

*AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION*

**THE HOMELESS ALLIANCE, INC.**

**June 30, 2018**

THE HOMELESS ALLIANCE, INC.

June 30, 2018

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Independent Auditors' Report

To the Board of Directors of  
The Homeless Alliance, Inc.  
Oklahoma City, Oklahoma

**Report on the Financial Statements**

We have audited the accompanying financial statements of The Homeless Alliance, Inc. (the "Alliance"), a not-for-profit organization, which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Alliance's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Alliance's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Alliance as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards on page 22, as required by Title 2 U.S Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the schedule of expenditures of city awards on page 23, as required by the City of Oklahoma City, are presented for purposes of additional analysis and are not a required part of the 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

## ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 11, 2019 on our consideration of the Alliance's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Alliance's internal control over financial reporting and compliance.

***Rose Rock CPAs PLLC***

Edmond, Oklahoma  
February 11, 2019

THE HOMELESS ALLIANCE, INC.

STATEMENTS OF FINANCIAL POSITION

	June 30	
	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 556,933	\$ 144,007
Contributions receivable, net	50,756	379,849
Fees and grants receivable	285,763	323,161
Prepays and other assets	25,869	9,565
Property and equipment:		
Land	159,400	159,400
Building	6,993,500	6,993,500
Land improvement	72,487	72,487
Furniture and equipment	464,848	455,843
Vehicles	<u>26,909</u>	<u>26,909</u>
	7,717,144	7,708,139
Less accumulated depreciation and amortization	<u>1,929,070</u>	<u>1,658,235</u>
Property and equipment, net	<u>5,788,074</u>	<u>6,049,904</u>
TOTAL ASSETS	<u>\$ 6,707,395</u>	<u>\$ 6,906,486</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable	\$ 132,389	\$ 117,317
Payroll liabilities	46,340	30,986
Accrued vacation	47,965	39,502
Accrued expenses	15,716	3,446
Notes payable	489,700	529,316
Line of credit	170,000	68,689
Capital lease obligation	<u>8,293</u>	<u>13,269</u>
TOTAL LIABILITIES	910,403	802,525
<b>NET ASSETS</b>		
Unrestricted	4,323,247	4,795,642
Unrestricted - Board designated	100,000	50,000
Temporarily restricted	<u>1,373,745</u>	<u>1,258,319</u>
TOTAL NET ASSETS	<u>5,796,992</u>	<u>6,103,961</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 6,707,395</u>	<u>\$ 6,906,486</u>

See notes to financial statements.

THE HOMELESS ALLIANCE, INC.

STATEMENTS OF ACTIVITIES

	Year Ended June 30, 2018			Year Ended June 30, 2017		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
<b>SUPPORT AND OTHER REVENUES</b>						
Grants	\$ 2,064,902	\$ 43,186	\$ 2,108,088	\$ 1,573,352	\$ 69,920	\$ 1,643,272
Contributions	894,325	440,838	1,335,163	871,198	456,806	1,328,004
Program revenue	325,639	-	325,639	241,010	-	241,010
Contributed services	32,046	-	32,046	33,505	-	33,505
Investment income	1,152	-	1,152	1,220	-	1,220
Net assets released from restrictions	<u>368,598</u>	<u>(368,598)</u>	<u>-</u>	<u>296,816</u>	<u>(296,816)</u>	<u>-</u>
TOTAL SUPPORT AND OTHER REVENUES	3,686,662	115,426	3,802,088	3,017,101	229,910	3,247,011
<b>EXPENSES</b>						
Program expenses	3,878,707	-	3,878,707	3,119,630	-	3,119,630
Administrative and general	184,405	-	184,405	182,947	-	182,947
Fundraising	45,945	-	45,945	24,673	-	24,673
TOTAL EXPENSES	<u>4,109,057</u>	<u>-</u>	<u>4,109,057</u>	<u>3,327,250</u>	<u>-</u>	<u>3,327,250</u>
CHANGE IN NET ASSETS	(422,395)	115,426	(306,969)	(310,149)	229,910	(80,239)
NET ASSETS AT BEGINNING OF YEAR	<u>4,845,642</u>	<u>1,258,319</u>	<u>6,103,961</u>	<u>5,155,791</u>	<u>1,028,409</u>	<u>6,184,200</u>
NET ASSETS AT END OF YEAR	<u>\$ 4,423,247</u>	<u>\$ 1,373,745</u>	<u>\$ 5,796,992</u>	<u>\$ 4,845,642</u>	<u>\$ 1,258,319</u>	<u>\$ 6,103,961</u>

See notes to financial statements.

THE HOMELESS ALLIANCE, INC.

STATEMENTS OF CASH FLOWS

	Year Ended June 30	
	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Change in net assets	\$ (306,969)	\$ (80,239)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization	270,835	267,473
Changes in operating assets and liabilities:		
Contributions receivable	329,093	145,910
Fees and grants receivable	37,398	(229,987)
Prepays and other assets	(16,304)	(353)
Accounts payable	15,072	(4,778)
Payroll liabilities	15,354	26,161
Accrued vacation	8,463	2,414
Pledges payable	-	(350,000)
Accrued expenses	12,270	3,389
Net cash provided by (used in) operating activities	<u>365,212</u>	<u>(220,010)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchases of fixed assets	<u>(9,005)</u>	<u>(13,083)</u>
Net cash used in investing activities	<u>(9,005)</u>	<u>(13,083)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Payments on notes payable	(39,616)	(37,756)
Draws on line of credit	480,000	368,024
Payments on line of credit	(378,689)	(299,335)
Payments on capital lease obligation	<u>(4,976)</u>	<u>(1,658)</u>
Net cash provided by investing activities	<u>56,719</u>	<u>29,275</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	412,926	(203,818)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>144,007</u>	<u>347,825</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 556,933</u>	<u>\$ 144,007</u>
<b>SUPPLEMENTAL CASH FLOW DISCLOSURE</b>		
Cash paid for interest	<u>\$ 37,565</u>	<u>\$ 30,396</u>
<b>SUPPLEMENTAL DISCLOSURE OF NONCASH ACTIVITIES:</b>		
Fixed asset acquisition funded by capital lease borrowing	<u>\$ -</u>	<u>\$ 14,927</u>

See notes to financial statements.

