

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769

SUPPLEMENTAL AUDIT OF
FEDERAL AWARDS
CITY OF MISHAWAKA
ST. JOSEPH COUNTY, INDIANA
January 1, 2013 to December 31, 2013



FILED
07/25/2014

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CITY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Controller	Yvonne Milligan Rebecca S. Miller	01-01-13 to 05-31-13 06-01-13 to 12-31-14
Mayor	David A. Wood	01-01-12 to 12-31-15
President of the Board of Public Works and Safety	Gary E. West	01-01-13 to 12-31-14
President of the Common Council	S. Michael Compton Matt Mammolenti	01-01-13 to 12-31-13 01-01-14 to 12-31-14



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

TO: THE OFFICIALS OF THE CITY OF MISHAWAKA, ST. JOSEPH COUNTY, INDIANA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Mishawaka (City), as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated June 10, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

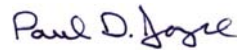
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS
(Continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


Paul D. Joyce, CPA
State Examiner

June 10, 2014

SUPPLEMENTAL AUDIT OF
FEDERAL AWARDS



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM; ON INTERNAL CONTROL OVER COMPLIANCE;
AND ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY OMB CIRCULAR A-133

TO: THE OFFICIALS OF THE CITY OF MISHAWAKA, ST. JOSEPH COUNTY, INDIANA

Report on Compliance for Each Major Federal Program

We have audited the City of Mishawaka (City) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2013. The City's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City complied in all material respects with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2013.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM; ON INTERNAL CONTROL OVER COMPLIANCE;
AND ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY OMB CIRCULAR A-133
(Continued)

Other Matters

The results of our auditing procedures disclosed other instances of noncompliance, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying Schedule of Findings and Questioned Costs as item 2013-001. Our opinion on each major federal program is not modified with respect to these matters.

The City's response to the noncompliance findings identified in our audit is described in the accompanying Corrective Action Plan. The City's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be a material weakness.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as item 2013-001 to be material weaknesses.


The City's response to the internal control over compliance findings identified in our audit is described in the accompanying Corrective Action Plan. The City's response was not subjected to the auditing procedures applied in the audit of compliance and accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose. In accordance with Indiana Code 5-11-5-1, this report is a part of the public records of the Indiana State Board of Accounts and of the office examined.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM; ON INTERNAL CONTROL OVER COMPLIANCE;
AND ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY OMB CIRCULAR A-133
(Continued)

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated June 10, 2014, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.


Paul D. Joyce, CPA
State Examiner

June 10, 2014

CITY OF MISHAWAKA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2013

Federal Grantor Agency Cluster Title/Program Title/Project Title	Pass-Through Entity or Direct Grant	Federal CFDA Number	Pass-Through Entity (or Other) Identifying Number	Total Federal Awards Expended
<u>Department of Housing and Urban Development</u>				
CDBG - Entitlement Grants Cluster				
Community Development Block Grants/Entitlement Grants	Direct Grant			
		14.218	B10MC180017	\$ 109,673
		14.218	B11MC180017	56,662
		14.218	B12MC180017	222,050
		14.218	B13MC180017	141,020
Total - CDBG - Entitlement Grants Cluster				529,405
CDBG - State-Administered CDBG Cluster				
Community Development Block Grants/State's Program and Non Entitlement Grants in Hawaii Neighborhood Stabilization	Indiana Housing and Community Development Authority	14.228	NSP3	303,808
Total - CDBG - State-Administered CDBG Cluster				303,808
HOME Investment Partnerships Program	St. Joseph County Housing Consortium	14.239	HO11840 12-JH40	127,960 134,731
Total - HOME Investment Partnerships Program				262,691
Total - Department of Housing and Urban Development				1,095,904
<u>Department of Justice</u>				
JAG Program Cluster				
Edward Byrne Memorial Justice Assistance Grant Program Police Equipment	Direct Grant	16.738	2012DJBX1195	18,568
Total - JAG Program Cluster				18,568
Bulletproof Vest Partnership Program Vest	Direct Grant	16.607		8,344
Public Safety Partnership and Community Policing Grants Manpower	Direct Grant	16.710	2010UMWX0116	129,905
Equitable Sharing Program Confiscated Funds	Direct Grant	16.922	999	956
Total - Department of Justice				157,773
<u>Department of Transportation</u>				
Highway Safety Cluster				
State and Community Highway Safety	Indiana Criminal Justice Institute	20.600	1165	19,063
		20.600	1597	114,769
		20.600	2303	36,744
		20.600	K4-2013-09-03-14	5,000
Total - State and Community Highway Safety				175,576
Alcohol Impaired Driving Countermeasures Incentive Grants I	Indiana Criminal Justice Institute	20.601	1287	61,022
	St. Joseph County Prosecutor	20.601	1581	35,038
	Indiana Criminal Justice Institute	20.601	2483	8,949
Total - Alcohol Impaired Driving Countermeasures Incentive Grants I				105,009
Total - Highway Safety Cluster				280,585
Total - Department of Transportation				280,585
Total federal awards expended				\$ 1,534,262

The accompanying notes are an integral part of the Schedule of Expenditures of Federal Awards.

