From:	Michelle Courtney
To:	Ruud, Andy (SAO); Darren White
Subject:	RE: Assistance to Firefighters Grant Single Audit - SAO Meeting Request
Date:	Tuesday, October 26, 2021 2:59:52 PM
Attachments:	image001.png Policy & Procurement.pdf

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
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