THE HOMELESS ALLIANCE, INC.

STATEMENTS OF FUNCTIONAL EXPENSES

	Year Ended June 30, 2018				Year Ended June 30, 2017			
	Program Expenses	Administrative and General	Fundraising	Total Expenses	Program Expenses	Administrative and General	Fundraising	Total Expenses
Salaries	\$ 802,049	\$ 84,438	\$ 29,221	\$ 915,708	\$ 647,666	\$ 57,888	\$ 15,482	\$ 721,036
Employee benefits	148,294	35,748	2,451	186,493	119,008	34,330	276	153,614
Payroll taxes	63,873	6,019	2,156	72,048	52,586	6,163	1,194	59,943
Day shelter - outsourced staffing	279,154	-	-	279,154	310,824	-	-	310,824
Day shelter - other operations	103,624	-	-	103,624	76,247	-	-	76,247
Depreciation and amortization	270,803	32	-	270,835	267,094	379	-	267,473
Insurance	41,528	40	-	41,568	38,909	2,653	-	41,562
Interest	35,473	2,092	-	37,565	26,703	3,693	-	30,396
Minor equipment and repairs	139,360	625	544	140,529	109,777	65	-	109,842
Occupancy	144,996	976	-	145,972	113,977	2,074	-	116,051
Printing and supplies	142,523	4,442	10,927	157,892	84,684	3,495	5,938	94,117
Professional services	198,584	43,550	600	242,734	186,430	64,196	1,780	252,406
Specific assistance	1,467,714	542	-	1,468,256	1,076,863	376	-	1,077,239
Other	40,732	5,901	46	46,679	8,862	7,635	3	16,500
	<u>\$ 3,878,707</u>	<u>\$ 184,405</u>	<u>\$ 45,945</u>	<u>\$ 4,109,057</u>	<u>\$ 3,119,630</u>	<u>\$ 182,947</u>	<u>\$ 24,673</u>	<u>\$ 3,327,250</u>

See notes to financial statements.



## NOTES TO FINANCIAL STATEMENTS

### THE HOMELESS ALLIANCE, INC.

June 30, 2018

#### NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization: The Homeless Alliance, Inc. (the "Alliance") was organized in April 2004 under the laws of the State of Oklahoma as a not-for-profit corporation. The Alliance is dedicated to improving the system of care for the homeless in Oklahoma City through collaboration with government, faith-based, and nonprofit service providers, city government, and local businesses. The ultimate goal of the Alliance is to rally the community to end long-term homelessness in Oklahoma City by preventing homelessness and increasing the supply of affordable and permanent supportive housing to move those who are currently homeless back into housing. As a means of reaching the goal of ending homelessness, the Alliance envisions a cohesive collaborative and coordinated system of care, utilizing recognized best practices to dramatically improve the services provided to the homeless population. The Alliance seeks to find better ways to help the homeless and make the system more efficient, rational and caring.

The Alliance is supported by public donations, grants and other financial support from private foundations and other granting organizations in addition to governmental funding. Members of the Alliance's Board of Directors serve on a voluntary basis and receive no compensation.

Basis of Accounting: The financial statements have been prepared on the accrual basis of accounting. Under the accrual basis of accounting, revenue is recorded when earned and expenses are recorded when incurred. Revenues earned but not received and expenses incurred but not paid are recorded as receivables and liabilities, respectively, on the statements of financial position. Net assets represent cumulative revenue over expenses incurred.

Basis of Presentation: Financial statement presentation follows the recommendations of the Financial Accounting Standards Board's ("FASB") ASC 958 under which the Alliance is required to report information regarding its financial position and activities according to the three classes of net assets as follows:

- Unrestricted net assets – Represents resources that are generally not subject to donor-imposed restrictions. Unrestricted net assets may be designated for specific purposes by action of the Board of Directors. At June 30, 2018 and 2017, the Alliance had \$100,000 and \$50,000, respectively, of unrestricted net assets designated by the Board of Directors as a reserve.
- Temporarily restricted net assets – Net assets subject to donor-imposed restrictions that may or will be met, either by actions of the Alliance and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. At June 30, 2018 and 2017, the Alliance had \$1,373,745, and \$1,258,319, respectively, of temporarily restricted net assets relating to unused contributions designated for specific programs and time restrictions on certain long-term assets.

## NOTES TO FINANCIAL STATEMENTS--CONTINUED

THE HOMELESS ALLIANCE, INC.

June 30, 2018

### NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES--CONTINUED

#### Basis of Presentation--Continued:

- Permanently restricted net assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Alliance. At June 30, 2018 and 2017, the Alliance had no permanently restricted net assets.

Contributions are reported as increases in the appropriate category of net assets. Expenses are reported as decreases in unrestricted net assets. Gains and losses on investments are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulations or by law. Expirations of temporary restrictions recognized on net assets (i.e. donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as net assets released from restriction in the statement of activities. Donor restricted contributions whose restrictions are met within the same year as received are reflected as unrestricted contributions in the accompanying financial statements. Temporary restrictions on gifts to acquire long-lived assets are considered met in the period in which the assets are acquired or placed in service. Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the date of the gift. Contributions to be received after one year are discounted at a rate commensurate with the risk involved. Amortization of the discount is recorded as additional contribution revenue and used in accordance with donor-imposed restrictions, if any. An allowance for uncollectible receivables is established based on management's judgment and analysis of the credit worthiness of the donors, past collection experience and other relevant factors. The Alliance had \$53,256 and \$382,349 in contributions receivable as of June 30, 2018 and 2017, respectively. An allowance for uncollectible contributions receivable of \$2,500 has been included in the accompanying financial statements as of June 30, 2018 and 2017.

