

Audit Plan
Fiscal Year 2018-2019

Long Range Plan
Fiscal Years 2019-2020 and 2020-2021

Office of Inspector General
Internal Audit Section
Florida Department of Environmental Protection

July 1, 2018



Candie M. Fuller
Inspector General



Florida Department of Environmental Protection

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Rick Scott
Governor

Carlos Lopez-Cantera
Lt. Governor

Noah Valenstein
Secretary

Memorandum

TO: Noah Valenstein, Secretary

FROM: Candie M. Fuller, Inspector General

A handwritten signature in blue ink, appearing to be "C. Fuller", is written over the "FROM:" line.

SUBJECT: Audit Plan for Fiscal Year 2018-2019 and Long Range Plan for Fiscal Years 2019-2020 and 2020-2021

DATE: June 25, 2018

Attached is the Department's Annual Audit Plan for fiscal year 2018-2019 and Long Range Plan for fiscal years 2019-2020 and 2020-2021. The Audit Plan is designed to assist management's efforts to monitor and improve programs, processes and internal controls. The development of the Audit Plan was based on a review of statutory requirements, discussions with senior and key management, and a risk assessment to ensure the most efficient use of audit resources.

Please acknowledge below, acceptance of the Annual Audit Plan for fiscal year 2018-2019 and Long Range Plan for fiscal years 2019-2020 and 2020-2021.

A handwritten signature in blue ink, appearing to be "Noah Valenstein", is written over a horizontal line.
Noah Valenstein
Secretary
Department of Environmental Protection

A handwritten date "6/25/18" in blue ink is written over a horizontal line.
Date

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Office of Inspector General
Internal Audit Section
Florida Department of Environmental Protection
Audit Plan
Fiscal Year 2018-2019

INTRODUCTION

In accordance with Section 20.055(6)(i), Florida Statutes (F.S.), the Office of Inspector General Annual Audit Plan and Long-Range Audit Plan has been developed based on assessment of risk to Department of Environmental Protection (Department) programs and processes. Department goals, objectives and priorities, prior audits, budgets, program funding, organizational changes, and input from Department staff were considered when developing the Audit Plan.

BACKGROUND

The Office of Inspector General was established within the Department to provide a central point for coordination of, and responsibility for activities that promote accountability, integrity, and efficiency in government. Section 20.055(2), F.S., designates responsibilities of the Inspector General, which include the following:

- Advising in the development of performance measures, standards, and procedures for the evaluation of Department programs, and assess the reliability and validity provided by the Department on performance measures and standards.
- Providing direction for supervising and coordinating audits, investigations, and management reviews relating to the programs and operations of the Department
- Reviewing actions taken by the Department to improve program performance
- Conducting, supervising, and coordinating activities that promote economy and efficiency and prevent or detect fraud and abuse in Department programs and operations
- Reviewing and evaluating internal controls to ensure fiscal accountability, efficiency, and integrity of the Department's programs

Audits released by the Office of Inspector General are conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* published by the Institute of Internal Auditors, or where appropriate, in accordance with Government Auditing Standards published by the United States General Accounting Office.

AUDIT PLAN DEVELOPMENT METHODOLOGY

The Office of Inspector General Audit Plan has been developed for Fiscal Year 2018-2019 using a risk assessment. The risk assessment evaluated a number of factors to equitably identify risks associated with the programs and functions in the Department. Factors considered in the evaluation of programs and functions include:

- Value of the financial resources applicable to the program or function
- Dollar amount of program expenditures
- Statutes, rules, internal controls, procedures, and monitoring tools applicable to the program or function; concerns of management; impact on the public safety, health, and welfare
- Complexity and/or volume of activity in the program or function
- Input from Department management and staff
- Previous audits performed

Programs and functions were scored based upon these factors, then reviewed further to determine the most efficient schedule of auditing the selected programs and functions given available resources.

The following pages contain the Audit Plan for Fiscal Year 2018-2019. Included is a summary of the assigned hours by project and the available resources within the Office of Inspector General staff. The hours assigned for each project are estimates and may be revised when objectives and necessary fieldwork are determined.

