

# STATE OF MINNESOTA

## Office of the State Auditor



**Rebecca Otto**  
**State Auditor**

---

MANAGEMENT AND COMPLIANCE REPORT OF THE

**CITY OF DULUTH**  
**DULUTH, MINNESOTA**

YEAR ENDED DECEMBER 31, 2013

## **Description of the Office of the State Auditor**

The mission of the Office of the State Auditor is to oversee local government finances for Minnesota taxpayers by helping to ensure financial integrity and accountability in local governmental financial activities.

Through financial, compliance, and special audits, the State Auditor oversees and ensures that local government funds are used for the purposes intended by law and that local governments hold themselves to the highest standards of financial accountability.

The State Auditor performs approximately 160 financial and compliance audits per year and has oversight responsibilities for over 3,300 local units of government throughout the state. The office currently maintains five divisions:

**Audit Practice** - conducts financial and legal compliance audits of local governments;

**Government Information** - collects and analyzes financial information for cities, towns, counties, and special districts;

**Legal/Special Investigations** - provides legal analysis and counsel to the Office and responds to outside inquiries about Minnesota local government law; as well as investigates allegations of misfeasance, malfeasance, and nonfeasance in local government;

**Pension** - monitors investment, financial, and actuarial reporting for approximately 730 public pension funds; and

**Tax Increment Financing** - promotes compliance and accountability in local governments' use of tax increment financing through financial and compliance audits.

The State Auditor serves on the State Executive Council, State Board of Investment, Land Exchange Board, Public Employees Retirement Association Board, Minnesota Housing Finance Agency, and the Rural Finance Authority Board.

Office of the State Auditor  
525 Park Street, Suite 500  
Saint Paul, Minnesota 55103  
(651) 296-2551  
state.auditor@osa.state.mn.us  
www.auditor.state.mn.us

This document can be made available in alternative formats upon request. Call 651-296-2551 [voice] or 1-800-627-3529 [relay service] for assistance; or visit the Office of the State Auditor's web site: [www.auditor.state.mn.us](http://www.auditor.state.mn.us).

**CITY OF DULUTH  
DULUTH, MINNESOTA**

**Year Ended December 31, 2013**



**Management and Compliance Report**

**Audit Practice Division  
Office of the State Auditor  
State of Minnesota**

This page was left blank intentionally.

**CITY OF DULUTH  
DULUTH, MINNESOTA**

**TABLE OF CONTENTS**

	<u>Page</u>
Schedule of Findings and Questioned Costs	1
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	5
Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance	8
Schedule of Expenditures of Federal Awards	11
Notes to the Schedule of Expenditures of Federal Awards	14

This page was left blank intentionally.

**CITY OF DULUTH  
DULUTH, MINNESOTA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**I. SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued: **Unmodified**

Internal control over financial reporting:

- Material weaknesses identified? **No**
- Significant deficiencies identified? **Yes**

Noncompliance material to the financial statements noted? **No**

**Federal Awards**

Internal control over major programs:

- Material weaknesses identified? **No**
- Significant deficiencies identified? **No**

Type of auditor's report issued on compliance for major programs: **Unmodified**

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of OMB Circular A-133? **No**

The major programs are:

Emergency Watershed Protection Program	CFDA #10.923
Workforce Investment Act (WIA) Cluster	
WIA Adult Program	CFDA #17.258
WIA Youth Activities	CFDA #17.259
WIA Dislocated Workers Formula Grant	CFDA #17.278
Highway Planning and Construction	CFDA #20.205
Assistance to Firefighters Grant	CFDA #97.044

The threshold for distinguishing between Types A and B programs was \$470,317.

The City of Duluth qualified as a low-risk auditee? **Yes**

## II. FINDINGS RELATED TO FINANCIAL STATEMENTS AUDITED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

### INTERNAL CONTROL

#### PREVIOUSLY REPORTED ITEMS NOT RESOLVED

Finding 1996-005

#### Departmental Internal Control

**Criteria:** Management is responsible for establishing and maintaining internal control. In order to maintain proper internal control over City revenue transactions and cash assets, cash collection duties should be segregated so the basic functions of authorization, custody, and recording are not under the control of any one employee.

**Condition:** Due to the limited number of office personnel within the various City departments, proper segregation of the accounting functions necessary to ensure adequate internal accounting control is not possible.

