



October 16, 2020

MEMORANDUM FOR: Dana Gartzke
Performing the Delegated Duties of the Assistant Secretary of
Commerce for Economic Development
Economic Development Administration

FROM: Frederick J. Meny, Jr.
Assistant Inspector General for Audit and Evaluation

SUBJECT: Evaluation of EDA's Grant File Maintenance (#2021-385)

We are initiating an evaluation on the Economic Development Administration's (EDA's) grant file maintenance. Our objective is to determine whether EDA is properly maintaining grant files during the coronavirus 2019 pandemic.

We will contact your office to schedule an entrance conference to discuss our evaluation objective and scope in further detail. If you have any questions about this review, please contact me at (202) 482-1931 or Monica Adamo, Director of Acquisition and Grants, at (202) 482-5185.

We thank you in advance for your cooperation during this effort.

cc: Deborah Haynes, Audit Liaison, EDA
MaryAnn Mausser, Audit Liaison, Office of the Secretary