Coconino County



Debra K. Davenport Auditor General



The Auditor General is appointed by the Joint Legislative Audit Committee, a bipartisan committee composed of five senators and five representatives. Her mission is to provide independent and impartial information and specific recommendations to improve the operations of state and local government entities. To this end, she provides financial audits and accounting services to the State and political subdivisions, investigates possible misuse of public monies, and conducts performance audits and special reviews of school districts, state agencies, and the programs they administer.

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TABLE OF CONTENTS



Auditors Section

Independent auditors' report on compliance for each major federal program; report on internal control over compliance; and report on schedule of expenditures of federal	
awards required by the Uniform Guidance	1
Schedule of Findings and Questioned Costs	5
Summary of auditors' results	5
Financial statement findings	7
Federal award findings and questioned costs	7
County Section	
Schedule of expenditures of federal awards	9
Notes to schedule of expenditures of federal awards	12

County Response

Corrective action plan

Summary schedule of prior audit findings

Reports Issued Separately

Comprehensive annual financial report

Independent auditors' report on internal control over financial reporting and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*

Coconino County | Year Ended June 30, 2016

PAGE ii



DEBRA K. DAVENPORT, CPA AUDITOR GENERAL STATE OF ARIZONA OFFICE OF THE AUDITOR GENERAL

MELANIE M. CHESNEY DEPUTY AUDITOR GENERAL

Independent auditors' report on compliance for each major federal program; report on internal control over compliance; and report on schedule of expenditures of federal awards required by the Uniform Guidance

Members of the Arizona State Legislature

The Board of Supervisors of Coconino County, Arizona

Report on compliance for each major federal program

We have audited Coconino County's compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016. The County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' responsibility

Our responsibility is to express an opinion on compliance for each of the County's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance 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 federal program occurred. An audit includes examining, on a test basis, evidence about the County'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 on compliance for each major federal program. However, our audit does not provide a legal determination of the County's compliance.

Opinion on each major federal program

In our opinion, Coconino County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Other matters

The results of our auditing procedures disclosed an instance of noncompliance that is required to be reported in accordance with the Uniform Guidance and that is described in the accompanying schedule of findings and questioned costs as item 2016-101. Our opinion on each major federal program is not modified with respect to this matter.

Report on internal control over compliance

The County's management is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance with a type of compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2016-101, that we consider to be a material weaknesses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Coconino County response to finding

Coconino County's response to the finding identified in our audit is presented in its corrective action plan at the end of this report. The County's response was not subjected to the auditing procedures applied in the audit of compliance, and accordingly, we express no opinion on it.

Report on schedule of expenditures of federal awards required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and aggregate remaining fund information of Coconino County as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon dated December 22, 2016, that contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming our opinions on the financial statements that collectively comprise the County's basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of the County's management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

> Jay Zsorey, CPA Financial Audit Director

March 29, 2017



PAGE 4



SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Summary of auditors' results

Financial statements

,	ued on whether the financial statements audited were th generally accepted accounting principles	Unmodified
Internal control over financi	al reporting	
Material weaknesses identifie	ed?	Yes
Significant deficiency identifie	ed?	Yes
Noncompliance material to	the financial statements noted?	No
Federal awards		
Internal control over major	programs	
Material weakness identified?	?	Yes
Significant deficiencies identi	fied?	None noted
Type of auditors' report iss	Unmodified	
Any audit findings disclose CFR 200.516(a)?	d that are required to be reported in accordance with 2	Yes
Identification of major prog	rams	
CFDA number 10.665 17.258, 17.259, 17.278	Name of federal program or cluster Schools and Roads—Grants to States WIA/WIOA Cluster	
84.366	Mathematics and Science Partnerships	

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
Auditee qualified as low-risk auditee?	No
Other matters	
Auditee's summary schedule of prior audit findings required to be reported in accordance with 2 CFR 200.511(b)?	Yes

Financial statement findings

Financial statement findings were reported in the separately issued report on internal control over financial reporting and on compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*.