The Alliance reports gifts of land, buildings and equipment as unrestricted support unless donor stipulations specify how the donated assets must be used. Gifts of long-lived assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Alliance reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Cash and Cash Equivalents: For purposes of the statement of cash flows, the Alliance considers all highly liquid investments with original maturities of three months or less to be cash equivalents. As of June 30, 2018 and 2017, the Alliance had no cash equivalents.

NOTES TO FINANCIAL STATEMENTS--CONTINUED

THE HOMELESS ALLIANCE, INC.

June 30, 2018

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES--CONTINUED

Fixed Assets: Property and equipment are carried at cost at the date of acquisition or fair value at the date of donation in the case of gifts, net of accumulated depreciation. Depreciation on property and equipment is calculated using the straight-line method over the estimated useful lives of the assets, which range from one to thirty years. Normal repairs and maintenance expenditures are expensed when incurred.

Functional Expense Allocation: The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, indirect costs have been allocated among the programs and supporting services benefited. The allocation of certain indirect expenses between administrative and general, fundraising and program services (the programs conducted by the Alliance) is based on the estimated percentage of effort expended by employees and other statistical factors.

Program Revenue: Program revenue consists primarily of rent payments from clients and sales of the Curbside Chronicle magazine.

Tax Status: The Alliance is a not-for-profit organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. It has been classified as an organization that is not a private foundation under Section 509(a)(1) of the Internal Revenue Code.

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Concentrations of Credit Risk: The Alliance has concentrated its credit risk by maintaining deposits at financial institutions which, at times, may exceed federally insured limits. Management of the Alliance does not consider this to be an unreasonable risk of loss. Of the \$619,004 in Alliance bank deposits held at June 30, 2018, \$369,004 was uninsured and uncollateralized.

Donated Goods and Services: The Alliance receives donated goods and services from a variety of professionals and organizations. The services and facilities are valued at their estimated fair market value.

Fundraising Costs: The Alliance expenses the costs of fundraising as incurred.

Subsequent Events: Subsequent events have been evaluated through February 11, 2019, which is the date the financial statements were available to be issued.

## NOTES TO FINANCIAL STATEMENTS--CONTINUED

THE HOMELESS ALLIANCE, INC.

June 30, 2018

### NOTE B--FEES AND GRANTS

The following agreements have been entered into by the Alliance:

Homeless Management Information System (“HMIS”): All communities, states and tribal entities receiving U.S. Housing and Urban Development (“HUD”) funds for the homeless are required to implement an HMIS. The funds are to be used to provide information technology hardware, software and training to agencies that serve the homeless in order to track the progress of individuals receiving services, to share information among agencies on shared clients, and to provide a means to aggregate data on the homeless within the community. Funding is made available under the HUD Supportive Housing Grant Program administered by the City of Oklahoma City (“City”). These grants are cost-reimbursement grants totaling \$110,000 for November 1, 2017 through October 31, 2018. These grants require the Alliance to provide a 25% cash match. The City retains \$5,000 of the entire grant as administrative fees, and the Alliance is allowed administrative expenditures of \$5,000, leaving a net amount for program service expenditures of \$100,000 for the grant period.

Coordinated Case Management: Funding is to provide a coordinated team-based approach to help homeless families and families at risk of becoming homeless move from emergency shelters to secure housing. The program matches case managers from existing local agencies that serve the homeless to provide coordinated care for families in the program. This cost-reimbursement grant for \$70,000 covers direct financial assistance for rent, security deposits and utility payments and deposits as well as operational costs and quality assurance. The grant requires the Alliance to provide a match of 100%. The funds were made available under the HUD Emergency Solutions Grant Program administered by the City.

Journey Home OKC Chronically Homeless: Two cost-reimbursement grants are used to fund the Journey Home program which is modeled after the national 100,000 Homes initiative to identify and house medically vulnerable chronically homeless people. Under the HUD’s Continuum of Care Program, funding is provided to lease scattered site units of permanent supportive housing for chronically homeless meeting the needs guidelines under HUD’s Supportive Housing Grant Program and provide case management, life skills, and employment services for these individuals. Of the \$347,009 available, the City retains \$15,299 as administrative fees and the Alliance is allowed the same amount for its administrative expenses leaving \$316,411 to provide services and housing. This grant requires a cash or in-kind match of \$58,895. This grant term began January 1, 2018 and will end December 31, 2018. The Alliance also receives funding under HUD’s Emergency Solutions Grant Program to provide case management focused on the chronically homeless population and rent, utilities, security deposits, and supplies needed to get these clients in a home in order to stay housed. Case management services are provided by the Alliance or local partner agencies in a team-based approach. This grant of \$45,000 requires the Alliance to provide a match of 100%. All of these grants are administered by the City.

## NOTES TO FINANCIAL STATEMENTS--CONTINUED

THE HOMELESS ALLIANCE, INC.

June 30, 2018

### NOTE B--FEES AND GRANTS--CONTINUED

Building Foundations: Under the HUD's Continuum of Care Program, funding is provided to lease scattered site units of permanent supportive housing for individuals and families meeting the needs guidelines under HUD's Supportive Housing Grant Program and provide case management, life skills, and employment services for these families. This cost-reimbursement grant is also administered by the City and ends on October 31, 2018. Of the \$451,779 available, the City retains \$19,836 as administrative fees and the Alliance is allowed the same amount for its administrative expenses leaving \$412,107 to provide services and housing. This grant requires a cash or in-kind match of \$63,561.

HOME Program Loan: On May 27, 2015, the Alliance entered into a forgivable loan agreement with the City in the amount of \$670,000 to construct 20 units of single room occupancy rental housing for chronically homeless persons at the WestTown campus. HOME funds are provided under the HOME Investment Partnership Act through HUD. The loan requires principal only payments as long as half of the units are used for a period of twenty years to house very low income households that are at or below 50% of the Area Median Income Level. As long as these provisions are met, the loan payments can be deferred under the agreement. If these requirements are not met, the loan accrues interest at an annual rate of 1%. Annual payments of \$33,500 are required beginning January 1, 2018 and continue through January 31, 2037 unless the repayment is deferred. Any repayments deferred will be forgiven at the end of twenty years. In accordance with generally accepted accounting principles, loan fund advances were reported as temporarily restricted revenue when received. As of June 30, 2018, \$670,000 had been advanced under the agreement. No repayments were required during the year ended June 30, 2018.

