

City of Concord  
Finance Department  
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**CITY OF CONCORD, CALIFORNIA**

Corrective Action Plan

Year ended June 30, 2018

Compiled by: Suzanne McDonald, Financial Operations Manager

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**I. FINANCIAL STATEMENT FINDINGS**

None Reported.

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**II. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**FINDING 2018-001**

**Program:** Highway Planning and Construction Cluster

**CFDA No.:** 20.205

**Federal Agency:** U.S. Department of Transportation

**Passed-through:** California Department of Transportation

**Award Year:** 2017-2018

**Compliance Requirement:** Special Tests and Provisions – Administration of Engineering and Design-Related Service Contracts

**Management’s or Department’s Response:**

We concur.

**Views of Responsible Officials and Corrective Action:**

The City concurs with this recommendation and has implemented a plan of action to ensure that the City obtains the required Certificate of Final Indirect Costs on an annual basis.

City staff has scheduled a training/class on January 16, 2019 to be conducted by a qualified trainer in this field. The training includes discussion as to the purpose of the subject forms, when these forms are required, and how to prepare and submit said forms. Project Managers are required to attend this training/class.

In addition, an internal Policies and Procedures will be assemble and implemented by February 2019 to ensure compliance with “Federal Acquisition Regulation” and submitting “Certificate of Final Indirect Cost” on an annual basis. Future Request for Proposal (RFP) on applicable projects will include the said provisions.

Name of Responsible Person: Aldrich Bautista

Implementation Date: December 12, 2018