

Fulton County Department of Housing and Community Development

Monitoring of the HOME Program Policies and Procedures Implemented

Third Quarter 2010

Finding 1 – Untimely Submission of Draw Requests:

Response: The Housing and Human Service Department recently hired the remaining Community Development Specialist for which processing financial transactions and entering data into the IDIS system as to be part of the duties. This will allow the department to process draws in a timelier manner after all the staff is properly trained. This will allow staff to

Please note that there may be some delays in payments in the non-profits or contractors do not provide enough detailed information to satisfy the federal requirements. Sometimes these agencies submit information, but it does not include enough detail to ensure it can be entered into IDIS for a draw or justify the payment of funds.

Finding 2 – Untimely Payment of Full Contract Amount to Contractors:

Response: As noted in Finding 1, the Housing and Community Development area recently completed the hiring process for the Community Development Specialist for which processing financial transactions and entering data into the IDIS system as to be part of the duties. This will help to increase the processing speed for the retainage fees for all the contractors. This additional staffing will allow the staff to complete these transactions in a more timely fashion in compliance general rules, guidelines and business practices.

The amount of staffing the this area directly correlates to the timely processing of our transactions and compliance with the federal rules and regulations for compliance items.

Finding 3 – Set-up of Funding Programs and Updating Payments in IDIS:

Response: The response will be the same as for Finding 1 since the two are related matters. The Housing and Human Service Department recently hired the remaining Community Development Specialist for which processing financial transactions and entering data into the IDIS system as to be part of the duties. This will allow the department to process draws in a timelier manner after all the staff is properly trained. This will allow staff to

Finding 4 – Lack of Procedures for Defaulted Loans and Loan Servicing Controls:

Response: The staff will work with the County Attorney's Office on finalizing and getting approval on the process of handling defaulted loans. Staff is recommending that the County

Attorney's Office or an outside Attorney handle the legal notifications that must be handle as part of this process.

Once the process is approved and in place staff will be trained on the procedures and notification process for handling defaulted loans.

Audit Concern 1 – HOME Match Report:

Response: One of the new staff members that is being hired will be designated as the person to work on the HOME Match Report for Housing and Community Development. This person will be responsible for reviewing the HOME Match Report and going back several years to recreate the necessary documentation to show how Fulton County met the 25% match requirement for the HOME Program. Then going forward this position will be responsible for maintaining the HOME Match Log as the program moves forward.