Federal award findings and questioned costs

2016-101
Cluster name:
CFDA no. and name:
Award number and years
Federal agency:
Compliance requirement:
Questioned costs:

Forest Service Schools and Roads Cluster 10.665 Schools and Roads—Grants to States N/A Department of Agriculture Reporting None

Criteria—In accordance with the Secure Rural Schools and Community Self-Determination Act §303(a), the County must submit a certification that it used its Title III monies for the uses authorized under §302(a).

Condition and context—The County did not accurately report financial information on its 2015 Title III report. Specifically, the County understated expenditures related to search and rescue and other emergency services by \$107,043.

Effect—The County submitted inaccurate financial information to the grantor, which may result in potential errors in analysis or other determinations. This finding did not result in questioned costs because the report was not used to request reimbursement of federal expenditures.

Cause—The County did not have an adequate review process in place to ensure that its Title III report contained accurate financial information.

Recommendation—To help ensure its Title III report contains accurate financial information, the County should improve its established procedures by requiring a more detailed review of all underlying data supporting the report.

The County's responsible officials' views and planned corrective action are in its corrective action plan at the end of this report.

Coconino County—Schedule of Findings and Questioned Costs | Year Ended June 30, 2016

COUNTY SECTION

Coconino County Schedule of expenditures of federal awards Year ended June 30, 2016

Federal agency/CFDA number	Federal program name	Cluster title	Pass-through grantor	Pass-through grantor's numbers	Program expenditures	Amount provided to subrecipients
Department of	of Agriculture					
10 167	Transportation Services		Bureau of Indian Affairs, Navajo Regional Office	A12AC01067; A14AC00016	\$ 125,565	
10 553	School Breakfast Program	Child Nutrition Cluster	Arizona Department of Education	ED09-0001	10,485	
10 555	National School Lunch Program	Child Nutrition Cluster	Arizona Department of Education	ED09-0001	24,189	
10 557	Total Child Nutrition Cluster Special Supplemental Nutrition Program for		Arizona Department	ADHS14-053061	34,674	
10 561	Women, Infants, and Children State Administrative Matching Grants for the	SNAP Cluster	of Health Services Arizona Community	None	661,342	
10 561	Supplemental Nutrition Assistance Program State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	SNAP Cluster	Action Association Arizona Department of Health Services	ADHS12-030674; ADHS16-106171	18,351 341,232	
10 565	Total SNAP Cluster Commodity Supplemental Food Program	Food Distribution Cluster			359,583	
10 572	WIC Farmers' Market Nutrition Program (FMNP)		of Health Services Arizona Department		11,304	
10 576	Senior Farmers' Market Nutrition Program		of Health Services Arizona Department	ADHS12-010891:4	882	
10 665	Schools and Roads—Grants to States	Forest Service Schools and Roads Cluster	of Health Services N/A	N/A	168 3,887,172	\$ 2,240,398
10 923	ARRA—Emergency Watershed Protection Program	and hoads Gluster	N/A	N/A	343,775	φ 2,240,090
	Total Department of Agriculture				5,424,465	2,240,398
Department o	f Housing and Urban Development					
14 218	Community Development Block Grants/Entitlement Grants	CDBG-Entitlement Grants Cluster		1220C-15	9,562	
14 228	Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii		Arizona Department of Housing	120-15	166,907	88,327
	Total Department of Housing and Urban	Development			176,469	88,327
Department of	of the Interior					
15 226	Payments in Lieu of Taxes		N/A	N/A	1,857,691	
Department o	f Justice					
16 523	Juvenile Accountability Block Grants		Arizona Governor's Office for Children, Youth and Families	03; JB-CSG-14-	3,535	
16 593	Residential Substance Abuse Treatment for State Prisoners		Arizona Criminal Justice Commission	RSAT-14-002; RSAT-15-002; RSAT-16-002	94,088	
16 606	State Criminal Alien Assistance Program		N/A	N/A	9,675	
16 738	Edward Byrne Memorial Justice Assistance Grant Program		Arizona Criminal Justice Commission	DC-16-022	54,055	
16 812	Second Chance Act Reentry Initiative Total Department of Justice		N/A	N/A	185,760 347,113	104,613 104,613
Department	flobor					
Department of 17 258	of Labor WIA/WIOA Adult Program	WIA/WIOA Cluster	Arizona Department of Economic	DI16-002119		
			Security	Dive seed to	202,360	
17 259	WIA/WIOA Youth Activities	WIA/WIOA Cluster	Arizona Department of Economic	DI16-002119		