CITY OF MISHAWAKA
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Note 1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the City and is presented in conformity with accounting principles generally accepted in the United States of America which is the basis of accounting used in the presentation of the financial statements. Accordingly, the amount of federal awards expended is based on when the activity related to the award occurs. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 2. Subrecipients

Of the federal expenditures presented in the schedule, the City provided federal awards to subrecipients as follows for the year ended December 31, 2013:

Program Title	Federal CFDA Number	2013
Community Development Block Grants/ Entitlement Grants	14.218	\$ 7,000
State and Community Highway Safety	20.600	126,047
Alcohol Impaired Driving countermeasures Incentive Grants I	20.601	46,974

CITY OF MISHAWAKA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Section I - Summary of Auditor's Results

Financial Statements:

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	no
Significant deficiencies identified?	none reported
Noncompliance material to financial statements noted?	no

Federal Awards:

Internal control over major programs:	
Material weaknesses identified?	yes
Significant deficiencies identified?	no
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of <i>OMB Circular A-133</i> ?	yes

Identification of Major Programs:

 Name of Federal Program or Cluster

CDBG - Entitlement Grants Cluster
CDBG - State-Administered CDBG Cluster

Dollar threshold used to distinguish between Type A and Type B programs:	\$300,000
Auditee qualified as low-risk auditee?	no

Section II - Financial Statement Findings

No matters are reportable.

CITY OF MISHAWAKA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

Section III - Federal Award Findings and Questioned Costs

***FINDING 2013-001 - REPORTING FOR COMMUNITY DEVELOPMENT
BLOCK GRANTS/ENTITLEMENT GRANTS***

Federal Agency: Department of Housing and Urban Development
Federal Program: Community Development Block Grants/Entitlement Grants
CFDA Number: 14.218
Federal Award Numbers: B10MC180017, B11MC180017, B12MC180017, B13MC180017

Internal Controls

Management of the City has not established an effective internal control system, which would include segregation of duties, related to the grant agreement and the Reporting compliance requirements that have a direct and material effect on the program. The failure to establish an effective internal control system places the City at risk of noncompliance with the grant agreement and the Reporting requirements. A lack of segregation of duties within an internal control system could also allow noncompliance with compliance requirements and allow the misuse and mismanagement of federal funds and assets by not having proper oversight, reviews, and approvals over the activities of the program.

There was no indication that anyone was responsible for preparing and submitting the required quarterly reports. An oversight or review process has not been established to ensure that required reports were submitted.

An internal control system, including segregation of duties, should be designed and operate effectively to provide reasonable assurance that material noncompliance with the grant agreement, or a type of compliance requirement of a federal program will be prevented, detected and corrected, on a timely basis. In order to have an effective internal control system, it is important to have proper segregation of duties. This is accomplished by making sure proper oversight, reviews, and approvals take place and to have a separation of functions over certain activities related to the program. The fundamental premise of segregation of duties is that an individual or small group of individuals should not be in a position to initiate, approve, undertake, and review the same activity.

OMB Circular A-133, Subpart C, section .300 states in part:

"The auditee shall: . . . (b) Maintain internal control over Federal programs that provides reasonable assurance that the auditee is managing Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on each of its Federal programs."

Compliance

The U.S. Department of Housing and Urban Development (HUD) requires recipients of the Community Development Block Grants/Entitlement Grants (CDBG) to file several financial reports, including the SF-425 Federal Financial Report. The SF-425 is required to be filed quarterly; however, none of these reports were filed in 2013.

CITY OF MISHAWAKA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

24 CFR 85.20 states in part:

"(b) The financial management systems of other grantees and subgrantees must meet the standards:

- (1) Financial reporting. Accurate, current, and complete disclosure of the financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the grant or subgrant.
- (2) Accounting records. Grantees and subgrantees must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. . . ."

The failure to establish internal controls allowed material noncompliance to remain undetected. Noncompliance with the grant agreement or the compliance requirements that have a direct and material effect on the program could result in the loss of federal funds to the City.

