



# CITY OF ST. LOUIS

**COMMUNITY DEVELOPMENT ADMINISTRATION (CDA)  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
LEAD HAZARD REDUCTION DEMONSTRATION GRANT (LHRD)**

**THE CITY BUILDING DIVISION, THE COMMUNITY  
DEVELOPMENT ADMINISTRATION, AND THE DEPARTMENT  
OF HEALTH & HOSPITALS**

**CONTRACTS #12-36-20, #11-LHRD-04, #11-LHRD-03  
AND #11-LHRD-01  
CFDA #14.218 AND #14.905**

**FISCAL MONITORING REVIEW**

**JANUARY 1, 2012 THROUGH DECEMBER 31, 2012**

**PROJECT #2013-CDA30**

**DATE ISSUED: AUGUST 14, 2013**

**Prepared by:  
The Internal Audit Section**



**OFFICE OF THE COMPTROLLER**  
**HONORABLE DARLENE GREEN, COMPTROLLER**



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
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DR. KENNETH M. STONE, CPA  
Internal Audit Executive

August 14, 2013

FILE COPY

William Rataj, Director of Housing Programs  
Community Development Administration  
1520 Market St., 2<sup>nd</sup> Floor  
St. Louis, MO 63103

RE: Community Development Block Grant (CDBG) and Lead Hazard Reduction  
Demonstration Grant (LHRD) (Project #2013-CDA30)

Dear Mr. Rataj:

Enclosed is a report of the fiscal monitoring review of the City Building Division, the Community Development Administration, and the Department of Health & Hospitals, municipal agencies, CDBG and LHRD Programs, for the period January 1, 2012, through December 31, 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 the City Building Division, the Community Development Administration, and the Department of Health & Hospitals. Fieldwork was completed on May 30, 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 Monitor, CDA  
Frank Oswald, Executive Director, Building Division  
Pamela Rice Walker, Acting Director, Department of Health & Hospitals

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CITY BUILDING DIVISION, COMMUNITY DEVELOPMENT  
ADMINISTRATION, AND THE DEPARTMENT OF HEALTH & HOSPITALS  
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## INTRODUCTION

### Background

**Contract Name:** City Building Division  
Community Development Administration  
Department of Health & Hospitals

**Contract Numbers:** 12-36-20, 11-LHRD-04, 11-LHRD-03, 11-LHRD-01

**Contract Periods:** January 1, 2012 through December 31, 2012 (12-36-20)  
November 1, 2011 through October 31, 2014 (11-LHRD-04)  
November 1, 2011 through October 31, 2014 (11-LHRD-03)  
November 1, 2011 through October 31, 2014 (11-LHRD-01)

**CFDA Numbers:** 14.218  
14.905

**Contract Amounts:** \$267,933 (#12-36-20), Building Division  
\$1,916,455 (#11-LHRD-04), Building Division  
\$584,290 (#11-LHRD-03), Community Development  
Administration  
\$499,255 (#11-LHRD-01), Department of Health & Hospitals

These contracts provided Community Development Block Grant (CDBG) and Lead Hazard Reduction Demonstration Grant (LHRD) funds to the City Building Division, the Community Development Administration, and the Department of Health & Hospitals (Agencies) to provide assistance to low and moderate income homeowners, preserve the viability of their homes and systematically address emergency repair needs, bring homes up to current health and safety building code compliance, and control or abate lead hazards.

### Purpose

The purpose of the review was to determine the Agencies' compliance with federal, state and local Community Development Administration (CDA) requirements for the period January 1, 2012, through December 31, 2012, and make recommendations for improvements as considered necessary.

### Scope and Methodology

Inquiries were made regarding the Agencies' internal controls relating to the grant administered by the CDA. Evidence was tested supporting the reports the Agencies submitted to CDA and other procedures were performed as considered necessary. Fieldwork was completed on May 30, 2013.

## **Exit Conference**

An exit conference was not necessary because there were no observation noted at this time.

## **SUMMARY OF OBSERVATIONS**

### **Conclusion**

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

### **Status of Prior Observations**

The previous fiscal monitoring report of the Agencies' programs, Project #2012-CDA43 issued November 2, 2012, noted no observations.

### **A-133 Status**

The Agencies are City Departments covered under the City of St. Louis' single audit OMB Circular A-133.

### **Summary of Current Observations**

There were no current observations.