

Internal Audit Division
City of Greensboro



April 1, 2011

TO: Sue Schwartz, Interim Director of Planning & Community Development
FROM: Internal Audit Division
SUBJECT: Greensboro Urban Ministry 2009-2010

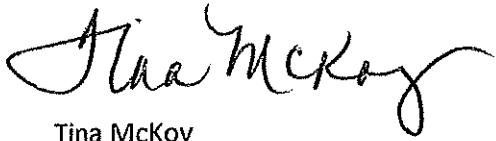
The Internal Audit Division has performed our yearly monitoring visit of the Greensboro Urban Ministry (Agency) on March 2, 2011 which received an Emergency Assistance Grant in the amount of \$51,257 and an Emergency Shelter Operations Grant in the amount of \$35,752 from the City of Greensboro during the 2009 to 2010 grant year.

The Emergency Assistance Nussbaum Housing Partnership Allocation Grant for \$51,257 was used to provide services for emergency assistance payments to landlords and utility companies to prevent homelessness or to move individuals from homelessness to sustainable housing. Eligible payments include past due charges, current payments and deposits. Approximately 1,000 beneficiaries were projected to be assisted with this grant.

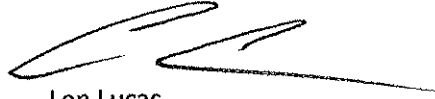
The Emergency Shelter Operations Nussbaum Housing Partnership Allocation Grant in the amount of \$35,752 providing services in connection with operating and maintaining a shelter for homeless persons. The Agency provides emergency shelter for single homeless adults and supportive services that include referrals to agencies that provide mental health and drug treatment services. Eligible costs available for reimbursement are as follows: staff salaries; maintenance and security salary; maintenance and operation; insurance and utilities. The Agency projected they would serve approximately 1,200 homeless clients with housing and with meals at the Weaver Night House shelter located at 305 W. Lee Street as the result of this grant.

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 these contracts with no exceptions noted.

We would like to thank Reverend Mike Aiken, Executive Director; Ms. Marie Schettino, Director of Finance; Ms. Nancy Phillips, Business Manager and the staff of the Greensboro Urban Ministry for their courtesy and cooperation shown to us during this visit. If there are any questions or comments concerning the details of this visit, we can be reached at 373-4528.



Tina McKoy
Internal Auditor



Len Lucas
Internal Audit Director

Cc: Bob Morgan, Deputy City Manager
Reverend Mike Aiken, Executive Director of Greensboro Urban Ministry

To: Rev. Mike Aiken, Greensboro Urban Ministry
From: Michael Blair, City of Greensboro, PCD
Program: Greensboro Urban Ministry
Fiscal Year: FY09/10
Funding: Shelter Operations: \$35,752; Emergency Assistance: \$51,257



Review of Eligibility & relation to the Consolidated Plan: The site visit of the facility provides assurance that indicated that the activity exclusively benefits the homeless based upon the category of limited-clientele presumed benefit. [24 CFR 570.208(a)(2)(A)]. The participant files reviewed (6 on-site) all contained documentation indicating low/no income and verification of homelessness. Significantly more than 51% of those served were low/mod income. The program relationship to 2005-2009 Consolidated Plan is Priority 2C.

Review of Cost Allowability: There were no obvious instances where expenditures were not necessary and reasonable for proper and efficient administration of the program per 24 CFR 85.22 and OMB Circular A87, Attachment B; and the city agreement. [24 CFR 570.502(b)]. The Internal Audit review did not indicate ineligible costs per the agreement (with the exception of a back mortgage payment which has been reconciled by the agency) and neither did a PCD spot check based on OMB/CDBG rules.

Review of Procurement: A limited procurement review was conducted. Costs reimbursed were for administrative project (security salaries) costs; and EFA . As a reminder if any federal grant funds are used to purchase eligible items and services the procurement of goods and services must follow 24 CFR §85.36(d): (1) small purchase; (2) sealed bids; (3) competitive proposals; (4) noncompetitive proposals. File maintenance for purchases is recommended.

Review of Shelter (2009-1244) Scope and services to be rendered: Approximately 1,200 "new" individuals would be served according to the agreement. In FY09/10 1081 individuals were actually served (1,438 with winter overflow and repeat stays).

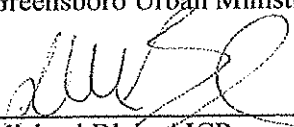
Review of Emergency Assistance (2009-1242) Scope and services to be rendered: Approximately 1,000 beneficiaries would be served (approximately 540 households) according to the agreement. 1,333 beneficiaries were actually served in FY09/10.

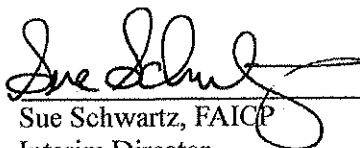
Review of Client Files: The files reviewed were in a logical order and well maintained. They included the contractually required Homelessness Verification and Community Development Household forms.

Observation: The Homelessness Verification form asks for referral agency verification or other verifications depending on the recipients' last place of shelter. PCD requests that this type of verification be utilized and available in client files.

Review of Board Minutes: Minutes are maintained and are very understandable including the minutes where the external annual audit was reviewed and accepted by the board. It is relatively easy to determine if a quorum was present.

Summary: It is PCD staff opinion that both the emergency shelter and emergency assistance programs are eligible and effective uses of city Homelessness Prevention funding. Records were understandable and there are no disqualifying financial concerns for future City funding. This report does not require a reply from management. PCD staff appreciates the assistance provided during the monitoring visit by Greensboro Urban Ministry staff.


Michael Blair, AICP
Analyst Grants Compliance


Sue Schwartz, FAICP
Interim Director
Planning & Community Development