We recommended that the City's management establish controls, including segregation of duties, related to the grant agreement and all compliance requirements that have a direct and material effect on the program. We also recommended that the City prepare and submit accurate, complete, and timely reports in accordance with the U.S. Department of Housing and Urban Development's guidelines.

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AUDITEE PREPARED SCHEDULES

The subsequent schedules were provided by management of the City. The schedules are presented as intended by the City.



CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

Department of Community Development

Summary Schedule

February 19, 2014

Finding Number 2012-1

Auditee Contact Person: David B. Thomas

Title of Contact Person: Director, Community Development

Phone Number: 574-258-1668

During an Audit in April 2013 the Department of Community Development had a finding with regards to claims and expenditures. Claim no. 5 was reimbursed twice by IHCD. The Department has taken the following actions to correct finding 2012-1 after discussing the situation with IHCD it was agreed that the amount that was overpaid was reduced from the claim that was submitted on 7-23-2013 receipt no. 67390. A NSP3 Federal Cash control register with precise detail regarding to information on claims was started and all disbursements are entered into the report to reconcile the City's and IHCD's expenditures for NSP3 account 277.

Thank you,

David B. Thomas

Director

COMMUNITY DEVELOPMENT • REDEVELOPMENT • ECONOMIC DEVELOPMENT

Address: City Hall • 600 East Third Street • Mishawaka • IN • 46544-2241

Phone: (574) 258-1668 FAX: (574) 968-6999

E-mail: community.development@mishawaka.in.gov



CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

DEPARTMENT OF COMMUNITY DEVELOPMENT

5/28/2014

Attn: Martha Harper
State Board of Accounts

CORRECTIVE ACTION PLAN

FINDING 2013-001 (Auditor Assigned Reference Number)
Contact Person Responsible for Corrective Action: David Thomas
Contact Phone Number: 574-258-1668

Description of Corrective Action Plan:

The Department of Redevelopment was made aware of the separation of duties required to effectively run the department as part of our August, 2013 HUD audit. Actions have been put into place to remedy this situation and we, as a fairly new staff, are working with Alicia Vaughn of City Consultants to insure that we have all of the necessary separation in place. Along with that, the Director, David Thomas has created new job descriptions for the department to separate duties and create a role of a Financial Analyst within the Department to keep duties separated and also to make sure that we are hitting deadlines and filling out reports in a more accurate and timely basis. Both the Director and Financial analyst will have the list of reports and deadlines in their calendar. It is the Director's job to work with the Financial Analyst to make sure that the reports are completed correctly and in a timely fashion

Furthermore, we are beginning work to complete the quarterly reports

I will attach the proposed job descriptions as exhibits to this response.

Anticipated Completion Date: Job descriptions - In process
Quarterly Reports will be complete by Friday, June 13th

(Signature)

Director of Community Development

(Title)

5/28/2014

(Date)



COMMUNITY DEVELOPMENT/REDEVELOPMENT DEPARTMENT

(Draft 4/4/2014)

A. JOB TITLE – FINANCIAL ANALYST

B. DEFINITION

Employee shall perform all accounting tasks for the department. This shall include, but not be limited to, areas such as accounts payable, accounts receivable, create claims and vouchers, and personnel records. Employee shall be responsible for all HUD data analysis and Integrated Disbursement Information System accounting. Employee shall also be responsible for assisting the State and Federal Auditors in reviewing financial records of the department.. Employee shall be responsible for the HUD Consolidated Annual Plan and Evaluation Report (CAPER) and will assist the Director in preparing and maintaining all Department budgets including HUD, Tax Incremental Finance (TIF) Districts, and City budget. Employee shall be responsible for executing and completing special projects as outlined by the Director and any other task as assigned by the Director.

C. EQUIPMENT USED

1. Computer (Must be familiar with Microsoft Word, Excel, and Access Programs)
2. Calculator
3. Other office equipment (Typewriter, phone, copier, fax, etc.)

D. JOB LOCATION

Approximately ninety percent (90%) of the job is located in an office setting at Mishawaka City Hall. Approximately ten percent (10%) of the job is conducted in the field. The field could include but shall not limited to public meetings, civic meetings, construction coordination, site investigations, training, seminars, educational activities, as well as attendance at relevant meetings outside the community including the state legislature or other municipalities.

E. PHYSICAL REQUIREMENTS

Approximately ninety percent (90%) of the time tasks are performed seated at a desk. Approximately 10 percent (10%) of the time job duties are conducted in the field.

F. ENVIRONMENTAL / WORKING CONDITIONS

Desk work is performed in a climate controlled office setting. Field work may include exposure to all types of weather, unsanitary structures and substandard building conditions.