CDBG Program Loan: On February 24, 2015, the Alliance entered into a forgivable loan agreement with the City in the amount of \$155,000 to clear and improve the site for construction of 20 units of single room occupancy rental housing units for chronically homeless persons at the WestTown campus. CDBG funds are provided under a Community Development Block Grant through HUD. For twenty years, eleven of the units must be reserved exclusively for rent to chronically homeless persons defined by HUD as either an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more or who has had at least four episodes of homelessness in the past three years. The loan is secured by a mortgage on the property. The loan requires principal only payments as long as 51% of the units are used for a period of twenty years to house very low income households that are at or below 50% of the Area Median Income Level. As long as these provisions are met, the loan payments can be deferred under the agreement. If these provisions are not met, the loan accrues interest at an annual rate of 1%. Annual payments of \$7,750 are required beginning January 1, 2018 and continue through January 31, 2037 unless the repayment is deferred. Any repayments deferred will be forgiven at the end of twenty years. In accordance with generally accepted accounting principles, loan fund advances were reported as temporarily restricted revenue when received. As of June 30, 2018, \$149,412 had been advanced under the agreement. No repayments were required during the year ended June 30, 2018.

NOTES TO FINANCIAL STATEMENTS--CONTINUED

THE HOMELESS ALLIANCE, INC.

June 30, 2018

NOTE B--FEES AND GRANTS--CONTINUED

HOPWA: The Alliance contracted with the City of Oklahoma City to operate the housing assistance and supportive services programs for low-income eligible persons with HIV/AIDS and their families living within the Oklahoma City Eligible Metropolitan Statistical Area. The Alliance provides case management services and housing assistance to program participants. The contract term is July 1, 2017 to June 30, 2018 or until available funds are exhausted. The maximum for this grant, including previous year carryover funds, is \$1,353,262. Grant funds are received from the City of Oklahoma City on a reimbursement basis.

Oklahoma City Housing Authority H30K Program: The Alliance contracted with the Oklahoma City Housing Authority to provide services to promote a trauma informed system of care to support homeless veterans and chronically homeless non-veterans using Pathways to Housing First philosophy of care. The Alliance provides project management for the local community by facilitating communication and consortium building activities, maintaining a central registry of program participants, and verifying client eligibility. The contract term is May 1, 2017 through June 30, 2018. The Alliance receives \$9,583 per month under this contract.

The following is a summary of fees and grants receivable at June 30:

	<u>2018</u>	<u>2017</u>
City of Oklahoma City		
Homeless Management Information System	\$ 2,089	\$ 1,087
Coordinated Case Management	22,088	1,852
Journey Home OKC Chronically Homeless	85,738	24,521
Building Foundations	35,031	103,604
HOPWA	61,567	62,640
Other Emergency Solutions Grants	-	4,404
Professional Services Contract - WRC	<u>47,500</u>	<u>47,550</u>
Total City of Oklahoma City	254,013	245,658
Mental Health Association Oklahoma	18,750	20,003
Oklahoma City Housing Authority (H30K)	<u>13,000</u>	<u>57,500</u>
Total	<u>\$ 285,763</u>	<u>\$ 323,161</u>

## NOTES TO FINANCIAL STATEMENTS--CONTINUED

### THE HOMELESS ALLIANCE, INC.

June 30, 2018

#### NOTE C--CAPITAL LEASE OBLIGATION

The Alliance entered into a lease agreement for computer equipment in March 2017. Terms of the lease call for monthly lease payments of approximately \$473 over 3 years. This lease agreement has been presented as a capital lease in the accompanying financial statements. Lease payments began in March 2017, but the leased equipment was not installed until June 25, 2017. The leased equipment has a capitalized cost of \$14,927 at June 30, 2018 and 2017 and total accumulated amortization of \$2,985 and \$0 at June 30, 2018 and 2017, respectively.

The following summarizes the future minimum lease payments under the capital lease as of June 30, 2018:

Year Ended June 30,	Payment	Less Interest Expense	Principal
2019	\$ 5,676	\$ 701	\$ 4,975
2020	3,786	468	3,318
	<u>\$ 9,462</u>	<u>\$ 1,169</u>	<u>\$ 8,293</u>

#### NOTE D--REVOLVING DRAW PROMISSORY NOTE

On April 15, 2015, the Alliance renewed a revolving draw promissory note dated April 15, 2014 under which up to \$250,000 in financing was available to the Alliance. The note was renewed on October 26, 2017 with an additional \$250,000 in financing made available for a total of \$500,000. Note terms specify an initial interest rate of 6.25% subject to periodic adjustment to the lending institution's prime rate. The interest rate at June 30, 2018 was 7%. Interest payments are required monthly. All outstanding principal and interest is due on October 26, 2018. The note had a \$170,000 and \$68,689 outstanding principal balance at June 30, 2018 and 2017, respectively.

#### NOTE E--NOTE PAYABLE

The Alliance previously refinanced the mortgage note with a local bank for the purchase of the property known as the WestTown Campus. The note is secured by a mortgage lien on the property.

Note terms specify an interest rate of 4.75%. The note requires 83 monthly payments of \$5,352 beginning March 20, 2013 and one final payment of \$431,053 on February 20, 2020. Though no formal refinancing agreement exists, the Alliance's management is in the process of considering refinancing options and expects to refinance this note prior to February 20, 2020. The outstanding principal balance was \$489,700 and \$529,316 at June 30, 2018 and 2017, respectively.

NOTES TO FINANCIAL STATEMENTS--CONTINUED

THE HOMELESS ALLIANCE, INC.

