

**Email from OIG to AFG or SAFER grant recipients:**

Good Morning AFG or SAFER grant recipient:

The Department of Homeland Security (DHS) Office of Inspector General (OIG) is conducting an audit of FEMA's Assistance to Firefighters grant program. The audit's objective is to determine if FEMA's management and oversight of the AFG and SAFER grant programs ensures there is no waste, fraud, or abuse of grant funds. The OIG will issue two reports in early 2015.

The audit will analyze FEMA's oversight and monitoring of AFG and SAFER grants awarded during fiscal years 2010-2012. The audit team conducted a random statistical sample of all AFG and SAFER grants in these years and your grant is part of this sample.

As the grantee, we are not auditing your entity only the Federal AFG or SAFER grant awarded to you; rather we are auditing FEMA's oversight and management of these grants. Because the grantee maintains complete grant files for each grant, this request for information must go to the grantee.

We will not be conducting a site visit to your location. Please review the attached document and provide responses to the questions in the space provided or on additional pages if needed. Also, please provide the documents listed if they are relevant to the grant.

Responses are required no later than **DATE** (30 days after request).

Do NOT include any Personally Identifiable Information in the documents (last four of the social security number, home address, etc.). The name of the firefighter is all that is required.

Electronic submission of documents is preferred. Please send the responses to the questions and any requested documents to the following address:

[xxxxxx@oig.dhs.gov](mailto:xxxxxx@oig.dhs.gov)

Do not attach files larger than 10MB per email due to DHS bandwidth restrictions.

If the files will be sent in multiple emails, please number them in the subject line (for example, "AFG Email 1 of 7").

If electronic submission of the documents is not possible, please mail a copy of the response to the questions and copies of the required documents (this may be on electronic media or paper copies) to:

DHS OIG  
Audit #14-090-AUD-FEMA  
Building 25, Suite 2600 DFC  
PO Box 25626  
Denver, CO 80225

Please contact **Name** at **Phone Number** if you have any questions or concerns.