




UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

March 28, 2014

MEMORANDUM

SUBJECT: Project Notification:
Review for Grants Advanced Monitoring
Project No. OA-FY14-0188

FROM: Janet Kasper, Director 
Contracts and Assistance Agreements Audits

TO: Craig E. Hooks, Assistant Administrator
Office of Administration and Resources Management

The U.S. Environmental Protection Agency (EPA) Office of Inspector General (OIG) plans to begin preliminary research for an audit of grants advanced monitoring. This project is included in our fiscal year (FY) 2014 annual plan. The objective of the audit is to answer the following question:

- Is the EPA's advanced administrative monitoring system effective at ensuring that grant recipients costs are allowable, allocable and reasonable?

The OIG plans to work in the Office of Grants and Debarment (OGD) and regional grant offices. We plan to interview staff within OGD about oversight of grant advanced monitoring. We will review related policies, procedures, and guidance documents. In addition, we may contact those who conducted advanced monitoring reviews. The project will be conducted using applicable generally accepted government auditing standards. The anticipated benefit of this project is improved operational efficiency.

We will contact the OGD audit coordinator to arrange a mutually agreeable time to discuss our objectives and the purpose of the preliminary research phase of our audit. We would also be interested in any areas of concern that you may have. We will answer any questions that you may have about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. We will provide updates monthly on the progress of the audit.

To ensure the success and timely completion of the audit, we ask that OGD provide:

- Staff for interviews as needed.
- Listing of FY 2013 planned and completed advanced administrative monitoring reviews.
- For a selected sample, grant specialist and contractor administrative onsite or desk review monitoring reports and access to supporting files.

- A key contact list for OGD staff responsible for advanced administrative monitoring.

Should you or your staff have any questions, please contact me at (312) 886-3059 or kasper.janet@epa.gov; or Madeline Mullen, Project Manager, at (206) 553-4032 or mullen.madeline@epa.gov.

cc: Regional Administrators
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