTIVES

The Community Residential Services account funds community-based residential programs. The programs are:

(1) Community-based living arrangements operated by private residential providers;

(2) Supported living services provided by private residential providers;

(3) Community training homes, and community training home support;

(4) Habilitative nurseries that care for children and adults with multiple, serious physical, and/or medical conditions;

(5) Private residential schools which help to provide an educational and residential program for mentally retarded persons up to 22 years of age, particularly when local school districts are unable to provide the appropriate education in the community.

II. PROGRAM PROCEDURES

(1) Community-Based Living Arrangements:

- The Department of Mental Retardation ("DMR") contracts with not-for-profit and for-profit organizations as well as individuals for direct-care services, administrative and general expenses, other professional expenses, transportation, and other direct-care related expenses necessary for the operation of community-based residences for mentally retarded individuals.

- The DMR only funds the costs associated with providing services for residents. Funding for the room- and board-related costs is received through Social Security and SSI benefits, and through assistance from the Department of Social Service's Aid to the Disabled program ("DSS/AD").

(Regulations, Section 17-313b) and (Section 17a-218, CGS)

(2) Supported Living Services:

- This program provides individualized support to assist persons with mental retardation to live in their own homes or with a roommate or a family member who lives in the community. These homes are not licensed by the department.

- Payments can be made to either eligible individuals, or to agencies who provide residential support and supervision.

(3) Community Training Homes:

- This program provides funding to families or individuals licensed by DMR or DCF to share their homes with and provide support for up to three persons who are eligible for DMR services. In addition, regions may contract with provider organizations or individuals to provide management and recruitment, training and a variety of supports and interventions.

- DMR makes service payments directly to individuals and families who are licensed to operate community training homes. Contracts with provider organizations or individuals to provide management and recruitment, training and other supports and interventions are made under PSAs and Master Contracts.

(4) Habilitative Nurseries:

- The state contracts with not-for-profit and for-profit organizations providing room and board and direct care of children and adults with multiple, serious physical, and/or medical conditions.

- DSS develops all-inclusive room and board and direct-care rates for individual nurseries based on amounts reported in annual cost reports.

- The DMR reimburses the nursery providers monthly, based on the DSS rate applied to the number of children residing in the facility.

- DSS reviews the allowability or unallowability of costs.

(5) Private Residential Schools:

- The state contracts with not-for-profit and for-profit organizations for residential and educational services.

- DSS establishes room and board and education program rates for each facility, based on the submission of a cost report and reviews the facility for allowed and disallowed costs.

(Regulations, Section 17-313b)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Grantee contracts for residential programs state the types of services to be provided. Allowable costs should be the reasonable and appropriate costs incurred to provide the services, and comply with the Department's Cost Accounting Standards implemented on July 1, 2002. Services allowed for private residential programs are identified in approved operational plans (budgets).

(2) Services allowed for habilitative nurseries include:
- Medical services
- Training in appropriate needs according to the overall plan of service.

(Regulations, Section 19a-467-25)

(3) Services allowed for the private residential schools include residential services and educational programming required by the Department of Education ("DOE") to qualify the facility as a school.

(4) Services allowed are specified in the grantee's contract with the DMR.

(Regulations, Section 19a-483b-1)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) The private residential facility grantees shall submit a mid-year operational report.

(2) The grantee is required to file a Consolidated Operational Report ("COR") with the DMR no later than the October 15 following the end of the contract period.

(3) The private residential schools and the habilitative nurseries are required to submit a copy of the ACOR, COR, and/or the Long-Term Care Cost Report, to DSS.

(Regulations, Section 17-313-b)

E. Special Tests and Provisions

Compliance Requirements

The entity is required to report all related party transactions on COR form GI-4 Related Party Disclosures. Transactions with the related party are required to be reported at cost, no profit is allowed. Transactions are to be reported in accordance with CLA Rate Setting Regulations Section 17-313b-1-(19) and Section 313b-3(5).

Suggested Audit Procedures

(1) Determine through inquiry and analysis whether all related party transactions have been reported. Any undisclosed related party transactions must be reported as a finding.

(2) Confirm with the related party that the transaction cost reported on Form GI-4 represents cost in accordance with CLA Rate Setting Regulations Section 17-313b-1(19) and Section 313b-3(5).

Compliance Requirement

Client funds from SSA, SSI, DSS and other sources must be maintained in accordance with DMR's "Guidelines for the Handling of Client Personal Funds By Private Residential Providers". The guidelines can be found in Section 4.5.2 of the DMR/DSS Operations Manual for Parent Organizations Providing Residential and Day Programs for Individuals with Mental Retardation.

Suggested Audit Procedures

(1) Obtain and review the agency's policies and procedures for the handling of resident personal monies and personal assets.
(2) Conduct audit tests of these policies and procedures for the handling and safekeeping of resident personal monies and assets and determine compliance with DMR Guidelines noted above.

Compliance Requirement

The entity is required to comply with the State of Connecticut's Ethics Commission's statutes contained in the Connecticut General Statutes 1-86e. The Department of Mental Retardation's "Independent Contractor/Consultant Ethics Compliance Protocol issued effective July 1, 2000" established Ethics protocols applicable to DMR contractors. Any non compliance to the DMR Ethics Protocols must be reported as a finding.

Suggested Audit Procedures

Conduct tests of employee personnel files, expenditures of client personal monies, and related party transactions to determine if the Department's Ethics protocols, have been complied with.

Compliance Requirements

The entity is required to adhere to the Department of Mental Retardation's Cost Accounting Standards, effective July 1, 2002. Any non compliance to the DMR Cost Accounting Standards must be reported as a finding.

Suggested Audit Procedures

(1) Determine through inquiry with the agency's fiscal office, the implementation of these accounting standards.
(2) Review agency cost allocation plans to determine documentation of the agency's allocation methodologies to DMR programs and the consistent application of the methods from previous fiscal years.
(3) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment A.
(4) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment B in order to determine that unallowable costs have been excluded from the organization's allowable costs.
(5) Conduct specific audit tests of transactions to determine that costs requiring prior approvals have been approved by the Department of Mental Retardation.

Department of Mental Retardation
RESPITE SERVICES
11000-DMR50000-16093

I. PROGRAM OBJECTIVES

Respite care is the temporary care provided for persons eligible for Department of Mental Retardation services for the purpose of relief to the family, care provider or community training home provider. Respite services support the continued presence and participation of persons served by the department within the family and community. Families can receive respite services from a variety of providers:

- Natural family members,
- Licensed community training home operators (CTH).
- DMR - certified respite providers,
- Other community supports.

(Section 17a-218(d), CGS)

II. PROGRAM PROCEDURES

The state may purchase services directly from a private respite provider using the Personal Service Agreements (PSA), or a Master Contract. In addition subsidies may be made available directly to families or to CTH providers to purchase their own respite services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Personal Service Agreements (PSA) or Master Contract(s) with service providers will be required when services are purchased directly by DMR from agencies. The PSA or Master Contract will identify the services to be purchased, and the names of the individual(s) for which the services are being rendered for. Allowable costs should be the reasonable, appropriate and necessary costs required to provide the services identified in the respite PSA or Master contract, and comply with the Department's Cost Accounting Standards implemented on July 1, 2002.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

The entity is required to report all related party transactions on COR form GI-4 Related Party Disclosures. Transactions with the related party are required to be reported at cost, no profit is allowed. Transactions are to be reported in accordance with CLA Rate Setting Regulations Section 17-313b-1-(19) and Section 313b-3(5).

Suggested Audit Procedures

(1) Determine through inquiry and analysis whether all related party transactions have been reported. Any undisclosed related party transactions must be reported as a finding.

(2) Confirm with the related party that the transaction cost reported on Form GI-4 represents cost in accordance with CLA Rate Setting Regulations Section 17-313b-1(19) and Section 313b-3(5).

Compliance Requirement

Agencies are required to comply with the State of Connecticut's Ethics Commission's statutes contained in the Connecticut General Statutes 1-86e. The Department of Mental Retardation's "Independent Contractor/Consultant Ethics Compliance Protocol issued effective July 1, 2000" established Ethics protocols applicable to DMR contractors. Any non compliance to the DMR Ethics Protocols must be reported as a finding.

Suggested Audit Procedures

Conduct tests of employee personnel files, expenditures of client personal monies, and related party transactions to determine if the Department's Ethics protocols have been complied with.

Compliance Requirements

The entity is required to adhere to the Department of Mental Retardation's Cost Accounting Standards, effective July 1, 2002. Any non compliance to the DMR Cost Accounting Standards must be reported as a finding.

Suggested Audit Procedures

(1) Determine through inquiry with the agency's fiscal office, the implementation of these accounting standards.

(2) Review agency cost allocation plans to determine documentation of the agency's allocation methodologies to DMR programs and the consistent application of the methods from previous fiscal years.

(3) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment A.

(4) Conduct specific audit tests of transactions to determine that compliance to the accounting principles in DMR Cost Accounting Standards, Attachment B in order to determine unallowable costs have been excluded from the organization's allowable costs.

(5) Conduct specific audit tests of transactions to determine that costs requiring prior approvals have been approved by the Department of Mental Retardation.

Department of Mental Retardation
EMPLOYMENT OPPORTUNITIES AND DAY SERVICES

11000-DMR50000-16108

11000-DMR50000-12101

11000-DMR50000-12294

I. PROGRAM OBJECTIVES

The Employment Opportunities and Day Services program provides opportunities for adults in Group Supported Employment, Individual supported Employment, Sheltered Employment, and Day Support Options. The day program settings are integrated into the community. These community-based programs offer clients opportunities for meaningful, purposeful activity that are age appropriate.

(Regulations, Section 17a-217)

II. PROGRAM PROCEDURES

The state contracts with organizations to provide community based day programs offering meaningful adult experiences for mentally retarded clients in community settings.

(1) Group Supported Employment:

The Department funds employment, training, and supervision of groups of individuals with disabilities through manufacturing or service contracts with an employer or in small business settings. Working in an integrated setting with a typical work force, individuals are employed in typical business settings at wage rates which are commensurate with those paid to workers who do not have a disability for essentially the same type, quality, and quantity of work in accordance with Department of Labor regulations. Individuals in these programs usually work in groups of eight or fewer persons and are preferably on the payroll of the employer. On the job supports are available, such as job site training, transportation, family support, or any service necessary to achieve and maintain the group employment.

(2) Individual Supported Employment:

The Department funds employment programs where the person with a disability receives ongoing support in an integrated business setting, has his or her own job and earns a wage that is the prevailing wage or one that is commensurate with wages paid to workers who do not have a disability for essentially the same type, quality, and quantity of work in accordance with requirements of the Department of Labor. Working in an integrated setting, the person has his or her own job and evaluation is based upon individual performance. Participants of these types of programs are preferably on the payroll of the employer. Participants receive the appropriate supports such as job site training, transportation, and family support in order to maintain the placement.

(3) Sheltered Employment:

The Department funds employment programs for groups of individuals with disabilities in a segregated setting, performing subcontract, janitorial, or other work for wages, which are commensurate with those paid to workers who do not have a disability, for essentially the same type, quality, and quantity of work in accordance with Department of Labor regulations.

(4) Day Support Options:

The Department funds programs that offer age appropriate opportunities for persons with mental retardation to experience valued adult roles and to make personal choices. Activities include leisure, recreation, and skill building with a community focus and provide opportunities to establish meaningful relationships with other community members. Programs are designed to promote and enhance a positive image of the program participants.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Master Contracts are required when services are purchased directly by DMR from agencies. The contract will identify in the Attachment A section the types of day programs that are being funded, the types of services being funded, programmatic outcomes and expectations, and the names of the individuals whose services are being funded. The contract will be supported by an Operational Plan (OP-PLAN) which provides a budgetary expectation for the funding awarded. Allowable costs are reasonable and necessary costs that are appropriate for the operation of the individual programs that are specified in the contract, and comply with the Department's Cost Accounting Standards implemented on July 1, 2002. Costs are reported to the Department on the Consolidated Operational Report (COR), which must be submitted by October 15th.

Allowable costs include vocational services that provide a continuum of specialized training or support services through one or more of the following:

(1) Training in independent living skills

(2) Vocational training

(3) Personal and social development

(4) Case management

(5) On-the-job training and support

(6) Supported work

(7) Job placement

The individual agency contract further specifies the scope of allowable services.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) The grantee shall file a mid-year financial report with the appropriate Department of Mental Retardation ("DMR") regional office.
(2) The grantee shall file a COR no later than the October 15, following the end of the contract period.

(Regulations, Section 17-313b-3)

E. Special Tests and Provisions

Compliance Requirements

The entity is required to report all related party transactions on COR form GI-4 Related Party Disclosures. Transactions with the related party are required to be reported at cost, no profit is allowed. Transactions are to be reported in accordance with CLA Rate Setting Regulations Section 17-313b-1-(19) and Section 313b-3(5).

Suggested Audit Procedures

(1) Determine through inquiry and analysis whether all related party transactions have been reported. Any undisclosed related party transactions must be reported as a finding.
(2) Confirm with the related party that the transaction cost reported on Form GI-4 represents cost in accordance with CLA Rate Setting Regulations Section 17-313b-1(19) and Section 313b-3(5).

Compliance Requirement

The entity is required to comply with the State of Connecticut's Ethics Commission's statutes contained in the Connecticut General Statutes 1-86e. The Department of Mental Retardation's "Independent Contractor/Consultant Ethics Compliance Protocol issued effective July 1, 2000" established Ethics protocols applicable to DMR contractors. Any non compliance to the DMR Ethics Protocols must be reported as a finding.

Suggested Audit Procedures

Conduct tests of employee personnel files and related party transactions to determine if the Department's Ethics protocols have been complied with.

Compliance Requirements

The entity is required to adhere to the Department of Mental Retardation's Cost Accounting Standards, effective July 1, 2002. Any non compliance to the DMR Cost Accounting Standards must be reported as a finding.

Suggested Audit Procedures

(1) Determine through inquiry with the agency's fiscal office, the implementation of these accounting standards. Any non compliance to the DMR Cost Accounting Standards must be reported as a finding.
(2) Review agency cost allocation plans to determine documentation of the agency's allocation methodologies to DMR programs and the consistent application of the methods from previous fiscal years.
(3) Conduct specific audit tests of transactions to determine that compliance to the accounting principles in DMR Cost Accounting Standards, Attachment A.
(4) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment B in order to determine unallowable costs have been excluded from the organization's allowable costs.

(5) Conduct specific audit tests of transactions to determine that costs requiring prior approvals have been approved by the Department of Mental Retardation.

Department of Mental Retardation
FAMILY PLACEMENTS AND EMERGENCY PLACEMENTS

11000-DMR50000-16113

11000-DMR50000-16117

I. PROGRAM OBJECTIVES

Family Placements provide community-based living arrangements to address family situations in which a planned residential placement of a person with mental retardation is necessary.

Emergency Placements provide community-based living arrangements to address the necessity of an emergency placement.

Both programs are intended to be the source of temporary funding for residential placements. Permanent placement and funding in subsequent fiscal years is intended to come from the various other Department of Mental Retardation ("DMR")-funded alternatives; i.e., community residential programs, Community Training Homes ("CTHs"), cooperative living arrangements, etc. (These accounts are both established by the Budget Act.)

II. PROGRAM PROCEDURES

The DMR Family Placement and Emergency Placement contracts are with individuals, families, and organizations who are the providers of the various residential alternatives established by the DMR.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Individual contracts for family placements and emergency placements should be reviewed to determine the names of the individuals, and the types of residential placement that is to be provided. Allowable costs should be reasonable and appropriate costs incurred to provide the services for the individuals identified in the contract, and comply with the Department's Cost Accounting Standards implemented on July 1, 2002. The allowability of costs will be contingent upon the types of residential program(s) contracted for.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

The entity is required to report all related party transactions on COR form GI-4 Related Party Disclosures. Transactions with the related party are required to be reported at cost, no profit is allowed. Transactions are to be reported in accordance with CLA Rate Setting Regulations Section 17-313b-1-(19) and Section 313b-3(5).

Suggested Audit Procedures

(1) Determine through inquiry and analysis whether all related party transactions have been reported. Any undisclosed related party transactions must be reported as a finding.

(2) Confirm with the related party that the transaction cost reported on Form GI-4 represents cost in accordance with CLA Rate Setting Regulations Section 17-313b-1(19) and Section 313b-3(5).

Compliance Requirement

The entity is required to comply with the State of Connecticut's Ethics Commission's statutes contained in the Connecticut General Statutes 1-86e. The Department of Mental Retardation's "Independent Contractor/Consultant Ethics Compliance Protocol issued effective July 1, 2000" established Ethics protocols applicable to DMR contractors. Any non compliance to the DMR Ethics Protocols must be reported as a finding.

Suggested Audit Procedures

Conduct tests of employee personnel files, expenditures of client personal monies, and related party transactions to determine if the Department's Ethics protocols, have been complied with.

Compliance Requirements

The entity is required to adhere to the Department of Mental Retardation's Cost Accounting Standards, effective July 1, 2002. Any non compliance to the DMR Cost Accounting Standards must be reported as a finding.

Suggested Audit Procedures

(1) Determine through inquiry with the agency's fiscal office, the implementation of these accounting standards. Any non compliance to the DMR Cost Accounting Standards must be reported as a finding.

(2) Review agency cost allocation plans to determine documentation of the agency's allocation methodologies to DMR programs and the consistent application of the methods from previous fiscal years.

(3) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment A.

(4) Conduct specific audit tests of transactions to determine compliance to the accounting principles in DMR Cost Accounting Standards, Attachment B in order to determine that unallowable costs have been excluded from the organization's allowable costs.

(5) Conduct specific audit tests of transactions to determine that costs requiring prior approvals have been approved by the Department of Mental Retardation.

SECTION 13

INDIVIDUAL PROGRAMS OF THE OFFICE FOR WORKFORCE COMPETITIVENESS

CONNECTICUT CAREER CHOICES 1

WORKFORCE PROGRAM INITIATIVES 3

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Office for Workforce Competitiveness
CONNECTICUT CAREER CHOICES

110000-OWC22000-12079

I. PROGRAM OBJECTIVES

Grant Awards provide funding to support the Connecticut Career Choices initiative that will build on the success of the federally funded School-to-Career program.

Connecticut Career Choices (CCC) is a specific initiative intended to create and maintain a "pipeline" of skilled technology workers to maintain Connecticut's competitiveness and sustain its economic future. It is a key component of the state's long-term strategy to develop a competitive technology workforce, formulated by OWC in response to Public Acts 00-187 and 01-193. Through a limited number of pilot projects in selected school districts, CCC works with a number of partner organizations to stimulate interest in technology among middle school, high school and college students, to teach them specific skills that will be compatible with the workforce needs of employers in emerging and growth technology fields, and to provide them with intensive technology-related experiential learning opportunities that prepare them for the workplace. The essential components in the CCC program include :

- IT and health care/medical career-related extracurricular activities and after-school programs;.
- Program articulation to smooth transitions for students as they move from one educational institution or level to another;
- Certifications to enable assessment and provide industry-recognized credentials for students who have or are seeking to achieve specific skill levels;
- Information systems development to provide a clearinghouse for the dissemination and collection of information relating to ongoing activities as well as to facilitate identification of opportunities and matching for internships, career mentoring and other experiential learning activities;
- Use of intermediary agencies; and
- Outcome evaluation.

II. PROGRAM PROCEDURES

The applicant must submit a grant proposal to the Office for Workforce Competitiveness. The application package should have a copy of their project budget, description and deliverables.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The grant award will specify the services allowed or disallowed. Refer to the Grant Award.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The Office for Workforce Competitiveness requires quarterly expenditure reports, as well as a fiscal year end financial report, from the grantee.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office for Workforce Competitiveness
WORKFORCE PROGRAM INITIATIVES

11000-OWC22000-12079

I. PROGRAM OBJECTIVES

Grant Awards provide funding to pilot workforce initiatives to achieve OWC's mandate to assist Connecticut's workers and businesses to better compete in the new economy. Workforce initiatives underway include workforce development efforts on expanding technology pipeline programs, addressing existing workforce skill upgrading and career transitions, and continuing the investments in supportive infrastructure.

II. PROGRAM PROCEDURES

The applicant must submit a grant proposal to the Office for Workforce Competitiveness. The application package should have a copy of their project budget, description and deliverables.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The grant award will specify the services allowed or disallowed. Refer to the Grant Award.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The Office for Workforce Competitiveness requires quarterly expenditure reports, as well as a fiscal year end financial report, from the grantee.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office for Workforce Competitiveness
JOBS FUNNELS PROGRAM

11000-OWC22000-12108

I. PROGRAM OBJECTIVES

Grant Awards provide funding to support the jobs funnel program to place qualified individuals into careers in the construction industry or other key industry. Participants receive training for a future in several different construction jobs. The Hartford Construction Jobs Initiative (HCJI), commonly referred to as the Jobs Funnel, has numerous public and private sector partners, including the city, state, Hartford Foundation for Public Giving, Northeast Utilities, Capital Workforce Partners, organized labor and others. The Funnel has placed more than 646 Hartford residents on union construction sites and into other jobs. Many graduates have gone from unemployment, welfare rolls and homeless shelters to high-paying, rewarding careers with an average starting hourly wage over $16.00. More than 3,187 Hartford residents have received some form of assistance through the Funnel, including education and training, case management and other job search skills.

II. PROGRAM PROCEDURES

The applicant must submit a grant proposal to the Office for Workforce Competitiveness. The application package should have a copy of their project budget, description and deliverables.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The grant award will specify the services allowed or disallowed. Refer to the Grant Award.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The Office of Workforce Competitiveness requires quarterly expenditure reports, as well as a fiscal year end financial report, from the grantee.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office for Workforce Competitiveness
SMALL BUSINESS INNOVATION RESEARCH INITIATIVE

11000-OWC22000-12309

I. PROGRAM OBJECTIVES

Grant Awards provide funding to support the Small Business Innovation Research (SBIR) program, an important source of innovation capital for existing and emerging small businesses. The program offers small firms the opportunity to compete for set-asides from federal R&D budgets to advance product development. This initiative assists Connecticut companies in pursuing federal SBIR funding through a state SBIR clearinghouse and technical assistance function, which will work with industry associations and cluster organizations.

II. PROGRAM PROCEDURES

The applicant must submit a grant proposal to the Office for Workforce Competitiveness. The application package should have a copy of their project budget, description and deliverables.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The grant award will specify the services allowed or disallowed. Refer to the Grant Award.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The Office of Workforce Competitiveness requires quarterly expenditure reports, as well as a fiscal year end financial report, from the grantee.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office for Workforce Competitiveness
CONNECTICUT SPACE GRANT CONSORTIUM

11000-OWC22000-12310

I. PROGRAM OBJECTIVES

Grant Awards provide funding to support this NASA-sponsored partnership that is focused on increasing public awareness of aerospace education, developing curricula, providing scholarships, and expanding research opportunities through a collaboration of Connecticut colleges and universities.

II. PROGRAM PROCEDURES

The applicant must submit a grant proposal to the Office for Workforce Competitiveness. The application package should have a copy of their project budget, description and deliverables.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The grant award will specify the services allowed or disallowed. Refer to the Grant Award.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The Office of Workforce Competitiveness requires quarterly expenditure reports, as well as a fiscal year end financial report, from the grantee.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office for Workforce Competitiveness
NANOTECHNOLOGY INITIATIVE

11000-OWC22000-12312

I. PROGRAM OBJECTIVES

Grant Awards provide funding to support the assessment of Connecticut's relative position in nanotechnology and strategic analysis of how to develop a plan to leverage Connecticut's nanotechnology resources and assets. A recommended strategic framework will include potential areas of focus and enabling strategies to foster technology-based economic development in a timely manner.

II. PROGRAM PROCEDURES

The applicant must submit a grant proposal to the Office for Workforce Competitiveness. The application package should have a copy of their project budget, description and deliverables.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The grant award will specify the services allowed or disallowed. Refer to the Grant Award.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The Office of Workforce Competitiveness requires quarterly expenditure reports, as well as a fiscal year end financial report, from the grantee.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 14

INDIVIDUAL PROGRAMS OF THE OFFICE OF POLICY AND MANAGEMENT

PETROLEUM SETTLEMENT FUNDS (STRIPPER WELL) 1

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PAYMENT IN LIEU OF TAXES (PILOT) ON EXEMPT PROPERTY OF MANUFACTURING FACILITIES IN DISTRESSED MUNICIPALITIES 4

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Office of Policy and Management
PETROLEUM SETTLEMENT FUNDS
(STRIPPER WELL)
12060-OPM20810-20492

I. PROGRAM OBJECTIVES

The Petroleum Settlement Funds (Stripper Well) program makes restitution to the citizens of Connecticut for petroleum overcharges during the period of price controls, 1973 through 1981. Current and past projects include:

(1) Energy conservation grants for not-for-profit, public care, and municipal facilities.
(2) Payment of energy bills and energy conservation improvements for homeless shelters, transitional housing, and congregate housing for the elderly.
(3) Grants for not-for-profit industrial parks.
(4) Grants for innovative recycling technology.
(5) Grants for district heating studies and implementation.
(6) Grants for energy conservation in housing rehabilitation projects.
(7) Grants for special transportation projects.
(8) Funding for Operation Fuel, the Connecticut Energy Council for Teachers, and the Rideshare Brokerages.
(9) Funding for Energy Management in State Facilities
(10) Funding for Advanced Energy Technologies and Economic Development
(11) Funding for Energy Planning and Analysis
(12) Connecticut Energy Assistance Program
(13) Fuel Cell Program
(14) Information and Assistance
(15) Education
(16) Analysis, Evaluation, and Emergency Planning
(17) Advisory Board Support
(18) Innovative Recycling
(19) Electric Restructuring
(20) Energy Mortgage Program
(21) New Energy Markets
(22) Nuclear Advisor
(23) State Agency Lighting Program
(24) Photovoltaics in State Buildings
(25) Petroleum Preparedness – Y2k

(Section 4-28c, CGS)

II. PROGRAM PROCEDURES

The state, through OPM, provides funding to municipalities, state agencies and private organizations, including non-profits, for services related to energy conservation and management and energy assistance and for energy-related activities administered in-house. Such services and activities are defined in a “restitution plan” developed by the Governor, approved by the General Assembly's Committees on Energy and Technology and Appropriations, and approved by the U.S. Department of Energy.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds can be used only for services authorized by the state restitution plan, and the contract or grant award covering the specific project under consideration.

