

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

FEDERAL SINGLE AUDIT REPORT

OF

CITY OF FORT WAYNE

ALLEN COUNTY, INDIANA

January 1, 2016 to December 31, 2016



FILED
08/25/2017

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SCHEDULE OF OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Mayor	Thomas Henry	01-01-16 to 12-31-19
City Controller	Len Poehler	01-01-16 to 12-31-17
President of the Common Council	Russ Jehl	01-01-16 to 12-31-17
Director of Public Safety	Russel York Position Eliminated	01-01-16 to 12-01-16 12-02-16 to 12-31-17
Director of Public Works	Robert Kennedy	01-01-16 to 12-31-17
Director of City Utilities	Kumar Menon	01-01-16 to 12-31-17
Director of Community and Economic Development	Greg Leatherman	01-01-16 to 12-31-17



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 THE FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

TO: THE OFFICIALS OF THE CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA

We have audited, in accordance with 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 aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Fort Wayne (City), as of and for the year ended December 31, 2016, 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 27, 2017. Our report includes a reference to other auditors who audited the financial statements of the Fort Wayne Urban Enterprise Association, Inc., Fort Wayne Public Transportation Corporation, and Community Development Corporation of Fort Wayne, as described in our report on the City's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors. The financial statements of the Fort Wayne Urban Enterprise Association, Inc., were not audited in accordance with *Governmental Auditing Standards*.

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 opinion 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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or 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 THE 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 of 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 City'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 City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


Paul D. Joyce, CPA
State Examiner

June 27, 2017



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

TO: THE OFFICIALS OF THE CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA

Report on Compliance for Each Major Federal Program

We have audited the City of Fort Wayne's (City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2016. 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.

The City's basic financial statements include the operations of the Fort Wayne Urban Enterprise Association, Inc., Fort Wayne Public Transportation Corporation, and Community Development Corporation of Fort Wayne that received \$7,976,531 (\$0 for UEA, \$3,403,164 for PTC, and \$4,573,367 for CDC) in federal awards, which are not included in the schedule for the year ended December 31, 2016. Our audit, described below, did not include the operations of the Fort Wayne Public Transportation Corporation and the Community Development Corporation of Fort Wayne because these organizational units engaged other auditors to perform the audit in accordance with Uniform Guidance. The Fort Wayne Urban Enterprise Association, Inc., is not included because it engaged other auditors to perform an audit, and it did not require an audit in accordance with Uniform Guidance.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards 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 the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance 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.

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE
(Continued)

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, 2016.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying Schedule of Findings and Questioned Costs as item 2016-001. 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 the 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 our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, 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.

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. A significant deficiency in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section 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. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying Schedule of Findings and Questioned Costs as item 2016-001, we consider to be a significant deficiency.


INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE
(Continued)

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 the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated June 27, 2017, 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 the Uniform Guidance 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 27, 2017

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SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND ACCOMPANYING NOTES

The Schedule of Expenditures of Federal Awards and accompanying notes presented were prepared by management of the City. The schedule and notes are presented as intended by the City.

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CITY OF FORT WAYNE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For The Year Ended December 31, 2016

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	Pass-Through To Subrecipient	Total Federal Awards Expended
<u>Department Of Agriculture</u>					
Urban and Community Forestry Program	Indiana Department of Natural Resources	10.675	422PKTR	\$ -	\$ 25,250
Total - Department Of Agriculture				-	25,250
<u>Department Of Housing And Urban Development</u>					
CDBG - Entitlement Grants Cluster					
Community Development Block Grants/Entitlement Grants	Direct	14.218			
			B-14-MC-180003	-	336,242
			B-15-MC-180003	-	1,166,687
			B-16-MC-180003	58,621	1,151,607
Total - CDBG - Entitlement Grants Cluster				58,621	2,654,536
Emergency Solutions Grant Program					
	Direct	14.231			
			E-14-MC-180003	103,150	103,150
			E-15-MC-180003	109,800	123,145
			E-16-MC-180003	-	36,518
Total - Emergency Solutions Grant Program				212,950	262,813
Home Investment Partnerships Program					
	Direct	14.239			
			M-10-MC-180202	-	91,979
			M-11-MC-180202	-	48,451
			M-14-MC-180202	-	5,517
			M-16-MC-180202	-	237,354
Total - Home Investment Partnerships Program				-	383,301
Neighborhood Stabilization Program					
	Direct	14.264			
			B-08-MN-18004	411,030	411,030
Fair Housing Assistance Program - State and Local					
	Direct	14.401			
			FF205K135011	-	475
			FF205K165011	-	13,634
Total - Fair Housing Assistance Program - State and Local				-	14,109
Lead-Based Paint Hazard Control in Privately-Owned Housing					
	Direct	14.900			
			INLHB052412	921,027	968,930
Total - Department Of Housing And Urban Development				1,603,628	4,694,719
<u>Department Of Interior</u>					
Historic Preservation Fund Grants-In-Aid	Indiana Department of Natural Resources	15.904			
			18-15FFY-02	3,873	3,873
Total - Department Of Interior				3,873	3,873