June 30, 2018

NOTE E--NOTE PAYABLE--CONTINUED

Expected maturities of the note payable in future fiscal years as of June 30, 2018, are as follows:

2019	\$ 41,885
2020	<u>447,815</u>
	<u>\$ 489,700</u>

NOTE F--TEMPORARILY RESTRICTED NET ASSETS

Net assets are temporarily restricted for the following purposes at June 30:

	<u>2018</u>	<u>2017</u>
Loan - HOME Construction Loan	\$ 670,000	\$ 670,000
Loan - CDBG Construction Loan	<u>149,412</u>	<u>149,412</u>
Forgiveable loans total	819,412	819,412
Private Foundation	190,006	320,000
Chronically Homeless	186,650	49,326
Curbside Chronicle	84,511	29,356
Curbside Chronicle - Google Expansion	50,000	-
Healthcare	13,461	12,115
Matching Funds	11,650	-
CCM	7,651	-
Other	6,476	6,625
Kennel and Pet Deposits	2,512	17,338
Fresh Start	1,116	1,419
Veteran Community Efforts	300	-
Holidays	-	1,293
Winter Survival	-	1,150
Fundraiser - City Care	-	200
Permanent Supportive Housing Program	-	85
	<u>\$ 1,373,745</u>	<u>\$ 1,258,319</u>



## NOTES TO FINANCIAL STATEMENTS--CONTINUED

### THE HOMELESS ALLIANCE, INC.

June 30, 2018

#### NOTE G--CONTRIBUTED GOODS AND SERVICES

The Alliance recognizes contribution revenue for certain goods and services received at the estimated fair value of those services. Those services include the following items during the year ended June 30:

	2018	2017
Donated services	\$ 32,046	\$ 30,522
Donated goods and supplies	-	2,983
	<u>\$ 32,046</u>	<u>\$ 33,505</u>

#### NOTE H--RETIREMENT PLAN

On January 1, 2005, the Alliance adopted a Simple Individual Retirement Account (Simple IRA). Employees who earn at least \$5,000 per year are eligible to participate in the plan. The Alliance contributes a matching amount equal to the employee's contribution, up to 3% of the employee's compensation. For the years ended June 30, 2018 and 2017, the Alliance's contribution totaled \$14,751 and \$13,836, respectively.

#### NOTE I--COMMITMENTS AND CONTINGENCIES

In the normal course of its operations, the Alliance receives grant funds from various federal and state agencies. The grant programs are subject to audit by the agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. The Alliance's management does not believe that any liability for reimbursement which may arise as the result of such audits will be material to its operations.

#### NOTE J--RECENTLY ISSUED ACCOUNTING PRONOUNCEMENTS

In August 2015, the FASB issued Accounting Standards Update ("ASU") 2015-14, *Revenue from Contracts with Customers (Topic 606): Deferral of the Effective Date*. The amendments in this ASU defer the effective date of FASB ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)* for all entities by one year. The provisions of FASB ASU 2014-09 affect any entity that either enters into contracts with customers to transfer goods or services or enters into contracts for the transfer of nonfinancial assets and supersedes the revenue recognition requirements in *Revenue Recognition (Topic 605)*, and most industry-specific guidance. FASB ASU 2014-09 also supersedes some cost guidance included in *Revenue Recognition-Construction-Type and Production-Type Contracts (Subtopic 605-35)*. FASB ASU 2014-09's core principle is that an entity will recognize revenue when it transfers promised goods or services to customers in an amount that reflects the consideration to which an entity expects to be entitled in exchange for those goods or services.

## NOTES TO FINANCIAL STATEMENTS--CONTINUED

THE HOMELESS ALLIANCE, INC.

June 30, 2018

### NOTE J--RECENTLY ISSUED ACCOUNTING PRONOUNCEMENTS--CONTINUED

In doing so, entities will need to use more judgment and make more estimates than under today's guidance. These may include identifying performance obligations in the contract, estimating the amount of variable consideration to include in the transaction price and allocating the transaction price to each separate performance obligation. In March 2016, the FASB issued ASU 2016-08 further clarifying aspects of Topic 606 which discuss the core principle of Topic 606 in order to improve the operability and understandability of the implementation guidance on principal versus agent considerations. For nonpublic entities, the provisions of FASB ASU 2014-09 are effective for fiscal years beginning after December 15, 2018. For nonpublic entities, early adoption of FASB ASU 2014-09 is also permitted for fiscal years beginning after December 15, 2016.

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*. ASU 2016-02 was issued to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the balance sheet and disclosing key information about leasing arrangements. The amendments are effective for fiscal years beginning after December 15, 2019.

In August 2016, FASB issued ASU 2016-14, *Not-for-Profit Entities (Topic 958)*. ASU 2016-14 changes the financial statement presentation and disclosure requirements for not-for-profit entities with the intention of providing more relevant information about their resources and changes in those resources to financial statement users. ASU 2016-14 decreases the number of net asset classifications from three to two based on the existence of donor restrictions. ASU 2016-14 also requires additional disclosures regarding board-designations on net assets, "underwater" endowment funds, liquidity and methods used to allocate costs to functional expense categories. Investment expenses must be presented net of investment returns, and reconciliations from the direct method of presenting operating cash flows to the indirect is no longer required. ASU 2016-14 is effective for fiscal years beginning after December 15, 2017. Early adoption is permitted.

In June 2018, FASB issued ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made – Not-for-Profit Entities (Topic 958)*. ASU 2018-08 was issued to clarify and improve the scope and the accounting guidance for contributions received and contributions made. The amendments should assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of *Topic 958, Not-for-Profit Entities*, or as exchange (reciprocal) transactions subject to other guidance and (2) determining whether a contribution is conditional. The amendments are effective for the Alliance for transactions in which the Alliance is the resource recipient for fiscal years beginning after December 15, 2018. The amendments are effective for the Alliance for transactions in which the Alliance is the resource provider for fiscal years beginning after December 15, 2019. Early adoption is permitted.

Management is currently evaluating the impact the adoption of the pronouncements will have on the Alliance's financial statements in future reporting periods.