(Section 4-28c, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) The grantee may be required to make a matching contribution.

(2) Petroleum settlement funds may not be used to supplant state or federal funds otherwise available for grantee's programs.

(Section 4-28c, CGS)

D. Special Reporting Requirements

Compliance Requirements

The grantee shall be required to submit quarterly financial reports.

(Section 4-28c, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office of Policy and Management
STATE GRANT-IN-AID FOR REGIONAL PLANNING AGENCIES
12060-OPM20600-90303

I. PROGRAM OBJECTIVES

The State Grants-in-Aid for Regional Planning is provided to each Regional Planning Agency, Regional Council of Governments and Regional Council of Elected Officials in a region without a Regional Planning Agency, to assist in carrying out their work programs.

II. PROGRAM PROCEDURES

The state provides a grant to each of fifteen (15) regional planning organizations (RPOs) to be used to provide member municipalities with a wide range of regional services and direct technical assistance.

(Section 4-124o, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allow ability.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There is no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements for the auditor to perform.

E. Special Tests and Provisions

Compliance Requirements

(1) The amount of dues collected from participating municipalities is used to determine the distribution of State Grant- in-Aid funds remaining after the distribution of the base grant to each RPO.

(2) Agencies are required to certify the amount of local dues that they collect.

(Section 4-124q, CGS)

Suggested Audit Procedures

Review the certifications of local dues to assure that actual dues collected match the certified amount.

Office of Policy and Management

PAYMENT IN LIEU OF TAXES (PILOT) ON EXEMPT PROPERTY OF MANUFACTURING FACILITIES IN DISTRESSED MUNICIPALITIES

11000-OPM20600-17016

I. PROGRAM OBJECTIVES

To provide for the reimbursement to municipalities, by the state, of a sum of money equal to 40 percent of the property taxes on property in designated manufacturing facilities for a five year period. The owner of the property pays taxes equal to 20 percent of the total taxes due, and the remaining difference is a municipal tax loss.

The reimbursement for exemptions under subdivision (70) of Section 12-81 is equal to 25 percent of the property tax on machinery and equipment acquired as part of a technological upgrade of a manufacturing process. The owner of the property pays 50 percent of the total taxes due and the remaining difference is a municipal tax loss.

The designation of municipalities as distressed and the designation of eligible manufacturing facilities are made by the Department of Economic and Community Development ("DECD").

(Sections 12-81(59), (60) and (70), and 32-9p through s, CGS)

II. PROGRAM PROCEDURES

The Municipal Assessor files claim with the Office of Policy and Management ("OPM") based on the assessed valuation of all real and personal property for the designated facilities.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowability.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There is no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) The municipality shall submit a claim on Form M-46 by August 1 of each year, along with supporting Forms M-46A, M-46B, M-46C-1, M-46C-2, M-46C-3, and M-55.

Forms UT-4 and UT-10 are issued by the Department of Economic Development and copies of these forms are filed with OPM and with the Assessor of the municipality in which the certified facility is located.

(2) The Tax Collector shall submit a completed copy of Form M-1 by July 1 of each year. Form M-1 shall include the mill rate and the total tax levied on real property.

E. Special Tests and Provisions

Compliance Requirements

A taxpayer cannot simultaneously claim an eligible machinery and equipment exemption on both Form M-65 and the following forms M-46A, M-46B, M-46C, M-46C-3 and M-55.

Suggested Audit Procedures

If taxpayer is also eligible for a manufacturing machinery and equipment exemption, compare and review Form M-65 (New Machinery and Equipment Exemption) to Forms M-46B, M-46C-2, and M-46C-3 to ensure that the same property is not included on both claims.

Office of Policy and Management
PROPERTY TAX RELIEF FOR ELDERLY AND TOTALLY DISABLED HOMEOWNERS
11000-OPM20600-17018

I. PROGRAM OBJECTIVES

To relieve the tax burden of needy elderly and totally disabled homeowners.

(Section 12-170aa, CGS)

II. PROGRAM PROCEDURES

The state reimburses municipalities for losses of revenues resulting from the tax credits granted to elderly and totally disabled homeowners based on statutory formula amounts.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowability.

B. Eligibility

Compliance Requirements

Claims submitted by municipalities must be for applicants who meet the following criteria:

(1) 65 years or older; or 50 years or older if the surviving spouse of a formerly qualified recipient; or eligible for disability payments under Social Security Regulations.

(2) Submit applications every two years.

(3) Qualifying as defined on Form M-59:

QUALIFYING INCOME		CREDIT AS % OF TAX		MAXIMUM CREDIT		MINIMUM CREDIT	
Over	Not Exceeding	Married	Single	Married	Single	Married	Single
$ 0	$13,100	50%	40%	$1250	$ 1000	$400	$350
13,100	17,700	40%	30%	1000	750	350	250
17,700	22,100	30%	20%	750	500	250	150
22,100	26,500	20%	10%	500	250	150	150
26,500	32,300	10%	0%	250	None	150	-0-

(Section 12-170aa(b)(c), CGS) Tables are updated annually for the Social Security Cost of Living Adjustment (COLA).

The Grand List used in the reimbursement calculation is the October 1, 2003 list.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There is no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The municipality shall submit a claim to OPM on Form M-35B by July 1 of each year. The form identifies individuals receiving the credit and the amount of the credit.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office of Policy and Management
PROPERTY TAX RELIEF FOR ELDERLY HOMEOWNERS - FREEZE PROGRAM

11000-OPM20600-17021

I. PROGRAM OBJECTIVES

To relieve the tax burden of needy elderly homeowners.

(Section 12-129b, CGS)

II. PROGRAM PROCEDURES

The Municipal Tax Collector files a claim with the Office of Policy and Management ("OPM") for state reimbursement municipalities of the loss of revenues resulting from freezing elderly homeowners' tax liabilities.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowability.

B. Eligibility

Compliance Requirements

Claims submitted by a municipality must be for applicants who meet the following criteria:

(1) 65 years or older; or 50 years or older if the surviving spouse of a formerly qualified recipient
(2) Occupy the dwelling for which taxes are relieved.
(3) Have adjusted gross income of not more than $6,000 annually.
(4) Submit applications every two years.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There is no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The municipality shall submit a claim to OPM on Form M-36 by January 1 of each year. This form reports gross assessments by property owner and the 1984 Grand List Frozen Tax.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office of Policy and Management
PROPERTY TAX RELIEF FOR VETERANS
11000-OPM20600-17024

I. PROGRAM OBJECTIVES

The Property Tax Relief for Additional Veterans program relieves the tax burden for eligible veterans who are citizens of the state.

(Section 12-81g, CGS) and (Regulations, Section 12-81g)

II. PROGRAM PROCEDURES

The Municipal Assessor files a claim with the Office of Policy and Management ("OPM") for state reimbursement of tax losses incurred resulting from abating taxes on eligible veteran citizens.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowability.

B. Eligibility

Compliance Requirements

Claims submitted by municipalities must be for applicants who are qualified:

(1) As a veteran of the U.S. armed forces who served during times of authorized conflict. (Section 12-81(19) through (26) and 27-103, CGS). Veteran service is documented by Form DD 214.

(2) As a veteran who is eligible for increased benefits:

- Qualifying income as defined on Form M-59 must be less than $33,000 if married, or $27,100 if single.
- If 100 percent disability rating from Veteran's Administration as of October 1, 1994, then qualifying income must be less than $21,000 if married, or $18,000 if single.
- Applicant must reapply every two years for increased benefits, but not for basic benefits.

(Section 12-81g, CGS) and (Regulations, Section 12-81g)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There is no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The municipality shall submit a claim to OPM on Form M-59A by August 1 of each year.

(Regulations, Section 12-81g)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office of Policy and Management
PAYMENT IN LIEU OF TAXES (PILOT) ON PRIVATE COLLEGES AND GENERAL/CHRONIC DISEASE HOSPITALS

11000-OSC15910-17006

I. PROGRAM OBJECTIVES

To provide for the state reimbursement to municipalities and Special Taxing Districts of a sum of money equal to 77 percent of the property taxes on any private nonprofit institution of higher education or general/chronic disease hospital facility which would have been paid to the municipalities had these properties not been tax-exempt. In the event the appropriation does not equal 77 percent such appropriation will be prorated.

(Sections 12-20a and b, CGS)

II. PROGRAM PROCEDURES

The Municipal Assessor files claims with the Office of Policy and Management ("OPM") based on the assessed values of all real property for private colleges and general/chronic disease hospitals.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowability.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) The municipality shall submit to OPM a claim on Form M-37 C&H by April 1 of each year.

(2) The Tax Collector shall submit to OPM Form M-1 by July 1 of each year. Form M-1 includes the mill rate.

E. Special Tests and Provisions

Compliance Requirements

Form M-37 C&H includes detail reporting of eligible facilities and property.

Suggested Audit Procedures

Test itemized assessments on Form M-37 C&H to assure that the assessment matches the amount on the Grand List.

Office of Policy and Management
LOCAL CAPITAL IMPROVEMENT PROGRAM
12050-OPM20600-40254

I. PROGRAM OBJECTIVES

To reimburse municipalities for eligible infrastructure projects in the form of entitlement grants.

(Chapter 116, CGS)

II. PROGRAM PROCEDURES

Each municipality will receive an annual funding entitlement from the state.

After the entitlement is announced, a municipality must make a separate application and certification for each project on forms provided by the Office of Policy and Management ("OPM").

Eligible projects must be in accordance with a five-year local capital improvement plan which should be adopted annually with the local budget. Municipalities must certify that project funds have been expended prior to reimbursement. This certification is supported by a brief expense summary report submitted by the municipality.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds must be used for the scope of work as described on the OPM Authorization/Expenditure Form for the particular project.

Note: Expenditures should be reported on the Schedule of Expenditures of State Financial Assistance in the fiscal year they are incurred. Consistent with past practice the expenditures should be reported in the fiscal year in which the project work is done and the expenditures incurred.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Funds may not be used to match other State grants except for the Local Bridge Program. LOCIP funds may be used as a match for Federal funds.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

Municipalities are required to maintain a detailed accounting record of their grant projects.

Suggested Audit Procedures

Determine that municipalities maintain such accounting records and those records agree with documentation submitted for the grant.

Office of Policy and Management
PROPERTY TAX RELIEF FOR MANUFACTURING MACHINERY AND EQUIPMENT AND COMMERCIAL VEHICLES

11000-OPM20600-17031

I. PROGRAM OBJECTIVES

To provide for the reimbursement to municipalities, by the state, of a sum of money equal to 100 percent of the property taxes on new and newly acquired manufacturing equipment for a five year period following acquisition and installation and certain new trucks for a five year period following registration for lists prior to 2000. For list of 10/1/2000 and subsequent reimbursement is equal to 80% of taxes on acquisitions first eligible for exemption on 2000 list and after. (Reimbursement is at 80%, exemption remains at 100%; municipalities absorb 20%.)

(Sections 12-81(72) and 12-81(74) and, 12-94b and 12-94c, CGS)

II. PROGRAM PROCEDURES

The Assessor of the municipality files claims with the Office of Policy and Management ("OPM") based on the assessed value of exemption granted on personal property used for manufacturing and for certain new trucks.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowability.

B. Eligibility

Claims submitted by a municipality must be for applicants who filed applications (Forms M-65 and Form M-65MV) for machinery and equipment acquired after October 1, 1996 which is:

(1) Installed in a manufacturing facility;

(2) 5 or 7 year property as defined in Section 168(e) of the IRS Code;

(3) Predominantly used for manufacturing, processing, or fabricating; for research and development; design or engineering directly related to manufacturing; for the significant servicing, overhauling or rebuilding of machinery and equipment for industrial use or the significant overhauling or rebuilding of other products on a factory basis; for measuring or testing or for metal finishing; or used in the production

of motion pictures, video and sound recordings; or used in connection with biotechnology.

(4) Commercial trucks with a gross weight rating in excess of 26,000 pounds (CGS 12-81 (74)(A)(i)) and used exclusively for the transportation of freight for hire, or commercial trucks with a gross vehicle weight rating in excess of 55,000 pounds (CGS 12-81 (74)(A)(ii))that do not qualify for exemption as "for hire" freight carriers.

Note: An adjustment to the claim does not need to be reported if it is in compliance with an adjustment/ directive from OPM.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There is no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The municipality shall submit a claim on Form M-65a and M-65aMV by March 15 of each year, along with supporting Forms M-65 and Forms M-65MV for each claimant.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office of Policy and Management
JUSTICE ASSISTANCE STATE MATCH PROGRAM
STATE MATCH FUNDS CITY OF HARTFORD
11000-OPM20350-12251

I. PROGRAM OBJECTIVES

The Federal government has certain grant awards that it makes available to state governments. In order for state governments to qualify for these grant awards, they are required to use state funds to match the Federal award. Depending on the award, the required state match may vary from 10% match up to 25% or more. State participation in these programs provides additional funding to non-profits and municipalities that was not previously available. These programs offer an opportunity for non-profits and municipalities to receive additional funding for new or expanded programs.

II. PROGRAM PROCEDURES

The Office of Policy and Management ("OPM") makes grant awards to non-profit organizations and municipalities. This compliance procedure is to be used for all State Match programs. The State Match number may vary from year to year. The State Match number is located at the bottom of the grant award in the section titled "For OPM Business Office Use Only." It is the second set of numbers in the account code.

COMPLIANCE SUPPLEMENT CITY OF HARTFORD

STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT JUSTICE ASSISTANCE GRANT PROGRAM FOR THE CITY OF HARTFORD

In accordance with Section I of Public Act.03-1, June 30, 2003 Special Session, of the Connecticut General Assembly the Office of Policy and Management, Policy Development and Planning Division is to provide grant-in-aid to the Hartford Police Department for more police officers.

The City of Hartford is to prepare an application with a Project Narrative Description and a Project Budget Itemization. Further, once the award is issued the City is to provide financial and progress reports for each calendar quarter of the grant period, and final financial and progress reports at the conclusion of the grant period.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

See approved Grant Award for allowed services.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There is no matching, level-of-effort or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

OPM requires quarterly and final financial and narrative reports from grantees by contract.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office of Policy and Management
MOBILE DATA COMMUNICATIONS SYSTEM (MDCS)
17981-OPM20350-42178

I. PROGRAM OBJECTIVES

The statewide Mobile Data Communications System (MDCS) is a state funded program to provide accurate and timely law enforcement data to all officers in their patrol cars or other facilities. It will be a primary means for providing current data on offenders from the Offender Based Tracking System (OBTS). The MDCS is an integral component in the Connecticut Criminal Justice Information System (CJIS). The MDCS initiative is in response to Governor Rowland's Anti-Crime Initiative and CJIS funding authorized by the legislature.

II. PROGRAM PROCEDURES

The Office of Policy and Management, through its justice planning unit, has entered into cooperative agreements and has awarded funding as a grant to two regional entities with authority to establish and initiate operation of a MDCS, utilizing software provided under a statewide license available to regional entities without additional fee.

The MDCS consists of a mobile data message switch, communications software, application software, and related services for the telecommunications; in-vehicle hardware includes a laptop computer, computer mount, and modem.

The mobile data communications system (MDCS) provides extensive additional functionality and support for law enforcement agencies and officers. Information, which traditionally is obtained by voice from a dispatcher, is now readily available to law enforcement officers without delay and in response to an officer's individual inquiry. An MDCS additionally provides data and images, which cannot be obtained via dispatch procedures. It provides capability to complete and file reports, including incident and accident reports, electronically.

Cooperative agreements are developed utilizing procedures initiated with the development of the first MDCS, which served as a prototype. These procedures provide for the establishment of a management mechanism and operational capability of providing law enforcement mobile communications in a regional and/or extensive geographic area serving law enforcement operational arrangements. Municipalities not yet participating may participate in one of the two regional entities which provide MDCS services statewide.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funding is limited to a maximum of ninety percent (90%) of the cost of establishing the system, including one year of testing operational capability. Law enforcement agencies are responsible for the procurement of the laptops, mounts, and installation, the costs of which are considered in the system cost. Under procedures established by the prototype development, reimbursements of up to $1,000 may be made to participating law enforcement agencies in new regional entities for costs incurred providing the initial patrol vehicle equipment. Operational costs are a responsibility of the regional entity and the participating law enforcement agencies following the testing period. Administrative costs are permitted in the consideration of system development costs.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

State funds awarded for the establishment of a MDCS may not exceed ninety percent (90%) of the total system development cost.

D. Special Reporting Requirements

Compliance Requirements

Quarterly and final narrative and financial reports are required in accordance with the terms of the cooperative agreement.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Office of Policy and Management
PAYMENT IN LIEU OF TAXES (PILOT) ON STATE-OWNED PROPERTY

11000-OSC15910-17004

I. PROGRAM OBJECTIVES

To provide for the state reimbursement to municipalities and boroughs of a sum of money equal to 100 percent of the property taxes on prison/jail facilities and 45 percent on all other types of properties which would have been paid to the municipalities by the state had these properties not been tax-exempt, subject to a cap based on net grand levy on real estate also subject to proration.

(Sections 12-19a and b; and Section 12-19c, CGS, provide for certification of grant amounts to the comptroller and payment to municipalities)

II. PROGRAM PROCEDURES

The Municipal Assessor files claims with the Office of Policy and Management ("OPM") based on the assessed valuation of all state-owned real property.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

The auditor is not expected to test for allowability.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

(1) The municipality shall submit a copy of Form M-37 by April 1 of each year.

(2) The Tax Collector shall submit a completed copy of Form M-1 by July 1 of each year. Form M-1 shall include the mill rate and the total tax levied on real property.

E. Special Tests and Provisions

Compliance Requirements

Form M-37 includes detail reporting of eligible facilities and property.

Suggested Audit Procedure

Test itemized assessments on Form M-37 to assure that the assessment matches the amount on the Grand List.

SECTION 15

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF PUBLIC HEALTH

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Department of Public Health
CHILDREN WITH SPECIAL HEALTH CARE NEEDS

11000–DPH48500-12264

I. PROGRAM OBJECTIVES

The objective of the Children with Special Health Care Needs (CSHCN) program is to provide care coordination, advocacy and family support to any child with a special health care need regardless of enrollment status.

(Section 19a-2a, 4-8, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations, hospitals, and individuals who provide care coordination activities to assure access to specialized medical diagnostic treatment services and community-based resources for children with special health care needs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are listed in the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Section 19a-2a, 53, 54 CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
"AIDS" SERVICES

11000–DPH48500–12236

I. PROGRAM OBJECTIVES

The objective of the "AIDS" Services program is to conduct community-based Acquired Immune Deficiency Syndrome ("AIDS") outreach education programs and risk reduction programs by providing education, counseling, Human Immunedeficiency Virus ("HIV") antibody testing services and secondary support services.

II. PROGRAM PROCEDURES

The state contracts with municipalities, not-for-profit organizations, hospitals, and individuals who provide AIDS prevention services targeted at persons in high-risk groups.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include AIDS-related:

(1) Educational programs
(2) Counseling and testing programs
(3) Preventative programs
(4) Public information programs
(5) Epidemiological seroprevalence studies

(Department of Public Health approved appropriations); (Sections 19a-121a- through g, 4-8, 19a-2a, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Section 19a-2a, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
RAPE CRISIS
11000-DPH48500–16103

I. PROGRAM OBJECTIVES

The Rape Crisis program assists sexual assault victims through grants to Rape Crisis Centers.

(Sections 19a-2a, , 4-8 19a-5, 19a-32, 7-73 CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations that operate assistance programs for sexual assault victims, their families, and significant others.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

(1) Coordination with state police, hospitals, and other relevant local agencies
(2) Crisis intervention services for assault victims, their families, and/or significant others
(3) Support and advocacy to victims during hospital, court, and police visits
(4) Provision of support groups for sexual assault and incest survivors
(5) Twenty-four hour hotline to provide informational assistance to victims of sexual assault
(6) Arrangements for emergency transportation.
(7) Grantee training and community education programs.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Sections 19a-2a, , 4-8 19a-5, 19a-32, 7-73CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
TUBERCULOSIS CONTROL AND PREVENTION
11000–DPH48500–16112

I. PROGRAM OBJECTIVES

To provide Tuberculosis Control and Prevention clinic services.

(Sections 4-8, 19a-252, 19a-255 and 19a-256, CGS)

II. PROGRAM PROCEDURES

The state contracts with municipalities for the provision of Tuberculosis control and prevention services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

(1) Providing diagnostic, treatment, and screening services for patients with Tuberculosis, suspected Tuberculosis, and high risk individuals

(2) Tuberculosis education and outreach services

(3) Referring non-compliant patients to the Department of Public Health

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Section 19a-2a, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
GENETIC DISEASE PROGRAM
11000-DPH48500–16121

I. PROGRAM OBJECTIVES

The Genetic Disease Program funds genetic newborn screening, education, and prevention services to lessen the incidence of such disease in the state. The program also funds clinical services, for genetic disease, including diagnosis, counseling, comprehensive testing, treatment, and education services.

(Section 19a-2a, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations to provide early identification of infants at increased risk for selected metabolic or genetic diseases so that medical treatment can be promptly initiated to avert complications and prevent irreversible problems and death.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

(1) Genetic clinics that provide a full-range of genetic services.
(2) Nutritionalist support services for management of inborn errors of metabolism.
(3) Educational conferences for professionals.
(4) Operation of the Connecticut Pregnancy Exposure Information Services.
(5) Consultation services in genetics to physicians, state agency staff, and other professionals.
(6) Other services as specified in the grantee's contract.

(Section 19a-2a, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit expenditure and program reports per contract terms.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Section 19a-2a, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
LOCAL AND DISTRICT DEPARTMENTS OF HEALTH
11000–DPH48500–17009

I. PROGRAM OBJECTIVES

The Local and District Departments of Health program reimburses municipalities and health districts for basic public health programs.

(Sections 19a-76, 202, 202a and 245, CGS)

II. PROGRAM PROCEDURES

The state provides reimbursement funds to municipalities for public health services based upon a per capita formula that reflects the size of the municipality.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Allowed services include:
- Public health statistics compilation
- Health education services
- Nutritional services
- Maternal and child health services
- Communicable and chronic disease control efforts
- Environmental health services
- Community nursing services
- Emergency medical services

(2) Disallowed services include:
- Conferences/conventions
- Membership dues
- Municipal reports
- Clothing
- Uniforms
- Capital/remodeling or improvement of facilities

(Regulations, Section 19a-76)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Full-time Health Departments (Section 19a-202)
- Appropriates not less than one dollar per capita, from annual tax receipts, for health department services.

District Health Departments (Section 19a-245)
- The towns, cities and boroughs of such district appropriate for the maintenance of the health district not less than one dollar per capita from the annual tax receipts.

Part-time Health Departments (Section 19a-202a)
- The municipality has the equivalent of at least one full-time employee.

D. Special Reporting Requirements

Compliance Requirements

The grantees shall submit annual expenditure and program reports.

(Regulations, Section 19a-76-4)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
SEXUALLY TRANSMITTED DISEASE CONTROL
11000–DPH48500–17013

I. PROGRAM OBJECTIVES

The objective of the Sexually Transmitted Disease Control program is to reduce incidence and prevalence of sexually transmitted diseases ("STD's") in the population at risk.

(Section 19a-2a, CGS) and (19-13-A17 and 18, Public Health Code)

II. PROGRAM PROCEDURES

The state contracts with municipalities and hospitals to provide sexually transmitted disease control clinic services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services include the operation of a sexually transmitted disease control clinic.

(Section 19a-2a, CGS) and (19-13-A17 and 18, Public Health Code)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Section 19a-2a, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
SCHOOL-BASED HEALTH CLINICS
11000–DPH48500–17019

I. PROGRAM OBJECTIVES

The objective of the School-Based Health Clinics program is to provide for primary and preventive health, mental health services and where resources are available, dental health services, to students in funded school-based health clinics.

(Sections 19a-2a and 4-8, CGS)

II. PROGRAM PROCEDURES

The state contracts with municipalities and not-for-profit organizations to provide for school-based health clinic services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Allowed services include:

- Physical examinations and health screenings
- Treatment for minor illnesses and injuries
- Referral for necessary follow-up services
- Psycho-social assessments and screenings
- Crisis intervention
- Individual, family, and group counseling

(2) Disallowed services include:

- Direct referral for abortion
- Prescription or dispensing of birth control on site, with a policy and procedure located on site at each Center

(Sections 19a-2a and 4-8, CGS) and (Department of Public Health approved appropriation)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Section 19a-2a, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
NEEDLE AND SYRINGE EXCHANGE PROGRAM
11000–DPH48500–12100

I. PROGRAM OBJECTIVES

The objective of the Needle and Syringe Exchange Program is to reduce the spread of HIV in the intravenous drug using population by reducing needle sharing. Under this program, used needles or syringes may be turned in for an equal number of new needles on a free and anonymous basis.

II. PROGRAM PROCEDURES

The state contracts with municipalities and not-for-profit organizations to provide Needle and Syringe Exchange Program services in conjunction with established HIV prevention services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

(1) Needle exchange
(2) Education on the transmission and prevention of HIV.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Section 19a-2a, 19a-124, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
LEAD POISONING PREVENTION PROGRAM
11000–DPH48500–12227

I. PROGRAM OBJECTIVES

The objective of the Lead Poisoning Prevention Program is to eliminate the risk of lead poisoning in children by 2010.

II. PROGRAM PROCEDURES

The state contracts with municipalities to provide lead poisoning prevention services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

(1) Inspection of residential units for suspected lead hazards.
(2) Consultation with parents of children with venous BLL greater than 20ug/dl.

Additional services allowed are specified in the grantee's contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Section 19a-2a, 19a-111a, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
COMMUNITY HEALTH SERVICES PROGRAM
11000–DPH48500–16060

I. PROGRAM OBJECTIVES

The objective of the Community Health Services Program is to provide comprehensive health care for the poor, underserved, vulnerable populations at risk for poor health status, through a wide range of preventive, primary care and disease management services. These include pediatric, adolescent, perinatal and reproductive primary health care (for adolescent and adult males and females) adult and geriatric health care. Depending on the availability of resources, many offer dental care, addiction services, mental health, social services and outreach programs.

