



March 27, 2023

MEMORANDUM FOR: BRENT PARTON  
Acting Assistant Secretary  
for Employment and Training

A handwritten signature in cursive script that reads "Carolyn R. Hantz".

FROM: CAROLYN R. HANTZ  
Assistant Inspector General  
for Audit

SUBJECT: Audit of Disaster National Dislocated Worker Grants  
under Public Law 116-20, Additional Supplemental  
Appropriations for Disaster Relief Act, 2019  
Project No. 02-P23-001-03-391

Please be advised the Office of Inspector General is initiating an audit of the Employment and Training Administration's (ETA) Disaster National Dislocated Worker Grants under Public Law 116-20, Additional Supplemental Appropriations for Disaster Relief Act, 2019 (Public Law 116-20). We will contact your audit liaison to schedule an entrance conference to discuss the following:

Objective: To what extent did ETA properly administer Public Law 116-20, Additional Supplemental Appropriations for Disaster Relief Act, 2019 to provide dislocated worker assistance?

Scope: Grant awards of approximately \$50 million under Public Law 116-20 related to the consequences of Hurricanes Florence and Michael, Typhoon Mangkhut, Super Typhoon Yutu, wildfires and earthquakes occurring in calendar year 2018, and tornadoes and floods occurring in calendar year 2019.

We plan to begin work immediately. As such, we would appreciate you notifying the appropriate agency officials of our audit. To facilitate the start of the audit, we

have attached an initial document and information request, and would appreciate these items being provided prior to or at the entrance conference.

If you have questions, please contact Cardelia Yan, Audit Director, at (917) 687-4071, or Jennifer Varvel, Audit Manager, at (202) 693-5128.

cc: Lenita Jacobs-Simmons, Deputy Assistant Secretary for ETA  
Laura P. Watson, Deputy Assistant Secretary for ETA  
Kim Vitelli, Administrator, Office of Workforce Investment  
Robin Fernkas, Deputy Administrator, Office of Workforce Investment  
Subri Raman, Deputy Administrator, Office of Grants Management  
Greg Hitchcock, Special Assistant, Office of Grants Management  
Chantel Sollers, Senior ETA OIG Liaison, Office of Grants Management  
Jakeia Griffin, ETA OIG Liaison, Office of Grants Management

Please provide the following prior to or at the entrance conference:

<u>Item #</u>	<u>Description</u>
1.	Detailed spend plans of anticipated uses of funds as required under Public Law 116-20, Title VIII.
2.	List of ETA personnel responsible for awarding and administering Disaster Dislocated Worker Grants. Please include phone numbers, e-mail addresses, and a brief description of their responsibilities.
3.	For each of the Dislocated Worker Grants awarded under Public Law 116-20, please provide: <ol style="list-style-type: none"><li>a. Grants and modifications including solicitation, grant application, grant number, approval date, approved amount, and awarded amount.</li><li>b. ETA's policies and procedures for determining grant awards and grant award amounts.</li></ol>
4.	Quarterly performance reports for each Dislocated Worker Grant awarded under Public Law 116-20.
5.	Quarterly expenditure reports for each Dislocated Worker Grant awarded under Public Law 116-20.
6.	ETA monitoring reports for each Dislocated Worker Grant awarded under Public Law 116-20.

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