



OFFICE OF  
INSPECTOR GENERAL

DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

December 2, 2025

OIG-CA-26-003

Ms. Kathleen Gitkin  
Chief Financial Officer  
City of Phoenix  
251 W Washington St, 9th Floor  
Phoenix, AZ 85003

Re: Final Determination on Corrective Actions for Desk Review of City of Phoenix,  
Arizona's Use of Coronavirus Relief Fund Proceeds (OIG-CA-23-032)

Dear Ms. Gitkin:

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act),<sup>1</sup> established the Coronavirus Relief Fund (CRF) and appropriated \$150 billion for making payments to states, District of Columbia, local, territorial, and tribal governments entities. CRF recipients may use the CRF award funds to cover costs that:

1. were necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the government's budget most recently approved as of March 27, 2020; and
3. were incurred during the period that began on March 1, 2020, and ended on December 31, 2021, for states, local governments, and territories. In the case of tribal governments, were incurred during the period that began on March 1, 2020, and ended on December 31, 2022 (covered period).

Under a contract monitored by our office, a certified independent public accounting firm (IPA) performed a desk review to evaluate the City of Phoenix's (Phoenix) documentation supporting its use of CRF proceeds as reported in the GrantSolutions<sup>2</sup> portal. In the desk review memorandum,<sup>3</sup> the IPA identified total unsupported questioned costs of \$147,379.46 within the "grants greater than or equal to \$50,000" category. The IPA determined that Phoenix used the CRF proceeds for administrative costs related to a grant program. This included unsupported administrative costs of \$136,314 and a discrepancy of \$11,065.46 between the total amount of cumulative expenditures reported by Phoenix in its

---

<sup>1</sup> P.L. 116-136 (March 27, 2020)

<sup>2</sup> GrantSolutions, a grant and program management Federal shared service provider under the United States Department of Health and Human Services, developed a customized and user-friendly reporting solution to capture the use of CRF payments from prime recipients.

<sup>3</sup> Treasury OIG, *Desk Review of the City of Phoenix, Arizona's Use of Coronavirus Relief Fund Proceeds*, OIG-CA-23-032 (July 21, 2023)

Page 2

Cycle 5 (April 1, 2021 to June 30, 2021) GrantSolutions submission and the total amount in its sub-recipient's general ledger detail.

In February 2024, we contacted Phoenix requesting the city to provide supporting documentation for the questioned costs. In April 2024, Phoenix provided adequate supporting documentation for the \$147,379.46 questioned costs. As such, Phoenix's corrective actions addressed the questioned costs identified in the desk review.

We appreciate the courtesies and cooperation provided to our staff during the desk review follow-up. If you have any questions or require further information, please contact me at (202) 927-5792, or a member of your staff may contact Olivia Scott, Acting Audit Director, at (202) 927-9635.

Sincerely,

/s/

Pauletta Battle  
Acting Assistant Inspector General for Audit

cc: Michelle A. Dickerman, Deputy Assistant General Counsel, Department of the Treasury  
Danielle Christensen, Deputy Chief Program Officer for State and Local Programs, Office of Capital Access, Department of the Treasury  
Jeffery W. Stout, Acting Chief Program Officer, Office of Capital Access, Department of the Treasury  
Thao P. Tran, Acting Chief Operating Officer, Department of the Treasury  
Joe Jatzkewitz, Assistant Finance Director/City Treasurer, City of Phoenix, Arizona