II. PROGRAM PROCEDURES

The State contracts with municipalities and not-for-profit organizations to provide Community Health Services Program services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed are specified in the grantee's contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Section 19a-2a, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
CHILDREN'S HEALTH INITIATIVES
11000–DPH48500–12126

I. PROGRAM OBJECTIVES

The objective of the Children's Health Initiatives Program is to improve the health of Connecticut's children through grants directed at children's health needs. Programs include AIDS Prevention, Asthma, Child Sexual Abuse Clinics and Substance Abuse Prevention.

II. PROGRAM PROCEDURES

The state contracts with municipalities and not-for-profit organizations to provide Children's Health Initiative services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are listed in the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Sections 4-8, 19a-2a, 19a-32, 19a-121, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
BREAST AND CERVICAL CANCER DETECTION AND TREATMENT
11000-DPH48500–12255

I. PROGRAM OBJECTIVES

The objective of the Breast and Cervical Cancer Detection and Treatment Program is to provide comprehensive breast and cervical cancer screening and diagnostic services.

(Sections 19a-2a, 4-8 and 19a-32, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations and hospitals to provide comprehensive breast and cervical cancer screening and diagnostic services to eligible individuals.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are listed in the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Sections 19a-2a, 4-8 and 19a-32, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
SERVICES FOR CHILDREN AFFECTED BY AIDS

11000–DPH48500–12259

I. PROGRAM OBJECTIVES

The objective of the Services for Children Affected by AIDS Program is to provide mental health services to children affected by AIDS.

(Sections 19a-2a, 4-8, and 19a-121g, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations to provide mental health services to children affected by AIDS.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are listed in the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Sections 19a-2a, 4-8, 19a-32, and 19a-121g, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
COMMUNITY SUPPORT SERVICES FOR PERSONS WITH AIDS

11000–DPH48500–12112

I. PROGRAM OBJECTIVES

The objective of the Community Support Services for Persons with AIDS is to provide health services, including home health services, case management services and supportive services to persons with AIDS.

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations to provide support services for persons with AIDS.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are listed in the approved contract.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The grantee and any subcontractor shall submit quarterly expenditure and program reports.

A final expenditure report, which agrees with the grantees accounting records, must be filed.

(Sections 19a-2a, 4-8, 19a-32, and 19a-121g, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Health
LOAN REPAYMENT PROGRAM
11000-DPH48500-16133

I. PROGRAM OBJECTIVES

The objective of the State Loan Repayment Program is to increase the number of primary care clinicians in federally designated Medically Underserved and Health Professional Shortage Areas, by providing enhancing recruitment and retention efforts and by providing funds to support repayment of student loans.

II. PROGRAM PROCEDURES

Activities under the State Loan Repayment Program were transferred from the Connecticut Primary Care Association to the Departmen of Publich Health as of July, 2004, per federal guidelines on the administration of the program. The state currently contracts with primary care proividers using a three-party contract in which primary care clinicians are signed on to provide services in areas designated by the federal government as having shortages of health professionals. Clinicians work in exchange for repayment of their student loans, which is expected to become a substantial incentive for providing services in underserved areas. Employers, usually a Community Health Center, are the third parties in the contract and serve as a compliance monitory. The Department of Public Health is expected to conduct all recruitment and retention efforts.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Full time Primary Health Care Services provided by a qualifying clinician that works full-time in a public or non-profit health care facility. Additional compliance requirements are outlined in the individual contracts.

B. Eligibility

Primary care clinicians fully licensed in Connecticut with qualifying student loans who are not in default or bridge any federal obligation.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Federal awards must be matched 1:1 with non-federal sources of funding.

D. Special Reporting Requirements

Compliance Requirements

Employers must provide a quarterly report certifying that participating clinicians are in good standing with their labor contract obligations, that they have maintained a full-time schedule, and that they have complied with all other requirements laid out in the State Loan Repayment Program Contract.

Quarterly reimbursements are made upon submission of a cash needs statement, employers' compliance report

and evidence that all previous payments have been paid out to the lenders.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 16

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF PUBLIC SAFETY

GRANT-IN-AID TO MUNICIPALITIES 1

TELECOMMUNICATIONS FUND 2

Department of Public Safety
GRANT-IN-AID TO MUNICIPALITIES
13019-DPS32110-41238

I. PROGRAM OBJECTIVES

The Grants-in-Aid to Municipalities provides funds to municipalities for construction, renovation, improvement, and studies for any municipality which either operates or has a community interest in a Police and/or Fire facility.

II. PROGRAM PROCEDURES

The State of Connecticut, Department of Public Safety, provides Grants-in-Aid by means of a contract to municipalities.

(Section 4-66a)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

See Memorandum of Understanding between the Department of Public Safety and Municipality outlining the allowable services and activities.

Expenditures are for specified equipment acquisition, construction, renovation, improvement, or study.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance requirement

The grantee shall submit verification of work completed at each stage of the project identified in the grant agreement. A final expenditure report is also required.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Public Safety
TELECOMMUNICATIONS FUND
12060-DPS32740-35190

I. PROGRAM OBJECTIVES

To support the activities of the State's Emergency 9-1-1 Public Safety Answering Points, which ensure the safety of Connecticut's citizens.

II. PROGRAM PROCEDURES

The State provides 9-1-1 terminal equipment to all of the Public Safety Answering Points in the State. The State also provides funds to seven of its municipalities with populations over 70,000; to eight Regional Emergency Telecommunications Centers; and to CMEDs (Coordinated Medical Emergency Direction) in accordance with Sections 28-24-1 through 28-24-11 of the State of Connecticut Regulations to facilitate a coordinated and efficient 9-1-1 emergency communications system.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowable costs include:

Necessary and essential expenses related to the purpose of providing emergency telecommunications. No capital expenditures are allowed.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance requirement

Grant recipients must submit quarterly and Annual financial and program reports.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 17

INDIVIDUAL PROGRAMS OF THE CONNECTICUT STATE LIBRARY

GRANT TO THE CONNECTICUT LIBRARY CONSORTIUM 1

CONSTRUCTION GRANTS TO PUBLIC LIBRARIES 2

Connecticut State Library
GRANT TO THE CONNECTICUT LIBRARY CONSORTIUM
11000-CSL66051-16022

I. PROGRAM OBJECTIVES

To provide annual Grants to The Connecticut Library Consortium (Section 11-9e, CGS)

II. PROGRAM PROCEDURES

Annually, the State Library Board determines the amount of funding needed by the Connecticut Library Consortium to provide services and includes that amount in the library's budget recommendations to the Governor. Once that amount is approved, the State Library sends out the grant agreement and application, which contain questions concerning fiscal and programmatic information, to the Connecticut Library Consortium. The Connecticut Library Consortium is required to return the completed paperwork to the State Library by July 1.

The statute is silent on a payment date. Payments are made quarterly as long as expenditure reports have been submitted and at least 75 percent of the previous quarter's payment has been expended.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The grant must be used for administrative costs of the CLC related to improving library service through coordinated planning, resource sharing, and the development of programs too costly or impractical for a single library to maintain.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The CLC is required to submit quarterly expenditure reports, a copy of their annual report, and a copy of the organization's annual audit. A midpoint evaluation and a final evaluation must also be filed.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Connecticut State Library
CONSTRUCTION GRANTS TO PUBLIC LIBRARIES
12052-CSL66051-(specific to bond fund)

I. PROGRAM OBJECTIVES

To provide grants to public libraries to assist in the purchase, construction, expansion or renovation of public library buildings, or to correct building and fire code violations, create handicapped access, accommodate new technologies or to conserve energy in existing libraries.

(Section 11-24, CGS)

II. PROGRAM PROCEDURES

The State Library notifies public libraries of the availability of funds during the first quarter of the year. Interested libraries are required to submit completed applications to the State Library by September 1. Applications are reviewed by the State Library staff and approved by the State Library Board. Grants approved by the State Library Board are then sent to the Bond Commission for approval. Once grants are approved by the Bond Commission, libraries are sent a contract which they must enter into with the State Library Board in order to receive funds.

The statute is silent on a payment date. Payments are made on a reimbursement basis in accordance with the following schedule:

(1) 50 percent of the grant is paid upon completion of 50 percent of the construction project

(2) 40 percent of the grant is paid upon completion of 75 percent of the construction project

(3) 10 percent of the grant is paid upon completion of 100 percent of the project and submission of an audit.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The grant must be used for costs directly related to the purchase, construction, or renovation of a public library building.

Allowable costs include:

(1) Architectural fees
(2) Land/building acquisition

(3) Building consultant fees
(4) Site grading and improvements
(5) Demolition
(6) General construction
(7) Equipment/furniture
(8) Contingency funds
(9) Parking lot construction
(10) Audit costs

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Grants awarded can equal no more than one-third of the total construction cost, not to exceed $500,000.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

SECTION 18

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF SOCIAL SERVICES

EVICTION PREVENTION PROGRAM (EPP) 1

BEFORE AND AFTER SCHOOL (BAS) 3

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Department of Social Services
EVICTION PREVENTION PROGRAM (EPP)

11000-DSS60000-16149-10259

11000-DSS60000-16149-10260

I. PROGRAM OBJECTIVES

The purpose of the Assessment and Mediation Program is to prevent homelessness among families whose income does not exceed 60 percent of the state median income and who are at risk of becoming homeless or are in imminent danger of eviction or foreclosure.

(Sections 17b-804 and 805, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations who provide intervention of trained community-based mediators who use assessment, mediation and, when necessary, rent bank resources, to keep families in their homes.

(Sections 17b-804 and 805, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are specified in the contractor's budget and program plan and in the program guidelines which provide definitions and delineate minimum procedures.

(Sections 17b-804 and 805, CGS)

B. Eligibility

Compliance Requirements

The current income of clients receiving services shall not exceed 60 percent of the state median income.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) A contract may require a matching local share. (See Contract)

(Sections 17b-853, CGS)

(2) Some Department of Social Services (DSS) contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract)

(Sections 3-39a, and 17b-853, CGS)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) Quarterly Expenditure Report (DSS 304)
(2) Financial Status Report (DSS 305)
(3) Quarterly or monthly program reports
(4) 6 Month and Year End Program Narrative Reports

(See Contract.)

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS. (See Contract.)

(Sections 3-39a, CGS)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program specific requirements, special tasks and special contract conditions are contained within the Contract and the approved DSS Guidelines. (See Contract)

Suggested Audit Procedures

Obtain copy of each contract action, review special conditions and test for compliance.

Department of Social Services
BEFORE AND AFTER SCHOOL (BAS)
11000-DSS60000-12224

I. PROGRAM OBJECTIVES

This program provides contracts to encourage the use of school facilities for child day care services before and after school.

(Section 17b-737 CGS)

II. PROGRAM PROCEDURES

The state contracts with a municipality, board of education or child care provider. Such provider shall guarantee the availability of a school site which meets the standards set by the Department of Public Health in the regulations adopted under Sections 19a-77 through 80, inclusive, and Sections 19a-81 through 87a, inclusive. The said provider shall agree to provide liability insurance coverage for the program.

(Section 17b-737 CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed for contracted funds are:

(1) For maintenance and utility costs directly attributable to the use of the school facility for the day care program.
(2) For related transportation costs.
(3) For the portion of the municipality, board of education or child care provider liability insurance cost directly attributable to the day care program.
(4) The operational costs directly attributable to the day care program.

(Section 17b-737, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Some DSS contracts require that earmarked funds be spent for specific purposes, be returned to the DSS, or be retained and used as part of a new contract period. (See Contract - Part II Section 21)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) Quarterly Expenditure Report (DSS 304)
(2) Financial Status Report (DSS 305)
(3) Program Reports, as required
(4) Semi-annual Program Report DSS 2042S

E. Special Tests and Provisions

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the Contract and approved contract action request. (See Contract)

Suggested Audit Procedures

Obtain a copy of each contract, review special conditions and test for compliance.

Department of Social Services
HUMAN RESOURCE DEVELOPMENT (HRD)

11000-DSS60000-16151

11000-DSS60000-17025

I. PROGRAM OBJECTIVES

The purpose of the Human Resource Development (HRD) program is to mobilize and utilize public and private resources in an attack on poverty, including, but not limited to:

(1) Develop employment opportunities

(2) Improving human performance

(3) Bettering the conditions under which people live, learn and work

II. PROGRAM PROCEDURES

The state provides payments in accordance with an approved budget and program plan for case management one-on-one counseling, information and referral, group training and education, organization of neighborhood and community groups, youth recreational services and virtually any program designed to eliminate poverty or its causes.

(Sections 17b-852 through 17b-853, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed costs are specified in the contractor's contract with the state.

(Section 17b-852, CGS)

B. Eligibility

Compliance Requirements

Eligible client current household incomes must be at or below 150 percent of the federal poverty guidelines.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract)

(Sections 17b-852 and 17b-853, CGS)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) Quarterly Expenditure Report (DSS 304)

(2) Quarterly Financial status Report (DSS 305)
(3) Quarterly Program Report (DSS 2044)
(4) Six Month Program Narrative Reports (DSS 2055).

(See Contract.)

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS, except that unexpended funds may, at the discretion of the commissioner, be carried over and used as part of a new contract period if a new similar contract is executed. (See Contract.)

(Sections 17b-1 through 17b-3, CGS)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the Contract. (See Contract - Individual Contract Packages)

Suggested Audit Procedures

Obtain a copy of each contract, review special conditions, and test for compliance.

Department of Social Services
CHILD DAY CARE (CDC)

11000-DSS60000-16152

11000-DSS60000-16160

11000-DSS60000-17022

11000-DSS60000-12224

I. PROGRAM OBJECTIVES

To provide financial assistance in developing and supporting the operation of child daycare centers for children disadvantaged by reasons of economic, social or environmental conditions, provided no such financial assistance shall be available for the operating costs of any such daycare center unless it has been licensed by the Commissioner of Public Health pursuant to Section 19a-80.

(Section 8-210(b) and 17b-730, CGS)

II. PROGRAM PROCEDURES

The state may enter into a contract with a municipality or human resource development agency or a nonprofit corporation for state financial assistance.

(Sections 8-210(b), CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Child care provided must be for specifically agreed upon categories of care. (See DSS Contract, Part III, Program).

(2) Financial assistance may provide reimbursement for enrolled children or support the renovation and remodeling of physical facilities (8-210(b)). (See DSS Contract, Part III, Grant-In-Aid and Financial Management)

(3) Each center that the contractor supports with contract funds must be licensed by the State Department of Public Health. (See DSS Contract, Part III, Program)

B. Eligibility

Compliance Requirements

(1) Contractors are required to enroll children of families whose gross family income is below 75% of the state median income guideline as further defined below:

a. When a family's income reaches or exceeds the 75% state median income level, the child may remain in the program as long as the family pays the applicable fee. (See Contract, Part III, Program)

b. Contractors shall determine family income eligibility before enrollment and at least annually thereafter. (See Contract, Part III, Program)

c. Contractors shall require families to report changes in income of fifty dollars or more per week and shall determine family income eligibility based on the reported changes. (See Contract, Part III, Program)

d. To determine family income eligibility, contractors, at a minimum, shall obtain gross pay documentation from the family members for the last four consecutive weeks, or its equivalent. Family members beginning employment that have not been employed, for the last four consecutive weeks, are required to provide documentation, on the letterhead of the employer(s), of the gross pay amount(s), the frequency of the pay and the hours of work related to the pay amount(s). In all cases, income documentation shall be extrapolated to fifty-two weeks as further established by the contract. In instances where the last four consecutive weeks are not an accurate reflection of the family's gross earnings for the past year, the family, at its discretion, may provide fifty-two weeks income documentation. (See Contract, Part III, Program)

(2) Contractors may provide services only to families who reside in the State. Except that families that reside in the States of MA, NY and RI who work in CT and receive child care subsidy from their state of residence which may be used in CT may receive services. (See Contract, Part III, Program)

(3) Of families enrolled, at least 80% of enrolled children's families shall be employed for pay. (See Contract, Part III, Program)

(4) Accreditation Requirement (See Contract Part III, Program, 14 and 15 and Accreditation, 1 through 3 if present)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Funds remaining at the end of the contract are to be returned to the DSS or, at the discretion of the DSS, be retained and used by contractors as a part of a new contract period if a new similar contract is executed. (See Contract, Part II, Surplus/Excess Payments)

(Sections 3-39a, CGS)

D. Special Reporting Requirements

Compliance Requirements

Contractors, at a minimum, shall submit:

(1) Program Status Reports (DSS 304C) for each program period as defined by the DSS. (See Contract, Part III, Reporting)

(2) A six month Outcome Measure Report (DSS 309C) is due by July 31, and a final report is due within 60 days of the end of the contract. (See Contract, Part III, Reporting)

E. Special Tests and Provisions

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the Contract (See Contract, Part III)

(Sections 17b-1, CGS)

Suggested Audit Procedures

Obtain a copy of each contract, review special conditions and test for compliance.

Compliance Requirements

(1) Contractors must charge fees in accordance with the DSS approved Child Day Care Fee Schedule except that if the child of a family who is an eligible Child Care Assistance Program (CCAP) uses services, the contractor must accept the CCAP determined parent co-payment as the fee. (See Contract, Part III, Financial Management and the Approved Fee Schedule)

(2) Contractors are required to provide infant and toddler and/or preschool child care services for a minimum of ten hours per day Monday through Friday and school age child care services for a minimum of two and one-half hours per day Monday through Friday when school is in session and ten hours per day per week when school is not in session. (See Contract, Part III, Program)

(3) Contractors are required to provide specific numbers of children to be served. (See Contract, Part III, Program)

(4) Contractors are required to list vacant eligible and appropriate DSS supported child care slots with the United Way of Connecticut - Child Care Info-Line. (See Contract, Part III, Program)

(5) Contractors are not permitted to allow purchased or otherwise funded slots to be supported by any other state or federal child care grant-in-aid program, including but not limited to, the Connecticut Department of Education's School Readiness, Head Start or Family Resource Center programs, child care grant-in-aid programs of the Connecticut Department of Children and Families or programs of the U.S. Department of Health and Human Services. (See Contract, Part III, Program)

(6) Contractors must achieve specific outcomes. (See Contract, Part III, Outcomes and Measures)

(7) If a contractor had contracted for infant/toddler or preschool slot levels the child must attend at least 30 hours per week to receive reimbursement. If the contractor has contracted for a school-age slot level during the time of the year that the school is in session, then those slot school-age levels can allow less than 30 hours per week in order to claim reimbursement.

Suggested Audit Procedures

(1) Review center and participant files for adherence to prescribed procedures for determination of eligibility.

(2) Test related records to ensure the proper fees were charged, collected and reported accurately.

(3) Test related records to ensure the proper subsidies were collected and reported accurately.

(4) Test related records to ensure that outcomes were measured, documented and reported accurately.

(5) Test related records to ensure that no other excluded child care grant-in-aid program supported the child care slots identified in the contract.

Department of Social Services
SHELTER SERVICES PROGRAM (DOMESTIC VIOLENCE) (SSP)
11000-DSS60000-16149-10254

I. PROGRAM OBJECTIVES

The purpose of the Domestic Violence program is to provide safe and supportive shelter services to victims of domestic or family violence by providing safe shelter, and other supportive services (e.g., a twenty-four hour hot line including access to a certified DV counselor; case management including but not limited to counseling; transportation, access to support groups, housing referrals and advocacy). In addition, these services are used to attempt to reduce the incidence of household abuse through preventive education programs.

(Section 17b-850, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations who provide the services to victims of domestic violence, after approval of a program plan and budget.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are specified in the contractor's budget and program plan.

(Regulations, Section 17b-850, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) A contract may require a matching local share. (See Contract)

(2) Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract)

(Sections 3-39a, 17b-853, CGS)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) Quarterly Financial Status Reports (DSS 304 and DSS 305).

(2) Six and Twelve Month Program Status Reports and Statistical Reports (Quarterly).

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS. (See Contract.)

(Sections 3-39a, CGS)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the approved Contract. (See Contract)

Suggested Audit Procedures

Obtain a copy of each contract, review special conditions and test for compliance.

Department of Social Services
ACQUIRED BRAIN INJURY (ABI)
11000-DSS60000-16146

I. PROGRAM OBJECTIVES

To provide medical rehabilitation, employment and residential service's for people who are disabled by an acquired brain injury ("ABI") to achieve self-reliance at home and work and reintegrate into the community.

(Section 17-681, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations who provide services to people with acquired brain injury.

(Section 17-681, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include the following:

(1) Provide and maintain 8 apartments
(2) Maintain relationships with local hospitals, businesses and family support groups
(3) Supply a supported Independent Living (SIL) Program
(4) Make adaptive equipment referrals
(5) Provide 24 hour emergency "on call" service
(6) Provide or arrange transportation services to access medical care or employment
(7) Provide employment and recreational support services
(8) Provide for the arrangement/ coordination and monitoring of services
(9) Provide information and referral services
(10) Provide medical support (See Contract.)

B. Eligibility

Compliance Requirements

ABI funds are exclusively for people with acquired brain injuries. (See Contract.)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

A contract may require a matching local share. (See Contract)

(Sections 8-210 and 8-222, CGS)

Some DSS contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract)

(Sections 3-39a, 8-222 and 17-571, CGS)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) Quarterly Expenditure Reports (DSS 304)
(2) Financial Status Reports (DSS 305)
(3) Quarterly Program Review and Self-Assessment Reports (DSS 2044)
(4) Six and Twelve Month Transitional Living Program Narrative Reports
(5) Year End Report and Transitional Living demographics
(6) Incident reports, as necessary

(See Contract)

E. Special Tests and Provisions

Compliance Requirements

Any funds that are overpaid, unexpended or remaining upon expiration of each contract must be returned to the DSS. (See Contract.)

(Sections 3-39a and 17-571, CGS)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the approved Contract. (See Contract.)

(Section 17-571, CGS)

Suggested Audit Procedures

Obtain a copy of each contract, review special conditions and test for compliance.

Department of Social Services
RESIDENCES FOR PERSONS WITH AIDS (AID)
11000-DSS60000-16149-10252

I. PROGRAM OBJECTIVES

To provide scattered site housing to Persons With AIDS (PWAs), to operate and maintain group home residences for PWAs, and to provide support services to PWAs, including case management services for financial, medical and mental health needs.

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations who provide housing and supportive services for persons with AIDS.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are those described in the contractor's program plan and budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

A contract may require a matching local share. (See Contract)

Compliance Requirements

Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract.)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) Quarterly Expenditure Report (DSS 304)
(2) Financial Status Report (DSS 305)
(3) Six and Twelve Month Program Narrative Report

(See Contract.)

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS. (See Contract.)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the approved Contract. (See Contract.)

Suggested Audit Procedures

Obtain a copy of each contract action, review special conditions and test for compliance.

Department of Social Services
EMERGENCY SHELTER SERVICES (ESS)

11000-DSS60000-16149-10251

11000-DSS60000-16149-10257

I. PROGRAM OBJECTIVES

The program provides emergency housing, food and social support (i.e., counseling, information and referral, health, nutrition, hygiene, transportation, and follow-up) for individuals and families during periods of temporary homelessness while they formulate longer term plans.

(Section 17b-800, CGS)

II. PROGRAM PROCEDURES

The state contracts with municipalities and not-for-profit organizations for emergency shelter and supportive services to assist individuals and families in overcoming barriers to finding permanent housing.

(Section 17b-800, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are those related to the provision of safe and humane shelter as stated in the contractor's budget and program plan.

(Section 17b-800, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

A contract may require a matching local share. (See Contract.)

(Section 17b-800, CGS)

Compliance Requirements

Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract.)

(Section 17b-800, CGS)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) Quarterly Expenditure Report (DSS 304)
(2) Financial Status Report (DSS 305)
(3) First six month report and final program status report.
(4) Monthly Demographic Report (W-658)

(See Contract.)

(Section 17b-800, CGS)

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS. (See Contract.)

(Sections 17b-1 through 17b-3, CGS)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the approved contract. (See Contract.)

Suggested Audit Procedures

Obtain a copy of each contract, review special conditions and test for compliance.

Department of Social Services

HEALTHY START

11000-DSS60000-12127

I. PROGRAM OBJECTIVES

Healthy Start

The Healthy Start program provides health-related case management services to eligible pregnant women and children under 3 years of age, with family incomes at or below 185% of the Federal Poverty level. The overall goal of this program is to improve birth outcomes by ensuring access to prenatal care services, with follow-up post delivery up to age three for children.

II. PROGRAM PROCEDURES

The state contracts with 5 contractors consisting of municipalities, not-for-profit community-based organizations, community health centers and hospitals for appropriate Healthy Start and outreach services for pregnant women and children up to age 3.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are those as stated in the contractor's budget and program plan. Pregnant women and children identified and assessed as high risk (limited motivation and in need of ongoing direction) will participate in the development of their own comprehensive care plans, which will include the types of support, assistance and referrals they need. Low risk clients will receive referrals, liaison and care coordination services based on needs.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) DSS 304 and 305
(2) Program Reports (as required)
(3) Quarterly Financial Expenditure Reports

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS. (See Contract.)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the Contract.

Suggested Audit Procedures

Obtain a copy of each contract action, review special conditions and test for compliance.

Department of Social Services
TRANSITIONAL LIVING PROGRAM (TLP)
11000-DSS60000-16149-10253

I. PROGRAM OBJECTIVES

Transitional living programs facilitate the movement of homeless persons into decent housing and a stable living arrangement. These programs also provide supportive services to the formerly homeless. Services include counseling, information and referral, health, nutrition, hygiene, transportation and follow-up to prevent clients from becoming homeless again.

(Section 17b-800, CGS)

II. PROGRAM PROCEDURES

The state contracts with municipalities and not-for-profit organizations for transitional living and supportive services to assist individuals and families in overcoming barriers to finding permanent housing.

(Section 17b-800, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are those related to safe shelter and/or supportive services as stated in the contractor's budget and program plan.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) A contract may require a matching local share. (See Contract.)
(2) Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract.)

