

Memorandum

*Serious drought.
Help Save Water!*

To: WILLIAM E. LEWIS
Assistant Director
Audits and Investigations

Date: April 15, 2014

File: P1575-0026

From: KOME AJISE
Deputy Director
Planning and Modal Programs



Subject: DEPARTMENT ACTION PLAN TO INCURRED COST AUDIT – COUNTY OF SHASTA,
DEPARTMENT OF PUBLIC WORKS

This memorandum serves as California Department of Transportation's (Caltrans) action plan for the Incurred Cost Audit – county of Shasta, Public Works dated January 16, 2014. We thank you and your staff for the efforts in completing this audit and helping us improve Shasta County's procurement and contract management process.

We agree with Finding 1, "Contract Administration Needs Improvement," and 2, "Procurement Procedures Needs Improvement," of the above referenced audit. To ensure future procurement and billing of consultant contracts conform with the Local Assistance Procedures Manual, we will develop and provide training in these areas to Shasta County within the next six months.

If you have any questions, please contact Lai Huynh in the Division of Local Assistance at 916-653-3990.

WILLIAM LEWIS, Assistant Director

April 15, 2014

Page 2 of 2

- c: Brian P Kelly, Secretary, California State Transportation Agency
- Malcolm Dougherty, Director, Caltrans
- Andre Boutros, Executive Director, California Transportation Commission
- Patrick J. Mintum, Director, County of Shasta, Department of Public Works
- Norma Ortega, Chief Financial Officer, Caltrans
- Janice Richard, Director of Financial Services, Federal Highway Administration
- Michael Tritz, Deputy Secretary for Audits and Performance Improvements, California State Transportation Agency
- Ray Zhang, Chief, Division of Local Assistance, Caltrans
- Clark Paulsen, Chief, Division of Accounting, Caltrans
- Zilan Chen, Chief, External Audits, Division of Audits and Investigations, Caltrans
- John Bulinski, District Director, Planning and Assistance, District 2, Caltrans
- Ian Howat, Chief, Office of Local Assistance, District Local Assistance Engineer, District 2, Caltrans
- Henry Wells, Acting Chief, Office of Policy Development and Quality Assurance, Division of Local Assistance, Caltrans