**Independent Auditors' 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 Board of Directors  
The Homeless Alliance, Inc.  
Oklahoma City, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America ("GAAP") 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 Homeless Alliance, Inc. (the "Alliance"), a not-for-profit organization, which comprise the statement of financial position as of June 30, 2018 and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 11, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Alliance'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 Alliance's internal control. Accordingly, we do not express an opinion on the effectiveness of the Alliance'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 Alliance'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 preceding paragraph 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 over financial reporting that we consider to material weaknesses. However, material weaknesses may exist that were not identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Alliance'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 Alliance'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 Alliance's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Rose Rack CPAs PLLC*

Edmond, Oklahoma

February 11, 2019

**Independent Auditors' Report on Compliance for  
Each Major Program and on Internal Control Over  
Compliance Required by the Uniform Guidance**

To the Board of Directors  
The Homeless Alliance, Inc.  
Oklahoma City, Oklahoma

**Report on Compliance for Each Major Federal Program**

We have audited The Homeless Alliance, Inc.'s (the "Alliance") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Alliance's major federal program for the year ended June 30, 2018. The Alliance's major federal programs are identified in the summary of auditors' 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 major federal programs.

***Auditors' Responsibility***

Our responsibility is to express an opinion on compliance for each of the Alliance'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 Alliance'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 the major federal programs. However, our audit does not provide a legal determination of the Alliance's compliance with those requirements.

### ***Opinion on Each Major Federal Program***

In our opinion, the Alliance complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal programs for the year ended June 30, 2018.

### ***Other Matter***

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as Finding 2018-001. Our opinion on each major federal program is not modified with respect to this matter.

The Alliance's response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Alliance'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 Alliance 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 Alliance'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 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 Alliance'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 a 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 identified one deficiency in internal control over compliance, described in the accompanying schedule of findings and questioned costs as Finding 2018-002, that we consider to be a significant deficiency.

The Alliance's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Alliance'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 Schedules of Expenditures of Federal and City Awards**

We have audited the financial statements of the Alliance which comprise the statement of financial position as of June 30, 2018 and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. We issued our report thereon dated February 11, 2019, which contained an unmodified opinion on the financial statements as of and for the year ended June 30, 2018, and the related notes to the financial statements. Our audit was performed for the purpose of forming our opinion on the financial statements that collectively comprise the Alliance's financial statements.

*Rose Rock CPAs PLLC*

Edmond, Oklahoma  
February 11, 2019

THE HOMELESS ALLIANCE, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year ended June 30, 2018

Federal Grantor/Pass-Through Grantor and Program Title	Federal CFDA Number	Federal Award Expenditures
<u><i>U.S. Department of Housing and Urban Development</i></u>		
Pass-through the City of Oklahoma City:		
Continuum of Care Program 2016-2017	14.267	\$ 151,738
Continuum of Care Program 2017-2018	14.267	649,324
Total Continuum of Care Program		801,062
HMIS Technical Assistance 2016-2017	14.261	8,079
HMIS Technical Assistance 2017-2018	14.261	81,740
Total HMIS Technical Assistance		89,819
Emergency Solutions Grant Program	14.231	153,896
HOPWA	14.241	762,595
Community Development Block Grant - Loan	14.218	149,412
Total CDBG - Entitlement Grants Cluster		149,412
HOME Investment Partnerships Program - Loan	14.239	670,000
<i>Total U.S. Department of Housing and Urban Development</i>		2,626,784
<u><i>U.S. Department of Health and Human Services</i></u>		
Pass-through the Oklahoma Department of Mental Health and Substance Abuse Services:		
Oklahoma City Housing Authority:		
Substance Abuse and Mental Health Services: H30K Project	93.243	60,716
<i>Total U.S. Department of Health and Human Services</i>		60,716
<u><i>Corporation for National and Community Service</i></u>		
Pass-through the Oklahoma AmeriCorps:		
AmeriCorps	94.006	6,300
<i>Total Corporation for National and Community Service</i>		6,300
<u><i>U.S. Department of Homeland Security</i></u>		
Emergency Food and Shelter National Board Program	97.024	38,750
<i>Total U.S. Department of Homeland Security</i>		38,750
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>		<b>\$ 2,732,550</b>

See accompanying notes to schedule of expenditures of federal awards.



THE HOMELESS ALLIANCE, INC.

SCHEDULE OF EXPENDITURES OF CITY AWARDS

Year ended June 30, 2018

City Grantor and Program Title	City Award Expenditures
<u><i>City of Oklahoma City</i></u>	
Coordinated Case Management	\$ 5,000
Agency Fees	<u>189,950</u>
<i>Total City of Oklahoma City</i>	<u>194,950</u>
<b>TOTAL EXPENDITURES OF CITY AWARDS</b>	<b><u>\$ 194,950</u></b>

See accompanying notes to schedule of expenditures of city awards.

NOTES TO SCHEDULES OF EXPENDITURES OF  
FEDERAL AND CITY AWARDS

June 30, 2018

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(1) **BASIS OF PRESENTATION**

The schedules of expenditures of federal and city awards are summaries of the Alliance's federal and city award programs presented on the modified accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America. The information in the schedule of expenditures of federal awards is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the Alliance's financial statements. Because the schedules present only a selected portion of the operations of the Alliance, the schedules are not intended to and do not present the financial position, changes in net assets, or cash flows of the Alliance.

(2) **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the schedules of expenditures of federal and city awards are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The Alliance allocates certain indirect expenses to its programs based on management estimates and the determination of the percentage of effort expended by employees and other statistical factors. In this manner, the Alliance has elected not to use the 10 percent de minimis indirect cost rate, which is allowed in accordance with the Uniform Guidance.

(3) **SUB-RECIPIENTS**

Of the expenditures presented in the schedule of expenditures of federal awards, the Alliance did not provide any awards to sub-recipients.

(4) **OUTSTANDING FEDERAL LOANS**

As of June 30, 2018, the Alliance has outstanding federal loan obligations of \$149,412 under the Community Development Block Grant and \$670,000 under the HOME Investment Partnerships Program. These amounts on the schedule of expenditures of federal awards include cumulative, outstanding loan proceeds as of June 30, 2018. Both loans are forgivable based on the Alliance's continued compliance with specified grant requirements.