(Section 17b-800, CGS)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) Quarterly Expenditure Report (DSS 304)
(2) Financial Status Report (DSS 305)
(3) Six Month Program Status report (W-402) and annual Demographic report (W-401)

(See Contract.)

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS. (See Contract.)

(Section 17b-1 through 17b-3, CGS)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the approved Contract. (See Contract.)

Suggested Audit Procedures

Obtain a copy of each contract action, review special conditions and test for compliance.

Department of Social Services
HISPANIC PROGRAMS (HHD)

11000-DSS60000-17029

I. PROGRAM OBJECTIVES

The program objective is to assist Hispanics toward becoming economical and self-sufficient through employment, training, job placement and support services.

(Section 17b-852, CGS)

II. PROGRAM PROCEDURES

Although procedures vary according to individual programs, participants' skill and education receive enhancement through such appropriate services as English As A Second Language classes, job training, job development and supportive services necessary to facilitate their workplace viability, skill training.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Because the Hispanic employability programs address individual needs, the range of services allowed are broad and flexible.

(2) Services funded through this category include:

- Education
- Job training
- Job development
- Job placement
- Counseling
- Career assessment
- Skill training
- Supportive services
- Motivational Pre-employment Training

(3) Services not allowed would include daycare, transportation or other training related special benefits.

(See Approved Contract.)

B. Eligibility

Compliance Requirements

Program participants must be low income Hispanics whose income is less than 150 percent of the federal poverty guidelines. (See Approved Contract.)

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract.)

(Sections 3-39a, 17b-853, CGS)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

(1) Quarterly Expenditure Report (DSS 304)
(2) Financial Status Report (DSS 305)
(3) Six Month Program Narrative Report (DSS 2055)
(4) Quarterly statistical reports
(5) Other reports as specified (See Contract.)

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS. (See Master Contract.)

(Section 3-39a)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the approved contract. (See Contract.)

(Section 17b-852, CGS)

Suggested Audit Procedures

Obtain a copy of each contract action, review special conditions and test for compliance.

Department of Social Services

NEIGHBORHOOD FACILITIES (NF)

12052-DSS60000-VAR

12055-DSS60000-40561

12047-DSS60000-40245

13019-DSS60000-VAR

I. PROGRAM OBJECTIVES

Contracts to municipalities, state agencies, and private non-profit agencies for site preparation, construction, renovation, or acquisition of facilities for child care projects, elderly centers, shelter facilities, related facilities for the homeless, multi-purpose human resource centers and food distribution facilities. Also, contracts with non-profit agencies to provide housing for homeless persons suffering from AIDS or AIDS-related complex for planning for the development of such housing, acquiring property to be used for such housing and/or repairing, rehabilitating or constructing such housing. And, contracts with municipalities or state agencies for planning, site preparation, construction, renovation or acquisition of facilities for use as child care facilities to be used primarily by the children of employees of such municipalities and state agencies.

(Section 8-210, 17b-803, 17b-734 and 4-66c, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit agencies and municipalities, and other state agencies (with Bond Commission approval). Contracts are made after extensive planning and documentation is secured for each project. (See Contract.)

(Sections 17b-1, 17b-734, 17b-803, 8-210 and Chapter 54, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

(1) Contractors must use the facility in the manner stated in the contract for a period of 10 years.

(2) Activities and uses for facilities are specific to each grant. (See Contract.)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) The contract may require a matching local share. (See Contract.)

(Section 8-210, CGS)

(2) Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract.)

D. Special Reporting Requirements

Compliance Requirements

An annual narrative report is required for 10 years documenting the facilities use by the program.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS. (See Contract.)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the approved contract. (See Contract.)

(Section 17b-1 through 17b-3, CGS)

Suggested Audit Procedures

Obtain a copy of each contract action, review special conditions and test for compliance.

Compliance Requirements

See Contract – Part III – FUNDING CONDITIONS FOR STATE BOND FUND PROJECTS: SECTION C. ASSURANCES AS TO USE.

The standard contract requires that property that is purchased and/or improved with State Bond Funds be used as approved by the State Bond Commission for at least ten years. If the facility ceases to be used as intended within ten years of the date of the final payment, the contract specifies that the funds must be repaid to the State minus 10% for each full year that the facility was used for the intended purpose. The contract requires that a lien be placed on the property, in favor of the State, "when required by law".

Bond Funds for DSS use are authorized by Public Act or Special Act. Traditionally, when funds are authorized for Neighborhood Facilities in fund 1873, the Act contains language that requires a lien if the grant is made to a non-profit agency; unless the premises for which the grant was made is owned by the State, a municipality or a housing authority. Grants made to municipalities do not require a lien.

As an example, Public Act 99-242 provided funds for DSS in Sections 13(f) and 32. Sections 19 and 38 contain the requirement for a lien with exceptions as noted above.

Public and Special Acts that authorize funds for DSS for Fund accounts 3795, 1879 and 1843 have not contained a lien requirement.

The contract will contain a copy of the Bond Commission "item" as it was approved. The Public or Special Act from which funds are provided will be noted and the section containing the lien requirement will be noted.

Suggested Audit Procedures

(1) Determine that the proper lien has been filed and forwarded to DSS, when required.
(2) Determine that the property is being used in accordance with the contract requirements.

Department of Social Services
TEENAGE PREGNANCY PREVENTION
11000-DSS60000-17032

I. PROGRAM OBJECTIVES

The Teenage Pregnancy Prevention program funds activities to prevent teenage pregnancy through a community-based, multi-disciplinary approach. (Section 17b-3 and d, CGS)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations or municipalities for the provision of services related to the prevention of teenage pregnancy

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirement

- Funds can be used only for prevention services such as, activities concerning positive youth development, male responsibilities (health education, social skills training, peer refusal training, family life and sex education training, etc.), parent training services, community education, and public awareness.

(See Contract for specific requirements.)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirement

The contractor shall submit the following reports:

(1) Quarterly Expenditure Report (DSS 304)
(2) Financial Status Report (DSS 305)
(3) Program Reports (as required)

(Section 17b-3, CGS)

E. Special Tests and Provisions

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the approved contract. (See Contract.)

Suggested Audit Procedures

Obtain a copy of each contract action, review special conditions and test for compliance.

Department of Social Services
AREA AGENCIES ON AGING:
FEDERAL TITLE III MATCH
ELDERLY NUTRITION & DISCRETIONARY
ALZHEIMER'S DAYCARE
AREA AGENCY ON AGING ADMINISTRATIVE FUNDING
STATEWIDE RESPITE CARE PROGRAM

11000-DSS60000-16163

I. PROGRAM OBJECTIVES

The Area Agencies on Aging program provides funding for social and nutrition services for the elderly in accordance with the provisions of Title III of the Older Americans Act of 1965 as amended. (Section 17-136g, CGS)

II. PROGRAM PROCEDURES

The state contracts for services with not-for-profit Area Agencies on Aging, which coordinate the provision of social services for elderly citizens throughout the state.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds may only be applied to social service, in home services, disease prevention, health promotion services, nutrition and administrative costs.

(Section 17-136h, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Expenditure reports specified in the contract with the department of Social Services are required to be submitted by the contractor at monthly and/or quarterly intervals.

(Section 17-136h, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Social Services
RENTAL ASSISTANCE PROGRAM (RSAF)
11000-DSS60000-16149-10255

I. PROGRAM OBJECTIVES

Rental assistance is provided for low income families living in privately-owned rental housing. This housing will allow such families to afford decent, safe and sanitary housing.

II. PROGRAM PROCEDURES

The state contracts with one organization which provides rental subsidies in accordance with an approved contract.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Types of services allowed or disallowed will be detailed in each individual contract.

B. Eligibility

Compliance Requirements

A household consisting of one or more persons, whose current income does not exceed fifty percent of the median family income by family size in the applicable Standard Metropolitan and Non-Metropolitan Statistical Area as determined by HUD.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

(1) A contract may require a matching local share. (See Contract.)

(Sections 8-210 and 8-222, CGS)

(2) Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract.)

(Sections 3-39a, 8-222 and 17-571)

D. Special Reporting Requirements

Compliance Requirements

The contractor must submit monthly payment request (No. W-1270), balance sheet and program costs statement.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to the DSS.

(Sections 3-391 and 17-571, CGS)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the Contract. (See Contract.)

(Section 17-571, CGS)

Suggested Audit Procedures

Obtain a copy of each Contract, review special conditions, and test for compliance.

Department of Social Services
CONNECTICUT LEGAL SERVICES
CENTER FOR MEDICARE ADVOCACY

11000-DSS60000-10020

I. PROGRAM OBJECTIVES

These programs provide funding for legal and advisory services for the elderly.

(Section 17-136, CGS)

II. PROGRAM PROCEDURES

The state contracts with the center to provide legal assistance, representation and information to Medicare recipients and to develop resource information and provide training to aging network.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds may only be applied to social service, legal, and administrative costs.

(Section 17-136h, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Expenditure reports specified in the contract with the Department of Social Services are required to be submitted by the Contractor at monthly and/or quarterly intervals.

(Section 17-136h, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Social Services
RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)
PROJECT INDEPENDENCE, BREAKTHROUGH TO THE AGING, ELDERLY HEALTH SCREENING SERVICES, AND ADULT FOSTER CARE

11000-DSS60000-16123

I. PROGRAM OBJECTIVES

These programs fund agencies that help older individuals continue to lead independent lifestyles through training, education, health screenings, and community supported housing.

(Regulations, Sections 8-166a-1, 8-119g-1 through 13, 8-248d-8)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations and municipalities for services related to client health and/or living needs. The State contracts for appropriate client services, ascertained by the not-for-profit organizations by individual needs assessments of the client; for compilation of data; and for monitoring or provided services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include, but may not be limited to:

(1) Community-based and home health services
(2) Funds can be used for social services and administrative costs.

(Regulations, Section 17-134d-41)

The contractor's Letter of Award specifies additional allowed or disallowed services.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Expenditure reports specified in the contract with the Department of Social Services are required to be submitted by the Contractor at monthly and/or quarterly intervals.

(Regulations, Section 8-119g-12)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Social Services
HOME SHARE PROGRAM

11000-DSS60000-16149-10258

I. PROGRAM OBJECTIVES

This program provides funding to assist the elderly to find suitable home sharing arrangements.

(Section 17-136, CGS)

II. PROGRAM PROCEDURES

The state contracts for services with not-for-profit agencies and municipalities and social service contractors, which coordinate the provision of social services for elderly citizens throughout the State.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds may only be applied to social service, and administrative costs.

(Section 17-136h, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Expenditure reports specified in the contract with the Department of Social Services are required to be submitted by the Contractor at monthly and/or quarterly intervals.

(Section 17-136h, CGS)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Social Services
TRANSITIONARY RENTAL ASSISTANCE (TRA)
11000-DSS-60000-16137

I. PROGRAM OBJECTIVES

This program provides time limited rental assistance to families that have transitioned off Temporary Family Assistance.

(Sections 17b-812 CGS)

II. PROGRAM PROCEDURES

Local welfare offices prequalify families based on Temporary Assistance for Needy Families (TANF) status, and refer to contracted organizations. In Connecticut the Department of Social Services is both the state welfare agency and the administrator of the federal-and-state-funded rental assistance programs.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

The program provides rental subsidy to eligible families for up to 12 months.

B. Eligibility

Compliance Requirements

(1) Former recipients of TANF.
(2) Head of household employed at time of application.
(3) Must apply at contractor's office after pre-qualification by welfare agency within six months after exiting from TANF.
(4) An adult member of the household works at least twelve (12) hours per week or an adult member is employed and the family has income which exceeds the TFA payment standard.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor will provide monthly statistical report, payment request (W-1270), balance sheet and program costs statement.

E. Special Tests and Provisions

Compliance Requirements

Program-specific requirements, special tasks and special contract conditions are contained within the Contract.

Suggested Audit Procedures

(1) Obtain copies of each contract, review special conditions and test for compliance.

(2) Test for compliance with significant administrative requirements contained in the contract.

Department of Social Services
CONNECTICUT HOME CARE PROGRAM

11000-DSS60000-16114

I. PROGRAM OBJECTIVES

These Connecticut Home Care program funds agencies that help older individuals continue to lead independent lifestyles and avoid premature nursing home placement

(Regulations, Section 17-134d-41)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations for services related to client health and/or living needs. The State contracts for appropriate client services, ascertained by the not-for-profit organizations by individual needs assessments of the client; for compilation of data; and for monitoring or provided services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Services allowed include:

Community-based and home health services

(Regulations, Section 17-134d-41)

The contractor's Letter of Award specifies additional allowed or disallowed services.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Expenditure reports specified in the contract with the Department of Social Services are required to be submitted by the Contractor at monthly and/or quarterly intervals.

(Regulations, Section 8-119g-12)

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Social Services
MEDICAID

11000-DSS60000-16020

I. PROGRAM OBJECTIVES

C.G.S. 10-76d(a) allows towns to bill Medicaid for certain School Based Child Health Services on a voluntary basis. Participating local education agencies (LEAs) submit cost and utilization data to the State which acts as a billing agent for Medicaid reimbursement. The State Department of Social Services (DSS) pays participating LEA based on its share of net Medicaid reimbursements.

II. PROGRAM PROCEDURES

Program procedures can be explained in detail by the School Based Child Health Services Program coordinator in each participating LEA.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

For state-agency placed pupils, special education pupils residing on state-owned or state leased property, pupils whose education costs exceed five times the district average per pupil cost, and for towns eligible for a Supplemental Special Education grant under Public Act 95-226, all compliance requirements and suggested audit procedures are included under the special procedures utilized for the Education Cost Sharing grant.

For Medicaid billing for certain School Based Child Health Services (per C.G.S. 10-76d(a)) compliance requirements and suggested audit procedures are as follows:

A. Types of Services Allowed or Disallowed

Compliance Requirements

The types of services allowed are those described in Department of Social Services Regulations Sections 17b-262-213 through 17b-262-224.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Larger LEAs, as determined annually by DSS, are required to prepare and submit two special reports: A Time Study and a Cost Report. See Section E, Special tests and Provisions.

E. Special Tests and Provisions

Compliance Requirements

In order for services to be eligible for Medicaid reimbursement they must either be included in an Individualized Education Program (IEP) or be part of an initial evaluation or triennial reevaluation. A list and description of allowed services is given in Department of Social Services Regulations (Sections 17b-262-213 through 17b-262-224).

Suggested Audit Procedures

(1) Request the local education agency (LEA) to provide the most recent student census report issued by the State's Department of Administrative Services.

(2) From the student census report select a sample of students and verify the presence of the following in each student's file:

A. A current Individualized Education Program (IEP), initial evaluation or triennial reevaluation recommending a Medicaid eligible service.

B. A signed Physician's Substantiation and Recommendation Form attached to the IEP or evaluation report. (Refer to School Based Child Health Services Procedures for signature timelines).

C. A Monthly Service Information (MSI); Part 1 and Part 2 the student's enrollment .

(3) By comparing the MSIs to the IEP or initial evaluation/triennial reevaluation report, determine that the Medicaid eligible services were provided according to the frequency and intensity specified in the IEP e.g., two 30 minute sessions of speech therapy per week.

(4) Request the LEA provide you with a copy of a current Charge Detail Entry Report (provided by DAS to the LEA upon request) which includes the students included in the above sample.

(5) By comparing the MSI forms in each student's file to the Charge Detail Entry Report, determine that all MSI forms were submitted to DAS and the information was correctly entered.

Compliance Requirements

The Timestudy Timesheetes and Summary Worksheets serve to provide DSS personnel with an accurate basis for allocating special education costs which appear in the LEA's End of Year School Report (ED001) between various categories on the School Based Child Health Cost Report.

Suggested Audit Procedures

Obtain copies of the timestudy reports which were filed with the State Department of Social Services by the LEA and review the reports for completeness and accuracy.

Compliance Requirements

For Medicaid rate setting purposes, selected LEA's must file a "School Based Child Health Cost Report" to the State of Connecticut, Department of Social Services.

Suggested Audit Procedures

(1) Obtain a copy of the audited End of Year School Report (ED001) for the year being tested.

(2) Determine that the amounts reported on ED001 Schedule 4, Column 2, equal those amounts reported on the Cost Report.

(3) Test remaining data in the Cost Report supporting documentation and review for completeness and accuracy.

Department of Social Services
TRANSPORTATION FOR EMPLOYMENT INDEPENDENCE AND GOOD NEWS GARAGE

11000-DSS60000-16137

I. PROGRAM OBJECTIVES

The purpose of the Transportation for Employment Independence program and Good News Garage is to provide transportation services to eligible recipients in order to obtain or maintain employment.

(Section 17b-3 C.G.S.)

II. PROGRAM PROCEDURES

The state contracts with either not-for-profit or for profit organizations to provide transportation services in each of the five DSS regions.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are specified in the contract and program plan. Services are also determined by the Policy Committee, which is required to be established except for the Good News Garage.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

Specific reporting requirements are included in contracts. Additional reporting of information may be required based on federal or state needs.

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of the contract must be returned to the DSS, except the unexpended funds may, at the discretion of the commissioner, be carried over and used as part of a new contract period if a new similar contract is executed.

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned or if approval was granted to carryover funds.

Department of Social Services
SAFETY NET SERVICES PROGRAM

11000-DSS60000-16128

I. PROGRAM OBJECTIVES

The purpose of the Safety Net Services Program is to provide services for families no longer receiving benefits under the Temporary Family Assistance Program due to exhaustion of their twenty-one month time limit, not being eligible for an extension because they have not complied with an Employment Services requirement and have earnings below the payment standards.

(Section 17b-112(e), C.G.S.)

II. PROGRAM PROCEDURES

The department contracts with a not-for-profit organization to provide basic needs when families do not require clinical service.

NOTE: The Safety Net program provides clinical services and basic needs payments to families through two contractors. One contractor screens all referrals and provides both clinical services and basic needs payments Those families requiring basic needs payments only are referred to another contractor.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Allowed services are specified in the contract and contractor's budget.

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

Compliance Requirements

The contractor is required to provide the following reports to DSS:

1. Prevention Services reports – monthly reports of the pending and active cases referred to the contractor SN.
2. Annual report prepared by senior staff, usually the Director of Program Operations, which describes the success of the program, areas for improvement, and recommendations for future program planning.

3. Program/Statistical reports provided on a semi-annual basis that report the data needed to relate to the Program outcome measures as noted below.
4. An annual report that covers each fiscal year of the contract period that is submitted within 90 days of the fiscal year.
5. Quarterly fiscal reports due to the Contract Manager within 30 days following the end of each fiscal quarter and a final fiscal report due 90 days following the end of each fiscal year.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Social Services
FATHERHOOD INITIATIVE PROGRAM (FIP)

11000-DSS60000-12181

I. PROGRAM OBJECTIVE

The goal of the Fatherhood Initiative of Connecticut is to promote the positive involvement and interaction of fathers with their children, with an emphasis on children eligible, or formerly eligible for services funded by the temporary assistance for needy families block grant. Additionally, the Fatherhood Initiative of Connecticut shall identify those services that effectively encourage and enhance responsible and skillful parenting, and those services that increase the ability of fathers to meet the financial and medical needs of their children through employment services and child support enforcement measures.
(PA 99-193)

II. PROGRAM PROCEDURES

The state contracts with not-for-profit organizations who provide program services that must promote the positive involvement and interaction of non-custodial fathers with their children and increase the ability of these fathers to meet the financial, medical, educational, and social needs of their children. The services are as follows but not limited to: education, training and employment; parenting education; counseling, support and self-help; legal assistance and court advocacy; mental health and/or substance abuse services; housing; transportation; domestic violence services; conflict resolution and anger management; mentoring; relationship mediation; and pregnancy prevention. The state provides quarterly payments in accordance with an approved budget and description of services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirement

Allowed services are specified in the contract and contractor's budget.
(See contract, Part III
(Section 17b-3, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

1. A contract may require a Level-of-Effort in leveraging resources. (See contract)

2. Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See contract)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

1. Quarterly Expenditure Report (DSS 304)
2. Financial Status Report (DSS-305)
3. Quarterly Program Reports
4. Six-month Programmatic Narrative Report
5. Request For Payment Form (W-1270.
6. Other reports as specified.

(See contract)

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to DSS (See contract)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, specific tasks and special contract conditions are contained within the approved contract. (See contract)

Suggested Audit Procedures

Obtain a copy of each contract action, review special conditions and test for compliance.

Department of Social Services
HUMAN SERVICES INFRASTRUCTURE (HSI)

11000-DSS60000-16174

I. PROGRAM OBJECTIVE

Human Services Infrastructure (HSI) program; in coordination with federal Community Services Block Grant (CSBG) funding is to support a service delivery model that is a coordinated statewide social service delivery approach that serves clients more efficiently, identifies barriers and gaps in services and track outcomes to determine how clients are doing as a result of the services provided.

II. PROGRAM PROCEDURES

The state contracts with Community Action Agencies (CAA) for the provision of services related to HSI services delivery system, in accordance with the approved contract. The purpose of the HSI service delivery system is to allow the Contractor to efficiently provide clients with access to the services they need to gain and/or maintain self-sufficiency and will increase the ability of DSS to efficiently process client applications for services.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Allowed services are specified in the approved contract and program plan.
(See contract, Part III, Section 2, Component B)
(Section 17b-890, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

1. A contract may require a Level-of-Effort in leveraging resources. (See Contract.)

2. Some Department of Social Services ("DSS") contracts require that earmarked funds be spent for specific purposes or be returned to the DSS. (See Contract.)

D. Special Reporting Requirements

Compliance Requirements

The contractor shall submit the following reports:

1. Quarterly Expenditure Report (DSS 304)
2. Financial Status Report (DSS-305)
3. Quarterly Program Reports
4. Six-month Programmatic Narrative Report
5. Request For Payment Form (W-1270.
6. Other reports as specified.

(See contract)

E. Special Tests and Provisions

Compliance Requirements

Any funds remaining upon expiration of each contract must be returned to DSS (See contract)

Suggested Audit Procedures

Examine records to determine if unexpended funds were returned.

Compliance Requirements

Program-specific requirements, specific tasks and special contract conditions are contained within the approved contract. (See contract)

Suggested Audit Procedures

Obtain a copy of each contract action, review special conditions and test for compliance.

SECTION 19

INDIVIDUAL PROGRAMS OF THE DEPARTMENT OF TRANSPORTATION

URBAN ACTION GRANTS / MUNICIPAL GRANT AGREEMENTS
TRANSPORTATION FUND 1
TOWN AID ROAD GRANTS TRANSPORTATION FUND 3
LOCAL BRIDGE PROGRAM TRANSPORTATION FUND 4
TRANSIT DISTRICT GRANTS AND LOANS
TRANSPORTATION FUND 5

Department of Transportation
URBAN ACTION GRANTS / MUNICIPAL GRANT AGREEMENTS TRANSPORTATION FUND

12001-DOT57000-41206 12001-DOT57000-41207

12001-DOT57000-41208 12001-DOT57000-41210

12001-DOT57000-41217 12001-DOT57000-41219

I. PROGRAM OBJECTIVES

The purpose of the Urban Action Grants/Municipal Grant Agreements is to provide grants in aid to municipalities, municipal entities, or not-for-profit organizations for transportation projects and programs, including urban mass transit.

II. PROGRAM PROCEDURES

The Urban Action bonds provide funds to municipalities, municipal entities, or not-for-profit organizations for transportation projects and programs, including urban mass transit.

(Sections 4-66c(b)(2) and 4-66c(b)(6)(B), CGS) and (Public Act 79-607 and 87-405)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds are to be used for transportation projects and programs, including urban mass transit.

(Sections 4-66c(b)(2) and 4-66c(b)(6)(B), CGS) and (Public Act 79-607 and 87-405)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The contract will identify the matching share. It can be a specific amount or a percentage of costs.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

Compliance Requirements

The Municipality agrees to comply with Disadvantage Business enterprise (DBE) and Women Business enterprise (WBE) set aside requirements for the contact as established by the State.

Suggested Audit Procedures

Identify for each project the established set a side requirement. Review Municipality records to determine that the Municipality has made a good faith effort to comply with statutory or regulatory requirements.

Compliance Requirements

For Municipality administered construction contracts, the Municipality is required to have a standardized system for recording and documenting of construction work that complies with State Standards. The Connecticut Department of Transportation has developed a Municipality Manual that provides guidelines for contracts administered by the Municipality that must be followed by the municipality.

Suggested Audit Procedures

Verify that the Municipality is in receipt of the Connecticut Department of Transportation Municipality Manual – Guidelines for Contracts Administered by the Municipality.

Department of Transportation
TOWN AID ROAD GRANTS TRANSPORTATION FUND
12001-DOT57000-17036

I. PROGRAM OBJECTIVES

The purpose of the Town Aid Road Grants program is to assist towns in the construction, reconstruction, improvement, and maintenance of improved and unimproved roads.

II. PROGRAM PROCEDURES

The Town Aid Road Grants program provides formula grants to municipalities for maintaining a viable infrastructure of local roads and highways and furnishes technical assistance for the construction, improvement, and maintenance of highways and bridges.

(Sections 13a-175a through e and i, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds are to be used for construction, reconstruction, improvement, or maintenance or improved or unimproved roads and other transportation-related services.

(Sections 13a-175a through c and i, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

There are no matching, level-of-effort, or earmarking requirements.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Transportation
LOCAL BRIDGE PROGRAM TRANSPORTATION FUND

21010-DOT57000-42310 21010-DOT57000-42311

21010-DOT57000-42312 21010-DOT57000-42313

I. PROGRAM OBJECTIVES

The purpose of the Local Bridge Program is to provide financial assistance to the municipalities for the removal, replacement, reconstruction, rehabilitation or improvement of local bridges.

II. PROGRAM PROCEDURES

The program provides grants and loans to municipalities for the removal, replacement, reconstruction, rehabilitation or improvement of local bridges.

(Sections 13a-175p through u, CGS) and (Public Act 87-224)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds are to be used for the removal, replacement, reconstruction, rehabilitation or improvement of local bridges.

(Sections 13a-175p through u, CGS) and (Public Act 87-224)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The contract will identify the matching share. It can be a specific amount or a percentage of costs.