G. ESSENTIAL FUNCTIONS OF THE JOB

1. Manage and maintain program information, program statistics, including caseload status, program budget information, and program guidelines.
2. Recommend pay requests from programs to the Program Construction Manager for consideration of payment.
3. Perform all accounting tasks for the department for all areas including but not limited to accounts payable, accounts receivable, payroll, purchase orders, and vouchers.
4. Assist the State and Federal Auditors in reviewing financial records of the department.
5. Provide the Executive Director with monthly budget reports on various funds as well as various updates on the status of loan programs. These updates shall include balances of all existing programs.
6. Required knowledge of CDBG, HOME, and TIF programs, and any accounting procedures required as a part of that program.
7. Perform Davis-Bacon compliance and recordkeeping.
8. Oversee Department Loan servicing and monitor of completed loans.
9. Track funding sources, obligations, disbursements, and payoffs.
10. Assist Director with the preparation of all quarterly and annual reports.
11. Assist with the preparation of the CAPER.
12. Assist with HUD grant writing.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Perform other tasks as assigned by the Director or City Controller.

2. Attend all Redevelopment Commission Meetings.
3. Interact with appropriate parties in the public and private sector.
4. Prepare letters, reports, and other documents as necessary.

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Be proficient at financing and lending practices.
2. Familiarity with Community Development Block Grant (CDBG) and HOME Programs.
3. Proficient planning, speaking, and writing abilities.
4. Ability to work independently as needed.
5. Must have good analytical and organizational skills, good judgment, ability to maintain confidentiality.
6. Ability to be a team player and get along with others in the workplace.

J. QUALIFICATIONS

1. Bachelor's Degree required, preferably in business, accounting, or public administration, Master's Degree preferred. Direct experience managing CDBG funds may substitute for education requirements.
2. Some evening or weekend work required.
3. Experience with loan servicing preferred.

DEPARTMENT OF COMMUNITY DEVELOPMENT

FLSA Classification: Exempt

A. JOB TITLE – COMMUNITY DEVELOPMENT DIRECTOR

B. DEFINITION

Professional position appointed by the City's Redevelopment Commission. Oversees Community Development efforts within the City of Mishawaka. Responsible for working with and making recommendations to the Redevelopment Commission, Board of Public Works and Safety, Common Council and the Mayor. Responsible for executing and completing special projects and any other task as assigned by the City Planner and/or Mayor. This position reports directly to the Mayor, and has management responsibility of Community Development Staff.

C. EQUIPMENT USED

1. Computer (Must be familiar with Microsoft Word, Excel, Access, GMS, IDIS software)
2. Other office equipment (calculator, phone, copier, fax, etc.)

D. JOB LOCATION

Approximately eighty percent (80%) of the job is located in an office setting. Approximately twenty percent (20%) of the job is conducted in the field. This includes, but is not be limited to, public meetings, civic meetings, site investigations, educational activities, as well as attendance at meetings outside the community.

E. PHYSICAL REQUIREMENTS

Approximately eighty percent (80%) of the time tasks are performed seated at a desk. Approximately twenty percent (20%) of the time job duties are conducted in the field. Must be able to lift 40 lbs unassisted.

F. ENVIRONMENTAL / WORKING CONDITIONS

Desk work is performed in a climate controlled office setting. Field work may include exposure to all types of weather, unsanitary structures and substandard building conditions.

G. ESSENTIAL FUNCTIONS OF THE JOB

1. Oversee and approve all HUD-funded activities.
2. Present monthly reports to the Redevelopment Commission.
3. Review and approve all accounting tasks for the department completed by Bookkeeper, including but not limited to, loan servicing, bond servicing, accounts payable and receivable, payroll, purchasing and off-street parking.
4. Monitor Davis-Bacon compliance and recordkeeping with assistance of construction manager.
5. Submit the HUD Consolidated Annual Plan and Evaluation Report (CAPER).
6. Assist City Planner in preparing and maintaining all Department budgets including HUD, Tax Incremental Finance (TIF) Districts and City budgets.
7. Report to HUD as required.
8. Complete grant applications for Department activities.
9. Approve data entered in Integrated Disbursement Information System (IDIS) accounting.
10. Create and/or update Department policies and procedures.
11. Ensure compliance with all applicable Community Development Block Grant (CDBG) and HOME rules and regulations.
12. Coordinate the Commercial Façade Loan program.
13. Manage Community Development Staff.
14. Maintain relationships with public service agencies, sub-recipients, and local service clubs

15. Perform regular presentations about the City's Community Development projects to public service agencies.
16. Completes all other duties as assigned by the Mayor and/or City Planner.
17. Serve on local Boards and Commissions at the direction of the Mayor and City Planner

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Interact with appropriate parties in the public and private sector.
2. Maintain exceptional customer service.
3. Make presentations as required.