Audit Plan for Fiscal Year 2018-2019

Division/Office	Project Title	Hours
Administrative Services		
Administrative Services	Review of Department Cell Phone Certifications	270

Office of Information Technology		
Technology and Information Systems	Review of Information Technology Procurement Processes	400
Technology and Information Systems	Review of Department Information Technology Contract Staff Augmentation Services	400
Technology and Information Systems	Review of Department Disaster Recovery Plan	400
Technology and Information Systems	Review of OCULUS Records Retention and Access	300

Water Policy and Ecosystems Restoration		
Water Restoration Assistance	Audit of the Clean Water and Drinking Water Revolving Fund Programs' Special Purpose Financial Presentations (Fiscal Year 2017-2018)	500
Water Restoration Assistance	Review of Agreement LP55031 Summer Haven River Restoration Project	400
Water Restoration Assistance	Review of Clean Water and Drinking Water State Revolving Loans with the City of Cape Coral	400
Water Restoration Assistance	Review of Clean Water State Revolving Loan and Grant Agreements to City of Pompano Beach	400
Water Restoration Assistance	Review of Agreement SG570012 Small Community Grant to the City of Perry	300
Water Restoration Assistance	Review of Agreement LP10050 with the Town of Penney Farms	300
Florida Coastal Office	Review of Agreement MV267 with Monroe County for the Monroe County Mobile Vessel Pump out Service	300
Florida Coastal Office	Review of Agreement RM163 with Florida International University	300

Land and Recreation		
Recreation and Parks	Audit of Deleon Springs State Park	300
Recreation and Parks	Audit of Silver Springs State Park	300
Recreation and Parks	Audit of Wakulla Springs State Park and Friends of Wakulla Springs State Park, Inc. Citizen Support Organization	400
Recreation and Parks	Audit of Agreement CA-0617 with Cape Leisure Silver Springs, LLC.	300
Recreation and Parks	Audit of Agreement CA-1515 with Cape Leisure Ichetucknee, LLC.	300
Recreation and Parks	Audit of Agreement MY-0310 with Kelly Ranch, Inc. at Amelia Island State Park	300
Recreation and Parks	Review of AmeriCorps Contract Agreement with Florida Commission on Community Service, dba, Volunteer Florida	400
Recreation and Parks	Review of Division Operations Manual	400
Recreation and Parks	Review of Process for Concession Agreement Development	300
Recreation and Parks	Audit of Citizen Support Organization Agreement with Florida Greenways and Trails Foundation, Inc.	300
Recreation and Parks	Review of Construction Contract CN391 with McDelt, LLC.	300
Recreation and Parks	Review of Contract CN367 with Shine & Company, Inc.	300
State Lands	Review of Land and Water Conservation Fund Grants (LW641, LW648) and Recreational Trails Program Grant (T1528) with the Village of Wellington	400
State Lands	Review of Recreational Trails Program Grant (T1417) and Florida Recreation Development Assistance Program Grant (A6110) with the City of Fort Lauderdale	400
State Lands	Review of Select Purchase Orders for Emergency Storm Services	400
State Lands	Review of Land Lease Collections Process	300

Regulatory Programs		
Air Resource Management	Audit of Title V Program	400
Water Resource Management	Audit of Contract WQ028 with Bul-Hed Corporation	400
Waste Management	Audit of Select Small County Consolidated Grant	300
Waste Management	Review of Select Task Assignments for Contract HW550 with Geosyntec Consultants, Inc.	400
Total Hours		11,570

Inland Protection Trust Fund (IPTF)		
Waste Management	Continuous Review of Petroleum Restoration Program Agency Term Contract Purchase Orders and Practices	2,100
Waste Management	Review of Storage Tank Registration Fees	300
Waste Management	Review of Petroleum Restoration Program Agency Term Contract with Handex Consulting, and Remediation, LLC.	400
Waste Management	Review of Petroleum Restoration Program Agency Term Contract with AMEC Foster Wheeler Environment & Infrastructure, Inc.	400
Waste Management	Review of Petroleum Restoration Program Agency Term Contract with Terracon Consultants, Inc.	400
Waste Management	Audit of Contract GC927 with Lee County for Storage Tank Compliance Inspection Services	300
Waste Management	Audit of Contract GC924 with Gulf County for Storage Tank Compliance Inspection Services	300
Waste Management	Audit of Contract GC915 with Hillsborough County for Storage Tank Compliance Inspection Services	300
Waste Management	Audit of Contract GC918 with Alachua County for Storage Tank Compliance Inspection Services	300
Waste Management	Audit of Contract GC895 with Orange County for Petroleum Contamination Cleanup Services	360
Total Hours		5,160