D. Special Reporting Requirements

There are no special reporting requirements.

E. Special Tests and Provisions

There are no special tests or provisions for the auditor to perform.

Department of Transportation
TRANSIT DISTRICT GRANTS AND LOANS TRANSPORTATION FUND

12001-DOT57000-12048 Handicapped Access

12001-DOT57000-12175 Bus Operations

12000-DOT57000-12186 Dial-A-Ride

I. PROGRAM OBJECTIVES

The purpose of the Transit District Grants and Loans program is to provide advice and technical assistance to any Transit District regarding its functions, plans and programs; to make grants or loans to Transit Districts to plan, research, construct, reconstruct, subsidize, operate or maintain transit systems operated by the Transit Districts; and to pay local share to obtain matching grants from the federal government.

II. PROGRAM PROCEDURES

This program provides the authority for the state to assist the Transit Districts with grants and loans.

(Section 13b-38, CGS)

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. Types of Services Allowed or Disallowed

Compliance Requirements

Funds are to be used for planning, research, subsidy, administrative costs, and costs to operate and maintain transit systems.

(Section 13b-38, CGS)

B. Eligibility

The auditor is not expected to test for eligibility.

C. Matching, Level-of-Effort, and/or Earmarking Requirements

Compliance Requirements

The required match is determined by established DOT policy and the terms and conditions contained in the agreement between DOT and the grantee.

D. Special Reporting Requirements

Compliance Requirements

(1) The Transit District shall certify to the State that a maintenance plan is in place and shall provide to the State a copy of both the plan and the Transit District's certification that the plan has been implemented.

(2) The Transit District shall complete and submit Monthly Operating

Reports on all vehicles used for the American With Disabilities Act Paratransit Program. Said reports will include precise information on one-way trips provided, as well as service hours, days, and miles.

E. Special Tests and Provisions

Compliance Requirements

The Transit District before they implement any changes in Rates of Fare or Scheduled Service or dispose of any Transit vehicles and equipment must have received prior written approval by the State.

Suggested Audit Procedures

(1) Compare Rates of Fare and Service Schedules from the prior audited period to those of the current period to identify any changes. Determine that the Transit District received prior written approval from the State to implement any changes.

(2) Review inventory records of the Transit District to identify the disposal of Transit vehicles and equipment. Determine that the Transit District received prior written approval from the State to dispose of the subject capital equipment. If any capital equipment is sold by the Transit District, the State shall receive a percentage of the net proceeds from the sale in an amount to be determined by the State.

PART 3

GUIDANCE FOR AUDITING PROGRAMS NOT INCLUDED IN THIS COMPLIANCE SUPPLEMENT

Purpose - Section 4-236-6 of the Regulations to the State Single Audit Act states that for those State programs not covered in the compliance supplement, the auditor should use the types of compliance requirements contained in the compliance supplement (see the 6 types of compliance requirements described in Part 1 of this Supplement) as guidance for identifying the types of compliance requirements to test, and determine the requirements governing the State program by reviewing the provisions of contract and grant agreements and the laws and regulations referred to in such contract and grant agreements.

The purpose of this Part is to provide the auditor with guidance on how to identify the applicable compliance requirements for programs not included in this Supplement for state single audits and for program-specific audits when a program-specific audit guide is not available. This Supplement does not include all state programs. Therefore, it is likely that the auditor will encounter programs that the auditor is required to test as major programs that are not included in this Supplement. For this reason, the following guidance is provided for the auditor to identify those compliance requirements that should be tested.

Review of Compliance Requirements - In determining the compliance requirements to test for programs not included in this Supplement, the auditor shall refer to Part 1 of this Supplement. Part 1 identifies and describes the 6 types of compliance requirements where noncompliance may have a direct and material effect on a State program and provides audit objectives and suggested audit procedures. The 6 types of compliance requirements are:

A. Activities Allowed or Unallowed
B. Eligibility
C. Matching, Level of Effort, Earmarking
D. Reporting
E. Subrecipient Monitoring
F. Special Tests and Provisions

For programs not included in this Supplement, the auditor must determine the applicable compliance requirements. While a State program may have many compliance requirements, normally there are only a few key compliance requirements that could have a direct and material effect on the program. Since the single audit process is not intended to cover every compliance requirement, this Supplement and the auditor's focus should be on the 6 types of compliance requirements listed in Part 1. The following are suggested procedures to assist the auditor in making this determination.

Although the focus of this Supplement is on compliance requirements that could have a direct and material effect on a major program, auditors also have responsibility under *Generally Accepted Government Auditing Standards* (GAGAS) for other requirements when specific information comes to the auditors' attention that provides evidence concerning the existence of possible noncompliance that could have a material indirect effect on a major program.

Steps for Identifying Compliance Requirements

Determining what compliance requirements to test involves several steps. The auditor should address the following questions:

1. What are the program objectives, program procedures, and compliance requirements for a specific program?
2. Which of the compliance requirements could have a direct and material effect on the program?
3. Which of the compliance requirements are susceptible to testing by the auditor?
4. Into which of the 6 types of compliance requirements does each compliance requirement fall?
5. For Special Tests and Provisions, what are the applicable audit objectives and audit procedures?

1. What are the program objectives, program procedures, and compliance requirements for a specific program?

The first step is to gain an understanding of how the program works (e.g., the program objectives and procedures) and determine what laws, regulations, and provisions of contract or grant agreements (compliance requirements) apply to the program. The auditor should consider the following steps:

a. Discuss the program with the nonstate entity and, if necessary, the State awarding agency or, in the case of a subrecipient, the pass-through entity.

b. Review the contract and grant agreements and referenced laws and regulations applicable to the program, including any amendments or closeout agreements. The documents or agreements may identify the name and telephone number of a State contact person or, if a subaward, the contact person for the pass-through entity whom the auditor may wish to contact for additional information.

Note: The auditor should be aware that a particular nonstate entity or State award may be subject to provisions that are unique to that entity or award. For example, previous noncompliance by a nonstate entity may result in additional requirements to which the nonstate entity must adhere, in order to continue its participation in the State program. Such provisions would generally not be based on laws and regulations applicable to all awards under the State program. Reasonable procedures to identify such compliance requirements would be inquiry of nonstate entity management and review of the contract and grant agreements pertaining to the program. Any such requirements identified, which

could have a direct and material effect on a major program, should be included in the audit.

c. If there is a program-specific audit guide or other audit guidance issued by the State awarding agency, the auditor may wish to consider this guidance in identifying the program objectives, program procedures, and compliance requirements. The availability of program audit guides can be determined by contacting State awarding agencies.

d. Consider other audit guidance, including previously issued guidance, pertaining to the program that has continuing relevance.

2. *Which of the compliance requirements could have a direct and material effect on the program?*

Generally Accepted Government Auditing Standards require that the auditor plan the audit to provide reasonable assurance that the financial statements are free of material misstatement resulting from violations of laws and regulations that have a direct and material effect on the determination of financial statement amounts. The State Single Audit Act requires the auditor to perform procedures to determine whether the nonstate entity has complied with laws, regulations, and the provisions of contract or grant agreements that could have a direct and material effect on each major program. Therefore, the auditor must determine which compliance requirements could have a direct and material effect on each major program.

In assessing materiality, the auditor should consider that materiality is based on qualitative as well as quantitative aspects. Also, the auditor should consider whether to set materiality at lower levels in audits of State programs than private sector audits of financial statements due to the visibility and sensitivity of such programs. Examples of characteristics indicative of compliance requirements that could have a direct and material effect on a major program include:

- Noncompliance could likely result in questioned costs.
- The requirement affects a large part of the State program (e.g., a material amount of program dollars).
- Noncompliance could cause the State agency, or pass-through entity in the case of a subrecipient, to take action, such as seeking reimbursement of all or a part of the award and suspending the recipient's or subrecipient's participation in the program.

3. *Which of the compliance requirements are susceptible to testing by the auditor?*

The auditor is only expected to test compliance for those requirements which are susceptible to testing by the auditor (i.e., the requirements can be evaluated against objective criteria, and the auditor can reasonably be expected to have sufficient basis for recognizing noncompliance). Further, the auditor would not be expected to test for compliance with requirements that the State awarding agency should have the ability to verify in the normal course of administering the program (e.g., if the requirement is that the nonstate entity must file a report by a certain date, the State awarding agency should

know whether it received the report on time). Characteristics of compliance requirements that auditors are typically expected to test include those:

- Which are practical to test.
- With objective criteria available for the auditor to assess compliance.
- Where an audit objective can be written that supports an opinion on compliance.

- When testing adds value, for example:
  - It is likely that the auditor could document the noncompliance in a manner that: (1) permits the State awarding agency or pass-through entity to take action, or (2) gives the State awarding agency or pass-through entity an early warning to initiate a monitoring visit or other contact with the nonstate entity.
  - The State awarding agency or pass-through entity does not otherwise have information that verifies compliance.

4. *Into which of the 6 types of compliance requirements does each compliance requirement fall?*

The auditor shall use the 6 types of compliance requirements listed for identifying which requirements applicable to the program are subject to testing. Not all compliance requirements apply to all state programs. Conversely, certain types apply to the majority of state programs.

(a) **Activities Allowed or Unallowed** applies to the majority of State programs. The auditor should look at the program requirements and State award documents for what constitutes allowable or unallowable activities.

(b) **Eligibility** applies to most State programs which provide benefits to individuals, groups of individuals, or make subawards. For programs with eligibility requirements, the auditor should review the program laws, regulations, and provisions of contract or grant agreements to determine the specific eligibility requirements. Eligibility involves not only individuals but also possibly groups of individuals, geographical areas, or subrecipients. Additionally, the auditor should consider whether continuing, as well as initial, eligibility requirements apply.

Furthermore, eligibility involves both who is eligible and the amount of benefits provided to the eligible.

(c) **Matching, Level of Effort, Earmarking** is not universal, and, if applicable, would be specific to the State program and often the nonstate entity. Therefore, the auditor will have to review the laws, regulations, contract or grant agreements applicable to the program to determine specific requirements for matching, level of effort, and/or earmarking.

(d) **Reporting** applies to the majority of State programs. However, often the nonstate entity or the pass-through entity has developed its own forms for financial reporting in addition to or in lieu of the standard State financial reports. The auditor should determine whether the standard reports are used, and if not, what forms are used to

report the same or similar information. The auditor should be aware that reporting may include electronic submissions for which there may be no physical document.

For performance reporting and special reporting, if there is a program in this Supplement funded by the same State agency that requires the same performance or special reporting required by the program for which the auditor is seeking to identify compliance requirements, and this Supplement requires testing of those data, then the auditor should use such guidance in identifying compliance requirements to test. Otherwise, the auditor is only required to test financial reporting.

(e) **Subrecipient Monitoring** applies when State awards are passed through a pass-through entity to a subrecipient. If the entity does not pass State awards on to a subrecipient, this requirement does not apply.

(f) **Special Tests and Provisions** includes those compliance requirements that do not fit the description of the types of compliance requirements discussed above. These will generally be the most difficult type of compliance requirement to identify because, by definition, they are unique to each program. In addition to reviewing the program's contract and grant agreements and referenced laws and regulations, the auditor should also make inquiries of the nonstate entity to help identify and understand Special Tests and Provisions.

For each of the types of compliance requirements listed above, except for Special Tests and Provisions, the auditor shall consider the compliance requirements and related audit objectives in Part 1. In making a determination not to test a compliance requirement, the auditor must conclude that the requirement either does not apply to the particular nonstate entity or that noncompliance with the requirement could not have a material effect on a major program (e.g., the auditor would not be expected to test Eligibility for a major program if all the individuals that could possibly be ineligible would constitute a small number of the total participants and the related dollar amount involved for the possible ineligible individuals is considered a small amount for the program). The suggested audit procedures in Part 1 are provided to assist auditors in planning and performing tests of nonstate entity compliance with the requirements of State programs. Auditor judgment will be necessary to determine whether the suggested audit procedures are sufficient to achieve the stated audit objective and whether additional or alternative audit procedures are needed.

This Supplement does not provide audit procedures to test internal control due to the diversity of systems employed by nonstate entities. The common elements of an internal control system however, for the 6 compliance requirements, are presented in Part 1 of this Supplement. The auditor must determine appropriate procedures to test internal control on a case by case basis considering factors such as the nonstate entity's internal control, the compliance requirements, the audit objectives for compliance, the auditor's assessment of control risk, and the audit requirement to test internal control as prescribed in the Regulations to the State Single Audit Act.

5. *For Special Tests and Provisions, what are the applicable audit objectives and audit procedures?*

For each of the types of compliance requirements discussed above, Part 1 includes

generic audit objectives and suggested audit procedures, except for Special Tests and Provisions. As noted above, Special Tests and Provisions are sufficiently unique to every program that generic audit objectives and suggested audit procedures are not practicable. Therefore, the auditor will have to develop audit objectives and audit procedures for each identified Special Test and Provision using the guidance described in Part 1 under Special Tests and Provisions.

PART 4

SUBRECIPIENT AND VENDOR DETERMINATION

Guidance for determining whether an entity is a subrecipient or vendor for purposes of the State Single Audit can be found in OMB Circular A-133 "*Audits of States, Local Governments and Non-Profit Organizations*". An excerpt from Circular A-133 follows:

§____.210 Subrecipient and vendor determinations.

(a) General. An auditee may be a recipient, a subrecipient, and a vendor. Federal awards expended as a recipient or a subrecipient would be subject to audit under this part. The payments received for goods or services provided as a vendor would not be considered Federal awards. The guidance in paragraphs (b) and (c) of this section should be considered in determining whether payments constitute a Federal award or a payment for goods and services.

(b) Federal award. Characteristics indicative of a Federal award received by a subrecipient are when the organization:

(1) Determines who is eligible to receive what Federal financial assistance;

(2) Has its performance measured against whether the objectives of the Federal program are met;

(3) Has responsibility for programmatic decision making;

(4) Has responsibility for adherence to applicable Federal program compliance requirements; and

(5) Uses the Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.

(c) Payment for goods and services. Characteristics indicative of a payment for goods and services received by a vendor are when the organization:

(1) Provides the goods and services within normal business operations;

(2) Provides similar goods or services to many different purchasers;

(3) Operates in a competitive environment;

(4) Provides goods or services that are ancillary to the operation of the Federal program; and

(5) Is not subject to compliance requirements of the Federal program.

(d) Use of judgment in making determination. There may be unusual circumstances or exceptions to the listed characteristics. In making the determination of whether a subrecipient or vendor relationship exists, the substance of the relationship is more important than the form of the agreement. It is not expected that all of the characteristics will be present and judgment should be used in determining whether an entity is a subrecipient or vendor.

(e) For-profit subrecipient. Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The contract with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the contract, and post-award audits.

(f) Compliance responsibility for vendors. In most cases, the auditee's compliance responsibility for vendors is only to ensure that the procurement, receipt, and payment for goods and services comply with laws, regulations, and the provisions of contracts or grant agreements. Program compliance requirements normally do not pass through to vendors. However, the auditee is responsible for ensuring compliance for vendor transactions which are structured such that the vendor is responsible for program compliance or the vendor's records must be reviewed to determine program compliance. Also, when these vendor transactions relate to a major program, the scope of the audit shall include determining whether these transactions are in compliance with laws, regulations, and the provisions of contracts or grant agreements.

Part 5

ILLUSTRATIVE AUDITOR'S REPORTS AND SCHEDULES FOR LOCAL GOVERNMENTAL ENTITIES - MUNICIPALITIES AND AUDITED AGENCIES AND NONPROFIT ORGANIZATIONS

for use with
audits conducted for periods beginning on
or after July 1, 2004

THE STATE SINGLE AUDIT ACT

C.G.S. Sections 4-230 to 4-236

Issued by:

THE OFFICE OF POLICY
AND MANAGEMENT

INTERGOVERNMENTAL
POLICY DIVISION

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INTRODUCTION

Examples of auditor's reports and schedules included in this part are presented as guidance for independent auditors performing state single audits. Auditors should modify the reports as necessary for scope limitations, uncertainties and noncompliance.

The State Single Audit Act was originally enacted based on audit concepts contained in the Federal Single Audit Act of 1984, which was most recently amended in 1996 (Public Law 104-156). The changes to federal OMB Circular A-133, enacted as a result of the 1996 amendment, gave rise to the State Legislature enactment of PA 98-143. The Act is effective for audits with fiscal years beginning on or after July 1, 1998. This guide incorporates changes required by Public Act 98-143.

In 1999, the Governmental Accounting Standards Board (GASB) issued standards to establish a new financial reporting model for all state and local governments. GASB Statement No. 34 had a three-year phase-in approach to implementation. This guide contains language changes consistent with the new reporting model. All entities should have implemented GASB #34 by July 1, 2004.

The following reporting package is required to comply with the provisions of the State Single Audit Act:

Report Item	Authoritative Reference
Basic financial statements (annual audit report) and report of independent auditor	AICPA *Audits of State and Local Governments and Accounting Guide for Not-for-Profit Organizations*
Report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*	AICPA *Government Auditing Standards* and *Circular A-133 Audits, and Not-for-Profit Organizations* – Compliance Supplement, Example 7-7b
Independent auditors' report on the schedule of expenditures of state financial assistance	Compliance supplement, Example 1
Report on compliance with requirements applicable to each major program and on internal control over compliance in accordance with the State Single Audit Act	Compliance supplement, Example 1 – 3b
Schedule of expenditures of state financial assistance	Compliance supplement Example 4 - 5
Schedule of findings and questioned costs	Compliance supplement Example 6

Example 1 provides guidance for the preparation of a typical report when there are no qualifications or reportable conditions. In order to minimize the presentation of numerous combinations of other report examples, Examples 2 to 3b provide individual alternatives for compliance and/or internal control situations. These examples were developed based on guidance contained in AICPA *Government Auditing Standards* and Circular A-133 Audits and represent the most common situations which may be encountered. AICPA *Government Auditing Standards* and Circular A-133 Audits should be used for reference when conditions exist which have not been presented in this compliance supplement. Examples of program specific reports can be found in AICPA *Government Auditing Standards* and Circular A-133 Audits.

Examples 7 to 7b, Report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*, are provided for guidance and to emphasize the requirement that such reporting must be submitted within the state single audit reporting package.

The ***schedule of findings and questioned costs*** is a mandatory element of the reporting package. It has been developed to provide certain information in a manner which will assist users in understanding and evaluating the audit report.

Additional questions on reporting issues should be addressed to the cognizant agency (Part 10).

EXAMPLE 1

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM, ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE STATE SINGLE AUDIT ACT (UNQUALIFIED OPINION ON COMPLIANCE AND NO MATERIAL WEAKNESSES [NO REPORTABLE CONDITIONS IDENTIFIED]), AND ON THE SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE (UNQUALIFIED OPINION) [1]

[Addressee]

Compliance

We have audited the compliance of *[name of entity]* with the types of compliance requirements described in the *Office of Policy and Management Compliance Supplement* that are applicable to each of its major state programs for the year ended June 30, 20XX. The major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major state programs is the responsibility of the *[name of entity]*'s management. Our responsibility is to express an opinion on compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the *[name of entity]*'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the *[name of entity]*'s compliance with those requirements.

In our opinion, the *[name of entity]* complied, in all material respects, with the requirements referred to above that are applicable to each of its major state programs for the year ended June 30, 20XX.

Internal Control Over Compliance

The management of the *[name of entity]* is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to state programs. In planning and performing our audit, we considered the internal control over compliance with requirements that could have a direct and material effect on a major state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the State Single Audit Act.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants caused by error or fraud that would be material in relation to a major state program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

Schedule of Expenditures of State Financial Assistance [2]

We have audited the basic[3] financial statements[5] of the *[name of entity]* as of and for the year ended June 30, 20XX, and have issued our[4] report thereon dated August 15, 20XX. Our audit was performed for the purpose of forming an opinion[6] on the basic[3] financial statements[7] taken as a whole. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by the State Single Audit Act and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of the audit committee[8], management, *[specify legislative or regulatory body[9]],* the Office of Policy and Management, and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

[Signature]

[Date]

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[1] Examples 2 to 3b provide guidance for alternative situations for reporting on compliance and internal control.

[2] The opinion relating to the schedule of expenditures of state financial assistance may be presented along with the report on the entity's financial statements. Refer to AICPA *Government Auditing Standards* and *Circular A-133 Audits*.

[3] If auditee is a governmental unit, remove reference to "basic ".

[4] Disclose the type of independent auditors' report issued if other than unqualified (qualified, adverse, disclaimer).

[5] If auditee is a governmental unit insert "of the" and the applicable audit units (governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information).

[6] If auditee is a governmental unit, remove reference to "an opinion" and replace with "opinions".

[7] If auditee is a governmental unit, insert "that collectively comprise the [*name of entity*]'s basic financial statements. Also, remove "taken as a whole".

[8] Remove reference to audit committee if not applicable.

[9] Possible examples of the legislative or regulatory body would include the Town or City Council, Board of Finance, and Board of Education, for a governmental unit, or the Board of Directors for a non-profit organization.

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM IN ACCORDANCE WITH THE STATE SINGLE AUDIT ACT (MATERIAL COMPLIANCE – REPORTABLE NONCOMPLIANCE)

Compliance

We have audited the compliance of *[name of entity]* with the types of compliance requirements described in the *Office of Policy and Management Compliance Supplement* that are applicable to each of its major state programs for the year ended June 30, 20XX. The major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major state programs is the responsibility of the *[name of entity'*s*]* management. Our responsibility is to express an opinion on compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the *[name of entity]*'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the *[name of entity]*'s compliance with those requirements.

In our opinion, the *[name of entity]* complied, in all material respects, with the requirements referred to above that are applicable to each of its major state programs for the year ended June 30, 20XX. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements which are required to be reported in accordance with the State Single Audit Act and which are described in the accompanying schedule of findings and questioned costs as items ***[List related finding reference number, for example, 05-3 and 05-6]***.

EXAMPLE 2b

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM IN ACCORDANCE WITH THE STATE SINGLE AUDIT ACT (QUALIFIED OPINION)

Compliance

We have audited the compliance of the *[name of entity]* with the types of compliance requirements described in the *Office of Policy and Management Compliance Supplement* that are applicable to each of its major state programs for the year ended June 30, 20XX. The major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major state programs is the responsibility of the *[name of entity]*'s management. Our responsibility is to express an opinion on compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and the State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the *[name of entity]*'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the *[name of entity]*'s compliance with those requirements.

As described in item ***[List related finding reference number, for example, 05-10]*** in the accompanying schedule of findings and questioned costs, the *[name of entity]* did not comply with requirements regarding ***[Identify type(s) of compliance requirement]*** that are applicable to its ***[identify major state program]***. Compliance with such requirements is necessary, in our opinion, for *[name of entity]* to comply with requirements applicable to that program.

In our opinion, except for the noncompliance described in the preceding paragraph, the *[name of entity]* complied, in all material respects, with the requirements referred to above that are applicable to each of its major state programs for the year ended June 30, 20XX.

EXAMPLE 2c

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM IN ACCORDANCE WITH THE STATE SINGLE AUDIT ACT (QUALIFIED OPINION AND OTHER REPORTABLE NONCOMPLIANCE)

Compliance

We have audited the compliance of the *[name of entity]* with the types of compliance requirements described in the *Office of Policy and Management Compliance Supplement* that are applicable to each of its major state programs for the year ended June 30, 20XX. The major state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major state programs is the responsibility of the *[name of entity]*'s management. Our responsibility is to express an opinion on compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S. Sections 4-230 to 4-236). Those standards and State Single Audit Act require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the *[name of entity]*'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the *[name of entity]*'s compliance with those requirements.

As described in item ***[List related finding reference number, for example, 05-10]*** in the accompanying schedule of findings and questioned costs, the *[name of entity]* did not comply with requirements regarding ***[Identify type(s) of compliance requirement]*** that are applicable to its ***[identify major state program]***. Compliance with such requirements is necessary, in our opinion, for the *[name of entity]* to comply with requirements applicable to that program.

In our opinion, except for the noncompliance described in the preceding paragraph, the *[name of entity]* complied, in all material respects, with the requirements referred to above that are applicable to each of its major state programs for the year ended June 30, 20XX.

The results of our auditing procedures also disclosed other instances of noncompliance with those requirements, which are required to be reported in accordance with the State Single Audit Act and which are described in the accompanying schedule of findings and questioned costs as items ***[List related finding reference number, for example, 05-3 and 05-6]***.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE STATE SINGLE AUDIT ACT (REPORTABLE CONDITIONS)

Internal Control Over Compliance

The management of the *[name of entity]* is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to state programs. In planning and performing our audit, we considered the internal control over compliance with requirements that could have a direct and material effect on a major state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the State Single Audit Act.

We noted certain matters involving the internal control over compliance and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the *[name of entity]*'s ability to administer a major state program in accordance with applicable requirements of laws, regulations, contracts and grants. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items ***[List related finding reference numbers, for example, 05-7, 05-8 and 05-9]*** .

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with the applicable requirements of laws, regulations, contracts and grants caused by error or fraud that would be material in relation to a major state program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described above is a material weakness.

EXAMPLE 3b

REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE STATE SINGLE AUDIT ACT (MATERIAL WEAKNESSES IDENTIFIED)

Internal Control Over Compliance

The management of the *[name of entity]* is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to state programs. In planning and performing our audit, we considered the internal control over compliance with requirements that could have a direct and material effect on a major state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the State Single Audit Act.

We noted certain matters involving the internal control over compliance and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the *[name of entity]*'s ability to administer a major state program in accordance with applicable requirements of laws, regulations, contracts and grants. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items ***[List related finding reference numbers, for example, 05-7, 05-8 and 05-9]*** .

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with the applicable requirements of laws, regulations, contracts and grants caused by error or fraud that would be material in relation to a major state program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider items ***[List related finding reference number, for example, 05-8 and 05-9]*** to be material weaknesses.

