



cc: Mr. Patrick Kemp, Assistant Secretary for Administration and Finance, California Natural Resources Agency  
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North East Trees  
Proposition 50 and 84 Bond Programs  
Grant Agreements R81744-0, U59108-0, U59211-0,  
8CA10941, 8CA11914, and 8CA12937



Glendale Narrows Riverwalk Project in Glendale, CA

Prepared By:  
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# BACKGROUND, SCOPE AND METHODOLOGY

## BACKGROUND

California voters approved the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Proposition 50), and the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) for \$3.4 billion and \$5.4 billion, respectively. The bond proceeds finance a variety of natural resource programs.

The California Natural Resources Agency (Resources) and the California Department of Forestry and Fire Protection (CAL FIRE) awarded six grants to North East Trees (NET) as noted below. NET is a community-based, grassroots, environmental non-profit organization located in Los Angeles, California. NET’s mission is to restore nature’s services in resource-challenged communities, through a collaborative resource development, implementation, and stewardship process.<sup>1</sup>

Grantor	Grant	Amount	Title/Purpose
Resources	R81744-0	\$1,100,000	<b>Glendale Narrows Riverwalk Project.</b> Create a half-mile multi-use trail along the Los Angeles River with fencing along the river side of the trail, interpretive signs, trail amenities, decorative wrought iron gates at each park entry, some irrigation and landscaping. (Proposition 50)
Resources	U59108-0	\$250,000	<b>Culver City Community Green Space Plan.</b> Facilitate, manage, and develop a plan that identifies existing public space in Culver City for conversion to passive recreation by utilizing a large community outreach and education component. (Proposition 84)
Resources	U59211-0	\$250,000	<b>Baldwin Hills La Brea Greenbelt Plan.</b> Develop a plan that evaluates regional access issues, local connections from surrounding neighborhoods, and park-to-park connections. (Proposition 84)
CAL FIRE	8CA10941	\$250,000	<b>Storm Water Capture with Vegetation.</b> Demonstrate urban storm water rain gardens as “green solutions” through stakeholder development, community outreach, and site identification, design, construction, and monitoring. (Proposition 84)
CAL FIRE	8CA11914	\$100,000	<b>The Housing Authority of the City of Los Angeles (HACLA) Greening.</b> Plant 600 shade trees across 13 HACLA sites and to educate residents and maintenance staff about benefits of and proper care for trees. (Proposition 84)
CAL FIRE	8CA12937	\$150,000	<b>Ascot Hills Green Infrastructure.</b> Demonstrate how natural systems can be used in a dense, urban, built environment to improve water quality, air quality, manage storm water, conserve energy and enhance aesthetics. (Proposition 84)

## SCOPE

In accordance with the Department of Finance’s bond oversight responsibilities, we audited the six grants as described on the following page:

<sup>1</sup> Source: [www.northeasttrees.org](http://www.northeasttrees.org)

**Grant Agreement**

**Audit Period<sup>2</sup>**

R81744-0	January 1, 2008 through January 31, 2013
U59108-0	January 1, 2011 through December 31, 2013
U59211-0	January 1, 2014 through June 30, 2014
8CA10941	May 23, 2011 through March 30, 2013
8CA11914	May 31, 2012 through March 30, 2014
8CA12937	May 9, 2013 through August 31, 2014

The audit objectives were to determine whether the grantee’s grant expenditures claimed were in compliance with applicable laws, regulations, and grant requirements; and to determine whether the grant deliverables were completed as required. We did not assess the efficiency or effectiveness of the grantee’s program operations.

NET management is responsible for ensuring accurate financial reporting and compliance with applicable laws, regulations, and grant requirements. CAL FIRE and Resources are responsible for the state-level administration of the bond programs.

**METHODOLOGY**

To determine whether grant expenditures were in compliance with applicable laws, regulations, and the grant requirements; and if the grant deliverables were completed, we performed the following procedures:

- Examined the grant files, grant agreements, program guidelines, and applicable policies and procedures.
- Interviewed key personnel at NET, Resources, and CAL FIRE.
- Reviewed the grantee’s accounting records, timesheets, payroll documentation, subcontractor and vendor invoices, and cancelled checks.
- Selected a sample of claimed expenditures and determined whether they were allowable, grant-related, incurred within the grant period, supported by accounting records, and properly recorded.
- Evaluated whether other revenue sources were used to reimburse expenditures claimed for reimbursement under the grant agreements.
- Evaluated whether a sample of grant deliverables were met by reviewing final and interim completion reports and other supporting documentation, and conducting site visits to verify existence of the work performed.

In conducting our audits, we obtained an understanding of NET’s internal controls, including any information systems controls that we considered significant within the context of our audit objectives. We assessed whether those controls were properly designed and implemented. Any deficiencies in internal control that were identified during our audits and determined to be significant within the context of our audit objectives are included in this report.

