



Date: December 19, 2002  
To: Ed Kitchen, City Manager  
From: Internal Audit  
Subject: Greensboro Urban Ministry

The Internal Audit Division has performed a program and compliance audit of Greensboro Urban Ministry, which received the following grants from the City of Greensboro during the 2001-2002 grant year:

- Human Services Grant of \$30,000 provides childcare for the children of the mothers to assist them in becoming employed full-time or becoming a full-time student or a combination of both, part-time. The families are enrolled in the Project Independence Program or are residents at Partnership Village. This grant was reduced to \$22,500 due to the City's budget constraints.
- Community Development Services Grant of \$7,000 provides support services for residents of Partnership Village Phase I, an apartment community of 32 units located at 201 Greenbriar Road. Services include vocational or educational counseling, information and referral, and job development and placement. Supportive assistance includes rental assistance, utility or rent deposits, and services and amenities that may be selected by the case manager.
- Community Development Services Grant of \$17,000 provides support services for residents of Partnership Village Phase II, an apartment community of 24 three-bedroom units located at 201 Greenbriar Road. Services include vocational or educational counseling, information and referral, and job development and placement. Supportive assistance includes rental assistance, utility or rent deposits, and services that may be selected by the case manager.
- Emergency Shelter Grant of \$26,000 provides support for Weaver House, an emergency shelter located at 305 West Lee Street. Weaver House can house up to 100 individuals for 60 days, and also provides case management, meals, medical assistance and help with finding jobs.
- Emergency Assistance Grant of \$68,500 provides assistance for eligible clients for past due rents, rental and utility deposits, back payments, other payments related to housing and mortgage payments to prevent foreclosure. Approximately 3,200 clients were served during the grant year.

We examined selected financial transactions and program documentation maintained by the agency for compliance with the contracts and for assurance that program goals were achieved. Based on our review, it appears that the funds have been spent according to the terms of the contracts with no exceptions noted.

We would like to thank Ms. Aquilla Lee, Director of Finance; Ms. Nancy Phillips, Business Manager; Ms. Joyce Clark Reid, Director of Emergency Assistance Program and Food Bank; Ms. Crystal Mercer, Office Manager; Ms Jackie Carrion, Receptionist and the staff of Greensboro Urban Ministry for their courtesy and cooperation shown us during this audit. If there are any questions or comments concerning the details of this audit, please contact us at 373-2821.



Len Lucas  
Internal Auditor

Cc: Mitchell Johnson, Assistant City Manager  
Andy Scott, Director of Housing & Community Development  
Reverend Mike Aiken, Executive Director of Greensboro Urban Ministry