Coconino County Schedule of expenditures of federal awards Year ended June 30, 2016

Federal agency/CFDA number	Federal program name	Cluster title	Pass-through grantor	Pass-through grantor's numbers	Program expenditures	Amount provided to subrecipients
17 278	WIA/WIOA Dislocated Worker Formula Grants	WIA/WIOA Cluster	Arizona Department	DI16-002119		
			Security		348,898	
	Total WIA/WIOA Cluster				748,967	
17 281	WIA/WIOA Dislocated Worker National Reserve Technical Assistance and Training		Arizona Department of Economic Security	DI16-002119	6,108	
	Total Department of Labor		,		755,075	
Department of	of Transportation					
20 219	Recreational Trails Program	Highway Planning and Construction Cluster	Arizona State Parks	471304, 471332	50,659	
20 600	State and Community Highway Safety	Highway Safety Cluster	Arizona Governor's Office of Highway Safety	2013-OP-015; 2015-OP-014	20,243	
20 703	Interagency Hazardous Materials Public Sector Training and Planning Grants		Arizona Emergency Response	HM-HMP-0454-14- 01-00	7,900	
	Total Department of Transportation		Commission		78,802	
Environment	al Protection Agency					
66 468	ARRA—Capitalization Grants for Drinking Water		Water Infrastructure	820110-16		
	State Revolving Funds		Finance Authority of Arizona		15,213	
66 818	ARRA—Brownfields Assessment and Cleanup		City of Flagstaff	BF 00T97401	52,779	
	Cooperative Agreements Total Environmental Protection Agency				67,992	
Department of	of Education					
84 013	Title I State Agency Program for Neglected and Delinquent Children and Youth		Arizona Supreme Court	KR16-0007	38,773	
84 027	Special Education—Grants to States	Special Education Cluster (IDEA)	Arizona Department of Education	16FESCBG- 91118709A; 16FESSCG- 611187-55B; 16FESL10-610632- 25A	56,762	
84 184	School Safety National Activities		Arizona Department of Education		8,249	
84 365	English Language Acquisition State Grants		Arizona Department of Education	16FELENG- 613173-66A	25,634	25,634
84 366	Mathematics and Science Partnerships		Arizona Department of Education		649,799	20,001
84 367	Supporting Effective Instruction State Grant		Northern Arizona University	ITQ015-05 NAU; ITQ015-04 NAU	167,068	
84 413	Race to the Top		Navajo County Education Service	None	89,205	
	Total Department of Education		Agency		1,035,490	25,634
Department of	of Health and Human Services					
93 053	Nutrition Services Incentive Program	Aging Cluster	Northern Arizona Council of	866000441BA		
02.060	Public Health Emergency Proparadasas		Governments		172,180	
93 069 93 268	Public Health Emergency Preparedness Immunization Cooperative Agreements		Arizona Department of Health Services Arizona Department		236,653	
30 200	mmanization Cooperative Agreements		of Health Services	ADI 010-04100/	131.792	

of Health Services

131,792

Coconino County Schedule of expenditures of federal awards Year ended June 30, 2016

