

Cabinet Agencies' Performance Audit Action Item(s) & Status

Department of Commerce Low-Income Weatherization Assistance Program *American Recovery and Reinvestment Act of 2009*

(See also [cabinet agency response](#) for full context to Washington State Auditor's Office (SAO) [report](#), August 2011)

Agencies included in the performance audit: Department of Commerce.

SAO Issues Summary:

1. The division [Commerce's Community Services and Housing Division] did not establish the sound financial monitoring processes necessary to ensure adequate monitoring of the \$68.1 million in weatherization funds it spent in 2009 and 2010.
2. The Division's follow-up inspections did not emphasize improving local agencies' inspection processes, did not ensure local agencies resolved substandard work, and did not provide for increased monitoring at low-performing agencies.
3. The Division did not have the information systems it needed to handle the significant demands of the Recovery Act.

The table below shows the current status of action items the agency initiated to address issues identified in the performance audit report. Please see the [cabinet agency response](#) for additional context and any additional steps already taken.

For an explanation of the columns below, [see the legend](#).

Issue	Status	Action Steps	Lead Agency	Due Date	Current Resources?	Budget Impact?	Legislation Required?	Notes
1	Completed	Develop monitoring tool checklist to perform a financial assessment of each project selected for review.	COMM		Yes	No	No	Completed in November 2010
1	Completed	Implement use of financial assessment checklist in monitoring procedures.	COMM		Yes	No	No	Completed in January 2011
1	Completed	Direct local agencies to retain project cost documentation in client files.	COMM		Yes	No	No	Completed in January 2011
1	Completed	Examine sample of local agency invoices paid to verify reasonableness and accuracy of amounts charged.	COMM	10/31/11	Yes	No	No	Completed 10/31/11 This is being incorporated into the revised monitoring process and implemented beginning October
2	Completed	Notify and remind local agencies of the	COMM		Yes	No	No	

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		weatherization program's work quality expectations and documentation.						
2	Completed	Send notice for statewide inspector workshop to local agency weatherization managers and inspectors, including a reminder on work quality expectations and documentation.	COMM		Yes	No	No	
2	Completed	Revise and update monitoring tools and procedures.	COMM	9/30/11	Yes	No	No	Completed 9/30/11 Draft is being reviewed internally and will be finalized by October 31, 2011.
2	Completed	Implement written procedures to verify corrections made.	COMM	10/31/11	Yes	No	No	Completed 10/31/11 This has been incorporated into the inspections procedures. An internal review will be completed by October 21, 2011.
2	Completed	Develop written step-by-step monitoring and inspection protocol.	COMM	10/31/11	Yes	No	No	Draft is under review and will be finalized by October 31, 2011.
2	Completed	Develop and apply risk assessment tool.	COMM	8/31/11	Yes	No	No	Implemented July 2011.
2	Completed	Select projects for inspection.	COMM		Yes	No	No	Adopted January 2010 and reaffirmed October 2010
2	Completed	Schedule and conduct inspection workshop for all local agency weatherization inspectors.	COMM		Yes	No	No	Completed in June 2011
3	Completed	Replace interim database with a comprehensive online data system that exceeds Recovery Act data requirements.	COMM		Yes	No	No	The Weatherization Information Data System went live in February 2011.