




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

OFFICE OF  
INSPECTOR GENERAL

May 25, 2018

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Hotline Complaint—Contract Compliance for EPA Contract EP-C-16-001  
Project No. OA&E-FY18-0234

**FROM:** Michael Petscavage, Director   
Contract and Assistance Agreement Directorate  
Office of Audit and Evaluation

**TO:** David P. Ross, Assistant Administrator  
Office of Water

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on contract compliance for EPA Contract EP-C-16-001. This project is the result of a hotline complaint received by our office.

The OIG's objectives are to determine whether (1) EPA funding actions are allowable and pose risks to the agency and (2) invoices are being approved and paid without proper review of costs. The OIG plans to conduct work at both EPA headquarters and regional offices. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to improve contract management and increase operational efficiency.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of the preliminary research phase of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions 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. Throughout the project, we will provide updates on a regular basis via both emails and telephone calls.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978, as amended, to have timely access to personnel and all materials necessary to complete its objectives. We will request that you resolve the situation if an agency employee or contractor refuses to provide requested records to the OIG or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the *Semiannual Report to Congress*.

The project will be supervised by me, and the Project Manager will be Kevin Chaffin. Any information related to the project should be addressed to me at (202) 566-0897 or [petscavage.michael@epa.gov](mailto:petscavage.michael@epa.gov), or Kevin Chaffin at (202) 566-2646 or [chaffin.kevin@epa.gov](mailto:chaffin.kevin@epa.gov).

cc: Ryan Jackson, Chief of Staff  
Henry Darwin, Chief of Operations  
Lee Forsgren, Deputy Assistant Administrator for Water  
Steven Moore, Audit Follow-Up Coordinator, Office of Water  
Bob Trent, Agency Follow-Up Coordinator  
Nancy Grantham, Acting Principal Deputy Associate Administrator for Public Affairs  
Regional Audit Follow-Up Coordinators, Regions 1–10  
Arthur A. Elkins Jr., Inspector General  
Charles Sheehan, Deputy Inspector General  
Alan Larsen, Counsel to the Inspector General  
Kevin Christensen, Assistant Inspector General for Audit and Evaluation  
Patrick Sullivan, Assistant Inspector General for Investigations  
Edward Shields, Assistant Inspector General for Management  
Richard Eyermann, Deputy Assistant Inspector General for Audit and Evaluation  
Christine El-Zoghbi, Deputy Assistant Inspector General for Audit and Evaluation  
Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs  
Jeffrey Lagda, Congressional and Media Liaison, Office of Inspector General  
Tia Elbaum, Congressional and Media Liaison, Office of Inspector General