



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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April 1, 2015

The Honorable Jeff Atwater  
Chief Financial Officer  
Florida Department of Financial Services  
200 East Gaines Street  
Tallahassee, Florida 32399-0364

Dear CFO Atwater:

This letter is in response to your review of selected contract and grant management activities for the Justice Administrative Commission (JAC), the State Attorney 11<sup>th</sup> Judicial Circuit (SA11), and the Public Defender 13<sup>th</sup> Judicial Circuit. The audit focused on compliance with statutory performance requirements by contract/grant managers.

The review identified four (4) deficiencies, summarized below with JAC's response or corrective action plan:

1. (JAC) Foster Care Review, Inc. – For FY 2013-14, no budget was submitted by the provider, nor was a cost analysis performed by JAC.

**Corrective Action Plan** – Foster Care Review, Inc., has submitted a line item budget for the FY 2014-15 contract with JAC. A cost analysis will be completed for the current year and all future and similar grant agreements.

2. (SA11) Miami-Dade Police Department – Two of three audited payments were not certified by the contract manager, instead certification was provided by a staff person not responsible for verifying deliverables or monitoring the agreement.

**Response** – The State Attorney 11<sup>th</sup> Circuit will ensure that the contract managers, or designee, who are directly responsible for verifying deliverables and monitoring the agreement, provide written certification that goods and services were satisfactorily received prior to approving payment.

3. (JAC) Foster Care Review, Inc. – JAC did not perform a final reconciliation of funds received against funds expended during the agreement period to determine if unexpended funds were to be returned to the state.

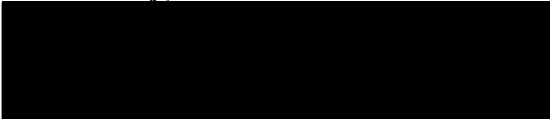
**Corrective Action Plan** – A closeout reconciliation will be completed for the current year Foster Care Review contract, and for all future and similar grant disbursement agreements.

4. Grant managers for four (4) agreements had not completed Advancing Accountability Training.

**Response** – The grant manager for the Foster Care Review contract, Michael Mauterer, completed Florida Certified Contract Manager (FCCM) training on March 18, 2015.

The grant managers for the State Attorney, 11<sup>th</sup> Judicial Circuit and the Public Defender 13<sup>th</sup> Judicial Circuit have registered with the Department of Management Services and are currently waiting for notification of scheduling for the FCCM training.

Sincerely,



Alton L. "Rip" Colvin, Jr.  
Executive Director