



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 3

**Agenda Date:** April 30, 2024

**In Control:** Audit Committee

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**DEPARTMENT:** Office of the City Auditor

**DEPARTMENT HEAD:** Kevin Barthold

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Acceptance of the Office of the City Auditor Report AU23-036 Audit of Transportation Dept. Federally Funded Transportation Contract Monitoring.

**SUMMARY:**

Determine if Federally Funded Transportation Projects (programs) are in compliance with federal requirements.

**BACKGROUND INFORMATION:**

Background

The Alamo Area Metropolitan Planning Organization (AAMPO) approved the Corridor Mobility Planning program and the Congestion Mitigation and Air Quality Improvement (CMAQ) Clean Air Educational Outreach program for federal funding as part of its Transportation Improvement Program (TIP). The TIP addresses federal regulations administered by the United States

Department of Transportation (DOT) to help it achieve its objective to modernize infrastructure to deliver safer, cleaner, and more equitable transportation systems. The City of San Antonio passed two ordinances to facilitate the funding process and begin work on the programs.

### Corridor Mobility Planning Program

The first ordinance was passed on May 7, 2020 for \$880,000 of federal grant money used for the Culebra Corridor Multimodal Planning Study managed by the Transportation Department. The goal of the study was to provide design planning concepts for increased vehicle safety, pedestrian mobility, and traffic congestion relief. The Transportation Department contracted with WSP USA to complete the study and the final report was issued in November of 2022.

### CMAQ Clean Air Educational Outreach Program

The second ordinance was passed on April 29, 2021 for \$216,000 of federal grant money used for the Electric Vehicles San Antonio (EVSA) campaign managed by the Office of Sustainability. This campaign helped educate and promote electric vehicles to the citizens of San Antonio. The Office of Sustainability contracted with ESD & Associates to develop the campaign. The Office of Sustainability is currently in year two of the agreement with ESD & Associates with it ending on March 7, 2025.

An Advance Funding Agreement (AFA) was approved by City Council as part of the ordinance for both grants which approves the federal funding and details the project scope, timeline, cost, and reimbursement requirements. The Texas Department of Transportation (TxDOT) administered the funds for both grants on behalf of the Federal Highway Administration (FHWA). The City is reimbursed by TxDOT for eligible grant expenditures as they are incurred. These grant expenditures are payments made to contractors for approved project work. Each grant program is also required to comply with federal Disadvantaged Business Enterprise (DBE) Program requirements when selecting contractors.

### Scope & Methodology

The audit scope consisted of evaluating the federal grant management process for the Corridor Mobility Planning Program and the CMAQ Clean Air Educational Outreach Program. We performed interviews with department personnel, performed walkthroughs of significant processes, and reviewed relevant documentation. Our testing included reviewing internal controls, AFAs, contractor payments, TxDOT reimbursements, DBE compliance, and training requirements.

### Conclusion

Overall, federally funded transportation programs are in compliance with federal requirements. We obtained the AFAs for the Corridor Mobility Planning Program and the Congestion Mitigation and Air Quality Improvement (CMAQ) Clean Air Educational Outreach Program and determined they were approved by City Council. Additionally, we noted the AFA properly detailed the requirements for the grant funds to be reimbursable. The grant programs were also in compliance

with federal Disadvantaged Business Enterprise (DBE) requirements. Additionally, contactor payments and reimbursements for grant expenses were reimbursable per the requirements in the AFA, properly approved, and recorded correctly in SAP.

We make no recommendations to the Transportation Department and Office of Sustainability; Consequently, no management responses are required.

**ISSUE:**

This item is presented for acceptance by the Audit Committee.

**FISCAL IMPACT:**

NA

**ALTERNATIVES:**

NA

**RECOMMENDATION:**

Staff recommends acceptance of this audit report.