Enterprise Chief Inspector General Audits	
To be determined	250

Special Assignments	
Review of Single Audit Reports	600
Office of Inspector General Audit Plan and Risk Assessment Fiscal Year 2019-2020	150
Office of Inspector General Annual Report Fiscal Year 2017-2018	100
Review Audit Reports	800
Finalize Audit Reports Fiscal Year 2017-2018	600
Coordinate External Audits	50
Follow-up on Prior Audits	300
Long Range Program Plan and Performance Measures	200
Total	2,800

Total Planned Audit Hours	
Audit Projects	11,570
IPTF Audit Projects	5,160
Enterprise Inspector General Audits	250
Special Assignments	2,800
	<u>19,780</u>

AVAILABLE AUDIT STAFF HOURS

Position Title	Fiscal Year 2018-2019
Audit Director	1,720
Management Review Specialists (8 Positions)	13,760
Operations and Management Consultant II (.5 Position)	860
Government Analyst II (OPS) (2 Positions)	3,440
TOTAL HOURS	<u>19,780</u>

Long Range Audit Plan
Department of Environmental Protection
Office of Inspector General
Fiscal Years 2019-2020 and 2020-2021

INTRODUCTION

The Office of Inspector General Long Range Audit Plan evaluates the efficiency and effectiveness of Department processes, and provides consultation services to units of the Department regarding program measurement. A risk assessment and requests by Department staff are all considered when developing the Long Range Audit Plan.

The purpose of this document is to establish a Long Range Audit Plan based on the audit planning process in accordance with Section 20.055(6)(i), F.S.

BACKGROUND

The Office of Inspector General was established within the Department to provide a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in government. Section 20.055(2), F.S., designates responsibilities of the Inspector General, which include the following:

- Providing direction for supervising and coordinating audits, investigations, and management reviews relating to the programs and operations of the Department
- Reviewing and evaluating internal controls to ensure fiscal accountability, efficiency, and integrity of the Department's programs
- Advising in the development of performance measures, standards, and procedures for the evaluation of Department programs
- Reviewing actions taken by the Department to improve program performance
- Preventing fraud and abuse in the Department's programs and operations

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The following pages contain the Long Range Audit Plan schedules for Fiscal Years 2019-2020 and 2020-2021. Included is a summary of the assigned hours by project and the available staff resources. The hours assigned for each project are estimates and may be revised when objectives and necessary fieldwork are determined.

Audit Plan for Fiscal Year 2019-2020

Long Range Planned Projects		
Division/Office	Project Title	Estimated Hours
Department		
Technology and Information Systems	Audit of Select Department Information Technology Processes	300
Administrative Services	Audit of Select Administrative Functions	500
Districts	Audit of Select Administrative and District Functions	500
General Counsel	Review of Select Contracted Professional Services	200
Ecosystem Projects		
Environmental Assessment and Restoration	Review of Select Contracts/Grants	500
Ecosystems Projects	Review of Select Contracts/Grants	500
Water Restoration Assistance	Audit of State Revolving Loan Fund Financial Presentation (FY 2018-2019)	400
Water Restoration Assistance	Audit of Select Beach Restoration Grants	400
Water Restoration Assistance	Review of Select Loan and Grant Agreements	550
Florida Coastal Office	Review of Agreements for Coral Reef Studies	500
Land and Recreation		
Recreation and Parks	Audit of Select Contracted Concessions	800
Recreation and Parks	Audit of Select Citizen Support Organizations	600
Recreation and Parks	Audit of Select State Parks	800
Recreation and Parks	Review of Select Division Contracts and Purchase Orders	600
State Lands	Review of Professional Services Contracts	600
State Lands	Review of Select Construction Contracts	550
State Lands	Audit of Select Land and Water Conservation Fund Program (LWCF) Grants	600
State Lands	Audit of Select Recreational Trails Program Grants	500
State Lands	Audit of Select Florida Recreation Development Assistance Program (FRDAP) Grants	300
State Lands	Review of Florida Communities Trust Projects	300
State Lands	Review of Select State Lands Contracts	300

