



# CITY OF ST. LOUIS

**DEPARTMENT OF HUMAN SERVICES (DHS)  
SUPPORTIVE HOUSING PROGRAM (SHP)  
FEDERAL EMERGENCY SHELTER GRANT (FESG)**

**SHALOM HOUSE  
CONTRACT #64707 AND #64875  
CFDA #14.231 AND #14.235**

**FISCAL MONITORING REVIEW**

**JANUARY 1, 2012 THROUGH FEBRUARY 28, 2013**

**PROJECT #2013-HOM12**

**DATE ISSUED: June 26, 2013**

**Prepared by:  
The Internal Audit Section**



## OFFICE OF THE COMPTROLLER

**HONORABLE DARLENE GREEN, COMPTROLLER**



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



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DR. KENNETH M. STONE, CPA  
Internal Audit Executive

June 26, 2013

Ms. Tammy Laws, Executive Director  
Shalom House  
1040 S. Taylor  
St. Louis, MO 63110

FILE COPY

RE: Supportive Housing Program (SHP) and Federal Emergency Shelter Grant (FESG)  
(Project #2013-HOM12)

Dear Ms. Laws:

Enclosed is the report of the fiscal monitoring review of Shalom House, a not-for-profit organization, SHP and FESG programs, for the period January 1, 2012 through February 28, 2013. 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 Shalom House. Fieldwork was completed on March 28, 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 Department of Human Services (DHS) to provide fiscal monitoring to all federal grant sub-recipients.

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

Sincerely,

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

Enclosure

cc: Antoinette Triplett, Manager II - DHS  
Parimal Mehta, Fiscal Manager - DHS

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## INTRODUCTION

### Background

**Contract Name:** Shalom House

**Contract Number:** 64707 and 64875

**CFDA Number:** 14.231 (64707)  
14.235 (64875)

**Contract Period:** January 1, 2012 through December 31, 2012 (64707)  
October 1, 2012 through September 30, 2013 (64875)

**Contract Amount:** \$30,090 (64707)  
\$233,361 (64875)

The contract provided Supportive Housing Program (SHP) and Federal Emergency Shelter Grant (FESG) funds to Shalom House (Agency) to promote the delivery of supportive housing, emergency shelter, and supportive services to assist homeless or at risk persons in the transition from homelessness to interdependency and permanent housing.

### Purpose

The purpose of the review was to determine the Agency's compliance with federal, state, and local Department of Human Services (DHS) requirements for the period January 1, 2012 through February 28, 2013, and make recommendations for improvements, as considered necessary.

### Scope and Methodology

Inquiries were made regarding the Agency's internal controls relating to the grants administered by DHS. Evidence was tested supporting the reports the Agency submitted to DHS and other procedures were performed as considered necessary. Fieldwork was completed on March 28, 2013.

### Exit Conference

Agency was offered but declined an exit conference on June 20, 2013.

## **SUMMARY OF OBSERVATIONS**

### **Conclusion**

The Agency did fully comply with federal, state, and local DHS requirements.

### **Status of Prior Observations**

The Agency's previous fiscal monitoring report, Project #2012-HOM10, issued September 5, 2012 contained no observations.

### **A-133 Status**

According to a letter received from the Agency, dated March 28, 2013, it did not expend \$500,000 or more in Federal Funds in its calendar year ended December 31, 2012; therefore it was not required to have an A-133 audit.

### **Summary of Current Observations**

There were no current observations.