

OFFICE OF AUDITS & ADVISORY SERVICES



COMMUNITY ACTION PARTNERSHIP

FINAL REPORT

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County of San Diego

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JUAN R. PEREZ
CHIEF OF AUDITS

May 27, 2020

TO: Rick Wanne, Director of Departmental Operations
HHS – Eligibility Operations

FROM: Juan R. Perez
Chief of Audits

FINAL REPORT: COMMUNITY ACTION PARTNERSHIP AUDIT

Enclosed is our report on the Community Action Partnership Audit. As there are no findings and recommendations in the report, no audit response is required.

Thank you for the courteousness and cooperation extended to the Office of Audits & Advisory Services during the course of the audit.

If you have any questions, please contact me at (858) 495-5661.

JUAN R. PEREZ
Chief of Audits

AUD:RG:nb

Enclosure

- c: Dean Arabatzis, Acting Director and General Manager, Health and Human Services Agency
- Tracy Drager, Auditor and Controller
- Andrew Pease, Acting Chief Operating Officer, Health and Human Services Agency
- Amy Thompson, Acting Group Finance Director, Health and Human Services Agency
- Debbie Ordonez, Revenue & Budget Manager, Health and Human Services Agency

INTRODUCTION

Audit Objective The Office of Audits & Advisory Services (OAAS) completed an audit of the Community Action Partnership program. The objective of the audit was to evaluate the program's performance.

Background The County of San Diego (County) established the Community Action Partnership (CAP) program to address the needs of economically disadvantaged communities across San Diego County. CAP is the region's designated Community Action Agency, administering programs that empower economically disadvantaged communities and the residents that live there to achieve the vision of Live Well San Diego. CAP is administratively located under the County's Health and Human Services Agency (HHS), Eligibility Operations and has oversight of the Office of Refugee Coordination.

CAP's primary target populations include very low income (100% or below the federal poverty level) families and work-ready refugee families who have been in the country for 60 months or less. CAP services are driven by a community needs assessment that incorporates feedback from key community sectors, including residents. CAP's main source of funding is the federally designated Community Service Block Grant (CSBG). Funding is provided on a calendar year basis.

CAP programs are administered through contracted community partners. Services range from efforts to address the negative impacts of gangs in low-income neighborhoods to child passenger safety training and distribution of car seats to low-income families. There are twelve programs within CAP. Each program has an assigned budget in order to meet the needs of the community and is executed through 19 contracts with third parties. Contract Office Representatives (CORs) provide oversight of contractors and monitor the progress of the contracts to ensure contract objectives are being met.

Audit Scope & Limitations The scope of the audit included FY 2018-19 and is limited to CAP within San Diego County. OAAS judgmentally selected the following programs within CAP to evaluate process controls:

Table 1: CAP Programs Selected for Testing

CAP Program	Contract Number
Live Well Exchange	557497
Resident Leadership Academy Coordination Services	556460
School-Based Self Sufficiency Services (O'Farrell Charter)	547376
Connect2Careers	551892
Communities in Action	557907

This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing prescribed by the Institute of Internal Auditors as required by California Government Code, Section 1236.

Methodology

OAAS performed the audit using the following methods:

- Examined applicable County policies and procedures related to CAP program processes.
- Discussed related risks and controls with staff responsible for management and oversight of CAP programs.
- Interviewed assigned CORs to obtain an understanding of their role in the CAP contract management process.
- On a sample basis, conducted detail testing to evaluate the following:
 - Community Needs Assessment Feedback
 - Program Performance
 - Program Funding and Disbursement
 - Program Monitoring

AUDIT RESULTS

Summary

Within the scope of the audit, we determined that there is reasonable assurance that the County’s Community Action Partnership programs are performing effectively.

Office of Audits & Advisory Services

C Compliance R Reliability E Effectiveness A Accountability T Transparency E Efficiency

VALUE