

**"This is only the scope of work for the project. For more information, interested parties should contact Procurement at [purchasing@stp.gov.org](mailto:purchasing@stp.gov) to ensure receipt of a full project package, to be listed as a plan holder and to ensure any addenda to the project package are received."**

The focus of the internal auditor is to evaluate and identify opportunities to improve the effectiveness of the Parish's governance, risk management and control processes over the CDBG-DR Hurricane Isaac grant funded through HUD. In addition, the internal auditor will perform procedures to detect fraud, waste, and abuse of grant funds. The internal auditor will ensure compliance with all applicable federal regulations of the grant.

Provider hereby agrees to furnish the following services:

### **TASK 1**

#### Procurement

- Evaluate policies and procedures over procurement.
- Verify that the Parish has procedures in place to perform price analyses and cost analyses of proposed expenditures of grant funds.
- Evaluate documentation maintained by the Parish regarding price and cost analyses.
- For cost analyses performed, verify that the documentation includes evidence that the Parish determined that the separate elements of the cost are allowable, allocable and reasonable.
- When applicable, determine that the Parish has performed independent cost estimates and that adequate documentation in support has been maintained.

### **TASK 2**

#### Expenditures

- Select a sample of expenditures charged to the grant and determine whether the expenditure:
  1. Is allowable under the terms of the grant;
  2. Is properly procured (see Item 1 above);
  3. Is supported by sufficient and appropriate documentation;
  4. Was incurred within the grant period;
  5. Was approved by the appropriate level of management;
  6. Was paid timely to the vendor;
  7. The items delivered and paid for are consistent with the purchase order and/or contract for the goods or services.

### **TASK 3**

#### Other

- Evaluate the monitoring standards and procedures that ensure program compliance including duplication of benefits.
- Evaluate general grant management procedures, key grant management functions, program operations, record keeping and documentation, program and project progress and grantee goals.