Department Of Justice

Missing Children's Assistance	Indiana State Police	16.543	A2-3-100-018	-	7,727
			A2-5-100-022	-	3,281
				<u>-</u>	<u>11,008</u>
Total - Missing Children's Assistance					
Crime Victim Assistance	Indiana Criminal Justice Institute	16.575	D3-16-10545	-	84,772
			D3-16-10806	-	968
			D3-17-11439	-	30,589
				<u>-</u>	<u>116,329</u>
Total - Crime Victim Assistance					
Violence Against Women Formula Grants	Indiana Criminal Justice Institute	16.588	D3-16-10503	-	70,004
			5163	-	73,352
				<u>-</u>	<u>143,356</u>
Total - Violence Against Women Formula Grants					
Public Safety Partnership and Community Policing Grants	Direct	16.710	2013-UL-WX-0030	-	628,669
Edward Byrne Memorial Justice Assistance Grant Program	Direct	16.738	2013-DJ-BX-0835	-	2,017
			2014-DJ-BX-1127	-	417
			2015-DJ-BX-0562	-	54,281
				<u>-</u>	<u>56,715</u>
Total - Edward Byrne Memorial Justice Assistance Grant Program					
Total - Department Of Justice				<u>-</u>	<u>956,077</u>

Department Of Transportation

Highway Planning and Construction Cluster					
Highway Planning and Construction	Indiana Department of Transportation	20.205	0500695	-	50,428
			0400587	-	1,076,114
			0901798	-	238,588
			1173162	-	288,558
			0710322	-	82,861
			1382595	-	12,760
				<u>-</u>	<u>1,749,309</u>
Total - Highway Planning and Construction					
Recreational Trails Program	Indiana Department of Transportation	20.219	0710990	-	56,784
			0810513	-	59,305
			0810457	-	5,818
				<u>-</u>	<u>121,907</u>
Total - Recreational Trails Program					
Total - Highway Planning and Construction Cluster				<u>-</u>	<u>1,871,216</u>
Highway Safety Cluster					
State and Community Highway Safety	Indiana Criminal Justice Institute	20.600	D3-16-10135	39,198	95,227
			D3-17-11073	10,035	29,307

Total - State and Community Highway Safety					49,233	124,534
Alcohol Impaired Driving Countermeasures Incentive Grants I	Indiana Criminal Justice Institute	20.601				
			D3-16-10220	4,252	120,976	
			D3-17-11165	-	4,914	
Total - Alcohol Impaired Driving Countermeasures Incentive Grants I				4,252	125,890	
Total - Highway Safety Cluster				53,485	250,424	
Total - Department Of Transportation				53,485	2,121,640	
<u>Environmental Protection Agency</u>						
Clean Water State Revolving Fund Cluster						
Capitalization Grants for Clean Water State Revolving Funds	Indiana Finance Authority	66.458				
			WW16060208-A	-	186,551	
Total - Environmental Protection Agency				-	186,551	
<u>Department Of Energy</u>						
State Energy Program	Indiana Office of Energy Development	81.041				
			BU7-CCC-16-0001	-	100,000	
Total - Department Of Energy				-	100,000	
<u>Department Of Homeland Security</u>						
Hazard Mitigation Grant	Indiana Department of Homeland Security	97.039				
			15677	-	236,135	
			15308	-	86,400	
Total - Hazard Mitigation Grant				-	322,535	
Emergency Management Performance Grants	Indiana Department of Homeland Security	97.042				
			EMW-2015-EP-00037	-	66,301	
Assistance to Firefighters Grant	Direct	97.044				
			EMW-2014-FP-00611	-	2,411	
Pre-Disaster Mitigation	Indiana Department of Homeland Security	97.047				
			EMC-2015-PC-0010	-	558,718	
Homeland Security Grant Program	Indiana Department of Homeland Security	97.067				
			EMW-2015-SS-00049	-	21,143	
Staffing for Adequate Fire and Emergency Response (SAFER)	Direct	97.083				
			EMW-2014-FH-00287	-	644,846	
Total - Department Of Homeland Security				-	1,615,954	
Total federal awards expended				\$ 1,660,986	\$ 9,704,064	

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

CITY OF FORT WAYNE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended December 31, 2016

Note 1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (SEFA) includes the federal grant activity of the City of Fort Wayne (City) under programs of the federal government for the year ended December 31, 2016. The information in the SEFA is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the SEFA presents only a select portion of the operations of the City, it is not intended to and does not present the financial position of the City.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the SEFA are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-187 *Cost Principles for State, Local, and Indian Tribal Governments*, or the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement. When federal grants are received on a reimbursement basis, the federal awards are considered expended when the reimbursement is received. The City has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

Note 3. Community Development Corporation

A discrete component unit of the City of Fort Wayne, the Community Development Corporation of Fort Wayne (CDC), was audited by an outside CPA firm for the years 2010, 2011, 2012, 2013, 2014, 2015 and 2016. Results of these audits included a Section III – Federal Award Findings and Questioned Costs comment in these audit reports that has been repeated from 2010 to 2016 for CFDA No. 11.307 through the Economic Development Administration; Grant No. 06-19-01917; Title IX Implementation Grant Revolving Loan Fund. While the CDC is a discrete component unit and is included in the Comprehensive Annual Financial Report of the City of Fort Wayne, it is a separate entity and is not included on this Schedule of Expenditures of Federal Awards.

