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OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

*Internal Audit Section*

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DR. KENNETH M. STONE, CPA  
Internal Audit Executive

October 6, 2011

Will Jordan, Executive Director  
Metro St. Louis Equal Housing Opportunity Council  
1027 S. Vandeventer  
St. Louis, MO 63110

RE: Community Development Block Grant (CDBG) (Project #2012-CDA1)

Dear Mr. Jordan:

Enclosed is a report of the fiscal monitoring review of the Metro St. Louis Equal Housing Opportunity Council, a not-for-profit organization, CDBG Programs, for the period January 1, 2011, through June 30, 2011. 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 Metro St. Louis Equal Housing Opportunity Council. Fieldwork was completed on August 18, 2011.

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) 622-4723.

Respectfully,

A handwritten signature in cursive script that reads "Kenneth M. Stone".

Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

Enclosure

cc: Jill Claybour, Acting Executive Director, CDA  
Lorna Alexander, Special Assistant for Development, CDA



# CITY OF ST. LOUIS

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

**METRO ST. LOUIS EQUAL HOUSING OPPORTUNITY COUNCIL  
CONTRACT #11-10-69  
CFDA #14.218**

**FISCAL MONITORING REVIEW**

**JANUARY 1, 2011 THROUGH JUNE 30, 2011**

**PROJECT #2012-CDA1**

**DATE ISSUED: OCTOBER 6, 2011**

**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)  
METRO ST. LOUIS HOUSING OPPORTUNITY COUNCIL  
FISCAL MONITORING REVIEW  
JANUARY 1, 2011 THROUGH JUNE 30, 2011**

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## INTRODUCTION

### Background

**Contract Name:** Metro St. Louis Equal Housing Opportunity Council

**Contract Number:** 11-10-69

**Contract Period:** January 1, 2011 through December 31, 2011

**CFDA Number:** 14.218

**Contract Amount:** \$34,200

The contract provided Community Development Block Grant (CDBG) fund to Metro St. Louis Equal Housing Opportunity Council (Agency) to provide session on fair lending and housing, first-time home buying, accessibility/disability and phone counseling to the community and various organizations in the Metro St. Louise area.

### 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, 2011, through June 30, 2011, 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 CDA. Evidence was tested supporting the reports the Agency submitted to CDA and other procedures were performed as considered necessary. Fieldwork was completed on August 18, 2011.

### Exit Conference

There were no current observations; therefore, an exit conference was not considered necessary.

## **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 #2010-CDA6 issued February 8, 2009, noted one observation.

- Opportunity to improve internal controls over financial reporting (**Resolved**)

### **A-133 Status**

According to a letter received from the Agency, it did not expend \$500,000 or more in federal funds in its fiscal year ended December 31, 2010, and was not required to have an A-133 audit.

### **Summary of Current Observations**

There were no current observations.