

State of New Jersey
 Department of Treasury
 Integrity Monitoring Reporting Model
 Engagement: EQ2014-003-P1
 For Quarter Ending: 9/30/2014

Reports required under A-60 will be submitted by Integrity Monitors on the first business day of each calendar quarter to the State Treasurer and will contain detailed information on the projects/contracts/programs funded by the Disaster Relief Appropriations Act.

No.	Recipient Data Elements	Response	Comments
A. General Info			
1.	Recipient of funding	NJ Economic Development Authority (NJ EDA)	
2.	Federal Funding Agency? (e.g. HUD, FEMA)	HUD	HUD award to State of NJ, State of NJ awarded to NJ DCA as a subrecipient.
3.	State Funding (if applicable)	n/a	
4.	Award Type	CDBG-DR	
5.	Award Amount	\$9 million	
6.	Contract/Program Person/Title	Fred Cole, Senior VP Operations for NJ EDA	Mr. Cole acts as the State Contract Manager in relation to the administration of the PFM contract.
7.	Brief Description, Purpose and Rationale of Project/Program	EDA is a subrecipient of DCA and is responsible for the administration of \$300 million in funding for economic revitalization through grants or loans to small businesses. EDA procured the services of PFM to administer the grant/loan program.	
8.	Contract/Program Location	Economic Development Authority, Trenton NJ	
9.	Amount Expended to Date	\$4,551,924	
10.	Amount Provided to other State or Local Entities		
11.	Completion Status of Contract or Program	Ongoing	
12.	Expected Contract End Date/Time Period	5/5/2015	
B. Monitoring Activities			
13.	If FEMA funded, brief description of the status of the project worksheet and its support.	N/A	

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14.	Quarterly Activities/Project Description (include number of visits to meet with recipient and sub recipient, including who you met with, and any site visits warranted to where work was completed)	Performed testing onsite at NJ EDA offices and conducted detailed process interviews (key contacts included Fred Cole, Sr. VP of Operations, Gerry Stout, Program Manager, Operations, and Maureen Hassett, Senior VP of Finance and Development) review of financial administrative practices, and testing of payments made prior to our being engaged as oversight monitor. We had staff on-site for approximately one week in addition to performing work remotely in advance of our site visit and subsequent to our site visit. Performed ongoing integrity monitoring services, which included review of invoices/payments and follow-up questions/resolution. Provided Task B deliverable to Integrity Oversight Monitor at NJ Treasures Office as well as the State Contract Manager at EDA. Deliverable included observations and recommendations	
15.	Brief Description to confirm appropriate data/information has been provided by recipient and what activities have been taken to review in relation to the project/contract/program.	Management has been cooperative in providing appropriate data/information to perform our monitoring of the contract.	
16.	Description of quarterly auditing activities that have been conducted to ensure procurement compliance with terms and conditions of the contracts and agreements.	Testing of selected invoices and payments from contract inception through the end of the quarter for compliance with the contract and relevant regulations/guidelines.	
17.	Have payment requisitions in connection with the contract/program been reviewed? Please describe	Yes, as noted above in item #16.	

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18. Description of quarterly activity to prevent and detect waste, fraud and abuse.	Testing of procurement process and invoices as noted above. Interviews with EDA staff.	
19. Provide details of any integrity issues/findings	No significant findings have been noted. We provided observations and recommendations for improvement to help ensure compliance with relevant regulations/guidelines.	
20. Provide details of any work quality or safety/environmental/historical preservation issue(s).	None noted.	
21. Provide details on any other items of note that have occurred in the past quarter	Nothing to note that has not already been stated elsewhere.	
22. Provide details of any actions taken to remediate waste, fraud and abuse noted in past quarters	not applicable - no issues noted in previous quarters.	
C. Miscellaneous		
23. Attach a list of hours and expenses incurred to perform your quarterly integrity monitoring review	SEE ATTACHMENT - NEXT TAB IN SPREADSHEET	
24. Add any item, issue or comment not covered in previous sections but deemed pertinent to monitoring program.		

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Name of Integrity Monitor:	CliftonLarsonAllen LLP
Name of Report Preparer:	Gregory J. Bussink, III, Principal
Signature:	
Date:	1/2/2015

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HOURS

Principal	29.25
Program manager	70.50
Project manager	235.00
Associate/staff	<u>6.50</u>
Total Hours	<u><u>341.25</u></u>

EXPENSES

Travel	<u><u>\$ 2,746.81</u></u>
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Submitted by CliftonLarsonAllen LLP - 1/2/15 along with our quarterly status report