**Context:** The size of the department and its staffing limits the internal control that management can design and implement into the organization.

**Effect:** Unknown errors and irregularities may happen without timely detection.

**Cause:** Limited staffing within the various departments because of cost considerations.

**Recommendation:** Management should be aware of the lack of segregation of the accounting functions within City departments and, if possible, implement oversight procedures to ensure that the internal control policies and procedures are being performed by staff. The City should consider centralizing the cash collection functions under the City Treasurer and recording functions under the City Auditor in order to strengthen the internal control over revenue accounting.

#### Client's Response:

*The City is aware that, in some departments, staffing levels prevent an ideal segregation of duties. Mitigating controls are implemented when possible. In late 2012, the City implemented a new software system, TRACKiT, in the City's Planning and Construction Services Office (One Stop Shop). Also, in early 2013, the City implemented new procedures for business licensing and permitting in the City Clerk's Office using software that is integrated with the City's financial management system. The new software and procedures strengthens internal controls in the City Clerk's Office and in the One Stop*



*Shop. In 2014, the City will investigate the feasibility of expanding the licensing & permitting software to the Parks & Recreation Department. Finally, payment options now include credit cards. As the use of credit cards increase, the risk of loss diminishes due to the decreased use of cash.*

Finding 2006-002

### Computer Risk Management

**Criteria:** Management is responsible for identifying and managing the risks associated with its computer system. Computer risk management suggests that a formal plan be developed to identify the risks associated with the City's information system and document the internal controls implemented to address the identified risks.

**Condition:** The City has internal controls in place for its computer systems. The City has not completed a formal plan to identify and manage risks associated with its computer systems. However, the City's Management Information Systems Department completed a risk analysis of the City's computer systems which will be used to develop a formal plan on how to manage the identified risks.

**Context:** Staffing limits the development of a formal plan. Without a formal plan, computer risks could exist that are not identified on a timely basis.

**Effect:** Unprotected risks could result in a loss or compromise of data that could negatively influence City operations.

**Cause:** Lack of providing resources needed to develop a formal computer risk management plan.

**Recommendation:** The City administration should develop a plan to ensure that internal controls are in place to reduce the risks associated with the City's computer systems. Internal controls implemented should be documented in a well-maintained policies and procedures manual, which should be communicated to the City's staff. Staff adherence to these policies and procedures should be monitored. Because computer systems are ever changing, the City should include in its plan periodic re-assessment of risks to ensure existing internal controls are still effective.

### Client's Response:

*The City's MIS staff routinely evaluates risk factors and implements safety features and policies to protect the City's technology systems. Between 2011 and 2013, the City's network infrastructure and directory structure underwent substantial equipment upgrades and software enhancements. MIS Management staff also conducted the necessary research and created the IT Risk Profile during 2013. The IT Risk Profile identifies and prioritizes potential risks and mitigation of those risks, as well as*

*recommended actions. MIS Management staff will use this profile to complete the Risk Management and Business Continuity plan. MIS Management staff has continued to formalize additional policies and procedures in accordance with the State of MN OET Enterprise Vulnerability Management Security Standard to ensure internal controls are in place to reduce risk associated with the City's technology systems. It is our intent to have a formal Risk Assessment and Business Continuity Plan in place by the end of 2014.*

### **III. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARD PROGRAMS**

None.



REBECCA OTTO  
STATE AUDITOR

# STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500  
525 PARK STREET  
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)  
(651) 296-4755 (Fax)  
state.auditor@state.mn.us (E-mail)  
1-800-627-3529 (Relay Service)

## **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***

### Independent Auditor's Report

The Honorable Don Ness, Mayor  
and Members of the City Council  
City of Duluth, Minnesota

We have audited, 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, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Duluth as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 11, 2014. These financial statements include the Spirit Mountain Recreation Area Authority activities for the year ended April 30, 2013. We issue separate management and compliance letters for the Duluth Airport Authority, Duluth Economic Development Authority, Duluth Entertainment and Convention Center Authority, Duluth Transit Authority, and Spirit Mountain Recreation Area Authority. The letters for the Duluth Airport Authority and the Duluth Transit Authority include the reports required for a single audit.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City of Duluth's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A deficiency in internal control over financial reporting 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 combination of deficiencies, in internal control over financial reporting such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit the attention of those charged with governance.