HOMELESS ALLIANCE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2018

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**SECTION I--SUMMARY OF AUDITORS' RESULTS**

**Financial Statements**

- a. The independent auditors' report on the financial statements expressed an unmodified opinion.
- b. No significant deficiencies or material weaknesses were reported in the independent auditors' report on internal control over financial reporting.
- c. No instances of noncompliance material to the financial statements of the Alliance were disclosed during the audit.

**Federal Awards**

- d. One significant deficiency in internal control over compliance with requirements applicable to major federal awards programs was reported in the independent auditors' report on internal control over compliance as Finding 2018-002.
- e. The independent auditors' report on compliance for the major federal awards programs expressed an unmodified opinion.
- f. The audit disclosed one finding required to be reported by the Uniform Guidance reported as Finding 2018-001.
- g. The federal award program tested as a major program includes:

**CFDA Number**

Continuum of Care Program	14.267
HOPWA – Housing Opportunities for Persons with AIDS	14.241

- h. A threshold of \$750,000 was used to distinguish between Type A and Type B programs, as those terms are defined by the Uniform Guidance.
- i. For the year ended June 30, 2018, the Alliance met the criteria to be a low-risk auditee, as described by the Uniform Guidance.

HOMELESS ALLIANCE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS--CONTINUED

June 30, 2018

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**SECTION II--FINANCIAL STATEMENT FINDINGS**

Compliance Findings

None

Internal Control Findings

None

**SECTION III--FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

Compliance Findings

See Finding 2018-001

Internal Control Findings

See Finding 2018-002

**PRIOR AUDIT FINDINGS AND QUESTIONED COSTS**

Compliance Findings

None

Internal Control Findings

See Finding 2017-001

HOMELESS ALLIANCE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS--CONTINUED

June 30, 2018

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**Finding 2018-001 – Expenses Charged Occurred Outside of Grant Period**

***Federal program information:***

Funding agency:	U.S. Department of Housing and Urban Development
Passthrough agency:	City of Oklahoma City
Title:	Continuum of Care Program
CFDA number:	14.267
Award year and number:	2016-2017 OK0120L6I021500

**Finding:** During our audit procedures we requested a copy of the City of Oklahoma City monitoring review report covering the period of July 1, 2017 through June 30, 2018. The monitoring review covered multiple grant programs including the Continuum of Care Program. The monitoring review identified \$28,513 in expenses charged to the 2016-2017 Continuum of Care Program grant that occurred after the grant period. The City of Oklahoma City has notified the Alliance that a total of \$28,513 in Federal grant funding must be returned to City of Oklahoma City no later than March 31, 2019.

**Condition:** The Alliance charged certain rent expenses to the 2016-2017 Continuum of Care Program grant that were determined to have occurred after the grant period.

**Context:** This matter is limited to expenses charged to the 2016-2017 Continuum of Care Program grant.

**Criteria:** 2 CFR 200 Part 309 specifies that only allowable costs incurred during the period of performance can be charged to a Federal grant.

**Effect:** Certain rent expenses were improperly charged to the 2016-2017 Continuum of Care Program.

**Cause:** Due to initial cuts to 2016-2017 Continuum of Care Program funding and delays in receiving notification that funding levels would be restored, the Alliance was forced to accelerate the process of obtaining master-lease agreements for participants in the Continuum of Care Program. Excess funding remained in December 2017 due to many leased units being under six-month leases instead of twelve-month leases as originally planned. The Alliance's management charged additional master-lease rent expenses to the grant with the understanding that this was acceptable given grant funding issues.

**Questioned Costs:** \$28,513

HOMELESS ALLIANCE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS--CONTINUED

June 30, 2018

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**Finding 2018-001 – Expenses Charged Occurred Outside of Grant Period--Continued**

**Recommendation:** We recommend that the Alliance’s management review applicable Federal guidance regarding period of performance with additional consideration and review procedures performed on expenses charged near the end of grant periods. We recommend requesting granting agency approval for unusual situations that affect the Alliance’s ability to spend funds within the specified grant periods. We recommend that the Alliance comply with the City of Oklahoma City’s instructions to return \$28,513 in grant funding by March 31, 2019.

**Alliance’s Response:** See accompanying Corrective Action Plan.

**Finding 2018-002 – Participant Lease Renewal and Documentation Issues – Significant Deficiency**

***Federal program information:***

Funding agency:	U.S. Department of Housing and Urban Development
Passthrough agency:	City of Oklahoma City
Title:	Continuum of Care Program
CFDA number:	14.267
Award year and number:	2016-2017 OK0120L6I021500; 2017-2018 OK0127L6I021600; 2016-2017 OK0019L6I021506; 2017-2018 OK0019L6I021607

**Finding:** During our audit procedures we selected a sample of fifteen Continuum of Care Program participants that received assistance during the year ended June 30, 2018. We reviewed related participant documentation relevant to grant compliance including participant identification documents, master-lease agreements, sub-lease agreements, rent reasonableness determination forms, housing inspection documentation, participant rent calculation forms, and participant income documentation. Our audit procedures identified certain compliance issues including the following:

- Seven participants with no current rent reasonableness form;
- Five participants with no current housing inspection;
- Three participants with no current sub-lease agreement;
- Six participants with no current rent calculation form;
- Seven participants with missing or incomplete current income verification documentation.

The documentation issues identified prevented auditor determination of whether annual lease renewals of certain participants and related procedures including rent reasonableness determination, housing inspection, participant rent calculation and annual income certifications were completed.

HOMELESS ALLIANCE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS--CONTINUED

June 30, 2018

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**Finding 2018-002 – Participant Lease Renewal and Documentation Issues – Significant Deficiency-Continued**

**Condition:** The Alliance did not retain sufficient documentation to support that certain participant annual lease renewal and related procedures including rent reasonableness determination, housing inspection, participant rent calculation and annual income certifications were completed.

