**Supportive Services for Veteran Families (SSVF)**

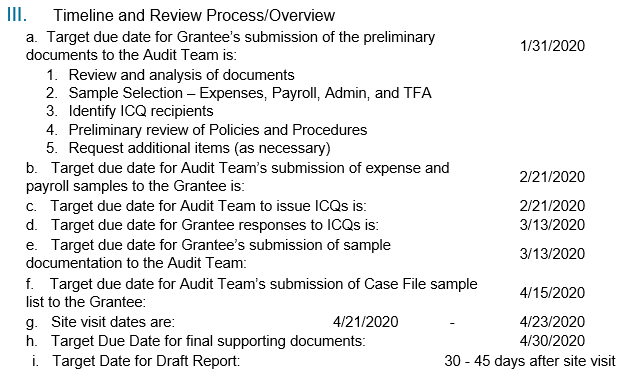
**Financial and Operational Fitness Audit (FOFA)**

**Timeline**

The timeline listed below will provide a **general** guide to activities by phase of the audit process. A copy of the timeline with specific dates related to your visit¹ will be provided and discussed during the initial kickoff call.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site Visit Date:** | | | | April 21-23, 2020 |
| **Phase** | **Date** | **Timeline**² | **Responsible Party** | **Action** |
| **Pre-Site Visit** | 1/10/2020 | 15 Weeks Prior | Grantee | Receive engagement letter |
| 1/15/2020 | 14 Weeks Prior | Grantee | Attend kick-off call |
| 1/31/2020 | 12 Weeks Prior | Grantee | Upload preliminary documents requested (PDR) into GIFTS |
| 2/21/2020 | 9 Weeks Prior | Auditor | Review, analyze, and develop expense and payroll audit samples for grantee |
| 2/21/2020 | 9 Weeks Prior | Grantee | Receive expense and payroll audit samples and internal control questionnaires (ICQ's) |
| 3/13/2020 | 6 Weeks Prior | Grantee | Upload expense and payroll audit sample supporting documentation into GIFTS |
| 4/15/2020 | 1 Week Prior | Grantee | Receive follow-up questions regarding audit review work and testing |
| 4/15/2020 | 1 Week Prior | Grantee | Receive Veteran case file sample list |
| 4/15/2020 | 1 Week Prior | Grantee | Provide Auditors with logistical information regarding facility parking, access, etc. |
|  |  |  |  |  |
| **Phase** | **Date** | **Timeline** | **Responsible Party** | **Action** |
| **Week of site Visit** | 4/21/2020 | Day 1 | Grantee / Auditor | Attend entrance conference |
| Inventory case files |
| Start case file review work (*Auditors only*) |
| 4/22/2020 | Days 2³  or 3 | Grantee / Auditor | Face-to-face discussions (case files, expense, payroll, admin, ICQ, etc.…) |
| Discuss issues and develop recommendations |
| 4/23/2020 | Day 3 | Grantee / Auditor | Attend exit conference |
| **Phase** | **Date** | **Timeline** | **Responsible Party** | **Action** |
| **Post-Site Visit** | 4/30/2020 | 1 Week Post | Grantee | Provide follow-up documentation |
| 6/5/2020 | 4-6 Weeks Post | Grantee | Receive audit report |
| 6/19/2020 | 14 Days After Report | Grantee | Respond to recommendations (Appendix A) |
| To Be Determined (TBD) | TBD | Grantee | Respond to recommendation follow-up questions and document requests |
| TBD | TBD | Grantee | Receive closeout letter |

¹ Example Agenda Excerpt:



² General timeline for reference, timelines may be adjusted depending on the specific dates associated with your site visit.

³ May be scheduled for a 2 or 3 day site visit - the Engagement Letter and subsequent Kickoff Call will detail the duration of your site visit.