Federal agency/CFDA number	Federal program name	Cluster title	Pass-through grantor	Pass-through grantor's numbers	Program expenditures	Amount provided to subrecipients
93 283	Centers for Disease Control and Prevention—Investigations and Technical		Arizona Department of Health Services	ADHS13-042341	5 450	
93 558	Assistance Temporary Assistance for Needy Families	TANF Cluster	Arizona Department of Economic	ADES15-089142	5,452	
			Security		149,985	
93 563	Child Support Enforcement		Arizona Department of Economic Security	DE111169001	29,778	
93 568	Low-Income Home Energy Assistance		Arizona Department of Economic	ADES15-089142	· · · ·	
93 569	Community Services Block Grant		Security Arizona Department	ADES15-089142	373,760	
			of Economic Security		132,266	
93 597	Grants to States for Access and Visitation		Arizona Department	DE111144001		
	Programs		of Economic Security		8,386	
93 602	Assets for Independence Demonstration		,	90-El-0641	0,000	
00 002	Program		Action Network, Inc	00 2. 00 1.	56,717	
93 667	Social Services Block Grant		Northern Arizona Council of	866000441BA		
			Governments		8,796	
93 667	Social Services Block Grant		Arizona Department of Economic	ADES15-089142	10,165	
	Total 93.667		Security		18,961	
93 758	Preventative Health and Health Services Block Grant funded solely with Prevention and Public		Arizona Department of Health Services	ADHS14-063022		
	Health Funds (PPHF)				6,439	
93 917	HIV Care Formula Grants		Arizona Department of Health Services		214,599	
93 940	HIV Prevention Activities—Health Department Based			Amendment 1	26,897	
93 977	Preventive Health Services—Sexually Transmitted Diseases Control Grants		Arizona Department of Health Services	ADHS14-071555	16,727	
93 991	Preventive Health and Health Services Block Grant			099160	72,853	
93 994	Maternal and Child Health Services Block Grant to the States			ADHS13-034535; ADHS14- 058987:2; ADHS15-094961;		
				ADHS12-010919	329,448	
	Total Department of Health and Human S	Services			1,982,893	

	nt of Homeland Security		00.46.00		
97 024	Emergency Food and Shelter National Board	United Way of	0246-00		
	Program	Northern Arizona		11,679	
97 042	Emergency Management Performance Grants	Arizona Departme	nt EMW-2014-EP-		
		of Emergency and	000016		
		Military Affairs		189,798	
97 045	Cooperating Technical Partners	N/A	N/A	62,932	
97 067	Homeland Security Grant Program	Arizona Departme	nt 130101-03;		
		of Homeland	130101-01;		
		Security	140101-01;		
			140101-02;		
			150103-01;		
			150102-01	72,256	
	Total Department of Homeland Security			336,665	
	Total expenditures of federal awards			\$ 12,062,655 \$	2,458,97

Coconino County Notes to schedule of expenditures of federal awards Year ended June 30, 2016

Note 1 - Basis of presentation

The accompanying schedule of expenditures of federal awards includes Coconino County's federal grant activity for the year ended June 30, 2016. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Note 2 - Summary of significant accounting policies

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Note 3 - Catalog of Federal Domestic Assistance (CFDA) numbers

The program titles and CFDA numbers were obtained from the federal or pass-through grantor or the 2016 *Catalog of Federal Domestic Assistance*.

Note 4 - Indirect cost rate

The County did not elect to use the 10 percent de minimis indirect cost rate as covered in 2 CFR §200.414.

COUNTY RESPONSE



Bonny Lynn CFO/Director March 22, 2017

Megan Cunningham Assistant Finance Director

Debra Davenport Auditor General 2910 N. 44th Street, Suite 410 Phoenix, AZ 85018

Jerri Garcia Financial Systems Manager

Dear Ms. Davenport:

Tom Johnson Financial Reporting and Audit Manager

Scott Richardson Purchasing Manager We have prepared the accompanying Corrective Action Plan as required by the standards applicable to financial audits contained in *Government Auditing Standards* and by 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Specifically, for each federal award finding we are providing you with the names of the contact people responsible for corrective action, the corrective action planned, and the anticipated completion date.

Sincerely,

Bonny Lynn Chief Fiscal Officer

219 E. Cherry Ave. Flagstaff, AZ 86001 928-679-7199

Federal Award Findings and Questioned Costs

2016-101

Cluster Name: Forest Service Schools and Roads Cluster
 CFDA No. and Name: 10.665 Schools and Roads - Grants to States
 Responsible Persons: Thomas Johnson, Finance Accounting Manager; Megan Cunningham, Assistant Finance Director; Bonny Lynn, Finance Director.
 Anticipated completion date: June 30, 2017

Corrective Action Plan:

Coconino County concurs with the recommendation to improve the established procedures for preparing the financial report. Finance will revise the current process to ensure that the financial results are accurate and reviewed.



