CARES Fund Update
Insights from Cities, Commerce & the SAO

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Note: The information contained in this presentation is for general educational purposes only and is not intended to be legal advice. Please consult legal counsel for advice about specific questions.

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Objectives

• Gain new ideas for utilizing CARES funds in your community.
• Understand what your city can do to be ready for audits.
• Understand Commerce’s role in distributing CARES funds to cities.

Poll: What is your role in city government?

A. Elected Official
B. City Manager/City Administrator
C. City Staff
D. Other
Poll: Has your city contracted with Commerce to receive CARES funds?
A. Yes  
B. No  
C. Unsure  

Poll: Has your city received reimbursement for COVID related expenses?
A. Yes  
B. No  
C. Unsure
Mayor Caroline Belleci
City of University Place

Mayor Greg Wheeler
City of Bremerton
Mayor Ben Wick
City of Spokane Valley

Tony Hanson
Deputy Assistant Director
Washington Department of Commerce
• Accessing Coronavirus Relief Fund (CRF) dollars
• Available state and federal CRF resources
• Acceptable uses of CRF dollars
• Tips & FAQs

Kelly Collins
Director of Local Audit
Washington State Auditor’s Office
CARES Act Funds
At the end of the day, these are federal funds. Treat them like you would other federal funds.

Our most frequent federal findings relate to a lack of:

• Internal controls
• Adequate Documentation
Internal Controls to Ensure Compliance

Internal controls are the procedures and processes you put in place to ensure compliance.

- Eligibility
- Allowable cost
- Cash management
- Reporting
- Subrecipient monitoring

Documentation Shows Compliance

Document, Document, Document!

- Fully document analysis and evaluation to support the action or decision
- Document source of your criteria; take a screen shot if available
- Account for coronavirus-related revenues and expenditures in your accounting systems (See SAO’s COVID-19 BARS Coding Alert)
Information

Washington State Department of Commerce
Local Government Coronavirus Relief Funds

Municipal Research and Services Center (MRSC)
Coronavirus (COVID-19) Local Government Fiscal Impacts. See the section dedicated to “CARES Act and Federal Stimulus.”

SAO blog posts
Check out these top resources about federal assistance during COVID-19 (April 27)
Keep these tips in mind if you are spending FEMA Public Assistance money (April 29)
5 reasons to step up your documentation (June 9)

Please contact the SAO via the HelpDesk for assistance.

Questions

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Questions?

Thank You!