

PROGRAM 3 – REMOTE MAINTENANCE WORKER PROGRAM

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

I. PROGRAM OBJECTIVES

The objective of the Department of Environmental Conservation's (DEC) Remote Maintenance Worker Program is to assist rural Alaskan communities in providing safe drinking water and properly treated wastewater by developing a group of well trained sanitation facility operators. This is accomplished by: providing onsite technical assistance training and off site assistance; assisting and motivating operators to achieve appropriate levels of certification; encouraging communication among operators and utility managers and communication with regulatory agencies and other supporting agencies; and promoting the implementation of preventative maintenance programs in each community served.

II. PROGRAM PROCEDURES

This program is administered by the Division of Water, Operations Assistance Section. After application review and determination, a grant offer is made. Water Division makes payments based upon the payment schedule established for each Remote Maintenance Worker (RMW) grant. This payment schedule is included within the grant agreement.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED AND UNALLOWED -

1. **Compliance Requirement:** Grant funds can be expended only for those budgeted items specifically detailed in the grant agreement for each particular line item, unless DEC has approved a request to modify the approved budget.

Suggested Audit Procedure: Review to compare grant agreement, related project records, and expenditures.

2. **Compliance Requirement:** Eligible costs may include, but are not limited to: salaries and benefits, travel and per diem, supplies for the RMW, other direct costs incurred as a result of the project, indirect costs of the grantee (limited to the percentage detailed by the approved budget in the grant agreement), and equipment costs for the RMW.

Suggested Audit Procedures: Review project documentation and prepare test schedule to determine if:

- a) Expense is necessary, reasonable, and eligible; and
- b) Documentation is mathematically accurate and supports the expense.

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- 3. Compliance Requirement:** Grantees must satisfy several specific requirements detailed under the section of the grant titled, “Grant Conditions”, including the various reporting requirements detailed in the grant agreement. However, the reporting requirements may be altered by the department if no activity has occurred for the project.

Suggested Audit Procedures:

- Review grantee’s records to determine whether the requirements of the Grant Conditions have been satisfied and appropriate reports have been submitted as required; and
- Obtain copies of submitted reports to review for completeness/timeliness. The various reports required are for; trips by the RMW to communities served, quarterly and annual activity reports, and fiscal reports.

B. ELIGIBILITY -

The auditor is not expected to verify eligibility.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS -

There are no special/specific requirements or suggested audit procedures.

D. REPORTING REQUIREMENTS -

There are no special/specific requirements or suggested audit procedures.

E. TESTS AND PROVISIONS -

There are no special/specific requirements or suggested audit procedures.