



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

OFFICE OF  
INSPECTOR GENERAL

February 22, 2013

Joseph Ruiz  
Executive Director  
Lead Remediation Association of America  
137 Josiah Avenue  
San Francisco, California 94112

Dear Mr. Ruiz:

The Office of the Inspector of General for the U.S. Environmental Protection Agency is initiating an examination of Grant Agreement AB-83363501, which was awarded to the Lead Remediation Association of America. Our objectives are to determine whether the costs claimed under the grant are reasonable, allowable, and allocable in accordance with the applicable laws, regulations and grant terms and conditions, and whether the objectives of the grant were met.

We would like to meet with you in your office on March 6, 2013, at 9:30 AM to hold an entrance conference and to begin our fieldwork. We anticipate the initial fieldwork will be conducted by two auditors the week of March 6, 2013. We request that you have work space available for us. In order for us to complete our work as expeditiously as possible, we also ask for your cooperation in making staff and records available to us. Please have the following information related to the grant readily available for review during our visit:

- An electronic version of your cost accounting records for the projects funded by the grant.
- Final progress report, final federal financial status reports, payment requests/Automated Clearing House draw downs, and supporting data.
- Copies of all checks (front and back) written for costs incurred under the grant.
- All evidence of deliverables as outlined in the approved workplan for the grant.
- Listing of all contractors and vendors used under the grant and the related procurement documentation, including but not limited to copies of the contracts, request for proposals, bid documentation, and award decision documentation.
- Internal procurement policies and procedures.
- Internal accounting policies and procedures.
- Organizational chart and chart of accounts.

During the review, we will provide updates on this audit on a regular basis by email and/or during

meetings. If you or your staff have any questions, please contact Lela Wong, project manager, at (415) 947-4531 or [wong.lela@epa.gov](mailto:wong.lela@epa.gov); or Robert Adachi, product line director, at (415) 947-4537 or [adachi.robert@epamail.epa.gov](mailto:adachi.robert@epamail.epa.gov).

Sincerely,



Melissa Heist  
Assistant Inspector General for Audit

cc: Jared Blumenfeld, Region 9 Regional Administrator  
Magdalen Mak, Region 9 Audit Follow-Up Coordinator  
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Jill Young, Branch Chief, Office of Grants and Debarment  
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