Our consideration of internal control over financial reporting 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 financial reporting that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control over financial reporting, described in the accompanying Schedule of Findings and Questioned Costs as items 1996-005 and 2006-002, that we consider to be significant deficiencies.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Duluth'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*.

## **Minnesota Legal Compliance**

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, contains seven categories of compliance to be tested in connection with the audit of the City's financial statements: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit considered all of the listed categories.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Duluth failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions.

### **City of Duluth's Response to Findings**

The City of Duluth's responses to the internal control findings identified in our audit have been included in the Schedule of Findings and Questioned Costs. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting, compliance, and the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions* and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.

*/s/Rebecca Otto*

REBECCA OTTO  
STATE AUDITOR

*/s/Greg Hierlinger*

GREG HIERLINGER, CPA  
DEPUTY STATE AUDITOR

June 11, 2014

This page was left blank intentionally.



REBECCA OTTO  
STATE AUDITOR

# STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500  
525 PARK STREET  
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)  
(651) 296-4755 (Fax)  
state.auditor@state.mn.us (E-mail)  
1-800-627-3529 (Relay Service)

## REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE

### Independent Auditor's Report

The Honorable Don Ness, Mayor  
and Members of the City Council  
City of Duluth, Minnesota

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

We have audited the City of Duluth's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended December 31, 2013. The City of Duluth's major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

The City of Duluth's basic financial statements include the operations of the Duluth Airport Authority and the Duluth Transit Authority component units, which expended \$6,156,814 and \$6,427,998, respectively, in federal awards during the year ended December 31, 2013, which are not included in the Schedule of Expenditures of Federal Awards. Our audit, described below, did not include the operations of the Duluth Airport Authority and the Duluth Transit Authority because they had separate single audits in accordance with OMB Circular A-133.

### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its federal programs.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the City of Duluth'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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 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 City of Duluth'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 each major federal program. However, our audit does not provide a legal determination of the City's compliance with those requirements.

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

In our opinion, the City of Duluth complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2013.

#### **Report on Internal Control Over Compliance**

Management of the City of Duluth 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 City'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 our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, 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 City'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 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 the attention of those charged with governance.



Our consideration of the 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. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133**

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Duluth as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We have issued our report thereon dated June 11, 2014, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards (SEFA) is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the SEFA is fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Purpose of This Report**

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 OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

*/s/Rebecca Otto*

REBECCA OTTO  
STATE AUDITOR

*/s/Greg Hierlinger*

GREG HIERLINGER, CPA  
DEPUTY STATE AUDITOR

June 11, 2014

This page was left blank intentionally.

**CITY OF DULUTH  
DULUTH, MINNESOTA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDING DECEMBER 31, 2013**

<b>Federal Grantor Pass-Through Agency Grant Program Title</b>	<b>Pass-Through Grant Numbers</b>	<b>Federal CFDA Number</b>	<b>Expenditures</b>
<b>U.S. Department of Agriculture</b>			
Direct			
Emergency Watershed Protection Program (Total Emergency Watershed Protection Program 10.923 \$418,260)		10.923	\$ 396,663
Passed Through Minnesota Department of Natural Resources Emergency Watershed Protection Program (Total Emergency Watershed Protection Program 10.923 \$418,260)		10.923	21,597
<b>Total U.S. Department of Agriculture</b>			<b>\$ 418,260</b>
<b>U.S. Department of Commerce</b>			
Passed Through Minnesota Department of Natural Resources Coastal Zone Management Administration Awards	Various	11.419	<b>\$ 6,000</b>
<b>U.S. Department of Housing and Urban Development</b>			
Direct			
Community Development Block Grants/Entitlement Grants		14.218	\$ 2,992,704
Emergency Solutions Grant Program		14.231	152,881
Home Investment Partnerships Program		14.239	436,308
Fair Housing Assistance Program - State and Local		14.401	7,340
Lead-Based Paint Hazard Control in Privately-Owned Housing		14.900	372,984
Passed Through Minnesota Housing Finance Agency Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii	02-2009-05-NSP	14.228	10,689
<b>Total U.S. Department of Housing and Urban Development</b>			<b>\$ 3,972,906</b>
<b>U.S. Department of Justice</b>			
Direct			
Alcohol, Tobacco, and Firearms - Training Assistance		16.012	\$ 83,257
Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program		16.590	257,612
Local Law Enforcement Block Grant		16.592	6,227
Bulletproof Vest Partnership Program		16.607	15,331
Edward Byrne Memorial Justice Assistance Grant Program Cluster Edward Byrne Memorial Justice Assistance Grant Program		16.738	50,675
Edward Byrne Memorial Justice Assistance Grant (JAG) Program/Grants to Units of Local Government - ARRA		16.804	29,983
Passed Through the City of Superior Public Safety Partnership and Community Policing Grants (Total Public Safety Partnership and Community Policing Grants 16.710 \$104,877)		16.710	47,745
Passed Through the City of Virginia Public Safety Partnership and Community Policing Grants (Total Public Safety Partnership and Community Policing Grants 16.710 \$104,877)		16.710	57,132
<b>Total U.S. Department of Justice</b>			<b>\$ 547,962</b>