We conducted these performance audits in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audits to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

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<sup>2</sup> Interim audits were conducted on grants U59211-0 and 8CA12937. Audit fieldwork was conducted prior to the grant term end dates of May 1, 2016, and March 30, 2015, respectively.

Except as noted below, the grant expenditures claimed complied with the requirements of the grant agreements. Additionally, the grant deliverables were completed as specified in the grant agreements for the four completed projects. Grants U59211-0 and 8CA12937 were still active at the time of audit fieldwork in March 2015; therefore, a determination of whether the deliverables were completed could not be made. The Schedules of Claimed and Questioned Amounts are presented below.

### Schedule of Claimed and Questioned Amounts

Glendale Narrows Riverwalk Project Resources Grant R81744-0		
Task	Claimed	Questioned <sup>1</sup>
Project Management	\$ 126,185	
Technical Analysis	8,000	
Design Development	34,598	
Construction Documents	34,430	
General Construction	301,636	
Trail/Pathway Construction	151,870	
Equestrian Staging Area	87,193	
Drainage Catchment Retrofit	39,962	
Security Infrastructure	40,163	
Parking Lot	55,886	
Interpretive/Information Exhibits/Kiosks	14,105	
Site Amenities	80,534	
Landscaping and Irrigation Installation	125,377	↓
<b>Total Grant Funds</b>	<b>\$1,099,939</b>	<b>\$198,882</b>

<sup>1</sup> For reporting purposes, questioned labor costs are shown as a total because labor costs were claimed in each task.

<b>Culver City Community Green Space Plan Resources Grant U59108-0</b>		
<b>Task</b>	<b>Claimed</b>	<b>Questioned<sup>1,2</sup></b>
Project Management	\$ 31,964	
Development of Green Space Advisory Panel	5,717	
Establishment of Public Participation and Data Collection of Frameworks	22,995	
Neighborhood Inventory	11,427	
Creation of Survey	9,703	
Conducting Survey	21,827	
Survey Analysis	9,577	
Two Community Meetings	27,510	
Analyze Input	11,736	
Creation of Opportunities and Constraints Matrix	9,949	
Identification of 5 best parks/open spaces for passive recreation	10,152	
Concept Designs- Development and Presentation	34,410	
Draft Vision Plan for Passive Recreation	26,642	
Final Vision Plan for Passive Recreation	16,391	↓
<b>Total Grant Funds</b>	<b>\$250,000</b>	<b>\$101,367</b>

<b>Baldwin Hills La Brea Greenbelt Plan Resources Grant U59211-0</b>		
<b>Task</b>	<b>Claimed<sup>3</sup></b>	<b>Questioned<sup>1,2</sup></b>
Establish Technical Advisory Committee	\$ 7,327	
Establish Framework for Public Participation	9,322	
Establish Framework for Data Collection	11,384	
Neighborhood Inventory of Access Points and Connectivity	14,122	
Project Management	5,707	↓
<b>Total Grant Funds</b>	<b>\$47,862</b>	<b>\$22,636</b>

<b>Storm Water Capture with Vegetation CAL FIRE Grant 8CA10941</b>		
<b>Task</b>	<b>Claimed</b>	<b>Questioned</b>
Materials/Supplies	\$ 34,049	\$ 0
General (Includes Contractors)	4,258	0
Labor	199,438	86,242
Administration/Overhead	12,253	0
<b>Total Grant Funds</b>	<b>\$249,998</b>	<b>\$ 86,242</b>
Match Funds <sup>2</sup>	0	83,000
<b>Total Project Expenditures</b>	<b>\$249,998</b>	<b>\$171,482</b>

<sup>2</sup> Grants 8CA10941 and 8CA11914 had an \$83,000 and \$50,000 match requirement, respectively. NET did not claim match and did not have records to support match expenditures.

<sup>3</sup> Resources awarded \$250,000 and the grantee claimed \$47,862 through June 30, 2014.



HACLA Greening CAL FIRE Grant 8CA11914		
Task	Claimed	Questioned
Materials/Supplies	\$ 36,481	\$ 0
Labor	61,049	18,743
Administration/Overhead	2,470	0
<b>Total Grant Funds</b>	<b>\$100,000</b>	<b>\$18,743</b>
Match Funds <sup>2</sup>	0	25,000
<b>Total Project Expenditures</b>	<b>\$100,000</b>	<b>\$43,743</b>

Ascot Hills Green Infrastructure CAL FIRE Grant 8CA12937		
Task	Claimed <sup>4</sup>	Questioned
Planting and Garden Construction	\$ 98,037	\$37,246
Administration	4,416	0
<b>Total Grant Funds</b>	<b>\$102,453</b>	<b>\$37,246</b>

### Finding 1: Unsupported Labor Costs

NET was unable to support claimed labor costs totaling \$322,885 and \$142,231, for the Resources and CAL FIRE grants, respectively. Specifically, although NET was able to support the claimed wage rates and payroll taxes, NET was unable to support the claimed fringe benefits.

