



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

OFFICE OF  
INSPECTOR GENERAL

June 12, 2018

**MEMORANDUM**

**SUBJECT:** Project Notification:  
EPA's Interagency Agreement with U.S. Army Corps of Engineers  
Project No. OA&E-FY18-0409

**FROM:** Michael D. Davis, Director  
Efficiency Directorate  
Office of Audit and Evaluation

A handwritten signature in black ink that reads "Michael D. Davis".

**TO:** Barry N. Breen, Acting Assistant Administrator  
Office of Land and Emergency Management

Donna J. Vizian, Principal Deputy Assistant Administrator  
Office of Administration and Resources Management

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on the EPA's interagency agreement with the U.S. Army Corps of Engineers (USACE). This project is included in our 2018 annual plan and contributes to the improvement of EPA business practices and accountability.

The OIG's objectives are to determine whether the EPA is (1) being fiscally responsible in awarding interagency agreements with the USACE; and (2) meeting planned expectations in time, cost and outcomes in its use of the agreements. The OIG plans to initially conduct work at EPA interagency agreement shared service centers at EPA headquarters and EPA Region 10, but may select other regional locations to review. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to improve operational efficiency and reduce costs.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose 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 to your designated point of contact.

Prior to our initial meeting, please provide the following information to Heather Layne, Project Manager, at [layne.heather@epa.gov](mailto:layne.heather@epa.gov); and Cara Lindsey, Auditor, at [lindsey.cara@epa.gov](mailto:lindsey.cara@epa.gov):

1. Designated points of contact at the interagency agreement shared service centers in EPA headquarters and EPA Region10.

2. Policies, procedures and guidance related to the management of the interagency agreements.
3. Documents that outline the roles and responsibilities of staff located in the interagency agreement shared service centers in EPA headquarters and EPA Region 10.
4. Copies of internal reviews of USACE interagency agreements performed in fiscal years (FYs) 2016, 2017, as well as any issued in FY 2018.
5. Universe of all active interagency agreements with the USACE.
6. Instructions on how to access grant specialist and project officer's interagency agreement electronic files.
7. Identification of and access to any system used to manage interagency agreements.

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 your resolution 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. As stated above, the Project Manager will be Heather Layne. Any information related to the project should be addressed to me at (513) 487-2363 or [davis.michaeld@epa.gov](mailto:davis.michaeld@epa.gov), or Heather Layne at (617) 918-1486 or [layne.heather@epa.gov](mailto:layne.heather@epa.gov).

cc: Ryan Jackson, Chief of Staff  
Henry Darwin, Chief of Operations  
Reggie Cheatham, Director, Office of Emergency Management, Office of Land and Emergency Management  
John Showman, Deputy Assistant Administrator, Office of Administration and Resources Management  
Kecia Thornton, Audit Follow-Up Coordinator, Office of Land and Emergency Management  
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