State Lands	Review of Select Division Program Processes	700
Regulatory Programs		
Air Resource Management	Audit of Tag Fee Program	300
Air Resource Management	Audit of Title V Grants	500
Waste Management	Audit of Select Division of Waste Management Contracts	800
Waste Management	Continuous Review of Petroleum Restoration Program (PRP) Purchase Orders to Agency Term Contractors	1,000
Waste Management	Review of Activities Related to Select Agency Term Contractors	1,000
Waste Management	Audit of Select Compliance and Cleanup Local Programs	1,000
Water Resource Management	Audit of Select Division of Water Resource Management Contracts/Grants	500
Water Resource Management	Review of Select Local Delegation Agreements	630
Total		16,730

Enterprise Chief Inspector General Audits	
To be determined	250

Special Assignments	
Review of Single Audit Reports	600
Office of Inspector General Audit Plan and Risk Assessment Fiscal Year 2020-2021	150
Office of Inspector General Annual Report Fiscal Year 2018-2019	100
Review Audit Reports	800
Finalize Audit Reports Fiscal Year 2018-2019	600
Coordinate External Audits	50
Follow-up on Prior Audits	300
Long Range Program Plan and Performance Measures	200
Total	
	2,800

Total Planned Audit Hours	
Audit Projects/IPTF Audit Projects	16,730
Enterprise Inspector General Audits	250
Special Assignments	2,800
<u>19,780</u>	

ESTIMATED AVAILABLE AUDIT STAFF HOURS

Position Title	2019-2020
Audit Director	1,720
Management Review Specialists (8 Positions)	13,760
Operations and Management Consultant II (.5 Position)	860
Government Analyst II (OPS) (2 Positions)	3,440
TOTAL HOURS	<u>19,780</u>

Audit Plan for Fiscal Year 2020-2021

Long Range Planned Projects		
Division/Office	Project Title	Estimated Hours
Technology and Information Systems	Audit of Select Department Information Technology Contracts	600
Administrative Services	Audit of Select Administrative Functions	800
Environmental Assessment and Restoration	Audit of Select Contracts/Grants	900
Water Restoration Assistance	Review of Select 319 and Total Maximum Daily Load (TMDL) Grant Agreements	600
Water Restoration Assistance	Review of Select Restoration Assistance Loans and Grants	800
Water Restoration Assistance	Audit of the Clean Water and Drinking Water Revolving Fund Programs' Special Purpose Financial Presentations (FY 2018-2019)	500
Water Restoration Assistance	Review of Select Beach Restoration Grants	500
Ecosystems Projects	Review of Select Ecosystems Project Agreements	500
Florida Coastal Office	Review of Select Florida Coastal Office Reserves	475
Recreation and Parks	Audit of Select State Parks/Concessions/Citizen Support Organizations	1,500
Recreation and Parks	Audit of Select Construction Contracts	550
State Lands	Audit of Select Land and Recreation Program Grants	1,000
State Lands	Review of Select State Lands Processes/Contracts	1,000
Air Resource Management	Review of Select Division Grants/Contracts	500
Districts	Review of Select Administrative or Program Reviews	400
Waste Management	Review of Select Division Functions/Process Reviews	800
Waste Management	Continuous Review of Petroleum Restoration Program Purchase Orders and Agency Term Contracts	2,700
Waste Management	Audit of Select Compliance and Clean up Local Programs IPTF	1,500
Agency-Wide	Other Audits/Management Reviews to be determined	1,105
	Total	16,730

Enterprise Chief Inspector General Audits	
To be determined	250

Special Assignments	
Review of Single Audit Reports	600
Office of Inspector General Audit Plan and Risk Assessment Fiscal Year 2021-2022	150
Office of Inspector General Annual Report Fiscal Year 2019-2020	100
Review Audit Reports	800
Finalize Audit Reports Fiscal Year 2019-2020	600
Coordinate External Audits	50
Follow-up on Prior Audits	300
Long Range Program Plan and Performance Measures	200
Total	2,800

Total Planned Audit Hours	
Audit Projects/IPTF Audit Projects	16,730
Enterprise Inspector General Audits	250
Special Assignments	2,800
	<u>19,780</u>

ESTIMATED AVAILABLE AUDIT STAFF HOURS

Position Title	2020-2021
Audit Director	1,720
Management Review Specialists (8 Positions)	13,760
Operations and Management Consultant II (.5 Position)	860
Government Analyst II (OPS) (2 Positions)	3,440
TOTAL HOURS	<u>19,780</u>