**CITY OF DULUTH  
DULUTH, MINNESOTA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDING DECEMBER 31, 2013  
(Continued)**

<b>Federal Grantor Pass-Through Agency Grant Program Title</b>	<b>Pass-Through Grant Numbers</b>	<b>Federal CFDA Number</b>	<b>Expenditures</b>
<b>U.S. Department of Labor</b>			
Passed Through Senior Service America, Inc. Senior Community Service Employment Program (Total Senior Community Service Employment Program 17.235 \$345,120)		17.235	\$ 242,785
Passed Through Minnesota Department of Employment and Economic Development Senior Community Service Employment Program (Total Senior Community Service Employment Program 17.235 \$345,120)	1045100	17.235	102,335
Incentive Grants - WIA Section 503	1047800	17.267	23,423
Workforce Investment Act (WIA) National Emergency Grants	2041400	17.277	354,827
Workforce Investment Act (WIA) Cluster WIA Adult Program	PY10-004	17.258	143,062
WIA Youth Activities	PY10-004	17.259	289,163
WIA Dislocated Workers Formula Grant		17.278	99,759
<b>Total U.S. Department of Labor</b>			<b>\$ 1,255,354</b>
<b>U.S. Department of Transportation</b>			
Passed Through Minnesota Department of Transportation Highway Planning and Construction (Total Highway Planning and Construction 20.205 \$4,277,883)	Various	20.205	\$ 2,268,934
Passed Through Minnesota Department of Public Safety Highway Planning and Construction - Emergency Relief Program (Total Highway Planning and Construction 20.205 \$4,277,883)	Various	20.205	2,008,949
Passed Through Minnesota Department of Public Safety State and Community Highway Safety	Various	20.600	61,640
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	Various	20.608	153,948
<b>Total U.S. Department of Transportation</b>			<b>\$ 4,493,471</b>
<b>U.S. Environmental Protection Agency</b>			
Direct Climate Showcase Communities Grant Program		66.041	\$ 218,936
Brownfields Assessment and Cleanup Cooperative Agreements		66.818	89,234
Passed Through Minnesota Department of Employment and Economic Development Capitalization Grants for Clean Water State Revolving Funds	Various	66.458	623,870
Capitalization Grants for Drinking Water State Revolving Funds	Various	66.468	354,388
Passed Through Minnesota Pollution Control Agency Great Lakes Program		66.469	18,714
<b>Total U.S. Environmental Protection Agency</b>			<b>\$ 1,305,142</b>

**CITY OF DULUTH  
DULUTH, MINNESOTA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDING DECEMBER 31, 2013  
(Continued)**

<b>Federal Grantor Pass-Through Agency Grant Program Title</b>	<b>Pass-Through Grant Numbers</b>	<b>Federal CFDA Number</b>	<b>Expenditures</b>
<b>U.S. Department of Energy</b>			
Passed Through the Minnesota Department of Commerce Energy Efficiency and Conservation Block Grant Program (EECBG) - ARRA		81.128	<b>\$ 45,447</b>
<b>U.S. Department of Homeland Security</b>			
Direct			
Assistance to Firefighters Grant		97.044	\$ 735,537
Passed Through Minnesota Department of Natural Resources			
National Dam Safety Program		97.041	10,000
Passed Through Minnesota Department of Public Safety			
Emergency Management Performance Grants	A-EMPG-2011-DULUTHCI-00249	97.042	28,853
Port Security Grant Program	2010-PSGP-00820	97.056	85,000
Homeland Security Grant Program (Total Homeland Security Grant Program 97.067 \$95,912)	Various	97.067	21,746
Passed Through Minnesota Department of Transportation			
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	Various	97.036	2,677,379
Passed Through St. Louis County			
Homeland Security Grant Program (Total Homeland Security Grant Program 97.067 \$95,912)	2010-OSGP-00822	97.067	74,166
<b>Total U.S. Department of Homeland Security</b>			<b>\$ 3,632,681</b>
<b>Total Federal Awards</b>			<b>\$ 15,677,223</b>

This page was left blank intentionally.