CITY OF FORT WAYNE
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?	no
Significant deficiencies identified?	yes
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	yes

Identification of Major Programs and type of auditor's report issued on compliance for each:

CFDA Number	Name of Federal Program or Cluster	Opinion Issued
16.710	CDBG - Entitlement Grants Cluster Public Safety Partnership and Community Policing Grants	Unmodified Unmodified

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee?	yes
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Section II - Financial Statement Findings

No matters are reportable.

Section III - Federal Award Findings and Questioned Costs

FINDING 2016-001 - REPORTING

Federal Agency: Department of Housing and Urban Development
 Federal Program: Community Development Block Grants/Entitlement Grants
 CFDA Number: 14.218
 Federal Award Numbers and Years (or Other Identifying Numbers): B-14-MC-180003, B-15-MC-180003,
 B-16-MC-180003

CITY OF FORT WAYNE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

Condition

An effective internal control system was not in place at the City's Community Development-Office of Housing and Neighborhood Services (OHNS) in order to ensure compliance with requirements related to the grant agreement and the performance reporting requirements.

The City is required to file a Consolidated Annual Performance and Evaluation Report (CAPER) and a Performance Report HUD 60002 by March 30 following the year of activity.

Context

The OHNS filed their 2016 CAPER by March 30, 2017. When a CAPER is required to be filed, a Performance Report HUD 60002 is also required to be filed at the same time. The Performance Report HUD 60002 generated by the Integrated Disbursement and Information System (IDIS) for the year 2016 was not filed until June 15, 2017.

The Performance Report HUD 60002 generated by the Integrated Disbursement and Information System (IDIS) for the year 2015 was not filed until August 12, 2016.

Criteria

2 CFR 200.303 states in part:

"The non-Federal entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal awards in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in 'Standards for Internal Control in the Federal Government' issued by the Comptroller General of the United States or the 'Internal Control Integrated Framework', issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). . . ."

2 CFR 200.328(b)(1) states in part:

"The non-Federal entity must submit performance reports at the interval required by the Federal awarding agency or pass-through entity to best inform improvements in program outcomes and productivity. Intervals must be no less frequent than annually nor more frequent than quarterly except in unusual circumstances, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes. Annual reports must be due 90 calendar days after the reporting period; . . ."

Cause

Management had not developed a system of internal controls related to the grant agreement and the requirements of performance reporting.

Effect

The failure to establish internal controls enabled material noncompliance to go undetected, which could have resulted in the loss of federal funds to the City.

CITY OF FORT WAYNE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(Continued)

Questioned Costs

There were no questioned costs identified.

Recommendation

We recommended that the City's management establish controls, including segregation of duties, related to the grant agreement and the requirements for performance reporting.

We also recommended that the City's management comply with the requirements for performance reporting.

Views of Responsible Officials

For the views of responsible officials, refer to the Corrective Action Plan that is part of this report.

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AUDITEE-PREPARED DOCUMENT

The subsequent document was provided by management of the City. The document is presented as intended by the City.



COMMUNITY DEVELOPMENT

Thomas C. Henry, Mayor

Engage • Innovate • Perform

City of Fort Wayne
Community Development
200 East Berry Street, Suite 320
Fort Wayne IN 46802
260.427.1127

www.fwcommunitydevelopment.org

CORRECTIVE ACTION PLAN

FINDING 2016-01 - REPORTING

Contact Person Responsible for Corrective Action: Kelly Lundberg, Deputy Director, Office of Housing & Neighborhood Services
Contact Phone Number: 260-427-2158

Views of Responsible Official: We concur with the finding.

Description of Corrective Action Plan:

The City of Fort Wayne's Office of Housing & Neighborhood Services (OHNS), under the direction of new Deputy Director Kelly Lundberg, has been establishing new internal controls and revising policies and procedures in order to more effectively manage compliance requirements, including performance reporting and segregation of duties.

As part of that process OHNS has developed a process flow to ensure the Consolidated Annual Performance Evaluation Report (CAPER) is completed and submitted within 90 days following the end of the program year. Effective immediately OHNS will add the HUD Form 60002 completion and submittal to the CAPER process flow to ensure that going forward the HUD Form 60002 is completed and submitted in a timely manner.

Within forty-five days following the end of the program year the Section 3 Officer, Jim Atz, will complete the required HUD Form 60002 and submit to the CD Administrator, John Stineburg, for review and approval. Once approved the Section 3 Officer will submit HUD Form 60002 in the proper reporting system to ensure compliance with the performance reporting requirements. The CD Administrator will begin monitoring all performance reporting dates to ensure timeliness of submission.

Anticipated Completion Date: June 26, 2017


(Signature)

CD ADMINISTRATOR
(Title)

6.26.2017
(Date)

OTHER REPORTS

In addition to this report, other reports may have been issued for the City. All reports can be found on the Indiana State Board of Accounts' website: <http://www.in.gov/sboa/>.