



APPALACHIAN
REGIONAL
COMMISSION

*A Proud Past,
A New Vision*

Office of the Inspector General

MARCH 28, 2001

OIG REPORT 01-30 (H)

MEMORANDUM FOR WINFORD LONG, CHAIRMAN
CATOOSA COUNTY BOARD OF COMMISSIONERS

SUBJECT: Memorandum Survey Report
Review of Catoosa County Adult Literacy Program
Grant No. GA-13407

PURPOSE

The purposes of our review were (1) to determine the allowability of the costs claimed under the ARC grant, (2) to determine if the grant objectives were met, and (3) to determine the current status of the project.

SCOPE

Our review included procedures to review costs incurred and claimed for reimbursement under the grant. The period of performance for the grant was August 15, 1999, through August 14, 2000. We reviewed the grantee's reports, examined records, and held discussions with grantee officials in Ringgold, Georgia on February 28, 2001. As a basis for determining allowable costs and compliance requirements, we used the provisions of the grant agreement, Office of Management and Budget (OMB) Circulars A-87 and A-102, and the ARC Code. Audit work was performed in accordance with Government Auditing Standards.

BACKGROUND

ARC Grant GA-13407 was awarded to the Catoosa County Government on June 25, 1999. The grant was to provide funds for instructors, adult learning materials and child care equipment for the Catoosa County Adult Learning Center. The Center will provide a one-stop-shop for adult literacy.

The proposed project costs was estimated at \$278,940. The ARC grant was for \$117,860 (42%). The grantee was to pay or cause to be paid the non-federal share of \$161,080 (58%).

RESULTS

Financial Review


During our visit we reviewed the grantee's accounting records, including invoices and supporting documentation for a sample of grant costs charged to the project. Total claimed costs were supported by the grantee's accounting records; and no deficiencies were noted as to the allowability of the expenses or the adequacy of the documentation for the expenditures we reviewed.

On the grantee's final request for reimbursement, dated September 21, 2000, the grantee claimed total project costs of \$285,468. This included grant costs of \$107,313 (38%) and matching costs of \$178,154 (62%), with \$10,547 ARC funds deobligated. The program experienced some delay in their ability to provide child care for the applicants, the deobligated \$10,547 represents unused child care personnel budgeted for the first half of the grant. Although the grantee needed the funds for the second half of the grant for nighttime child care services, the grantee was not aware that they could still use the full budgeted amount for child care personnel and turned away applicants for lack of funds for child care services.

The grantee appears to have met their required matching funds. The Final Report has been received and the grant was closed on October 23, 2000.

Program Review

The grantee has successfully completed the objectives of the grant and was able to offer additional services to applicants through their volunteer network. The grantee also had in place a strong monitoring and follow-up system of the applicants. The Adult Literacy Center has received another ARC grant to continue the program.


Hubert N. Sparks
Inspector General



July 20, 2001


MEMORANDUM FOR The Federal Co-Chairman
 ARC Executive Director

SUBJECT: OIG Reports

Enclosed are copies of the below-listed memorandum reports that apparently were not forwarded to your office at the time of issuance. The reports generally do not identify conditions needing followup, and we have closed the reports. However, OIG Report 01-37(H) notes that the Jefferson County Board of Education distance Learning Project had with project completion and equipment utilization delays similar to those reported in 01-21(H), Elmore County Telecommunications Project. Our recommendations emphasized timely project completion or alternative actions to utilize the equipment. For future projects of this type, control should be exercised to preclude equipment purchases substantially prior to other key project requirements being met.

- 01-22(H), Grant TN-12513, Scott County Emergency and Health Service Complex
- 01-23(H), Grant TN-12161, Cocke County Comprehensive Dental Service Grants
- 01-24(H), Grant TN-12499, Bledsoe County Dental Project Grants
- 01-25(H), Grant OH-13223, Foundation of Appalachian Ohio
- 01-26(H), Grant KY-13352, Appalachian Kentucky Water Resource Planning Grant
- 01-28(H), Grant GA-13076, Haralson County Adult Literacy
- 01-29(H), Grant GA-13551, Appalachian Georgia Early Childhood Initiative
- 01-30(H), Grant GA-13407, Catoosa County Adult Literacy Program
- 01-31(H), Grant NC-13217, Tri-County Community College Information Highway Site
- 01-32(H), Grant NC-13511, Caldwell Community College and Technical Institute

- 01-34(H), Grant NC-13186, North Carolina Partnership for Children
- 01-36(H), J-1 Visa waiver Program—Alabama
- 01-37(H), Grant AL-12447, Jefferson County Distance Learning Project
- 01-38(H), Grant AL-13452, North Alabama Science Center Hands-On Science Education Program
- 01-39(H), Grant AL-13244, Jefferson State Community College Workforce Development Center
- 01-40(H), Grant AL-13143, Birmingham Regional Visioning Implementation Project


Hubert N. Sparks
Inspector General

Enclosures

cc: Ms. Judy Rae



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Office of the Inspector General

April 2, 2001

Mr. Phil Whitlow, ARC Program Coordinator
Georgia Department of Community Affairs
60 Executive Park South, N.E., Suite 120
Atlanta, GA 30329-2231

re: OIG Reports 01-28(H), 01-29(H), and 01-30(H);
ARC Grants GA-13076, GA-13551, and GA-13407

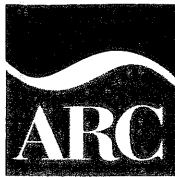
Dear Mr. Whitlow:

Enclosed are copies of our reports on the subject grants.

Sincerely,


Hubert N. Sparks
Inspector General

Enclosures



April 2, 2001

Mr. Winford Long, Chairman
Catoosa County Board of Commissioners
7694 Nashville Street
Ringgold, GA 30736

re: OIG Report 01-30(H), ARC Grant GA-13407


Dear Mr. Long:

Enclosed is our report dealing with a grant to provide funds for instructors, adult learning materials, and childcare equipment for the Catoosa County Adult Learning Center. The review did not disclose any conditions needing correction; and, therefore, the report is considered closed.

A copy of the report is being provided to the Federal Co-Chairman, ARC Executive Director, and Georgia State Alternate.

The courtesies and cooperation afforded the auditor were appreciated.

Sincerely,


Hubert N. Sparks
Inspector General

Enclosure