



Title	Ad-Hoc Analysis: Grant Management - Scope Design and Reimbursement Activities
Purpose	To determine if VW scope of work and deliverables/reimbursements for grant funded program and services sufficiently mitigate potential financial risks.
Scope	<ul style="list-style-type: none"> • Two grant agreements to be selected judgmentally
Work Plan	<ol style="list-style-type: none"> 1. Selection and analysis of two grant agreements. 2. Collect Valley Water internal documentation applicable to the two grant agreements. 3. Review scope of work preparation activities with standard grant development guidelines and VW policies and procedures. 4. Review contractual history of the two agreements applicable to timeliness of deliverable requirements and reimbursement activities. 5. Interview VW employee/analyst responsible for the applicable grant agreement. 6. Determine if risks are present. 7. Determine if action is needed immediately or if risks warrant a comprehensive audit. 8. Present the results to the Board Audit Committee. 9. Prepare draft memo (to be referred to as a letter report). 10. Board Audit Committee review. 11. Finalize the letter report.
Time Required to Complete	8 days of audit work, spanning 15 days, to begin immediately upon BAC approval of the work plan.
Project Related Risks	Potential delays in responding to data requests.