Bonny Lynn CFO/Director March 6, 2017

Megan Cunningham Assistant Finance Director

Debra Davenport Auditor General 2910 N. 44th Street, Suite 410 Phoenix, AZ 85018

Jerri Garcia Financial Systems Manager

Dear Ms. Davenport:

Tom Johnson Financial Reporting and Audit Manager

Scott Richardson Purchasing Manager We have prepared the accompanying Summary Schedule of Prior Audit Findings as required by 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Specifically, we are reporting the status of audit findings included in the June 30, 2015 Single Audit and the June 30, 2015 Report on Internal Control and Compliance.

Sincerely,

Bonny Lynn Chief Fiscal Officer

219 E. Cherry Ave. Flagstaff, AZ 86001 928-679-7199

Coconino County Summary Schedule of Prior Audit Findings Year Ended June 30, 2016

Status of Financial Statement Findings

Financial Statements and Note Disclosures Procedures

Finding No:2015-01Status:Fully corrected

Financial Accounting System Responsibilities

Finding No: 2015-02

Status: Partially corrected

Explanation: The County's current financial system does not have the capability of separating the responsibilities for managing and operating the financial system infrastructure and software from the responsibilities of managing the system data and granting user access to the system. The County will be implementing a new ERP system beginning in June 2017 that will have this capability. In order to ensure continuity of its daily operations, the County began training a Senior Accountant in the Finance Department in April 2016 to perform duties related to managing and operating its financial accounting system.

Information Technology Resources Access Controls

Finding No: 2015-03

Status: Not corrected

Explanation: As of June 30, 2016, the County had not yet implemented its corrective action. To help prevent and detect unauthorized access or use, manipulation, damage, or loss to IT resources, the County will develop and implement effective logical and physical access policies and procedures over its IT resources.

Information Technology Change Management Processes

Finding No: 2015-04

Status: Not corrected

Explanation: As of June 30, 2016, the County had not yet implemented its corrective action. To help prevent and detect unauthorized, inappropriate, and unintended changes to IT systems, including its network, IT infrastructure, system software, and databases, the County will ensure that policies and procedures for change management are documented in writing and are operational.

Information Resources Security

Finding No: 2015-05

Status: Not corrected

Explanation: As of June 30, 2016, the County had not yet implemented its corrective action. Policies and procedures are currently being drafted by the County's IT Department to improve security over its information technology resources.

Coconino County Summary Schedule of Prior Audit Findings Year Ended June 30, 2016

Disaster Recovery Plan and Data Backup Procedures for Information Technology Resources

Finding No:2015-06Status:Not correctedExplanation: As of June 30, 2016, the County had not yet implemented its corrective action. To help
ensure its operations continue in the event of a disaster, system or equipment failure, or other
interruption, the County will further develop its contingency planning procedures.

Payroll Proces	Payroll Processing Policies and Procedures		
Finding No: 2	2015-07		
Status: F	Fully corrected		

Status of Federal Award Findings and Questioned Costs

CFDA No.:	10.561 State Administrative Matching Grants for the Supplemental Nutrition
	Assistance Program
Finding No.:	2015-101
Status:	Fully corrected
CFDA No.:	93.053 Nutrition Services Incentive Program
Finding No.:	2015-102
Status:	Fully corrected
CFDA No.:	93.053 Nutrition Services Incentive Program
Finding No.:	2015-103
Status:	Fully corrected
CFDA No.:	97.042 Emergency Management Performance Grants
Finding No.:	2015-104
Status:	Fully corrected
CFDA No.:	97.042 Emergency Management Performance Grants
Finding No.:	2015-105
Status:	Not corrected
County is revi	The County is in the process of implementing the corrective action during FY17. The sing the Purchasing Policy and implementing a new review process that will verify d purchase orders with vendors exceeding \$25,000 have been reviewed for suspension
and debarme	nt.
CFDA No.: Finding No.:	97.042 Emergency Management Performance Grants 2015-106

Status: Fully corrected

