

**CITY OF EI CAJON
REDEVELOPMENT AND HOUSING DEPARTMENT
CDBG PROGRAM
ON-SITE MONITORING REVIEW**

CONTRACTOR: Set- Free Baptist

PROJECT: Motel Voucher

SERVICE CATEGORY: Public Services

**CITY AMOUNT & FUNDING SOURCE(S):
\$50,000 / CDBG**

**LOCATION(S) OF REVIEW: 1527 East
Main Street, El Cajon, CA 92020**

DATE OF REVIEW: 12/11/07

TEST PERIOD REVIEWED: Fiscal Yr. 2007

REVIEW TEAM: Angela Nazareno

**CONTRACTOR CONTACT PERSON(S):
Ivan, Director of Operations and Harold
Brown, Executive Director**

PRIOR CORRECTIVE ACTION(S) REQUIRING FOLLOW-UP	STATUS (Corrected, Outstanding)
N/A	

Explain reasons for outstanding corrective action(s) provided by Contractor:

N/A

FISCAL PERFORMANCE		YES	NO	N/A
31.	Does the project have a system that adequately documents and tracks any fees/charges collected from clients and how the program income is expended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

FISCAL PERFORMANCE		YES	NO	N/A
20.	Do accounting records identify expenditures and revenues by specific funding source? Describe method used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <i>This part of the site visit will be reviewed (by finance and myself) in the spring of 2008.</i>				
21.	For contractors receiving advances, do accounting records clearly identify the amount received and how the amount was disbursed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
22.	Does the contractor maintain up-to-date files of original source documentation (receipts, invoices, canceled checks, etc) for all financial transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
23.	Can receipts and expenditures be tracked through the fiscal system accurately? Crosscheck Requests for Payment items to contractor records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
24.	Are payments made by pre-numbered checks and do all checks require two signatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
25.	When checks are presented for signatures, are vouchers and invoices/bills attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
26.	Are invoices marked with the "date paid stamp" and the check number, and does the person making the payment initial them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
27.	Are payroll entries based on time and attendance records? Review samples for personnel paid with City funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
28.	Are salaries and wages of employees charged to more than one program or funding source supported by labor distribution records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
29.	Are the controls on checks, banking procedures and payroll transactions adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
30.	For projects that utilize subcontractors to accomplish any portion of the contracted services, does the contractor have a system that verifies the services accomplished by subcontractors prior to processing payment requests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

PROGRAM PERFORMANCE		YES	NO	N/A
Comments:				
12.	Are the personnel with positions providing direct services paid through the City contract located in the project facility?	<input type="checkbox"/>	<input type="checkbox"/>	X
Comments:				
13.	If subcontractors are utilized for the project, does the contractor have a system that verifies the services accomplished by subcontractors? Describe system.	<input type="checkbox"/>	<input type="checkbox"/>	X
Comments:				
14.	If volunteers are utilized to accomplish any portion of the contracted services, does the contractor have written records of all volunteer activities? (I.e., logs, timesheets)	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
15.	Are the subcontractors and volunteers utilized to provide contracted services, familiar with the contract requirements?	<input type="checkbox"/>	<input type="checkbox"/>	X
Comments:				
16.	Does the project have a system in place to allow review of client feedback at or before exit and client follow-up after exit from the program to assess the quality and effectiveness of program services?	<input type="checkbox"/>	X	<input type="checkbox"/>
Comments: <i>Discussed that they need one. They are incorporating this component into the Exit Interview.</i>				
17.	Does the project have a written grievance process accessible to all clients? Describe when the clients are given the information and attach a copy.	<input type="checkbox"/>	X	<input type="checkbox"/>
Comments: <i>This will be made available via Exit Interview and also through Counseling with Denise.</i>				
18.	For projects that collect fees/charges from clients/participants, does the contractor document the fees/charges collected in client files? Describe system.	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
19.	Does the project facility appear to be appropriately cleaned and maintained and free from obvious safety hazards?	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <i>Toured the facility and viewed one of the motel rooms. They are clean and clear of debris. They are maintained by housekeeping. The clients check out daily in order to maintain the rooms. Only 40 of the rooms are available for the motel voucher program, the remaining rooms are for the public. Note: (Did not view their inspection paperwork by the County, though). In the room viewed, furniture appeared in need of repair or replacement, but did not pose any obvious safety hazards.</i>				

PROGRAM PERFORMANCE		YES	NO	N/A
1.	Is a copy of the City's contract and Operating Manual accessible to all individuals responsible for the provision of project services and/or project records maintenance? (List where they are maintained.)	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
2.	Does the project maintain location(s) and hours as specified in the contract?	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3.	Is the project serving the intended population as described in the contract?	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
4.	Are programs and activities listed in the contract being performed in accordance with the terms of the contract?	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
5.	Does the project have a system that adequately documents and tracks all project services provided to clients listed in the contract, as well as the individuals responsible for the provision of contract services? Describe system and attach samples of reports, working papers, and case files.	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
6.	Does the project have a system that adequately documents the accomplishments reported on the programmatic reports submitted to the City? Describe system and attach samples of reports, working papers.	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
7.	Does the project's system have the capacity to collect, aggregate and report required data elements such as client demographics characteristics and income levels?	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
8.	Can the information listed on reports submitted to the City be tracked back to the original recording forms?	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
9.	Does the project have a system that ensures that clients reported to the City as receiving contract services are not reported to any other funding source for the same services?	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
10.	Is the contractor submitting required reports on time?	X	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
11.	Are all records retained for the required period of time?	X	<input type="checkbox"/>	<input type="checkbox"/>

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