EXAMPLE 4

[NAME OF ENTITY]

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 20XX

STATE GRANTOR PASS-THROUGH GRANTOR PROGRAM TITLE	STATE GRANT PROGRAM CORE-CT NUMBER	EXPENDITURES
Office of Policy and Management		
Property Tax Relief for Elderly and Totally Disabled Homeowners	11000-OPM20600-17018	$ xxx,xxx
Local Capital Improvement Program	12050-OPM20600-40254	xxx,xxx
Property Tax Relief for Manufacturing Machinery and Equipment and Commercial Vehicles	11000-OPM20600-17031	xxx,xxx
Property Tax Relief for Elderly Homeowners - Freeze Program	11000-OPM20600-17021	xxx,xxx
Property Tax Relief for Veterans	11000-OPM20600-17024	xxx,xxx
Drug Enforcement Program	11000-OPM20600-17028	xx,xxx
Office of State Comptroller		
Mashantucket Pequot/Mohegan Fund	12009-OSC15910-17005	x,xxx,xxx
Payment in Lieu of Taxes (PILOT) on State-Owned Property	11000-OSC15910-17004	xxx,xxx
Department of Education		
School Breakfast Program	11000-SDE64000-17046	xx,xxx
Adult Education	11000-SDE64000-17030	xx,xxx
Health Services	11000-SDE64000-17034	xx,xxx
Youth Services Bureau	11000-SDE64000-17052	xx,xxx
School Readiness Quality Enhancement	12060-SDE64000-90242	xx,xxx
Magnet Schools	11000-SDE64000-17057	x,xxx
Connecticut State Library		
Construction grants	12060-CSL-66051-21017	x,xxx
Department of Transportation		
Town Aid Road Grant - Transportation Fund	12001-DOT57000-17036	xxx,xxx
Local Bridge Program - Transportation Program:		
Main Street Bridge No. 1234	21010-DOT57000-42310	x,xxx

[NAME OF ENTITY]
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE, ETC.

STATE GRANTOR PASS-THROUGH GRANTOR PROGRAM TITLE	STATE GRANT PROGRAM CORE-CT NUMBER	EXPENDITURES
Department of Labor		
Pass-through XXX Agency:		
Jobs First Employment Services	11000-DOL40000-12212	$ xxx,xxx
Department of Social Services		
Child Day Care	11000-DSS60000-16152	xxx,xxx
Neighborhood Facilities Bond Funds	12052-DSS60000-xxxxx	xxx,xxx
Department of Public Safety		
Grants in Aid to Municipalities	13019-DPS32110-41238	x,xxx
Department of Public Health		
Local and District Departments of Health.....	11000-DPH8500-17009	xx,xxx
Total State Financial Assistance before exempt programs		x,xxx,xxx
EXEMPT PROGRAMS		
Department of Education		
Education Cost Sharing	11000-SDE64000-17041	xx,xxx,xxx
Transportation of School Children	11000-SDE64000-17027	xxx,xxx
Commitments for School Construction.....	13009-SDE64000-40896	xxx,xxx
Excess Cost - Student Based.....	11000-SDE64000-17047	xxx,xxx
Nonpublic School Transportation	11000-SDE64000-17049	xxx,xxx
Total Exempt programs.....		xx,xxx,xxx
TOTAL STATE FINANCIAL ASSISTANCE		$xx,xxx,xxx

See Notes to Schedule

[NAME OF ENTITY]

STATE FINANCIAL ASSISTANCE PROGRAMS

NOTES TO SCHEDULE
FOR THE YEAR ENDED JUNE 30, 20XX

Various departments and agencies of the State of Connecticut have provided financial assistance to the *[name of entity]* through grants and other authorizations in accordance with the General Statutes of the State of Connecticut. These financial assistance programs fund several programs including *[list financial assistance functions]*.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the *[name of entity]* conform to generally accepted accounting principles as applicable to *[indicate whether governments or not-for-profit agencies]*. The following is a summary of the more significant policies relating to the aforementioned grant programs.

Basis of Accounting

The financial statements contained in the *[name of entity's]* annual audit report are prepared on the *[indicate basis of accounting]*. The following is a summary of such basis:

- Revenues are recognized when *[describe revenue recognition policies of entity]*.

- Expenditures are recorded *[describe expenditure/expense policies of entity]*.

The Schedule of Expenditures of State Financial Assistance, contained in this report, is prepared based on regulations established by the State of Connecticut Office of Policy and Management. In accordance with these regulations (Section 4-236-22), certain grants are not dependent on expenditure activity, and accordingly, are considered to be expended in the fiscal year of receipt. These grant program receipts are reflected in the expenditures column of the Schedule of Expenditures of State Financial Assistance.

2. LOAN PROGRAMS

In accordance with Section 4-236-23(a)(4)(F) of the Regulations to the State Single Audit Act, the notes to the Schedule of Expenditures of State Financial Assistance shall include loans and loan activities. The following is a summary of the various loan program activity for the year ended June 30, 20XX:

Department of Transportation:

Local Bridge Programs (21010-DOT57000-42310):

	ABC Bridge	XYZ Bridge
Issue Date	xx/xx/xx	xx/xx/xx
Interest Rate.....	x.xx	x.xx
Original Amount.....	$xxx,xxx	$xxx,xxx
Balance, July 1, 20XX	$ xx,xx	$xx,xxx
Paid	xx,xxx	xx,xxx
Balance, June 30, 20XX ..	$xx,xxx	$xx,xxx

Department of Environmental Protection:

Clean Water Funds 21014-OTT14230-4001:

	Issue Date	Interest Rate	Original Amount	Balance July 1, 20XX	Issued	Retired	Balance June 30, 20XX
114C	xx/xx/xx	x.xx	$ xxx,xxx	$xxx,xxx		$xx,xxx	$xxx,xxx
209D	xx/xx/xx	x.xx	xxx,xxx	xxx,xxx		xx,xxx	xxx,xxx
114C	xx/xx/xx	x.xx	x,xxx,xxx	xxx,xxx		xx,xxx	xxx,xxx
209C	xx/xx/xx	x.xx	x,xxx,xxx		$xxx,xxx	xx,xxx	xxx,xxx

[NAME OF ENTITY]

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 20XX

I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued [*unqualified, qualified, adverse, or disclaimer*]:

Internal control over financial reporting:

- Material weakness(es) identified? _____ yes _____ no
- Reportable condition(s) identified that are not considered to be material weaknesses? _____ yes _____ none reported

Noncompliance material to financial statements noted? _____ yes _____ no

State Financial Assistance

Internal control over major programs:

- Material weakness(es) identified? _____ yes _____ no
- Reportable condition(s) identified that are not considered to be material weaknesses? _____ yes _____ none reported

Type of auditor's report issued on compliance for major programs [*unqualified, qualified, adverse, or disclaimer*]:[1]

Any audit findings disclosed that are required to be reported in accordance with Section 4-236-24 of the Regulations to the State Single Audit Act? _____ yes _____ no

- The following schedule reflects the major programs[2] included in the audit:

State Grantor and Program	State Core-CT Number	Expenditures
Department of [*name of grantor*]: [*Grantor program title*]	xxxxx-ABCxxxxx-xxxxx	$xxx,xxx
Department of [*name of grantor*]: [*Grantor program title*]	xxxxx-ABCxxxxx-xxxxx	$xxx,xxx

II. FINANCIAL STATEMENT FINDINGS

- We issued reports, dated August 15, 20XX, on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.

- Our report on compliance indicated no[3] reportable instances of noncompliance.

- Our report on internal control over financial reporting indicated no[4] reportable conditions.

III. STATE FINANCIAL ASSISTANCE[5&6] FINDINGS AND QUESTIONED COSTS

FINDING # [*list reference number, for example 05-1*]

Grantor:

State Program Name:

Pass-through Entity:

State Program
Identification Number:

Criteria

The criteria or specific requirement upon which the audit finding is based, including statutory, regulatory, or other citation.

Condition

The condition found, including facts that support the deficiency identified in the audit finding.

Questioned Cost

Identification of questioned costs and how they were computed.

Context

Information to provide proper perspective for judging the prevalence and consequences of the audit findings, such as whether the audit findings represent an isolated instance or a systemic problem. Where appropriate, instances identified shall be related to the universe and the number of cases examined and is quantified in terms of dollar value.

Effect

The possible asserted effect to provide sufficient information to the auditee and State agency, or pass-through entity in the case of a subrecipient, to permit them to determine that cause and effect to facilitate prompt and proper corrective action.

Cause

The reason or apparent reason that the condition or situation occurred.

Recommendation

Recommendations to prevent future occurrences of the deficiency identified in the audit finding.

Auditee Response[7]

Views of responsible officials of the auditee when there is disagreement with the audit findings, to the extent practical.

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[1]If the audit report for one or more major programs is other than unqualified, indicate the type of report issued for each program. For example, if the audit report on major program compliance for an auditee having five major programs includes an unqualified opinion for three of the programs, a qualified opinion for one program, and a disclaimer of opinion for one program, the response to this question could be as follows: "Unqualified for all major programs except for [*name of program*], which was qualified and [*name of program*], which was a disclaimer.".

[2]Major programs should generally be identified in the same order as reported on the schedule of expenditures of state financial assistance. See Section 4-230(12) and 4-233(c)(1) & (c)(2) of the State Single Audit Act for determining major state programs. Programs tested as major programs are treated as such and should be listed here.

[3]Modify if instances of reportable noncompliance were identified.

[4]Modify if reportable conditions were noted. Disclose whether any of the reportable conditions are material weaknesses.

[5]If no findings or questioned costs are presented, a statement to that fact should be presented – "No findings or questioned costs are reported relating to State financial assistance programs."

[6]Section 4-236-24 of the State Single Audit Act Regulations contains criteria for reporting audit findings and questioned costs.

[7]Present only if auditee disagrees with finding.

EXAMPLE 7

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS* (NO REPORTABLE INSTANCES OF NONCOMPLIANCE AND NO MATERIAL WEAKNESSES [NO REPORTABLE CONDITIONS IDENTIFIED])[1]

[Addressee]

We have audited the financial statements of [name of entity] as of and for the year ended June 30, 20XX, and have issued our report thereon dated August 15, 20XX[2]. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the [name of entity]'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*[3].

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the [name of entity]'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses[4].

This report is intended for the information and use of the audit committee[5], management, the [specify legislative or regulatory body[6]], and is not intended to be and should not be used by anyone other than these specified parties.

[Signature]

[Date]

[1]Examples 7a and 7b provide guidance for alternative situations for reporting on compliance and internal control.

[2]Describe the type of independent auditors' report issued if other than unqualified (qualified, adverse, disclaimer).

[3]If the auditor has issued a separate letter to management to communicate immaterial matters as provided under paragraph 5.20 of *Government Auditing Standards*, then include a statement such as the following: "However, we noted certain immaterial instances of noncompliance, which we have reported to management of [name of entity] in a separate letter dated August 15, 20XX." See chapter 5 of *Government Auditing Standards* for further details.

[4]If the auditor has issued a separate letter to management to communicate other matters involving the design and operation of the internal control over financial reporting, then include a statement such as the following: "However, we noted other matters involving the internal control over financial reporting, which we have reported to management of [name of entity] in a separate letter dated August 15, 20XX." See chapter 5 of *Government Auditing Standards* for further details.

[5]Remove reference to audit committee if not applicable.

[6]Possible examples of the legislative or regulatory body would include the Town or City Council, Board of Finance, and Board of Education, for a governmental unit, or the Board of Directors for a non-profit organization.

EXAMPLE 7a

REPORT ON COMPLIANCE BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS* (REPORTABLE INSTANCES OF NONCOMPLIANCE)

Compliance and Other Matters[1]

As part of obtaining reasonable assurance about whether the [name of entity]'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items [*list the reference numbers of the related findings, for example, 05-2 and 05-5*][2].

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[1]*Other Matters* are certain findings of fraud or abuse. This heading and the reference to "other maters" in the following paragraph should appear in all reports, even if the report does not present or refer to findings of fraud or abuse or even if the only findings of fraud or abuse are presented in or referred to from the section on internal control over financial reporting.

[2]If the auditor has issued a separate letter to management to communicate immaterial matters as provided under paragraph 5.20 of *Government Auditing Standards*, then include a statement such as the following: "We also noted certain additional matters that we reported to management of [name of entity] in a separate letter dated August 15, 20XX." See chapter 5 of *Government Auditing Standards* for further details.

EXAMPLE 7b

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS* (REPORTABLE CONDITIONS)

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the [name of entity]'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the [name of entity]'s ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs as items [*list the reference numbers of the related findings, for example, 05-1, 05-2, and 05-5*].

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe that none of the reportable conditions described above is a material weakness[1].

[1]If the auditor has issued a separate letter to management to communicate other matters involving the design and operation of the internal control over financial reporting, then include a statement such as the following: "We also noted other matters involving the internal control over financial reporting, which we have reported to management of [name of entity] in a separate letter dated August 15, 20XX." See chapter 5 of *Government Auditing Standards* for further details.

Part 6

STATE SINGLE AUDIT ACT

C.G.S. 4-230 THROUGH 4-236

CONNECTICUT GENERAL STATUTES ANNOTATED TITLE 4 MANAGEMENT OF STATE AGENCIES CHAPTER 55B. SINGLE AUDITS AND PROGRAM-SPECIFIC AUDITS FOR RECIPIENTS OF STATE FINANCIAL ASSISTANCE

Current through June 1998 Sp. Sess.

Sec. 4-230. Definitions. As used in sections 4-230 to 4-236, inclusive:

(1) "Cognizant agency" means a state agency which is assigned by the secretary the responsibility for implementing the requirements of sections 4-230 to 4-236, inclusive;

(2) "Secretary" means the secretary of the Office of Policy and Management;

(3) "State financial assistance" means assistance that a nonstate entity receives or administers which is provided by a state agency or pass-through entity in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance or direct appropriations, but does not include direct state cash assistance to individuals or payments to a vendor;

(4) "State agency" means any department, board, commission, institution or other agency of the state;

(5) "Generally accepted accounting principles" has the meaning specified in the generally accepted auditing standards issued by the American Institute of Certified Public Accountants (AICPA);

(6) "Generally accepted government auditing standards" (GAGAS) means the generally accepted government auditing standards issued by the Comptroller General of the United States that are applicable to financial audits;

(7) "Independent auditor" means a public accountant who is licensed to practice in the state and meets the independence standards included in generally accepted government auditing standards;

(8) "Internal controls" means a process, effected by an entity's board of directors, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in: (A) reliability of financial reporting, (B) effectiveness and efficiency of operations and (C) compliance with applicable laws and regulations;

(9) "Municipality" means a town, consolidated town and city, consolidated town and borough, city or borough, including a local board of education as described in subsection (c) of section 7-392;

(10) "Audited agency" means a fire district, fire and sewer district, sewer district or other municipal utility, the Metropolitan District of Hartford County, a regional board of education, a regional planning agency, any other political subdivision of similar character which is created or any other agency created or designated by a municipality to act for such municipality whose average annual receipts from all sources exceed two hundred thousand dollars or any tourism district established under section 32-302;

(11) "Nonprofit agency" means any organization that is not a for-profit business and provides services contracted for by (A) the state or (B) a nonstate entity. It also means private institutions of higher learning which receive state financial assistance;

(12) "Major state program" means any program, excluding an exempt program, for which total expenditures of state financial assistance by a nonstate entity during the applicable year exceed the larger of (A) one hundred thousand dollars or (B) one per cent of the total amount of state financial assistance expended, excluding expenditures of an exempt program by the nonstate entity during the audited year;

(13) "Public accountant" means an individual who meets the standards included in generally accepted government auditing standards for personnel performing government audits and the licensing requirements of the state board of accountancy;

(14) "Subrecipient" means a nonstate entity that receives state financial assistance from a pass-through entity, but does not include an individual who receives such assistance;

(15) "Tourism district" means a district established under section 32-302;

(16) "Nonstate entity" means a municipality, tourism district, audited agency or nonprofit agency;

(17) "Pass-through entity" means a nonstate entity that provides state financial assistance to a subrecipient;

(18) "Program-specific audit" means an audit of a single state program conducted in accordance with the regulations adopted under section 4-236;

(19) "Expended" and "expenditures" have the meanings attributed to those terms in generally accepted accounting principles, except that (A) state financial assistance received who does not specify a required use shall be assumed to be fully expended in the fiscal year of receipt and (B) exempt programs shall be assumed to be expended in the fiscal year that the state financial assistance is received;

(20) "Exempt program" means any of the following programs: education cost sharing, pursuant to sections 10-262f to 10-262j, inclusive; public and nonpublic school pupil transportation, pursuant to sections 10-54, 10-97, 10-266m, , 10-273a, 10-277 and 10-281; special education, excess costs equity and excess costs student-based, pursuant to subsection (e) of section 10-76d, subsections (a), (b) and (c) of section 10-76g and section 10-253; school building grants -principal and interest subsidy, pursuant to chapter 173 and section 10-264h, ; and school construction grants pursuant to public act 97-265 and public act 97-11 of the June 18 special session; and

(21) "Vendor" means a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a state program. Such goods or services may be for an organization's own use or for the use of beneficiaries of the state program.

Sec. 4-231. When single audits required or program-specific audits. (a) (1) Each nonstate entity which expends a total amount of state financial assistance equal to or in excess of one hundred thousand dollars in any fiscal year of such nonstate entity beginning on or after July 1, 1998, shall have either a single audit or a program-specific audit made for such fiscal year, in accordance with the provisions of subdivision (2) or (3) of this subsection and the requirements of regulations adopted pursuant to section 4-236. If a provision of the general statutes or an administrative rule, regulation, guideline, standard or policy, which is effective on July 1, 1992, requires a nonstate entity to conduct a biennial audit, the audit required under this section shall be conducted on the same biennial basis and shall cover both years of the biennial period.

(2) If the total amount of state financial assistance expended in any such fiscal year is for a single program, such nonstate entity may elect to have a program-specific audit made in lieu of a single audit.

(3) If the total amount of state financial assistance expended in any such fiscal year is for more than one program, such entity shall have a single audit made for such fiscal year.

(b) Notwithstanding any provision of the general statutes or any regulation adopted under any provision of the general statutes, each nonstate entity that expends total state financial assistance of less than one hundred thousand dollars in any fiscal year of such nonstate entity beginning on or after July 1, 1998, shall be exempt with respect to such year from complying with any statutory or regulatory requirements concerning financial or financial and compliance audits that would otherwise be applicable.

(c) No provision of this section shall be deemed to exempt a nonstate entity from complying with any statutory or regulatory provision requiring the entity to (1) maintain records concerning state financial assistance or (2) provide access to such records to a state agency.

Sec. 4-232. Designation of independent auditor to conduct audit. Audit report filing. (a) each nonstate entity which is required to be audited pursuant to sections 4-230 to 4-236, inclusive, shall designate an independent auditor to conduct such audit. Not later than thirty days before the end of the fiscal period for which the audit is required, the nonstate entity shall file the name of such auditor with the cognizant agency. If a nonstate entity fails to make such filing, the cognizant agency may designate an independent auditor to conduct the audit.

(b) (1) Upon the completion of the audit, pursuant to sections 4-230 to 4-236, inclusive, the nonstate entity shall file copies of the audit report with state grantor agencies, the cognizant agency and if applicable, pass-through entities. Once filed, such report shall be made available by the nonstate entity for public inspection. Copies of the report shall be filed not later than thirty days after completion of such report, if possible, but not later than six months after the end of the audit period. The cognizant agency may grant an extension of not more than thirty days, if the auditor making the audit and the chief executive officer of the nonstate entity jointly submit a request in writing to the cognizant agency stating the reasons for such extension at least thirty days prior to the end of such six-month period. If the reason for the extension relates to deficiencies in the accounting system of the nonstate entity, the request shall be accompanied by a corrective action plan. The cognizant agency may, after a hearing with the auditor and officials of the nonstate entity, grant an additional extension if conditions warrant.

(2) Any nonstate entity, or auditor of such nonstate entity, which fails to have the audit report filed on its behalf within six months after the end of the fiscal year or within the time granted by the cognizant agency may be assessed, by the secretary of the Office of Policy and Management, a civil penalty of not less than one thousand dollars but not more than ten thousand dollars. In addition to, or in lieu of such penalty, the cognizant agency may assign an auditor to perform the audit of such nonstate entity. In such case, the nonstate entity shall be responsible for the costs related to the audit. The secretary may, upon receipt of a written request from an official of the nonstate entity or its auditor, waive all such penalties if the secretary determines that there appears to be reasonable cause for the entity not having completed or provided the required audit report.

Section 4-233. Conduct and scope of audits. When corrective action required. (a) each audit required by sections 4-230 to 4-236, inclusive, shall:

(1) Be conducted in accordance with generally accepted government auditing standards, except that, for the purposes of said sections such standards shall not be construed to require economy and efficiency audits, program results audits, or program evaluations; and

(2) Except in the case of program-specific audits, cover the entire operations, including financial operations, of the nonstate entity, except that such audit may exclude public hospitals.

(b) Each such audit shall determine and report whether: (1) the financial statements of the nonstate entity are presented fairly in all material respects in conformity with generally accepted accounting principles; (2) the schedule of expenditures of state financial assistance of the nonstate entity is presented fairly in all material respects in relation to the financial statements taken as a whole; (3) in addition to the requirements of generally accepted government auditing standards, the auditor has performed procedures to obtain an understanding of internal control over state programs sufficient to (A) plan the audit to support a low assessed level of control risk for major state programs, (B) plan the testing of internal control over major state programs to support a low assessed level of control risk for the assertions relevant to the compliance requirement for each major state program, and (C) perform testing of internal controls; and (4) the nonstate entity has complied with laws, regulations and grant or contract provisions that may have a material effect upon individual compliance requirements for each major state program. In complying with the requirements of subdivision (4) of this subsection, the independent auditor shall select and test a representative number of transactions from each major state program. Each audit report shall identify which programs were tested for compliance.

(c) (1) When the total expenditures of a nonstate entity's major state programs are less than fifty per cent of such nonstate entity's total expenditures of state financial assistance, excluding exempt program expenditures, the independent auditor shall select and test additional programs as major state programs as may be necessary to achieve audit coverage of at least fifty per cent of the nonstate entity's total expenditures of state financial assistance, excluding exempt program expenditures. The provisions of this subsection shall be carried out in accordance with the regulations adopted pursuant to section 4-236, and shall be subject to the provisions of subdivision (2) of this subsection.

(2) In achieving the audit coverage in accordance with subdivision (1) of this subsection, no more than two programs which each have total state financial assistance expenditures of twenty-five thousand dollars or more but not more than one hundred thousand dollars shall be tested, if such programs are required to be tested to achieve the audit coverage of subdivision (1) of this subsection.

(d) If an audit conducted pursuant to this section finds any material noncompliance by a nonstate entity with applicable laws, regulations and grant or contract provisions, or finds any reportable condition or material weakness with respect to the internal controls of the nonstate entity concerning the matters described in subsection (b) of this section, the nonstate entity shall submit to appropriate state officials a plan for corrective action to eliminate such material noncompliance, reportable condition or material weakness.

Section 4-234. Audits in lieu of financial or financial and compliance audits. Additional audits. (a) An audit conducted in accordance with sections 4-230 to 4-236, inclusive, , shall be in lieu of any financial or financial and compliance audit of state financial assistance programs which a nonstate entity is required to conduct under any other state law or regulation. To the extent that such audit provides a state agency with the information it requires to carry out its responsibilities under state law or regulations, a state agency shall rely upon and use such information and plan and conduct its own audits accordingly in order to avoid a duplication of effort.

(b) Notwithstanding the provisions of subsection (a) of this section, a state agency shall conduct any additional audits which it deems necessary to carry out its responsibilities, upon a written determination by the executive authority of the agency, based on evidence of fiscal irregularities or noncompliance with applicable laws and regulations, and after consulting with the cognizant agency. The provisions of sections 4-230 to 4-236, inclusive, do not authorize a cognizant agency or any nonstate entity, or any subrecipient thereof, to constrain, in any manner, such state agency from carrying out such additional audits. As used in this subsection and subsection (d) of this section, "executive authority" shall be construed as defined in section 4-37e.

(c) The provisions of sections 4-230 to 4-236, inclusive, do not (1) limit the authority of state agencies to conduct, or enter into contracts for the conduct of, audits and evaluations of state financial assistance programs or (2) limit the authority of any state agency auditor or other state audit official.

(d) A state agency that performs or contracts for audits in addition to the audits conducted for recipients of state financial assistance pursuant to sections 4-230 to 4-236, inclusive, shall, consistent with other applicable law, pay for the cost of such additional audits. Such additional audits may include, but shall not be limited to, economy and efficiency audits, program results audits and program evaluations. The state agency shall use the results of the single audit as a basis for any additional requirements, and shall not duplicate the single audit unless the executive authority of such agency determines in writing that such duplication is necessary.

Section 4-235. **Designation of cognizant agencies. Pass-through entities and subrecipients.** (a) The secretary shall designate cognizant agencies for audits conducted pursuant to sections 4-230 to 4-236, inclusive.

(b) A cognizant agency shall: (1) ensure through coordination with state agencies, that audits are made in a timely manner and in accordance with the requirements of sections 4-230 to 4-236, inclusive; (2) ensure that corrective action plans made pursuant to section 4-233 are transmitted to the appropriate state officials; and (3) (A) coordinate, to the extent practicable, audits done by or under contract with state agencies that are in addition to the audits conducted pursuant to sections 4-230 to 4-236, inclusive; and (B) ensure that such additional audits build upon the audits conducted pursuant to said sections.

(c) (1) Each pass-through entity which is subject to the audit requirements of sections 4-230 to 4-236, inclusive, shall:

(A) Advise subrecipients of requirements imposed on them by state laws, regulations, and the provisions of contracts or grant agreements, and any supplemental requirements imposed by the pass-through entity;

(B) If the subrecipient is subject to an audit in accordance with the requirements of said sections 4-230 to 4-236, inclusive, review such audit and ensure that prompt and appropriate corrective action is taken with respect to material findings of noncompliance with individual compliance requirements or reportable conditions or material weaknesses in internal controls pertaining to state financial assistance provided to the subrecipient by the pass-through entity; or

(C) If the subrecipient is not subject to an audit in accordance with the requirements of said sections 4-230 to 4-236, inclusive, monitor the activities of subrecipients as necessary to ensure that state financial assistance is used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements.