NET's employee billing rates fluctuated for all grants during the same time period. The billing rates included fringe benefits that ranged from 20 to 123 percent with no documentation or methodology on how the rates were developed. For example, as shown below, the billing rate for Employee A ranged from \$39.73 to \$68.70, or 18 to 104 percent.

	Actual Rate*	Claimed Rates					
		Resources Grants			CAL FIRE Grants		
		R81744-0	U59108-0	U59211-0	8CA10941	8CA11914	8CA12937
Employee A	\$33.65	\$39.73	\$58.19	\$68.70	\$53.20	\$40.74	\$52.97

\* Includes supported wage rate and payroll taxes.

NET acknowledged they did not have policies and procedures to develop employee billing rates and were inconsistent in applying billing rates across the six grants.

CAL FIRE and Resources grant guidelines state eligible personnel costs include grantee's prevailing wage or salary scales, and may include fringe benefit costs such as vacations, sick leave, Social Security contributions, etc., that are customarily charged to the recipient's various projects.

Additionally, Article 5 of the CAL FIRE grant agreements and section C of the Resources grant agreements state grant funds will be paid up to the actual project costs. Further, the Financial Records section of the grant agreements state that "Grantee shall maintain satisfactory financial accounts, documents, and records for the Project for three years after the final payment."

<sup>4</sup> CAL FIRE awarded \$150,000 and the grantee claimed \$102,453 through August 31, 2014.

**Recommendations:**

- A. Remit \$322,885 and \$142,231 to Resources and CAL FIRE, respectively, for the unsupported expenditures.
- B. Develop and document policies and procedures to calculate employee billing rates and consistently apply these rates across all grants.
- C. Ensure costs claimed for reimbursement are supported by accounting records and adhere to the terms of the grant agreements.

**Finding 2: Match Requirement Not Met**

NET did not report any match funding during the grant terms even though the budgets required \$83,000 and \$25,000<sup>5</sup> for CAL FIRE grants 8CA10941 and 8CA11914, respectively. Additionally, NET was unable to provide accounting records to support the required match during our site visit. When asked why NET did not maintain support for the match, NET stated that they were unaware of the match requirements.

Grant agreements for 8CA10941 and 8CA11914 specifically state the non-state matching dollar amount of \$83,000 and \$50,000. Additionally, CAL FIRE's Urban & Community Forestry Grant Program Procedural Guide includes a 25 percent match component and requires the grantee to maintain an accounting system that accurately reflects fiscal transactions, including match funds. Without supporting documentation, NET cannot provide assurance that the match expenditures were met and were grant-related, allowable, incurred within the grant period, and properly recorded.

**Recommendation:**

- A. Ensure match expenditures are claimed and are adequately supported as required by the grant guidelines. CAL FIRE will determine the final disposition of the unmet match requirement.

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<sup>5</sup> NET was required to provide \$50,000 in monitoring, replacement, and maintenance of the planted trees for a period of two years for grant 8CA11914. At the time of audit fieldwork, one year had lapsed; therefore, one year of monitoring and maintenance is questioned (50 percent of \$50,000).



## EVALUATION OF RESPONSE

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The North East Tree's (NET) response to the draft report has been reviewed and incorporated into the final report. The attachment referenced in NET's response has been omitted herein for brevity. In evaluating NET's response, we provide the following comments:

### **Finding 1: Unsupported Labor Costs**

NET disagrees with the questioned fringe benefit costs and states that, per grant guidelines, fringe benefits are eligible. We agree the costs are eligible; however, NET did not provide documentation to support the claimed fringe benefits. Documentation was requested a total of eight times during and after our fieldwork, which included eight days on site.

In addition, NET states billing rates fluctuated due to different wage rates. However, as noted in the report, billing rates fluctuated primarily due to NET's fringe benefit rates that ranged from 20 to 123 percent. We also note that employee wage rates remained relatively the same during the audit period. Because NET has not provided documentation to support fringe benefits, the finding and recommendation will remain unchanged.

### **Finding 2: Match Requirement Not Met**

NET disagrees with the questioned match and states they provided support for volunteer hours and City of Los Angeles employees. Specifically, the support for volunteer hours included inconsistent sign-in sheets with no evidence of location of work. The support for the City employees included an email from the City summarizing hours spent monitoring the site. No timesheets, proof of travel, or other evidence were provided to corroborate the hours claimed in the City's email. Because NET did not provide documentation to support the match, the finding and recommendation will remain unchanged.