



OFFICE OF FINANCE AND ADMINISTRATION

WASHINGTON, D.C. 20460

August 26, 2026

MEMORANDUM

SUBJECT: Response to Corrective Action Memorandum for Office of Inspector General Report No. 26-P-0017, Audit of the EPA's Grants Workforce Planning, issued July 14, 2026

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

TO: Nicole N. Murley, Deputy Inspector General performing the duties of the Inspector General

Following is a summary of the U.S. Environmental Protection Agency's overall position, along with its position on Recommendation 1. We have provided the planned high-level corrective action and the estimated completion date.

AGENCY'S OVERALL POSITION

The agency concurs with Recommendation 1 and has updated its planned Corrective Action to include project officers.

AGENCY CLARIFICATION ON CORRECTIVE ACTION PLAN

In contrast to grant specialists, project officers are not associated with a distinct job series. Furthermore, employees often take on project officer duties alongside other roles with specific responsibilities. The workload tied to managing grants can vary greatly from one grant program or project to another, adding another layer of complexity. The agencywide strategy to address administration, oversight, and workloads associated with the project officer function will include a continuation of the Office of the Chief Grants Officer providing grants project officer workload analysis, based on currently assigned project officers, to agency senior resource officials on a semi-annual basis. The Office of the Chief Human Capital Officer will direct regional and program offices to evaluate and include grants management and project officer resource needs as part of their annual staffing plan development process. The Office of the Chief Grants Officer will implement a process for SROs to annually attest in their Post Award Monitoring Plan submissions to the inclusion of project officer workload in OCHCO's annual staffing planning exercises. Furthermore, the agency has identified "Programmatic Compliance with Grants Post-Award Monitoring Requirements" as an enterprise risk

and will take a multi-pronged approach to strengthen oversight of project officers and their programmatic oversight over EPA's grant programs.

AGENCY'S RESPONSE TO CORRECTIVE ACTION MEMO

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 that encompasses the Grants Management Specialist (1109) series and a strategy for the project officer function. For the grants management specialist series, the plan will include 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

CONTACT INFORMATION

If you have any questions regarding this response, please contact Afreeka Wilson, Audit Follow-up Coordinator, (202) 564-0867 or wilson.afreeka@epa.gov.

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