

**REPLY AND IMPLEMENTATION SUMMARY  
FOLLOW-UP REVIEW OF AUDIT OF HOUSING DEPARTMENT FISCAL RESPONSIBILITIES**

	RECOMMENDATION	RESPONSE	CURRENT STATUS	IMPLEMENTATION DATE	AUDITEE COMMENTS
1	The Housing Department Director should establish an Accounting/ Financial staff position to serve as assistant to the Housing Manager.	Concur	Implemented	October 2005	The Housing Department's Financial Specialist was reclassified to an Accounting Specialist and the position was posted November 4, 2005.
2	The Housing Department Director should request a Human Resources determination, through its review process, for a possible grade and salary increase regarding the Housing Manager position.	Concur	Implemented	October 2005	The Housing Manager position has been deleted and the personnel for that position was promoted to the Housing Division Manager. Implemented by alternative means.
3	The Housing Department Director should consider implementing these suggested enhancements:				
3 a	Request MB&A staff to format JDE reports to track periodic financial activities, reduce duplicate efforts, and reduce reconciliation steps.	Concur	Planned for Implementation	February 2006	Awaiting the hiring process for the Accounting Specialist.
3 b	Evaluate how spreadsheets of the Housing Division Manager and the Housing Coordinator may assist the Housing Manager to reconcile and monitor accounts.	Concur	Planned for Implementation	February 2006	Awaiting the hiring process for the Accounting Specialist.

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3 c	Institute selected financial self-reporting procedures for grant subrecipients, and checklists or programs for financial monitoring of subrecipients in the field.	Concur	Partially Implemented	February 2006	Preparing monitoring policies and procedures. Started October 2005 – ongoing.
3 d	Establish a checklist for Financial Specialists to ensure required documents are in SHIP rehab/ construction files, to implement a recent grantor recommendation.	Concur	Partially Implemented	January 2006	A draft was prepared in September 2005 and is currently in review by staff.
3 e	Assign an assistant to confirm that documents are present in program files, and avoid any delay that could make it difficult to obtain documents if missing.	Concur	Planned for Implementation	January 2006	The Housing Department has requested reclassification of its Staff Assistant position to a Planning Technician.
3 f	Inquire whether the City's Web technology can let lenders update their own contact information, to reduce staff time to maintain this extensive database.	Concur	Partially Implemented	January 2006	The Executive Assistant is working with the city's Web Administrator to address this recommendation.