



UNITED STATES DEPARTMENT OF COMMERCE  
Office of Inspector General  
Washington, D.C. 20230

February 7, 2013

**MEMORANDUM FOR:** Lawrence E. Strickling  
Assistant Secretary for Communications and Information  
National Telecommunications and Information Administration

**FROM:** Ann C. Eilers   
Principal Assistant Inspector General for Audit and Evaluation

**SUBJECT:** BTOP Award Closeout Audit

As part of our continued oversight of the National Telecommunications and Information Administration's (NTIA) Broadband Technology Opportunities Program (BTOP), we are initiating an audit of grant closeout procedures. Our specific objectives will be to (1) determine whether adequate closeout policies and procedures have been established to effectively close out the approximately 230 BTOP awards and (2) assess if closeout procedures are being followed as BTOP projects are completed and closed.

Our fieldwork will be conducted at NTIA's headquarters in Washington, D.C., grant offices at the National Institute of Standards and Technology and National Oceanic and Atmospheric Administration, and other locations as needed.

We plan to begin work immediately. We will contact your audit liaison to schedule an entrance conference. Should you have any questions, please contact me at (202) 482-2754 or Chris Rose, Senior Associate, Recovery Act Task Force, at (202) 482-5558.

cc: Anthony G. Wilhelm, Program Director, BTOP  
Kathy Smith, Chief Counsel, NTIA  
Milton Brown, Audit Liaison, NTIA  
David Swanson, Audit Liaison, NIST  
Mack Cato, Audit Liaison, NOAA