



**Audit of Community Adjustment Fund and Recreational Infrastructure Canada
Management Response and Action Plan
December 4, 2009**

Recommendation	Action Plan	Responsibility	Expected Completion Date
1. Although CAF and RInC projects are a departmental priority, WD management needs to maintain adequate resources and focus on its core programs	Agree - Additional resources accessed through CAF and RInC are being deployed to ensure that program delivery does not compromise delivery of core programming.	Deputy Minister Assistant Deputy Ministers Executive Directors - HQ	Complete
2. WD management needs to complete the proposed and required system changes as soon as possible to address all new CAF and RInC data collection and reporting needs for both regions and headquarters.	Agree - Resources are being committed to address systems need for the implementation of CAF and RInC. This capability is being built into Project Gateway. This functionality is part of the new reporting capacity and Bring Forward (BF) release scheduled for production implementation December 2009.	Executive Director, Finance and Corporate Management Executive Director, Policy, Planning and Performance Measurement	January 2010
3. WD should communicate funding decisions, both positive and negative, to applicants on a timely basis.	Agree – WD has implemented communications approach to ensure final decisions on funding are communicated to clients as promptly as possible for both positive funding decisions and negative decisions where projects have been assessed as clearly ineligible. An approach has been adopted to notify clients once decisions are taken.	Regional Assistant Deputy Ministers	Ongoing



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4. WD needs to develop rigorous monitoring processes designed around the unique elements of the CAF and RInC initiatives. WD staff need to be adequately trained on those new processes.	<p>Agree – WD has incorporated unique CAF and RInC monitoring requirements into contribution agreements and departmental monitoring practices. These include job creation targets and reporting, and conditions related to project completion dates in relation to CAF/RInC program end dates.</p> <p>WD has provided training to new CAF/RInC managers and staff to ensure awareness of departmental monitoring processes. Additional training will be provided to CAF/RInC monitoring staff to ensure ongoing rigorous monitoring of project progress and reporting of results.</p>	Executive Director, Policy, Planning and Performance Measurement	May 2010