**Context:** This matter is limited to participant eligibility determinations under the 2016-2018 Continuum of Care Program grant, including related required annual procedures discussed above.

**Criteria:** Continuum of Care Program requirements relevant to the issues identified above include 24 CFR Part: 578.49 (leasing/rent reasonableness); 578.75 (housing inspections); 578.77 (rent calculation/income determination); and 578.103 (recordkeeping).

**Effect:** Insufficient documentation was retained to support that certain participant annual lease renewal and related procedures including rent reasonableness determination, housing inspection, participant rent calculation and annual income certifications were completed.

**Cause:** Based on the results of our audit procedures and discussions with the Alliance's management and Continuum of Care Program personnel, it appears that these issues were caused by a combination of decentralized record maintenance and retention, reliance on individual employees to complete required annual renewal procedures and retain related documentation, turnover in key program positions, and incomplete oversight of Continuum of Care Program compliance due primarily to time constraints.

**Questioned Costs:** None identified.

**Recommendation:** We recommend that the Alliance's management review applicable Federal guidance regarding annual renewal procedures including required documentation retention to ensure that Continuum of Care Program annual compliance requirements are met and that supporting documentation used during the annual renewal procedures is retained in a centralized location. We also recommend periodic reviews of Continuum of Care Program participant files as an additional control to ensure that participant files are being properly updated and maintained.

**Alliance's Response:** See accompanying Corrective Action Plan.

HOMELESS ALLIANCE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS--CONTINUED

June 30, 2018

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**PRIOR YEAR FINDINGS AND QUESTIONED COSTS**

**Finding 2017-001 - Income Calculation and Verification – Significant Deficiency**

**Finding:** During our audit procedures over a sample of HOPWA program participant eligibility files, we identified inconsistencies in the calculation and documentation of participant income including annual recertifications of participant income. Income determination issues were identified in seven out of the twenty participant files tested.

**Condition:** The Alliance did not consistently calculate HOPWA program participant income and consistently maintain sufficient documentation to support participant income determinations.

**Context:** This matter is limited to the income determination component of the HOPWA program participant eligibility determination process.

**Criteria:** 24 CFR Part 574.3 defines eligibility standards for participation in the HOPWA program including the definition of “low-income individual”. 24 CFR Part 574.530 requires each grantee to maintain records for a period of four years to document compliance with the provisions of 24 Part 574 including income verification.

**Effect:** This matter increases the risk that an ineligible individual could receive benefits from the HOPWA program.

**Cause:** The Alliance’s internal controls for HOPWA program participant income calculation, annual income recertification, and related documentation retention were not sufficiently designed and implemented to ensure that each participant’s file included required income calculations and supporting documents.

**Current Status:** Based on the results of our audit procedures for the June 30, 2018 audit, this finding appears to have been resolved.



HOMELESS ALLIANCE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS--CONTINUED

June 30, 2018

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**CORRECTIVE ACTION PLAN**

**Alliance's Response to Finding 2018-001:**

Our response to the City of Oklahoma City is presented below:

*As you know, we were notified in late December, 2016, that this grant had been cut by 80% due to an error in processing at HUD. Prudence dictated that we then drastically and immediately slow spending under that grant to avoid bringing new clients into a program that did not have ongoing funding. Moreover, we were obligated to protect the clients who were already in the program and prevent them from becoming homeless again due to the lack of funding for the grant.*

*We appealed the cut, and awaited a decision from HUD for more than five months. During that time, nearly half of a grant year, we did not know if we would be able to continue our existing leases into the following grant year. We were careful to maintain the leases we had (around 10), but did not secure any additional master-leased properties.*

*We were notified on May 23<sup>rd</sup>, 2017, that our funds would be restored, at which time we re-started the sometimes long process to secure additional master leases to spend down the grant and meet the goals that we had laid out in our initial grant proposal. We requested and were granted an extension through December, 2017, and we were able to secure 21 master leases, 40% more than the grant originally called for (15). Despite our success securing master leases under the grant, we still had excess funds at the end of the extension because over half of our master leased units had been under contract for six months or less (rather than the 12 months anticipated by the grant) entirely because of the original processing error of our grant application, and the five month delay in correcting the error.*

*Importantly, all of the funds paid forward were used solely to provide housing to formerly chronically homeless individuals and veterans. None of the funds were used for anything other than their approved purpose. The issue is one of timing **only**, not appropriateness of the expense. And the problem with timing was entirely of the funder's own making.*

*Finally, while we understand that the expenses this finding refers to are eligible for submission for repayment under the year they were incurred (this current grant year), we are again faced with an insurmountable timing issue as a result of processing delays. Our monitoring review was conducted April 12, 2018, and we were informed of this finding on August 30, four and one-half months after the review, and two-thirds of the way through the grant year. It seems likely that by the time this appeal is processed, we will be well into the final quarter of the grant year, leaving us effectively no time to reduce spending to offset the payback. As a consequence, the bulk of the payback will have to come from unrestricted private donations to the Homeless Alliance, severely limiting our ability to respond to important issues like providing cold weather contingency shelter, or motel stays for families with children and medically vulnerable people who are unable to stay in a shelter.*

HOMELESS ALLIANCE, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS--CONTINUED

June 30, 2018

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**CORRECTIVE ACTION PLAN--CONTINUED**

**Alliance's Response to Finding 2018-001--Continued:**

That being said, we concur that the expenditures were for periods outside the grant period and it is and was our intent to spend the grant in the appropriate grant period and had these extenuating circumstances outside our control not occurred, we most certainly would have done so.

**Alliance's Response to Finding 2018-002:** We have experienced significant turnover and restructuring of positions within the last year and we agree that documentation did not always make it to the files as needed. We have now centralized the files under the Housing/Leasing Director who will retain all hard copy documentation and monitor that documents are uploaded within 24 hours. We have updated the HMIS to reflect and give reminders when the annual certification renewals are due. We have contracted with a third party to conduct inspections when staff is not available.