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Familiarity with federal programs and other local human service programs and providers.
2. Professional writing and verbal communication skills.
3. Work experience in the public sector preferred.
4. Good analytical and organizational skills, good judgment and ability to maintain confidentiality.
5. Ability to read, understand and interpret complex instructions / regulations, legal documents and legislation.
6. Ability to read construction drawings.
7. Ability to work independently as needed.
8. Ability to be a team player and get along with others in the workplace.

J. QUALIFICATIONS

1. Bachelor's Degree required; Master's Degree preferred.
2. 3-5 years work experience with Community Development Programs preferred.
3. Some evening or weekend work required.
4. Valid driver's license required.

Employee Signature

Date

Department Manager

Date

Revised 4/4/2014

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

FLSA Classification: Non-Exempt

A. JOB TITLE -- PROGRAM COORDINATOR

B. DEFINITION

Manages CDBG and HOME-funded programs for the Department including, but not limited to, the First-Time Homebuyer, Self-Sufficiency, Owner-Occupied Home Rehabilitation, Summer of Service programs and Sub-grantee Recipients. Reports to and is supervised by the Community Development Director. Performs duties at a high level of independent judgment.

C. EQUIPMENT USED

1. Computer (Must be familiar with Microsoft Word, Excel, and Access Programs)
2. Calculator
3. Other office equipment (Typewriter, phone, copier, fax, etc.)

D. JOB LOCATION

Approximately ninety percent (90%) of the job is located in an office setting at Mishawaka City Hall. Approximately ten percent (10%) of the job is conducted in the field. The field could include but shall not be limited to public meetings, civic meetings, construction coordination, site investigations, training, seminars, educational activities, as well as attendance at relevant meetings outside the community including the state legislature or other municipalities.

E. PHYSICAL REQUIREMENTS

Approximately ninety percent (90%) of the time tasks are performed seated at a desk. Approximately 10 percent (10%) of the time job duties are conducted in the field.

F. ENVIRONMENTAL / WORKING CONDITIONS

Desk work is performed in a climate controlled office setting. Field work may include exposure to all types of weather, unsanitary structures and substandard building conditions.

G. ESSENTIAL FUNCTIONS OF THE JOB

1. Coordinate all CDBG and HUD programs.
2. Manage Sub-Recipient clients.
3. Conduct field monitoring for Sub-grantee's on a yearly basis.
4. Act as liaison between Homebuyer program participants and their builders and lenders.
5. Coordinate loan closings and subsidy requests.
6. Maintain up to date loan records on a daily basis in GMS loan servicing software
7. Conduct quarterly OHAR interviews and maintain OHAR spreadsheet for Director's review and Submittal.
8. Conduct intake, evaluation and income verification to qualify clients for Department programs such as the First Time Homebuyer Program, Self-Sufficiency Program, and Summer of Service Program.
9. Coordinate HUD approved training programs for clients pre and post-purchase homeownership.
10. Prepare HUD reports for HOME program.
11. Assists in creating presentations for Department and Director as needed.
12. Assists construction Manager with preparing documents and bid packets for demolition bids.
13. Assist the Community Development Director with Redevelopment Commission activities, i.e. attend Redevelopment Commission Meetings, records and transcribes minutes and attends public events as necessary.

14. Answers phones for the Department and assists other departments with phone duty, as needed.
15. Performs all filing for HUD, HOME, TIF, and other department documents. Assist other departments with filing as needed.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

1. Interact with appropriate parties in the public and private sector.
2. Make presentations as required.
3. Attend related training courses.

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Familiarity with federal programs, (including HUD, HOME, etc.), mortgage and loan servicing and other local human service programs and providers, or willingness to attend training to gain familiarity for such programs.
2. Professional writing and verbal communication skills.
3. Work experience in the public sector preferred.
4. Must have good analytical and organizational skills, good judgment and ability to maintain confidentiality.
5. Ability to read, understand and interpret complex instructions / regulations, legal documents and legislation.
6. Ability to review construction drawings.
7. Ability to work independently as needed.
8. Ability to be a team player and get along with others in the workplace.

J. QUALIFICATIONS

1. Bachelor's Degree preferred but not required
2. Some evening or weekend work required.
3. Valid driver's license required.

Employee Signature

Date

Department Manager

Date

Revised Draft 4/4/2014