**CITY OF DULUTH  
DULUTH, MINNESOTA**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

---

---

1. Reporting Entity

The Schedule of Expenditures of Federal Awards presents the activities of federal award programs expended by the City of Duluth. It does not include \$6,156,814 and \$6,427,998 in federal awards expended by the Duluth Airport Authority and Duluth Transit Authority, respectively, component units of the City, which had separate single audits. The City's reporting entity is defined in Note 1 to the financial statements.

2. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the City of Duluth under programs of the federal government for the year ended December 31, 2013. The information in this schedule is presented in accordance with the requirements of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the schedule presents only a selected portion of the operations of the City of Duluth, it is not intended to and does not present the financial position, changes in net position, or cash flows of the City of Duluth.

3. Summary of Significant Accounting Policies

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

**CITY OF DULUTH  
DULUTH, MINNESOTA**

4. Reconciliation to Schedule of Intergovernmental Revenue

Federal grant revenue per Schedule of Intergovernmental Revenue	\$	12,884,659
Grants received more than 60 days after year-end, unavailable in 2013		
Brownfields Assessment and Cleanup Cooperative Agreements		1,550
Community Development Block Grants		203,961
Disaster Grants - Public Assistance		2,302,947
Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program		9,770
Emergency Solutions Grant Program		1,646
Highway Planning and Construction		63,757
Highway Planning and Construction - Emergency Relief Program		606,750
Home Investment Partnerships Program		7,317
Lead-Based Paint Hazard Control in Privately-Owned Housing		33,209
Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii		2,362
Unavailable in 2012, recognized as revenue in 2013		
Brownfields Assessment and Cleanup Cooperative Agreements		(10,413)
Community Development Block Grants		(91,028)
Disaster Grants - Public Assistance		(1,118,868)
Edward Byrne Memorial Justice Assistance Program		(945)
Emergency Solutions Grant Program		(34,385)
Highway Planning and Construction		(10,414)
Home Investment Partnerships Program		(90,740)
Homeland Security Grant Program		(11,113)
Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii		(6,549)
Capital grants received in enterprise funds		
Capitalization Grants for Clean Water State Revolving Funds		623,870
Capitalization Grants for Drinking Water State Revolving Funds		354,388
Timing Differences Between Expenditures and Related Reimbursements		(58,479)
Grant received by Component Unit - Duluth Economic Development Authority		
Coastal Zone Management Administration Award		13,971
		13,971
Expenditures Per Schedule of Expenditures of Federal Awards	\$	15,677,223

5. Clusters

Clusters of programs are groupings of closely related programs that share common compliance requirements. Total expenditures by cluster are:

Edward Byrne Memorial Justice Assistance Grant Program (JAG Program) Cluster	\$	80,658
Workforce Investment Act (WIA) Cluster		531,984



**CITY OF DULUTH  
DULUTH, MINNESOTA**

---

---

6. Subrecipients

Of the expenditures presented in the schedule, the City of Duluth provided federal awards to subrecipients as follows:

CFDA Number	Program Name	Amount Provided to Subrecipients
14.218	Community Development Block Grants/Entitlement Grants	\$ 2,535,478
14.231	Emergency Solutions Grant Program	145,821
14.239	Home Investment Partnerships Program	403,930
14.900	Lead-Based Paint Hazard Control in Privately-Owned Housing	362,294
66.041	Climate Showcase Communities Grant Program	218,936
	Total	<u>\$ 3,666,459</u>

7. American Recovery and Reinvestment Act

The American Recovery and Reinvestment Act of 2009 (ARRA) requires recipients to clearly distinguish ARRA funds from non-ARRA funding. In the schedule, ARRA funds are denoted by the addition of ARRA to the program name.