



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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Comptroller

Internal Audit Section

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FILE COPY

February 15, 2013

Karen Wallensack, Executive Director
Housing Resource Center
4532 Lindell Blvd
St. Louis, MO 63108

RE: Community Development Block Grant (CDBG) (Project #2013-CDA24)

Dear Ms. Wallensack:

Enclosed is a report of the fiscal monitoring review of the Housing Resource Center, a not-for-profit organization, CDBG Programs, for the period January 1, 2012, through November 30, 2012. The scope of a fiscal monitoring review is less than an audit, and as such, we do not express an opinion on the financial operations of Housing Resource Center. Fieldwork was completed on February 1, 2013.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and through an agreement with the City of St. Louis, Community Development Administration (CDA) to provide fiscal monitoring to all grant sub-recipients.

If you have any questions, please contact the Internal Audit Section at (314) 657-3490.

Respectfully,

Dr. Kenneth M. Stone, CPA, CGMA
Internal Audit Executive

Enclosure

cc: Jill Claybour, Acting Executive Director, CDA
Lorna Alexander, Special Assistant for Development, CDA
Cerese Pennington, Program Manager, CDA



CITY OF ST. LOUIS

**COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**HOUSING RESOURCE CENTER
CONTRACT #12-14-12
CFDA #14.218**

FISCAL MONITORING REVIEW

JANUARY 1, 2012 THROUGH NOVEMBER 30, 2012

PROJECT #2013-CDA24

DATE ISSUED: FEBRUARY 15, 2013

**Prepared by:
The Internal Audit Section**



OFFICE OF THE COMPTROLLER

HONORABLE DARLENE GREEN, COMPTROLLER

**CITY OF ST. LOUIS
COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
HOUSING RESOURCE CENTER
FISCAL MONITORING REVIEW
JANUARY 1, 2012 THROUGH NOVEMBER 30, 2012**

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INTRODUCTION

Background

Contract Name: Housing Resource Center
Contract Number: 12-14-12
Contract Period: January 1, 2012 through November 30, 2012
CFDA Number: 14.218
Contract Amount: \$278,349

The contract provided Community Development Block Grant (CDBG) fund to Housing Resource Center (Agency) to provide services such as hotline calls, shelter placements, relocations, financial education, and eviction and foreclosure prevention in the City of St. Louis.

Purpose

The purpose of the review was to determine the Agency's compliance with federal, state and local Community Development Administration (CDA) requirements for the period January 1, 2012, through November 30, 2012, and make recommendations for improvements as considered necessary.

Scope and Methodology

Inquiries were made regarding the Agency's internal controls relating to the grant administered by the Community Development Administration (CDA). Evidence was tested supporting the reports the Agency submitted to CDA and other procedures were performed as considered necessary. Fieldwork was completed on February 1, 2013.

Exit Conference

The Agency was offered the opportunity for an exit conference on February 15, 2013, but the Agency declined.

SUMMARY OF OBSERVATIONS

Conclusion

No evidence was found to suggest that the Agency did not comply with federal, state and local CDA requirements.

Status of Prior Observations

The Agency's previous fiscal monitoring report, Project #2012-CDA26 issued February 28, 2012, noted no observations.

A-133 Status

The Agency expended \$500,000 or more in federal funds for the year ended June 30, 2012; therefore, was required to have a single audit in accordance with OMB Circular A-133.

The report was dated October 30, 2012 and rendered unqualified opinions on both the general purpose financial statements and the major federal awards. There were no material weaknesses or significant deficiencies identified on the general purpose financial statements. There were no material weakness and there were significant deficiency(ies) identified that are not considered to be material weakness on the major federal awards.

There were findings required to be reported in accordance with OMB Circular A-133; however, they did not apply to the CDBG Program passed through the City of St. Louis.

The Agency did qualify as a low risk auditee.

Summary of Current Observations

There were no observations.