



OFFICE OF FINANCE AND ADMINISTRATION

WASHINGTON, D.C. 20460

April 21, 2026

MEMORANDUM

SUBJECT: Response to the Office of Inspector General Final Report, Report No. 26-P-0017 "Audit of the EPA's Grants Workforce Planning" dated March 11, 2026.

FROM: C. Paige Hanson, Chief Financial Officer and Chief Administrative Officer *C. Paige Hanson*

TO: Katherine Trimble, Assistant Inspector General
Office of Audit

Thank you for the opportunity to respond to the issues and recommendations in the subject final audit report. The following is a summary of the U.S. Environmental Protection Agency's overall position, along with its position on each of the report's recommendations. We have provided high-level corrective actions and estimated completion dates.

AGENCY'S OVERALL POSITION

The agency appreciates the OIG's recognition that grant funding levels for the agency are changing dramatically following the conclusion of the Infrastructure Investment and Jobs Act appropriations in FY 2026, the rescission of most unobligated balances for EPA Inflation Reduction Act-funded grant programs, and reduced EPA grant funding in the FY 2027 President's Budget. The agency believes the reduction in grant funding levels will lessen, but not fully eliminate, the concerns identified by the OIG, and, as such, the agency concurs with the unresolved recommendations.

The agency's expanded timeline for completing the corrective actions is due to the ongoing work of adopting new governmentwide systems for both grants management and core human capital operations. EPA will transition to a new grants management system allowing for process automation and increase workload efficiencies, thereby reducing administrative burden on grants management personnel. The governmentwide human capital system will strengthen EPA's position management capability and enhance EPA's ability to more effectively define, govern, and use positions EPAwide, with an effective inventory of positions feeding recruitment, staffing, workforce planning, and payroll integrations. Together, the adoption of these new systems will help inform workload modeling and workforce planning for grants management at the agency.

The EPA's program offices were included in the review of the EPA's response to the OIG recommendations, with input received from the Office of the Administrator and the Office of Finance and Administration.

AGENCY'S RESPONSE TO FINAL AUDIT RECOMMENDATIONS

Agreements

No.	Recommendation	High-Level Corrective Action(s)	Est. Completion Date
1	In collaboration with the chief financial officer, the chief administrative officer, the chief human capital officer, the chief grants officer, the assistant administrators for program offices, and the regional administrators, develop an agencywide grants workforce plan that includes how the Agency will consider administration, oversight, and workloads for grants funded by annual and supplemental appropriations, as well as how the Agency will manage grants workforce staffing needs in alignment with Office of Management and Budget Memorandum M-22-12, the EPA's workforce plans, and 5 C.F.R. part 250. An agencywide grants workforce plan will help reduce the risks of improperly managed grants.	In collaboration with the Chief Financial Officer, the Chief Administrative Officer, the Chief Human Capital Officer, the Chief Grants Officer, the assistant administrators for program offices, and the regional administrators, the EPA will develop an agencywide grants workforce plan for the Grants Management Specialist (1109) series including how the agency will consider administration, oversight, and workloads for grants funded by annual and supplemental appropriations, as well as how the agency will manage grants workforce staffing needs in alignment with Office of Management and Budget Memorandum M-22-12, the EPA's workforce plans, and 5 C.F.R. part 250. EPA planned hiring needs in FY 2028 will depend on changing and evolving requirements as well as the approved appropriated budget and an examination of the Grant Specialist (1109) series across EPA subcomponents leveraging the workload analysis performed in response to Recommendation 2.	January 1, 2028
2	In coordination with the chief financial officer, reassess the Agency's established benchmarks for the grant	The Office of Finance and Administration will reassess, and if necessary, revise the benchmarks to reflect any	January 1, 2028

	specialist and project officer workloads. If necessary, revise the benchmarks to reflect any changes in workloads that resulted from revised federal grants management requirements to more accurately reflect the workloads associated with grants-related management and oversight responsibilities.	changes in workloads resulting from revised federal grants management requirements to more accurately reflect the workloads associated with grants-related management and oversight responsibilities.	
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CONTACT INFORMATION

Thank you for the opportunity to review the report. If you have any questions regarding this response, please contact Afreeka Wilson, OFA Audit Follow-up Coordinator, at wilson.afreeka@epa.gov and Caitlin Schneider, AO Audit Follow-up Coordinator, at schneider.caitlin@epa.gov.

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