(2) Each pass-through entity, as a condition of receiving state financial assistance, shall require each of its subrecipients to permit the independent auditor of the pass-through entity to have such access to the subrecipient's records and financial statements as may be necessary for the pass-through entity to comply with sections 4-230 to 4-236, inclusive.

Section 4-236. Regulations. (a) The secretary shall, in consultation with the auditors of public accounts, appropriate state officials and representatives of nonstate entities, adopt regulations pursuant to the provisions of chapter 54 to implement the provisions of sections 4-230 to 4-236, inclusive.

(b) The secretary shall also adopt regulations, in accordance with the provisions of chapter 54, concerning the recovery of grant funds based on audit findings, as the secretary deems appropriate for any grantee which is found as a result of an audit to not be in compliance with the standards established pursuant to section 4-233.

Part 7

STATE SINGLE AUDIT REGULATIONS

C.G.S. 4-236-18 THROUGH 4-236-30

R-39 REV. 1 / 77

IMPORTANT: *Read instructions on bottom of Certification Page before completing this Form. Failure to comply with instructions may cause disapproval of proposed Regulations.*

STATE OF CONNECTICUT

REGULATION

OF

NAME OF AGENCY

Office of Policy and Management

Concerning

State Single Audit Act

SUBJECT MATTER OF REGULATION

Section 1. The Regulations of Connecticut State Agencies are amended by adding sections 4-236-18 through 4-236-30, inclusive, as follows:

(NEW) Section 4-236-18. Definitions

(a) As used in sections 4-236-18 through 4-236-30, inclusive**,** of the Regulations of Connecticut State Agencies:

(1) "Auditee" means any nonstate entity, which is required to be audited pursuant to section 4-231 of the Connecticut General Statutes;

(2) "Questioned cost " means a cost that is questioned by the independent auditor because of an audit finding: (1) Which resulted from a violation or possible violation of a provision of law, regulation, contract, grant, or other agreement or document governing the use of State financial assistance, including funds used to match state financial assistance; (2) Where the costs, at the time of the audit, are not supported by adequate documentation; or (3) Where the costs incurred appear unreasonable, unrelated, or do not reflect the actions a prudent person would take in the circumstances; and

(3) "Working papers" has the same meaning as in Generally Accepted Government Auditing Standards (GAGAS).

(b) For the purpose of said sections 4-236-18 through 4-236-30**,** inclusive, the definitions in section 4-230 of the Connecticut General Statutes are also applicable.

(NEW) Section 4-236-19. Applicability

(a) Any financial report involving an audit of a state financial assistance program shall be made pursuant to sections 4-230 through 4-236, inclusive, of the Connecticut General Statutes.

(b) Each independent auditor selected to provide audit services, pursuant to section 4-232 of the Connecticut General Statutes, shall issue an audit report in accordance with sections 4-236-23 through 4-236-30, inclusive of the Regulations of Connecticut State Agencies.

(NEW) Section 4-236-20. Responsibilities of the Secretary of the Office of Policy and Management

The secretary shall, after consulting with applicable state agencies and representatives of nonstate entities, publish a Compliance Supplement disclosing statutory and regulatory requirements applicable to state financial assistance programs. The Compliance Supplement shall contain requirements for compliance with laws and regulations and suggested audit procedures for state financial assistance programs, and shall be updated periodically for program changes.

(NEW) Section 4-236-21. Responsibilities of cognizant agencies, state agencies and nonstate entities

(a) A cognizant agency shall:

(1) Provide technical advice and liaison to nonstate entities and independent auditors;

(2) Promptly inform other affected state agencies and appropriate state and local law enforcement officials of any direct reporting by the auditee or its auditor of irregularities or illegal acts, as required by GAGAS or laws and regulations;

(3) Advise the independent auditor and, where appropriate, the auditee of any deficiencies found in an audit report when the deficiencies require corrective action by the independent auditor. When advised of deficiencies, the auditee shall work with the independent auditor to take corrective action. If corrective action is not taken, the cognizant agency shall notify the independent auditor, the auditee, each agency having provided state financial assistance and each pass-through entity of the facts and make recommendations for follow-up action. In cases involving repetitive substandard performance or major inadequacies, the independent auditor may be referred to appropriate state and professional bodies for disciplinary action;

(4) Obtain or conduct quality control reviews of selected audits made by independent auditors of nonstate entities, at its discretion;

(5) Ensure the resolution of audit findings that affect the programs of more than one state agency;

(6) Coordinate, to the extent practical, audits or reviews made by or for state agencies that are in addition to the audits made pursuant to sections 4-236-23 and 4-236-26 of the Regulations of Connecticut State Agencies, so that the additional audits or reviews build upon audits performed in accordance with this part; and

(7) Inform a state awarding agency of an extension granted to an auditee for report submission.

(b) A state agency that provides state financial assistance shall:

(1) At the time of awarding state financial assistance to a nonstate entity, identify each state award made by informing the nonstate entity of the State Program Identification Number, award name, contract number, and award year. When some of this information is not available at the time the award is made, the State agency shall provide information necessary to clearly describe the State award;

(2) Advise nonstate entities of requirements imposed on them by state laws, regulations, and the provisions of contracts or grant agreements;

(3) Work with the cognizant agency to ensure that audits are completed and reports are received in a timely manner;

(4) Promptly notify the cognizant agency if audit reports are not submitted by the due date;

(5) Provide program related technical advice and counsel to nonstate entities and independent auditors as requested;

(6) Follow up on audit findings affecting a state agency's programs and ensure that the auditee takes appropriate and timely corrective action**;** and

(7) Assign a person the responsibility of providing annual updates of the Compliance Supplement to the secretary.

(c) A nonstate entity that is subject to the audit requirements of sections 4-230 through 4-236, inclusive, of the Connecticut General Statutes shall:

(1) Identify, in its records, any state financial assistance received, the program under which it is authorized, and the amounts expended. State program identification shall include, as applicable, the State Program Identification Number and program name, the contract number and year, the name of the state agency having awarded the assistance, and the name of the pass-through entity;

(2) Maintain internal control over state programs that provides reasonable assurance that the nonstate entity is managing state financial assistance in compliance with
laws, regulations and the provisions of contracts or grant agreements that could have a material effect on each of its state programs;

(3) Comply with laws, regulations, and the provisions of contracts or grant agreements related to each state program;

(4) Prepare appropriate financial statements, including a schedule of expenditures of state financial assistance, in accordance with section 4-236-23(a)(4) of the Regulations of Connecticut State Agencies;

(5) Ensure that each audit required by section 4-231 of the Connecticut General Statutes is properly performed and that each audit report is submitted when due;

(6) When notified of an extension to an audit report submission due date, promptly notify each applicable pass-through entity of the extension;

(7) Follow up on audit findings, prepare a corrective action plan in accordance with section 4-236-24 of the Regulations of Connecticut State Agencies and take corrective action as necessary; and

(8) Promptly notify the cognizant agency and law enforcement officials of any violation of law including illegal acts and irregularities.

(NEW) Section 4-236-22. Basis for determining state financial assistance expended

Except in the case of an exempt program, the determination of when state financial assistance is expended shall be based on when the related program activity occurs. Generally, such an activity is one that a nonstate entity is required to take in order to comply with applicable laws, regulations and the provisions of contracts or grant agreements. Examples of such activities include expenditure/expense transactions associated with grants, cost-reimbursement contracts, direct appropriations or the use of loan proceeds, the disbursement of funds passed through to a subrecipient or the receipt or use of program income. State financial assistance which does not specify a required use and which cannot be described by any of the examples provided in this section shall be considered fully expended in the fiscal year in which the state financial assistance is paid by the State agency. Loans payable, the proceeds of which were received and expended in a year prior to that which an audit covers are not considered state financial assistance expended for purposes of this section.

(NEW) Section 4-236-23. Audit scope and reporting.

(a) Audits will be conducted based on the year-end of the nonstate entity. The independent auditor's report may be in the form of either combined or separate reports and may be organized differently from the manner presented in this section. The independent auditor's report shall state that the audit was conducted in accordance with this section and shall include the following:

(1) An opinion or disclaimer of opinion as to whether the financial statements are presented fairly in all material respects in conformity with generally accepted accounting principles and an opinion or disclaimer of opinion as to whether the schedule of

expenditures of state financial assistance is presented fairly in all material respects in relation to the financial statements taken as a whole**;**

(2) A report on internal control related to the financial statements and on compliance with applicable laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements. This report shall describe the scope of the testing of internal control and the results of the tests. Where applicable, the report shall refer to the separate schedule of findings and questioned costs described in subdivision **(5)** of this subsection;

(3) A report on compliance with requirements applicable to each major program and internal control over compliance requirements in accordance with section 4-233 of the Connecticut General Statutes. This report shall include an opinion or disclaimer of opinion as to whether the auditee complied with applicable laws, regulations, and the provisions of contracts or grant agreements which could have a direct and material effect on each major program. When appropriate, the report shall refer to the separate schedule of findings and questioned costs described in subdivision **(5)** of this subsection;

(4) A schedule of expenditures of state financial assistance. Such schedule, which shall be based on the fiscal year used for the nonstate entity's financial statements, shall include the following minimum information:

(A) A list of individual programs grouped by state agency;

(B) The total state financial assistance expended for each state program identified by State Program Identification Number. If the State Program Identification Number is not available, the contract number shall be used to identify the program;

(i) The auditee may include additional information. For example, when a state program has multiple award years, the auditee may list the amount of state financial assistance expended for each award year separately.

(C) A listing of exempt programs and the amounts expended for each exempt program;

(D) To the extent practical, pass-through entities should identify in the schedule the total amount provided to subrecipients from each state program;

(E) The name of the pass-through entity and identifying number assigned by the pass-through-entity shall be included; and

(F) Notes that describe the significant accounting policies used in preparing the schedule. Such notes shall include the amount of loans and loan guarantees and shall disclose any changes in loan activity during the period being audited.

(5) A schedule of findings and questioned costs which shall include the following three components:

(A) A summary of the auditor's results which shall include:

(i) The type of report the auditor issued on the financial statements of the auditee (i.e., unqualified opinion, qualified opinion, adverse opinion, or disclaimer of opinion);

(ii) Where applicable, a statement that reportable conditions in internal control were disclosed by the audit of the financial statements and whether any such conditions were material weaknesses;

(iii) A statement as to whether the audit disclosed any noncompliance which is material to the financial statements of the auditee;

(iv) Where applicable, a statement that reportable conditions in internal control over major programs were disclosed by the audit and whether any such conditions were material weaknesses;

(v) The type of report the auditor issued on compliance for major programs (i.e., unqualified opinion, qualified opinion, adverse opinion, or disclaimer of opinion);

(vi) A statement as to whether the audit disclosed any audit findings, which the auditor is required to report under section 4-236-24 of the Regulations of Connecticut State Agencies;

(vii) An identification of major programs, including programs tested in accordance with section 4-233 of the Connecticut General Statutes.

(B) Findings relating to the financial statements which are required to be reported in accordance with GAGAS; and

(C) Findings and questioned costs related to state financial assistance, including those set forth in section 4-236-24 of the Regulations of Connecticut State Agencies.

(i) Audit findings that relate to the same issue (e.g., internal control findings, compliance findings, questioned costs, or fraud) should be presented as a single audit finding.

(ii) Audit findings that relate to both the financial statements and state financial assistance, as reported in subdivisions (B) and (C) of this subsection, should be reported in each appropriate section of the schedule. However, a report in one section of the schedule may be in summary form with a reference to the more detailed report in another section of the schedule.

(b) When internal control over some or all of the compliance requirements for a major program are likely to be ineffective in preventing or detecting noncompliance, the planning and performing of testing described in section 4-233 of the Connecticut General Statutes is not required for those compliance requirements. However, the independent auditor shall report a reportable condition (including whether any such condition is a material weakness) in accordance with section 4-236-24 of the Regulations of Connecticut State Agencies, assess the related control risk at the maximum, and consider whether additional compliance tests are required because of ineffective internal control.

(1) The compliance requirements of various state programs may be ascertained by referring to the Compliance Supplement for state financial assistance programs.

(2) For those state programs not covered in the compliance supplement, the independent auditor shall use the types of compliance requirements contained in the compliance supplement as guidance for identifying the types of compliance requirements to test, and determine the requirements governing the state program by reviewing the provisions of contracts and grant agreements and the laws and regulations referred to in such contracts and grant agreements.

(3) The independent auditor may consider the Compliance Supplement a "safe harbor" for identification of compliance requirements to be tested for the programs included therein if, the independent auditor: (A) Performs reasonable procedures to ensure that the requirements in the Compliance Supplement are current and to determine whether there are any additional provisions of contract and grant agreements that should be covered by an audit in accordance with sections 4-236-18 through 4-236-30 of the Regulations of Connecticut State Agencies, inclusive, and (B) updates or augments the requirements contained in the Compliance Supplement, as appropriate.

(4) The compliance testing shall include tests of transactions and such other auditing procedures necessary to provide the independent auditor sufficient evidence to support an opinion on compliance.

(NEW) Section 4-236-24. Audit findings.

(a) The independent auditor shall report the following as audit findings in a schedule of findings and questioned costs:

(1) Reportable conditions in internal control over major programs. The independent auditor's determination of whether a deficiency in internal control is a reportable condition for the purpose of reporting an audit finding is in relation to a type of compliance requirement for a major program or an audit objective identified in the compliance supplement. The independent auditor shall identify reportable conditions, which are individually or cumulatively material weaknesses;

(2) Material noncompliance with the provisions of laws, regulations, contracts, or grant agreements related to a major program. The independent auditor's determination of whether a noncompliance with the provisions of laws, regulations, contracts, or grant agreements is

material for the purpose of reporting an audit finding is in relation to a type of compliance requirement for a major program or an audit objective identified in the Compliance Supplement;

(3) All identified questioned costs related to a major program. Additionally, if the independent auditor becomes aware of questioned costs for a state program which is not audited as a major program (e.g., as part of an audit follow-up or other audit procedures) these questioned costs shall also be reported;

(4) The circumstances concerning why the independent auditor's report on compliance for major programs is other than an unqualified opinion, unless such circumstances are otherwise reported as audit findings in the schedule of findings and questioned costs for state financial assistance;

(5) Known fraud affecting state financial assistance, unless such fraud is otherwise reported as an audit finding in the schedule of findings and questioned costs for state financial assistance. This paragraph does not require the independent auditor to make an additional reporting when the independent auditor confirms that the fraud was reported outside of the independent auditor's report under the direct reporting requirements of GAGAS; and

(6) Uncorrected audit findings from the prior year.

(b) Audit findings shall be presented in sufficient detail for the auditee to prepare a corrective action plan and take corrective action and for state agencies and pass-through entities to arrive at a management decision in response to such findings. The following specific information, as applicable, shall be included in audit findings, which shall be numbered or otherwise separately identified in order to allow for ease of reference during follow-up:

(1) State Program Name and specific State Program Identification Number, name of state agency, and name of the applicable pass-through entity. When such information is not available, the independent auditor shall use the best information available to describe the state award;

(2) The criteria or specific requirements upon which the audit findings are based, including statutory, regulatory, or other citations;

(3) The condition found, including facts that support the deficiency identified in the audit findings;

(4) Identification of questioned costs and how they were computed;

(5) Information to provide proper perspective for judging the prevalence and consequences of the audit findings, such as whether they represent an isolated instance or a systemic problem. Instances identified shall be related to the universe and the number of cases examined, and shall be quantified in terms of dollar value;

(6) The possible asserted effect to provide sufficient information to the auditee and state agency, or pass-through entity in the case of a subrecipient, to permit them to determine the cause and effect to facilitate prompt and proper corrective action;

(7) Recommendations to prevent future occurrences of the deficiency identified in the audit findings; and

(8) Views of responsible officials of the auditee when there is disagreement with the audit findings, to the extent practical.

(c) At the completion of the audit, the auditee shall prepare a corrective action plan to address each audit finding included in the current year independent auditor's reports. The corrective action plan shall provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date. If the auditee does not agree with the audit findings or believes corrective action is not required, then the corrective action plan shall include a statement to that effect and specific reasons in support of such opinion. Said plan shall be included in the State Single Audit Reporting package.

(NEW) Section 4-236-25. Submission of reports

(a) The reporting package shall include audited financial statements, state single audit reports, including the applicable schedule(s) required under these regulations, reports prepared in accordance with GAGAS, a corrective action plan and a separately issued management letter, if applicable.

(b) Reports, including program audit reports, prepared in accordance with sections 4-236-23 and 4-236-26 of the Regulations of Connecticut State Agencies shall be submitted by the auditee to the cognizant agency and state agencies that provided state financial assistance to the auditee no later than six months after the end of the period under audit, pursuant to section 4-232 of the Connecticut General Statutes.

(c) The cognizant agency may authorize extensions in the filing due date in accordance with section 4-232 of the Connecticut General Statutes. At no time may the extension exceed six months. The cognizant agency shall notify those state agencies providing state financial assistance to the nonstate entity of the extension.

(NEW) Section 4-236-26. Program Specific Audits

(a) In some cases, a program-specific audit guide will be available to provide specific guidance to the independent auditor with respect to internal control, compliance requirements, suggested audit procedures, and audit reporting requirements. The independent auditor shall contact the state agency awarding the funds to determine whether such a guide is available. When a current program-specific audit guide is available, the independent auditor shall follow GAGAS and the guide when performing a program-specific audit. Report submissions shall follow the requirements identified in the program-specific audit guide.

(b) When a program-specific audit guide is not available, the auditee and independent auditor shall have basically the same responsibilities for the state program as they would have for an audit of a major program in a single audit of state financial assistance. In such cases the following is required:

(1) The auditee shall prepare the financial statement(s) for the state program that includes, at a minimum, a schedule of expenditures of state financial assistance for the program and notes that describe the significant accounting policies used in preparing the schedule and a corrective action plan consistent with the requirements of section 4-236-24(c) of the Regulations of Connecticut State Agencies.

(2) The independent auditor shall:

(A) Perform an audit of the financial statement(s) for the state program in accordance with GAGAS;

(B) Obtain an understanding of internal control and perform tests of internal control over the state program consistent with the requirements of section 4-233 of the Connecticut General Statutes, for a major program;

(C) Perform procedures to determine whether the nonstate entity has complied with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on the state program consistent with the requirements of section 4-233 of the Connecticut General Statutes; and

(D) Prepare report(s) in the form of either combined or separate reports, which may be organized differently from the manner presented in this section. The independent auditor's report(s) shall state that the audit was conducted in accordance with this section and shall include the following:

(i) An opinion (or disclaimer of opinion) as to whether the financial statement(s) of the state program is presented fairly in all material respects in conformity with the stated accounting policies;

(ii) A report on internal control related to the state program, which shall describe the scope of testing of internal control and the results of the tests;

(iii) A report on compliance which includes an opinion (or disclaimer of opinion) as to whether the nonstate entity complied with laws, regulations, and the provisions of contracts or grant agreements which could have a direct and material effect on the state program; and

(iv) A schedule of findings and questioned costs for the state program that includes a summary of the independent auditor's results relative to the state program consistent with the requirements of section 4-236-23 of the Regulations of Connecticut State Agencies.

(c) The reports identified in this section shall be submitted in accordance with the provisions of section 4-236-25 of the Regulations of Connecticut State Agencies.

(NEW) Section 4-236-27. Illegal acts

If, during or in connection with an audit of a nonstate entity, the independent auditor becomes aware of illegal acts or irregularities, such acts shall be reported in accordance with the provisions of GAGAS.

(NEW) Section 4-236-28. Penalty for noncompliance

No audit costs shall be charged to state programs when audits required by the State Single Audit Act have not been made or have been made but not in accordance with sections 4-236-23 and 4-236-26 of the Regulations of Connecticut State Agencies. In cases of continued inability or unwillingness to have a proper audit conducted in accordance with sections 4-236-23 and 4-236-26 of the Regulations of Connecticut State Agencies, state agencies shall consider appropriate sanctions including, but not limited to: (1) Withholding a percentage of financial assistance until the audit is

completed satisfactorily; (2) Withholding or disallowing overhead costs; or (3) suspending state financial assistance until the audit is completed.

(NEW) Section 4-236-29. Audit resolution and recovery of state program funds based on audit findings

(a) As provided in section 4-236-21 of the Regulations of Connecticut State Agencies, the cognizant agency shall be responsible for ensuring the resolution of audit findings that affect the programs of more than one state agency. Resolution of findings that relate to the programs of a single state agency shall be the responsibility of the recipient and the agency. Alternate arrangements may be made on a case-by-case basis by agreement among the agencies concerned.

(b) After the audit report is accepted by the cognizant agency, the grantor state agencies shall review the audit report including the audit findings relating to the agencies' programs and the auditee's corrective action plans. Pass-through entities are also responsible for reviewing the audit reports of their subrecipients.

(c) State grantor agencies shall follow up on audit findings to ensure proper resolution. Follow up procedures regarding a current year or prior year audit finding may include, but are not limited to, communication with the nonstate entity and review of the nonstate entity's records. Pass-through entities shall work with state grantor agencies and develop a course of action to resolve audit findings relating to state financial assistance provided to subrecipients.

(d) Agencies shall determine whether to "allow" or "disallow" the reported expenditures in findings involving questioned costs.

(1) If the state grantor agency decides the expenditures were proper (i.e., the independent auditor's questioned costs are not sustained), they are "allowed costs" and no further action is required.

(2) If the state grantor agency decides the expenditures were improper (i.e., the independent auditor's findings are sustained), the nonstate entity shall consider the questioned costs to be ineligible; they are "disallowed costs".

(3) The state grantor agency shall notify the nonstate entity of any disallowed costs, and, unless successfully appealed to the executive authority of the agency, the state financial assistance received with respect to such disallowed costs shall be returned to the applicable state government agency. The state agencies shall also establish an accounting record of the debt, require other necessary corrective actions, and follow-up on corrective actions to ensure compliance.

(NEW) Section 4-236-30. Retention of working papers and reports

Following completion of an audit, working papers shall be made available, upon request, to the cognizant agency, its designee, the Auditors of Public Accounts and awarding agencies. Awarding agencies shall notify the cognizant agency of their intent to review working papers. Working papers and reports shall be retained for a minimum of three years from the date of filing a certified copy of the audit report with the cognizant agency, unless the independent auditor is notified in writing by the cognizant agency to extend the retention period.

Section 2. Sections 4-236-1 through 4-236-17 of the Regulations of Connecticut State Agencies are repealed.

Statement of Purpose: The purpose of these proposed updated regulations is to set forth procedures for the preparation and filing of State Single Audit Act reports and program specific audit reports, and to provide for a resolution of audit findings and the recovery of state financial assistance, as required by and made necessary by changes made to sections 4-230 through 4-236, inclusive, of the Connecticut General Statutes.

Effective Date as filed by the State of Connecticut Secretary of State: April 2, 2001.

