

# Coronavirus Relief Fund Reporting and Record Retention Requirements

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Department of the Treasury  
Office of Inspector General (OIG)



# Treasury Office of Inspector General

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# Treasury OIG Authority

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- Responsible for compliance monitoring and oversight of the receipt, disbursement, and use of Coronavirus Relief Fund payments
- Recouping funds in the event a recipient fails to comply with CARES Act requirements

# Monitoring

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- Review of prime recipients' quarterly financial progress report submissions in GrantSolutions
- Desk reviews to assess need to conduct site visits to prime recipients for in-depth reviews or referral of prime recipients for audit

# CRF Desk Reviews

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- Review of prime recipient's quarterly financial progress report submissions
- Review other audit reports (i.e. Single Audit, State Auditor reports, Oversight.gov., PandemicOversight.gov) to identify internal control deficiencies or other noncompliance matters
- Review National Association of State Auditors, Comptrollers, and Treasurers newsletters for issues that may pose risks
- Review referrals from Office of Investigations, Pandemic Response Accountability Committee, Office of Counsel, and other external sources

# CRF Desk Reviews

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- Select a sample of contracts, grants, transfers made to other government entities, loans, direct payments, and payments to individuals
- Review prime recipients' documentation to sufficiently support selected contracts, grants, transfers made to other government entities, loans, direct payments, and payments to individuals
- Based on the desk review, assess the need to conduct a site visit, a further in-depth desk review, or refer a prime recipient for audit

# CRF Audits

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- Audits initiated based on:
  - Results of desk reviews and site visits
  - Risk assessments
  - Referrals from Office of Investigations, Office of Counsel, Pandemic Response Accountability Committee, and other external sources

# CRF Audits - Criteria

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- Per the CARES Act, recipients must use Coronavirus Relief Fund payments to cover costs that:
  - Are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
  - Were not accounted for in the budget most recently approved as of March 27, 2020; and
  - Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

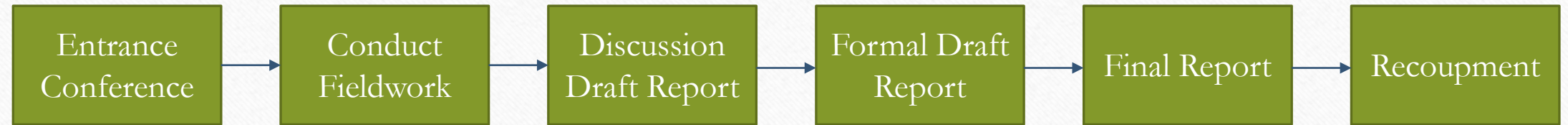


# CRF Audits - Guidance

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- Department of the Treasury (Treasury)
  - Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments (<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>)
  - Coronavirus Relief Fund Frequently Asked Questions (<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>)
- Treasury OIG
  - Coronavirus Relief Fund Reporting and Record Retention Requirements (<https://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-20-021.pdf>)
  - Department of the Treasury Office of Inspector General Coronavirus Relief Fund Frequently Asked Questions Related to Reporting and Recordkeeping (<https://www.treasury.gov/about/organizational-structure/ig/Audit%20Reports%20and%20Testimonies/OIG-CA-20-028.pdf>)

# CRF Audits - Process



- Conducted with recipient to discuss objectives, scope, methodology

- Review supporting documentation and conduct interviews

- Opportunity for recipient and Treasury management to review and provide comment
- Comments to be discussed at Exit Conference

- Comments incorporated as appropriate
- Opportunity for recipient to provide official management response

- Will include official written response

- If determination made to recoup funds, recoupment action will be initiated

# Recoupment

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There are opportunities for a prime recipient to appeal a determination of non-compliance by the Treasury OIG before and after the covered period ends on December 30, 2020

- Before December 30, 2020
  - Prime recipient is required to recover funds and may redeploy them for COVID-19 related expenditures before December 30, 2020
- After December 30, 2020
  - Treasury OIG will initiate recoupment action through Treasury's Bureau of Fiscal Service – Centralized Receivable Service
  - There is an appeal/dispute process in the event a prime recipient is delinquent on its debt through Fiscal Service's debt collection

# Treasury OIG Timeline

- Quarterly GrantSolutions Submissions

Reporting Cycle	Reporting Period	Open Date	Close Date
Cycles 1 & 2*	3/1-9/30/2020	12/1/2020	12/15/2020
Cycle 3	10/1-12/31/2020	12/25/2020	1/11/2021
Cycle 4	1/1-3/31/2021	1/22/2021	4/12/2021
Cycle 5	4/1-6/30/2021	4/22/2021	7/12/2021
Cycle 6	7/1-9/30/2021	7/22/2021	10/12/2021

- Desk Reviews

- Beginning November 2020 and will be ongoing

- Audits

- To continue for next several years

\* Only batch-upload users are still able to enter Cycles 1 and 2 information

# Resources

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**CARES@oig.treas.gov**

**1(855) 584-4853**, Monday through Friday from  
8:00 a.m. to 5:00p.m. EST

# Questions

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