

# Office of Inspector General

Corporation for National and Community Service



**Senior Corps Virtual Conference**

**August 6, 2014**



# Purpose

- Understand OIG's mission
- Learn to prevent, detect and remedy problems commonly found in Corporation programs**
- Know how and when to contact OIG



# OIG Mission

- Improve efficiency and effectiveness of Corporation programs and operations
  - Prevent and detect waste, fraud and abuse
- by:
- ✓ Conducting audits and investigations
  - ✓ Recommending policies
  - ✓ Keeping the Corporation's CEO and Congress informed about deficiencies and the need for/status of corrective action.



# OIG Independence

- By law, OIG is independent of CNCS.
- We report directly to Congress and administratively to the Corporation's CEO. Funded by a separate appropriation.
- OIG personnel must remain objective at all times in conducting our work and must be free of personal or organizational conflicts of interest with grantees.



# What OIG Does Not Do:

Manage or direct Agency programs or operations



# What OIG Does: Oversight

- ❑ Promote Economy, Efficiency and Effectiveness in Agency Programs and Operations
  - ❑ Prevent and Detect Fraud, Waste and Abuse

Two Operational Units: Audits & Investigations



# Grants Come with Strings

- Terms and conditions
- Federal law and regulations
- Grantees are accountable for complying with these requirements and maintaining records to show that they have done so.



# Sound Practices = Integrity and Accountability

- Have systems, policies and procedures in place at grant inception to ensure that the organization operates within the rules of its Federal assistance.
- Compile and retain full documentation.



# Ingredients of Accountability

- ✓ Strong internal controls
- ✓ Written procedures and documented systems
- ✓ Active financial management, review
- ✓ Accurate, contemporaneous recordkeeping
- ✓ Following Federal laws, regulations and grant terms
- ✓ **Tone at the top**



# Common Accountability Problems (and how to avoid them)

- Account separately for each grant.
- Submit Federal Financial Reports (FFRs) on schedule.
- Twice a year, make sure that FFRs reconcile to internal accounting records (general ledger).



# Avoiding Common Accountability Problems (cont'd)

- Staff and volunteer timesheets must be completed accurately and on schedule, signed by a supervisor after completion, and timely submitted.
- Timesheets cannot be based on budgeted amounts—actual work only.



# Avoiding Common Accountability Problems (cont'd)

- ❑ Periodically, conduct your own timesheet review or audit.



# Avoiding Common Accountability Problems (cont'd)

- National Sex Offender Public Website and Criminal History Checks—conduct thoroughly, timely and document properly, for both staff and volunteers.
- Check income-eligibility for FGP and SCP and document.
- Conduct your own review, at beginning of grant.



# Avoiding Common Accountability Problems (cont'd)

- Record match dollars in general ledger, with same detail/documentation as for grant expenditures.
- Document source of match contributions.
- Substantiate market value of in-kind match contributions.



# Avoiding Common Accountability Problems (cont'd)

- Document all reimbursable meals and travel, showing actual (not estimated or budgeted) amounts.



# Avoiding Common Accountability Problems (cont'd)

- Know what expenses (including personnel) the grant does/does not cover. Review periodically to be sure only allowable expenses are charged to the grant.
- Confirm that you have receipts for those expenses.
- Do drawdowns match expenditures?



# Avoiding Common Accountability Problems (cont'd)

- If you have an indirect cost rate, know what expenses it includes.
- Check to be sure that you are not charging the grant directly for expenses covered by the indirect cost rate.
- Maintain a current list of volunteers and duty stations.



# Dishonesty and Other Serious Misconduct

- Misuse of grant funds for non-grant purposes, even temporarily
- Funds drawn down on unoccupied volunteer slots
- Timesheet fraud
- Embezzlement and theft, *e.g.*, inflated expense claims, personal expenses charged to organization, unnecessary or luxury travel



# Upon Discovering Dishonesty, Contact OIG

- OIG can advise you re how to proceed—what documents you should gather, whether, when and how to talk to someone suspected of serious misconduct.
- OIG’s investigators and auditors can assist by analyzing financial records and tracing funds.
- OIG can recommend measures to strengthen your internal controls to prevent recurrence.



# Notify OIG if you find evidence of criminal conduct:

- Fraud, theft or embezzlement;
- Intentional misapplication or misuse of Government funds or property;
- False or fraudulent claims or statements;
- Forgery or falsification of records relating to Government grants;
- Corruption, bribery or kickbacks.



# How to report to OIG: the Hotline

- Report suspected fraud, waste, or abuse
- All information is confidential
- You may remain anonymous

**1-800-452-8210**

**or**

**hotline@cncsoig.gov**

Visit our Web Page at [www.cncsoig.gov](http://www.cncsoig.gov)



# No reprisals against whistleblowers

- ❑ By law, you cannot be retaliated against for reporting waste, fraud or abuse to OIG.
- ❑ You may not retaliate against anyone in your organization for reporting to OIG.



## Office of Inspector General

Please submit your questions or comments via email to  
Deborah Jeffrey at [D.Jeffrey@cncsoig.gov](mailto:D.Jeffrey@cncsoig.gov).