


Department of Justice
Office of the Inspector General
Audit Division



The Grant Audit Process

Presented by the Washington
Regional Audit Office, DOJ-OIG

Who We Are



Audit Division Geographic Responsibility

Legend:
West
Denver
Chicago
Washington
Philadelphia

What Do We Audit?

- “ Audit DOJ programs to ensure operational efficiency. For example, an audit objective could be to identify activities that can be streamlined to increase operational efficiency
- “ Audit DOJ funding recipients to ensure expenditures are allowable and program performance is in accordance with the guidelines, regulations, and conditions of the agreement

Phases of a Grant Audit

- “ Initial contact by audit team and delivery of the initiation letter and blank management representation letter
- “ Entrance conference
- “ Audit team on site to perform audit procedures
- “ Exit conference
- “ Final audit report publicly released on OIG website

Programmatic

- “ Review award documents, program narratives, and progress reports
- “ Sample accomplishments outlined in the progress reports and obtain supporting evidence
- “ Review compliance with any special conditions outlined in the grant award documents

Financial

- “ Survey of internal controls
- “ Drawdowns
- “ Budget management
- “ Grant expenditures
 - . Payroll costs
 - . Other direct costs
 - . Indirect costs
- “ Reporting (SF-425 or FFR)

Subrecipient and Contractor Monitoring

- " Written policy on monitoring subrecipients and contractors
- " Reasonable assurance that subrecipients comply with all administrative grant requirements (reviews, site visits, regular contact)
- " Document all competitive and sole source procurements

Draft Report and Exit Conference

- " Audit status update after field work and prior to the exit conference
- " Exit conference held
 - . Presented with any findings and recommendations
 - . After exit conference draft report provided
 - . Management letter signed after the draft report received
- " 21 days until grantee provides a response to the recommendations
- " Final report publicly issued with grantee's response, granting agency's response and OIG's response

Audit Resolution

- " Unresolved – OIG and auditee do not agree on the specific recommendation or actions to address the recommendation
- " Resolved – OIG and auditee agree on the specific recommendation however agreed-upon actions have not been completed
- " Closed – OIG and auditee agree on the specific recommendation and adequate documentation has been provided to show that agreed-upon actions have been completed

Questions



~ Contact: Troy Meyer, Regional Audit Manager at
WRAO, 202-616-4688, WRAO.OIG@usdoj.gov
~ <http://www.justice.gov/oig/reports/>