PART 8

AGENCY CONTACTS

&

PROGRAM CONTACTS

for use with:

THE STATE SINGLE AUDIT

Agency Contacts for State Single Audit

	VOICE	FAX
Frank Sypeck Fiscal Administrative Officer Commission on Culture and Tourism 755 Main Street, One Financial Plaza Hartford, Connecticut 06103	256-2741	256-2811
Divina M. Recato, CPA Audit Manager, Internal Audit Division Department of Children and Families 55 West Main Street Meriden, Connecticut 06450	(203) 427-2816	(203) 427-2883
Robert Foltz Director of Fiscal Services Department of Corrections 24 Wolcott Hill Road Wethersfield, Connecticut 06109-1152	692-7703	692-7702
Diane Kriscenski Supervising Accounts Examiner Department of Economic and Community Development 505 Hudson Street Hartford, Connecticut 06106-7106	270-8210	270-8200
Raymond Inzero Office of Internal Audit Department of Education 165 Capitol Avenue P.O. Box 2219 Hartford, Connecticut 06145	713-6540	713-7003
Nancy Schweizer Bureau of Financial and Support Services Department of Environmental Protection 79 Elm Street Hartford, Connecticut 06106	424-3101	424-4072
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Sheila K. Mosman Grants and Contracts Manager Connecticut State Library 231 Capitol Avenue Hartford, Connecticut 06106	566-7665	525-7645
William Quinn, CPA Audit Unit Department of Mental Health and Addiction Services 410 Capitol Avenue P.O. Box 341431 Hartford, Connecticut 06134	418-6798	418-6698
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Michael R. Wambolt Department of Public Safety 1111 Country Club Road P.O. Box 2794 Middletown, Connecticut 06457-9294	685-8022	685-8357
Jerome Pickus Supervising Accounts Examiner Department of Social Services 25 Sigourney Street Hartford, Connecticut 06106	424-5931	424-5900
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Karen Foley-Schain Executive Director Children's Trust Fund Council 450 Capitol Avenue, MS# 54CTF Hartford, Connecticut 06106	418-8761	418-8780
Mary Ann Hanley Office of Workforce Competitiveness 100 Great Meadow Road Wethersfield, Connecticut 06109	258-4304	258-4312

COMMISSION ON CULTURE AND TOURISM

755 Main Street
One Financial Plaza
Hartford, Connecticut 06103

Arts Division	An-Ming Truxes	256-2722
History Division	Paul Loether	566-3005
Tourism Division	Edward Dombroskas	270-8075

DEPARTMENT OF CHILDREN AND FAMILIES

505 Hudson Street
Hartford, Connecticut 06106

Short Term Residential Treatment	Peter Panzarella	550-6527
	Liz D'Amico	550-6535
Juvenile Justice Outreach Services	Robert Plant	560-5035
	John Watts	560-5046
Covenant to Care	Domingo Lazu	550-6461
Neighborhood Center in New Haven	Maria Brereton	786-3353
Substance Abuse Screening	Peter Panzarella	550-6527
Local Systems of Care	Robert Plant	550-5035
Grants of Psychiatric Clinics for Children	Robert Plant	550-5035
Day Treatment Centers for Children	Robert Plant	550-5035
Juvenile Justice Outreach Services	Robert Plant	550-5035
	John Watts	560-5046
Child Abuse & Neglect Intervention	Karl Kemper	550-6337
Community Emergency Services	Lou Ando	550-6550
	Karen Anderson	550-6683
Community Based Prevention Services	Karl Kemper	550-6337
	Deanna Paugus	550-6637
Family Violence Outreach & Counseling	Karl Kemper	550-6337
Support for Recovering Families	Tere Foley	550-6534
No Nexis Special Education	Dr. Carrerras	550-6436
Family Preservation Services	Karl Kemper	550-6337

Substance Abuse Treatment	Peter Panzarella	550-6527
Child Welfare Support Services	Karl Kemper	550-6337
	Sara Wilein	550-6348
Board and Care for Children – Adoption	Steven Roe	550-6474
Board and Care for Children – Foster	Steven Roe	550-6474
Board and Care for Children – Residential	Diane Rosell	550-6648
	Liz D'Amico	550-6535
	Dixie D'Appollonio	550-6455
Community Kid Care	Robert Plant	560-5035
Family Support Services	Deanna Paugus	550-6637

DEPARTMENT OF CORRECTION
24 Wolcott Hill Road
Wethersfield, Connecticut 06109-1152

Contact person for all programs:
Joel R. Ide 692-7757

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
505 Hudson Street
Hartford, Connecticut 06106

Historic Assets	Holly Campo de la Vera	270-8045
Manufacturing Assistance Act (Municipal Development Projects and Business Development Projects)	Holly Campo de la Vera	270-8045
Special Act Grants	Holly Campo de la Vera	270-8045
Urban Action Bonds	Chet Camarata	270-8140
Small Town Economic Assistance Program (STEAP)	Lawrence Lusardi	270-8037
Flexible Housing and Community Development	Karen Santana	270-8224
Community Housing Development Corporation	Faith Bessette-Zito	270-8227
Congregate Service Subsidy	Rick Robbins	270-8190
Housing Assistance and Counseling	Rick Robbins	270-8190
Housing and Community Development	Faith Bessette-Zito	270-8227
Housing Rehabilitation Program	Faith Bessette-Zito	270-8227

Infrastructure	Faith Bessette-Zito	270-8227
Land Bank/Land Trust Program	Rick Robbins	270-8190
Limited Equity Cooperatives	Karen Santana	270-8224
Mutual Housing Program	Michael Santoro	270-8171
Predevelopment Cost	Faith Bessette-Zito	270-8227
Housing Development Fund Program		
• Affordable	Karen Santana	270-8224
• Moderate Rental	Karen Santana	270-8224
• Elderly	Karen Santana	270-8224
• Congregate Elderly	Karen Santana	270-8224
Urban Homesteading	Karen Santana	270-8224
PRIME	Rick Robbins	270-8190
Tax Abatement	Michael Santoro	270-8171
Payment in Lieu of Taxes	Michael Santoro	270-8171
Special Contaminated Property Remediation and Insurance Fund (SCPRIF)	Peter Simmons	270-8149
Regional Economic Development Project	Chet Camarata	270-8140
Rental Assistance Program	Rick Robbins	270-8190
Resident Services Coordinator	Rick Robbins	270-8190

DEPARTMENT OF EDUCATION
165 Capitol Avenue
Hartford, Connecticut 06106

Contact person for all programs
Ray Inzero 713-6540

DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 Elm Street
Hartford, Connecticut 06106

Grants for Water Pollution Control	Cynthia Martin	424-3745
Municipal Outdoor Recreation Fund	David Stygar	424-3081
Flood Control and Beach Erosion	Denise Ruzicka	424-3853
Potable Water Supply Facilities	Elsie Patton	424-3705

Clean Water Fund..... Sharon Dixon Peay..... 702-3134.....
c/o State Treasurer
55 Elm Street
Hartford, Connecticut 06106

Drinking Water Program..... Sharon Dixon Peay..... 702-3134.....
c/o State Treasurer
55 Elm Street
Hartford, Connecticut 06106

DEPARTMENT OF HIGHER EDUCATION
61 Woodland Street
Hartford, Connecticut 06105

Connecticut College Admission and Bridge Program..... Arthur Poole..... 947-1833.....

Connecticut College Awareness and Preparation Program.... Arthur Poole..... 947-1833.....

Connecticut Independent College Student Grant..... John Siegrist..... 947-1855.....

National Service Act..... Jacqueline Johnson. 947-1833.....

JUDICIAL BRANCH
95 Washington Street
Hartford, Connecticut 06106

Contact person for all programs: Sandra H. Diette 548-2733, ext. 3821

DEPARTMENT OF LABOR
200 Folly Brook Boulevard
Wethersfield, Connecticut 06109-1114

Jobs First Employment Services…..... Alice Frechette-Johns 263-6796….....

Occupational Health Clinics…..... Catherine Zinsser….. 263-6942….....

Opportunity Industrial Centers…..... Lori-Lynn Chatlas…. (203) 455-2601…....

Workforce Training…..... Mark Fillmore…..... 859-5603….....

Job Training Innovation…..... Mark Fillmore…..... 859-5603….....

CONNECTICUT STATE LIBRARY
231 Capitol Avenue
Hartford, Connecticut 06106

Grants to the Connecticut Library Consortium .....

Construction Gants to Public Libraries .....

Contact person for all listed programs:
Shelia K. Mosman 566-7645

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
410 Capitol Avenue
P.O. Box 341431
Hartford, Connecticut 06134

Contact Person for all Programs:
William Quinn 418-6798

DEPARTMENT OF MENTAL RETARDATION
460 Capitol Avenue
Hartford, Connecticut 06106

Contact person for all programs:
Krista Pender 418-6109

OFFICE OF POLICY AND MANAGEMENT
450 Capitol Avenue MS-54MFS
Hartford, Connecticut 06106-1308

Petroleum Settlement Funds (Stripper Well) (Programs)	Ray Wilson.....	418-6441 .....
Grant-In-Aid for Regional Planning Agencies.....	Richard Van Ausdall	418-6432 .....
Payment in Lieu of Taxes (Pilot) on Exempt Property of Manufacturing Facilities in Distressed Municipalities.....	LeeAnn Graham.....	418-6278 .....
Property Tax Relief for Elderly and Totally Disabled Homeowners	Ron Madrid	418-6322 .....
Property Tax Relief for Elderly Homeowners – Freeze Program	Ron Madrid	418-6322 .....
Property Tax Relief for Veterans	Lee Ann Graham....	418-6278 .....
Local Capital Improvement Program	Sandra Huber.....	418-6293 .....
Payment in Lieu of Taxes (Pilot) on Private Colleges and General/Chronic Disease Hospitals.....	Paul LaBella.....	418-6313 .....

Property Tax Relief for Manufacturing Machinery and Equipment and Commercial Vehicles	Shirley Corona	418-6221
State Justice Assistance Program	John Mengacci	418-6374
Mobile Data Communications	Terry Schnure	418-6390

DEPARTMENT OF PUBLIC HEALTH
410 Capitol Avenue
Hartford, Connecticut 06134

Contact person for all programs:
Catherine Kennelly 509-7220

DEPARTMENT OF PUBLIC SAFETY
1111 Country Club Road
P.O. Box 2794
Middletown, Connecticut 06457-9294

Grant-in-Aid to Municipalities	Nancy Deegan	685-8022
Telecommunications Fund	Kathleen Stack	685-8110

DEPARTMENT OF SOCIAL SERVICES
25 Sigourney Street
Hartford, Connecticut 06105

Eviction Prevention	Pamela Giannini	424-5277
Before and After School (BAS)	Peter Palermino	424-5006
Human Resource Development (HRD)	Marion Wojick	424-5329
Child Day Care (CDC)	Peter Palermino	424-5006
Shelter Services Program (Domestic Violence) (SSP)	Pamela Giannini	424-5277
Acquired Brain Injury (ABI)	Pamela Giannini	424-5277
Residence for Persons Suffering With AIDS (AID)	Marion Wojick	424-5329
Emergency Shelter Services (ESS)	Marion Wojick	424-5329
Healthy Start Component of the Connecticut Community Health Care Initiative	Rose Ciarcia	424-5139
Transitional Living Program (TLP)	Marion Wojick	424-5329

Hispanic Programs (HHD)	Marion Wojick	424-5329
Neighborhood Facilities (NF)	Marian Wojick	424-5329
Teenage Pregnancy Prevention	Pamela Giannini	424-5277
Area Agencies on Aging	Pamela Giannini	424-5277
Rental Assistance Program	Mary Cattanach	424-5860
Connecticut Legal Services Center for Medicare Advocacy	Pamela Giannini	424-5277
Retired Senior Volunteer Program (RSVP)	Pamela Giannini	424-5277
Project Independence, Breakthrough to the Aging, Elderly Health Services, and Adult Foster Care	Pamela Giannini	424-5277
Home Share Program	Pamela Giannini	424-5277
Transitionary Rental Assistance (TRA)	Mary Cattanach	424-5860
Connecticut Home Care Program	Michelle Parsons	424-5177
Medicaid	Craig Zimmerman	424-5617
Transportation for Employment Independence	Kevin Loveland	424-5031
Safety Net Services Program	Kevin Loveland	424-5031
Fatherhood Initiative	Tony Judkins	424-5696
Human Services Infrastructure (HSI)	Tony Judkins	424-5696

DEPARTMENT OF TRANSPORTATION

P.O. Box 317546
Newington, Connecticut 06131-7546

Transportation Urban Action Grants / Municipal Grants Agreements	Sebastian Sbalcio	594-3219
Town Aid Road Grants - Transportation Fund	Robert Eissler	594-3041
Local Bridge Program - Transportation Fund	Joseph Cancelliere	594-3208
Transit District Grants and Loans - Transportation Fund	Thomas Anderson	594-2810

CHILDREN'S TRUST FUND COUNCIL
450 Capitol Avenue, MS# 54CTF
Hartford, Connecticut 06106

Nurturing Families Network..... Karen Foley-Schain..... 418-8761.....

OFFICE OF WORKFORCE COMPETITIVENESS
100 Great Meadow Road
Wethersfield, Connecticut 06109

Contact person for all programs:
Mary Ann Hanley 258-4304

Part 9

[ORGANIZATION'S LETTERHEAD]

CORRECTIVE ACTION PLAN

[DATE]

Office of Policy and Management
450 Capitol Avenue MS-54MFS
Hartford, Connecticut 06106-1308

Municipal Finance Services Unit Att: William Plummer

(Name of Organization) respectfully submits the following corrective action plan for the year ended (Date).

Name and address of independent public accounting firm:_____

_____

Audit period: June 30, _____

Section I--Internal Control System Review

A. Comments on Findings and Recommendations

(The organization should provide a statement of concurrence or disagreement with the findings and recommendations. If the organization does not agree with a finding, specific information should be provided by the organization to support its position. If the information is voluminous, an appendix may be attached to the submission.)

B. Actions Taken or Planned

(The organization should detail actions taken or planned to correct deficiencies identified in the report. Appropriate documentation should be submitted for actions taken. For planned actions, organizations should provide projected dates for completion of major tasks. Officials responsible for completing the proposed actions should also be identified. If the organization believes a corrective action is not required, a statement describing the reasons should be included.)

C. Status of Corrective Actions or Prior Findings

(The organization must comment on all findings whether or not corrective action has been completed. The organization should provide a report on the status of corrective actions taken on prior findings that remain open. An update should be included on dates for completion of major tasks and responsible officials for any actions not completed. In addition, documentation should be submitted for any actions the organization considers completed.)

Section II--Compliance Review

A. Comments on Findings and Recommendations

(See Section I.A. above.)

B. Actions Taken or Planned

(See Section I.B. above.)

C. Status of Corrective Actions or Prior Findings

(See Section I.C. above.)

Section III--Questioned Costs

1. For each questioned cost, the organization should identify the amount by state financial assistance or award program and the program period.

2. If the organization believes a questioned cost is an allowable cost, a statement providing reasons for the organization's position should be included.

3. If the cost is questioned because the organization failed to provide the auditors with documentation supporting the allowability of the questioned cost, and the documentation subsequently becomes available, the organization should provide such documentation as part of the submission of the corrective action plan. The organization should describe how the records document the allowability of the cost.

4. If the organization determines that the questioned costs are unallowable or that the charges cannot be supported, the organization should provide a statement to that effect and remit payment for the unallowable or unsupported costs with the corrective action plan.

If the (Office of Policy and Management and/or Oversight Agency) has questions regarding this Plan, please call (Name) at (Telephone).

Sincerely yours,

[Name]

[Title]

Part 10

APPOINTMENT OF AUDITOR NOTIFICATION

TO: Office of Policy and Management
Intergovernmental Policy Division
Municipal Finance Services
450 Capitol Avenue - MS-54MFS
Hartford, Connecticut 06106-1308
Tel. (860) 418-6400 **Fax (860) 418-6493** E-Mail lori.stevenson@po.state.ct.us

FROM: Entity Name _____

Entity Address _____

_____ Zip _____

Federal Employer Identification Number (FEIN) _____

Chief Fiscal Officer (Municipal) _____

Executive Director (Nonprofit) _____

Telephone (with area code) _____ Facsimile _____

Internet E-Mail Address _____

Chair, Board of Directors (Nonprofit) _____

Telephone Number of Bd. Chairman _____

The following information is furnished in compliance with Connecticut General Statutes 7-396 and/or 4-232:

1. Independent Accountant or Accounting Firm Performing the Audit:

Name _____

Address _____

_____ Zip _____

State of CT Board of Accountancy CPA Firm Permit Number _____

Contact Person & Title _____

Telephone (with area code) _____ Facsimile _____

Internet E-mail address _____

2. Fiscal Period(s) of Audit From _____ To _____, From _____ To _____

3. Appointment Date of Auditor _____

4. Name/Title of Appointing Authority _____

http://www.opm.state.ct.us/igp/services/Audits.htm 4-05

Part 11

EXTENSION REQUEST FOR FILING FINANCIAL AND STATE SINGLE AUDITS

Pursuant to C.G.S. 7-393 and/or S.S.A. Regulation 4-236-25, a _____ day extension
*(Number of days)**
for filing the _____/_____/_____ Audited Financial Statements ____ State Single Audit ____ is
(Fiscal Year Ended) *(Check applicable reports)*
requested until ____/____/____ for _____
(New filing date) *(Name of entity)*

Entity Federal Employer Identification Number (FEIN): _____

Entity Address_____
_____
_____ Zip _____

Contact Person & Title _____

Telephone (____)_____ Facsimile (____)_____ Email _____
Specific Reasons For the Request: (Requests will not be approved if specific reasons are not provided)

List State Agency(s) providing funds
(To be completed by entity receiving funds)_____

Requested by:
Independent Accountant or Accounting Firm _____

Address _____
_____
_____ Zip _____

Telephone (____)_____ Facsimile (____)_____ Email _____

_____ _____ _____ _____
Independent Auditor's Signature *Date* *Auditee CEO's Signature* *Date*

Mail or **Fax (860) 418-6493** to OPM at least 30 days prior to the end of the 6-month filing period.

FOR OPM ACTION ONLY

Extension Approved ____ Denied ____ Date ____/____/____ For OPM _____

Date Auditor Notified : ____/____/____ Date State Agencies Notified : ____/____/____

Comments _____
_____

11/04

* Requests for extensions should not exceed 30 days per request.
http://www.opm.state.ct.us/igp/services/Audits.htm

Part 12

The purpose of the **State Single Audit Filing Exemption Notification** form is to advise the Office of Policy and Management that a non- state entity is not required to conduct a State Single Audit because the entity did not expend $100,000 or more of State Financial Assistance during its fiscal year. The form should be filed no later than the date the actual audit would have been submitted to OPM as prescribed by C.G.S. 4-231.

[ORGANIZATION'S LETTERHEAD]

STATE SINGLE AUDIT
FILING EXEMPTION NOTIFICATION

Date_____

Lori Stevenson, Executive Secretary
Municipal Finance Services
Office of Policy and Management
450 Capitol Avenue MS#54MFS
Hartford, CT 06106-1308

Dear Ms. Stevenson,

This letter is to inform the Office of Policy and Management that for our fiscal year ended _____, the total expenditures of State financial assistance was less than $100,000. Total expenditures of State financial assistance awards for all programs was $_____.

Based on the guidelines established in C.G.S. 4-231(b), we are exempt from filing a State Single Audit for this fiscal period. If you have any questions please contact

Contact Person _____

Name of Nonprofit _____

Federal Employer Identification Number (FEIN): _____

Address _____

_____

_____ Zip _____

Telephone (____)_____ Facsimile (____)_____ Email _____

Very truly yours,

_____ _____
Chief Executive Officer Chief Financial Officer

This form may be returned to OPM by facsimile (860) 418-6493. 6/04

PART 13

COGNIZANT AGENCY ASSIGNMENTS

In accordance with Section 4-235(a) of the Connecticut General Statutes, the Secretary of the Office of Policy and Management has designated the Cognizant Agencies for municipal and nonprofit entities, for audits conducted pursuant to Section 4-230 to 4-236 of the General Statutes. The Cognizant agencies are as follows:

Municipal Entities	Cognizant Agency
• Municipalities	Office of Policy and Management
• All other Quasi- governmental units	Office of Policy and Management
• Nonprofit Organizations	Office of Policy and Management
• Tourism Districts	Office of Policy and Management
• Regional School Districts and Regional Educational Service Centers Charter Schools	Department of Education
• Regional Planning Agencies, Council of Governments and Regional Council of Elected Officials and Transit Districts	Department of Transportation
• Housing Authorities	Department of Economic and Community Development

Part 14

STATE AGENCY CODES

OLD AGENCY CODE	AGENCY NAME	NEW AGENCY CODE
1001	Legislative Management	OLM10000
1005	Auditors Of Public Accounts	APA11000
1012	Permanent Commission On Status Of Women	CSW11500
1013	Commission On Children	CCY11600
1014	Latino & Puerto Rican Affair Commission	LPR11700
1017	Capitol Preservation & Restoration	PRC11800
1018	African American Affairs	CAA11900
1101	Governor's Office	GOV12000
1102	Secretary Of The State	SOS12500
1103	Lieutenant Governor's Office	LGO13000
1104	Elections Enforcement Commission	ELE13500
1105	Ethics Commission	ETH13600
1106	Freedom Of Information Commission	FOI13700
1107	Judicial Selection Commission	JSC13800
1162	State Properties Review Board	PRB13900
1201	Office Of The State Treasurer	OTT14000
1202	Office Of The Comptroller	OSC15000
1203	Department Of Revenue Services	DRS16000
1204	Division Of Special Revenue	DSR18000
1205	Ct Lottery Corporation	CLC19000
1220	St Insurance & Risk Mgmt Board	IRM19500
1221	Housing Finance Authority	HFA19600
1290	Gaming Policy Board	GPB19700
1310	Office Of Policy & Management	OPM20000
1312	Department Of Veterans Affairs	DVA21000
1315	Office Of Workforce Competitiveness	OWC22000
1320	Dept Of Administrative Services	DAS23000
1324	Department Of Information Technology	ITD25000
1326	Department Of Public Works	DPW27000
1501	Office Of The Attorney General	OAG29000
1502	Claims Commissioner, Office Of The	OCC29500
1504	Division Of Criminal Justice	DCJ30000
1505	Criminal Justice Commission	CJC31000
1507	State Marshal Commission	SMC31500
2000	Department Of Public Safety	DPS32000
2003	Police Officer Standards & Training Council	PST34000
2004	Board Of Firearms Permit Examiners	FPE34100

2101	Department Of Motor Vehicles	DMV35000
2201	Military Department	MIL36000
2304	Fire Prevention & Control	FPC36500
2402	Department Of Banking	DOB37000
2403	Department Of Insurance	DOI37500
2405	Connecticut Siting Council	CSC38000
2406	Office Of Consumer Counsel	DCC38100
2407	Dept Of Public Utility Control	PUC39000
2500	Dept Of Consumer Protection	DCP39500
2610	Labor Department	DOL40000
2900	Office Of Victim Advocate	OVA41000
2901	Commission On Human Rights & Opportunities	HRO41100
2902	Off Of Protect & Advocacy For Persons W/ Disabilities	OPA41200
2904	Workers' Comp Commission	WCC42000
3002	Department Of Agriculture	DAG42500
3100	Dept Of Environmental Protection	DEP43000
3190	Council On Environmental Quality	CEQ45000
3400	Historical Commission	CHC45100
3500	Dept Of Economic & Community Dev	ECD46000
3502	Connecticut Innovations Inc	CII47000
3504	Connecticut Development Authority	CDA47100
3601	Connecticut Agricultural Experiment Station	AES48000
4001	Department Of Public Health	DPH48500
4050	Office Of Health Care Access	HCA49000
4090	Off Of The Chief Med Examiner	CME49500
4100	Dept Of Mental Retardation	DMR50000
4121	Northwest Region	DMR50100
4122	North Central Region	DMR50700
4123	Eastern Region	DMR51200
4124	Southwest Region	DMR51700
4125	South Central Region	DMR51900
4400	Dept Of Mental Health & Addiction Services	MHA53000
4402	Office Of The Commissioner	MHA53100
4403	Ct Valley Hospital	MHA53350
4405	Western Connecticut Mental Health Net	MHA53810
4406	Southeastern Mental Health Auth	MHA53980
4407	River Valley Services	MHA54150
4409	Ct Mental Health Center	MHA54350
4412	Capitol Region Mental Health Center	MHA54570
4415	Cedarcrest Hospital	MHA54740
4417	Southwest Ct Mental Health Sys	MHA55040
4430	Psych Security Review Board	PSR56000

5000	Department Of Transportation	DOT57000
5100	Bureau Of Highways	DOT57100
5200	Bureau Of Administration	DOT57300
5400	Bureau Of Planning & Research	DOT57500
5500	Bureau Of Aviation And Ports	DOT57700
5700	Bureau Of Public Transportation	DOT57900
6100	Department Of Social Services	DSS60000
6301	Soldier, Sailor & Marine Fund	SSM63000
7001	Department Of Education	SDE64000
7101	Board Of Education & Services For The Blind	ESB65000
7102	Commission Deaf & Hearing Impaired	COD65500
7104	State Library	CSL66000
7250	Department Of Higher Education	DHE66500
7301	University Of Connecticut	UOC67000
7302	UCONN Health Center	UHC72000
7401	Charter Oak State College	BAA77100
7601	Teachers' Retirement Board	TRB77500
7700	Regional Community-Tech Colleges	CCC78000
7701	Board Of Regional Community-Tech Colleges	CCC78100
7702	Manchester Community Col	CCC78300
7703	Northwestern CT CC	CCC78500
7704	Norwalk CC	CCC78700
7705	Housatonic CC	CCC78900
7706	Middlesex CC	CCC79100
7707	Capital CC	CCC79300
7708	Naugatuck Valley Cc	CCC79500
7709	Gateway CC	CCC79700
7710	Tunxis CC	CCC79900
7711	Three Rivers Cc	CCC80100
7712	Quinebaug Valley Cc	CCC80300
7713	Asnuntuck CC	CCC80500
7800	Connecticut State University	CSU83000
7801	Board For State University	CSU83500
7802	Central Ct State University	CSU84000
7803	Western Ct State University	CSU84500
7804	Southern Ct State University	CSU85000
7805	Eastern Ct State University	CSU85500
8000	Department Of Correction	DOC88000
8002	Osborn Correctional Inst	DOC89050
8008	Bridgeport Correctional Center	DOC88400
8009	New Haven Correctional Center	DOC88950
8011	Brooklyn Correctional Institution	DOC88450
8014	Enfield Correctional Inst	DOC88650

8015	Carl Robinson Correctional Inst	DOC88600
8022	J. B. Gates Correctional Institution	DOC88750
8026	Webster Correctional Inst	DOC89100
8029	Garner Correctional Inst	DOC88700
8032	Macdougall/WRSMU	DOC88850
8033	Northern Correctional Inst	DOC89000
8035	York Correctional Institution	DOC89200
8090	Board Of Pardons	BPD90000
8091	Board Of Parole	BOP90100
8100	Dept Of Children And Families	DCF91000
8102	DCF Central Office	DCF91100
8103	Ct Juvenile Training School	DCF91200
8104	Connecticut Children's Place	DCF91400
8113	High Meadows	DCF91500
8115	Riverview Hospital	DCF91600
8121	DCF - Southwestern Region	DCF91700
8122	DCF - Southcentral Region	DCF92000
8123	DCF - Eastern Region	DCF92300
8124	DCF - Northcentral Region	DCF92600
8125	DCF - Northwest Region	DCF92900
8129	Council To Admin Children's Trust Fund	CTF94000
9001	Judicial Department	JUD95000
9003	Probate Court Administration	PCA98000
9007	Public Defender Services Commission	PDS98500
9601	Judicial Review Council	JRC99000
80108034	Radgowski Correctional Center/Corrigan Correctional Center	DOC88550
80278028	Willard And Cybulski Corr. Inst	DOC89150

PART 15

EXEMPT PROGRAMS AND PROGRAMS NOT REQUIRING COMPLIANCE AND INTERNAL CONTROL TESTING

Exempt Programs

Exempt programs as defined in Section 4-230 (20) are programs not subject to testing under the State Single Audit Act. These programs, except for the School Building grants and Construction grants, are covered by separate agreed upon procedures engagements. The procedures are specified in a separate review package issued annually by the State Department of Education.

Exempt Programs are as follows:

	CORE-CT #
Education Cost Sharing	11000-SDE64000-17041
Public School Transportation	11000-SDE64000-17027
Nonpublic School Transportation	11000-SDE64000-17049
Special Education:	
Excess Costs Student Based and Equity	11000-SDE64000-17047
	11000-SDE64000-17048
School Construction Grants	13009-SDE64000-40896
	13010-SDE64000-40901

Programs Not Requiring Compliance and Internal Control Testing

The programs listed below have been identified by State Agencies as having no test requirements. If the program is a major program, it should be considered as having been tested for the purpose of computing test coverage for the 50% requirement.

Programs With No Test Requirements are as follows:

	CORE-CT #
Division of Special Revenue	
Payments to Municipalities - Parimutuels	34004-DSR18307-29109
Department of Social Services	
General Assistance	
Department of Education	
American School for the Deaf	11000-SDE64000-16021
Vocational Agriculture	11000-SDE64000-17017
Office of Policy and Management	
Mashantucket Pequot/Mohegan Fund	12009-OSC15910-17005