From: Michelle Courtney
To: Ruud, Andy (SAO)
Subject: RE: Assistance to Firefighters Grant Single Audit - SAO Meeting Request
Date: Wednesday, October 27, 2021 8:29:45 AM
Attachments: image002.png
image003.png
FEMA Payment requests.pdf

External Email

Good Morning Andy,
I printed the approved requests from FEMA GO for the payments. Hopeful this is what you need.
Thank you,

Michelle Courtney
Administrative Assistant
Clarkston Fire Department
820 5th Street
Clarkston, WA 99403
509-758-8681

From: Ruud, Andy (SAO) [mailto:andy.ruud@sao.wa.gov]
Sent: Tuesday, October 26, 2021 3:40 PM
To: Michelle Courtney; Darren White
Cc: Steve Austin; Jones, Travis (SAO); Brillantes, Heide (SAO)
Subject: RE: Assistance to Firefighters Grant Single Audit - SAO Meeting Request

Hi Michelle,
I will send a meeting request for 2:00 pm - 3:00 pm tomorrow afternoon.
Regarding the payment requests, I noted that there were screenshots of the payment requests. Is it possible to obtain the actual payment request submission?
Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov

From: Michelle Courtney <mcourtney@clarkston-wa.com>
Sent: Tuesday, October 26, 2021 3:00 PM
To: Ruud, Andy (SAO) <andy.ruud@sao.wa.gov>; Darren White <firechief@clarkston-wa.com>
Subject: RE: Assistance to Firefighters Grant Single Audit - SAO Meeting Request

External Email

Hi Andy,
Wednesday or Thursday between times 10am – noon or 2pm – 3pm work best.
I included the payment requests with the download for Travis. Is there something different you are needing.
Thank you,

Michelle

From: Ruud, Andy (SAO) [mailto:andy.ruud@sao.wa.gov]
Sent: Tuesday, October 26, 2021 1:02 PM
To: Darren White; Michelle Courtney
Cc: Steve Austin; Brillantes, Heide (SAO); Jones, Travis (SAO)
Subject: Assistance to Firefighters Grant Single Audit - SAO Meeting Request

Hello Chief White,

My name is Andy and I'm working with Travis on the 2020 Single Audit of the Assistance to Firefighters Grant. I would like to schedule a meeting with you to discuss the Fire Department's internal controls and processes that ensure compliance in the following areas:

Allowable Costs/Activities:

- Controls to ensure that only costs and activities that are allowable per the grant agreement are charged to the grant

Period of Performance:

- Controls to ensure that only costs that were incurred within the grant's period of performance are charged to the grant

Cash management:

- Controls over the request and receipt of funds from the grant award

Matching

- Controls to ensure local funding is made available for the 5% cost share requirement in the grant award agreement

Level of Effort

- Controls to ensure that aggregate expenditures for allowable costs during the term of the grant are maintained at 80% or more of the average expenditures from the prior two fiscal years

Financial Reporting

- Controls over the preparation, accuracy, and timely submission of the Federal Financial Reports (SF-425).

Would both you and Michelle Courtney be available to meet this Wednesday, October 27, or Thursday, October 28? If so, please let me know your availability and I will send a TEAMS meeting invitation.

In addition to this meeting request, could we also obtain reimbursement/payment requests for each grant award that were submitted during 2020?

Please let me know if you have any questions.

Thank you,

Andy Ruud
Assistant State Auditor
509-606-8485
Office of the Washington State Auditor
www.sao.wa.gov