

# PROGRAM 2 – REMOTE MAINTENANCE WORKER PROGRAM

## DEPARTMENT OF ENVIRONMENTAL CONSERVATION

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### I. PROGRAM OBJECTIVES

The objective of the Department of Environmental Conservation's (DEC) Remote Maintenance Worker Program (RMW) 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

Funding is a combination of General Funds and Federal grants from Congressionally Mandated Projects (ANL 66.202) and Water and Waste Disposal Systems for Rural Communities (ANL 10.760).

This program is administered by the Department of Environmental Conservation Division of Water (DOW), Technical Assistance Program. After application review and determination, a grant offer is made. DEC makes payments based upon the payment schedule established for each 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 -

**Compliance Requirement:** 2 CFR 200 Cost Principles apply. Grant funds can be expended only for those budgeted items specifically detailed in the grant agreement for each line item, unless DEC has approved a request to modify the approved budget. Review to compare grant agreement, related project records, and expenditures.

Allowable costs are included in the grant agreement and may include: salaries and benefits, travel and per diem, supplies for the RMWs, contractual, equipment, and other direct costs incurred as a result of the project, and indirect costs of the grantee.

**Suggested Audit Procedures:** Review grant agreement to determine if:

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

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### **B. ELIGIBILITY -**

The auditor is not expected to make tests for recipient eligibility.

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

There are no Matching, Level of Effort or Earmarking requirements.

### **D. REPORTING REQUIREMENTS –**

**Compliance Requirements:** 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:**

- a) 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
- b) Obtain copies of submitted reports to review for completeness and timeliness. The various reports required are for; trips by the RMW to communities served, quarterly and annual activity reports, and fiscal reports.

### **E. TESTS AND PROVISIONS –**

**Compliance Requirement:** The agreement specifies the reporting requirements that must be satisfied.

**Suggested Audit Procedure:** Review grant award to determine if any special test and provisions are required and ensure entity is in compliance with these requirements.