

EDO Principal Correspondence Control

FROM: DUE: 07/29/11

EDO CONTROL: G20110100  
DOC DT: 02/07/11  
FINAL REPLY:

Stephen D. Dingbaum, OIG

TO:

Borchardt, EDO

FOR SIGNATURE OF :

\*\* GRN \*\*

CRC NO:

Greene, ADM

DESC:

ROUTING:

Status of Recommendations: Audit of NRC's Grant  
Management Program (OIG-09-A-16)  
(EDATS: OEDO-2011-0111)

Borchardt  
Weber  
Virgilio  
Ash  
Muessle  
OGC/GC  
Arildsen, OEDO

DATE: 02/07/11

ASSIGNED TO:

CONTACT:

ADM

Greene

SPECIAL INSTRUCTIONS OR REMARKS:

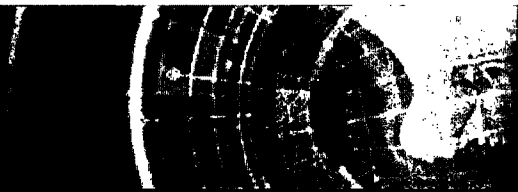
Please provide a complete response to Stephen D. Dingbaum, OIG addressing ALL resolved recommendations. Be sure to include the target completion date and identify the current point-of-contact for each recommendation. Forward final memo via email (Forward as Attachment) to Judy Gordon, cc: Stephen Dingbaum, Steven Zane and RidsEdoMailCenter by July 29, 2011. If applicable, be sure to attach in email any Enclosures to the response. Note: This closes WITS Items: 200900246 and 200900248.

Template: EDO-001

E-RIDS: EDO-01

# EDATS

Electronic Document and Action Tracking System



**EDATS Number:** OEDO-2011-0111

**Source:** OEDO

## General Information

**Assigned To:** ADM

**OEDO Due Date:** 7/29/2011 11:00 PM

**Other Assignees:**

**SECY Due Date:** NONE

**Subject:** Status of Recommendations: Audit of NRC's Grant Management Program (OIG-09-A-16)

**Description:**

**CC Routing:** NONE

**ADAMS Accession Numbers - Incoming:** NONE

**Response/Package:** NONE

## Other Information

**Cross Reference Number:** G20110100, OIG-09-A-16,  
200900246, 200900248

**Staff Initiated:** NO

**Related Task:**

**Recurring Item:** NO

**File Routing:** EDATS

**Agency Lesson Learned:** NO

**OEDO Monthly Report Item:** NO

## Process Information

**Action Type:** Memo

**Priority:** Medium

**Sensitivity:** None

**Signature Level:** ADM

**Urgency:** NO

**Approval Level:** No Approval Required

**OEDO Concurrence:** NO

**OCM Concurrence:** NO

**OCA Concurrence:** NO

**Special Instructions:** Please provide a complete response to Stephen D. Dingbaum, OIG addressing ALL resolved recommendations. Be sure to include the target completion date and identify the current point-of-contact for each recommendation. Forward final memo via email (Forward as Attachment) to Judy Gordon, cc: Stephen Dingbaum, Steven Zane and RidsEdoMailCenter by July 29, 2011. If applicable, be sure to attach in email any Enclosures to the response.

## Document Information

**Originator Name:** Stephen D. Dingbaum

**Date of Incoming:** 2/7/2011

**Originating Organization:** OIG

**Document Received by OEDO Date:** 2/7/2011

**Addressee:** R. W. Borchardt, EDO

**Date Response Requested by Originator:** 7/29/2011

**Incoming Task Received:** Memo



**UNITED STATES  
NUCLEAR REGULATORY COMMISSION**  
WASHINGTON, D.C. 20555-0001

OFFICE OF THE  
INSPECTOR GENERAL

February 7, 2011

MEMORANDUM TO: R. William Borchardt  
Executive Director for Operations

FROM: Stephen D. Dingbaum /RA/  
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF NRC'S  
GRANT MANAGEMENT PROGRAM (OIG-09-A-16)

REFERENCE: DIRECTOR, OFFICE OF ADMINISTRATION,  
MEMORANDUM DATED DECEMBER 28, 2010

Attached is the Office of the Inspector General's analysis and status of recommendations as discussed in the agency's response dated December 28, 2010. Based on this response, recommendations 1, 2, and 5 remain resolved and recommendations 6 and 8 are closed. Recommendations 3, 4, 7, and 9 were closed previously. Please provide an updated status of the resolved recommendations by July 31, 2011.

If you have any questions or concerns, please call me at 415-5915 or Kathleen Stetson, Team Leader, at 415-8175.

Attachment: As stated

cc: M. Muessle, OEDO  
J. Andersen, OEDO  
J. Arildsen, OEDO  
C. Jaegers, OEDO

## Audit Report

### AUDIT OF NRC'S GRANT MANAGEMENT PROGRAM

OIG-09-A-16

#### Status of Recommendations

Recommendation 1: Resolve outstanding Lean Six Sigma [LSS] issues, including definition of the competitive grant process, roles and responsibilities, development of a shared electronic grant database, and scope of SBCR [Office of Small Business and Civil Rights] reviews.

Agency Response Dated  
December 28, 2010:

Status: The Office of Administration (ADM) issued draft Management Directive (MD) 11.6, "Financial Assistance Program," for formal office comment on July 23, 2010, to the Office of the Inspector General, Office of the General Counsel, Office of Human Resources (HR), Office of Nuclear Regulatory Research, and SBCR. ADM currently is working with program offices to resolve their comments. ADM expects that MD 11.6 will be issued by December 31, 2011. This date represents a 6-month slippage from the original June 30, 2011 date, which did not provide adequate time for publication.

ADM has developed a SharePoint site for grants management, which includes an improved document/reference library. The site is located at: <http://portal.nrc.gov/edo/adm/dc/grants/default.aspx>.

OIG Analysis: The proposed corrective actions address the intent of the recommendation. Recommendation 1 will be closed when OIG receives documentation demonstrating that the outstanding LSS issues, including definition of the competitive grant process, roles and responsibilities, development of a shared electronic grant database, and scope of SBCR reviews, have been implemented.

Status: Resolved.

## Audit Report

### AUDIT OF NRC'S GRANT MANAGEMENT PROGRAM

OIG-09-A-16

#### Status of Recommendations

Recommendation 2: Update Management Directive 11.6 to comprehensively address the NRC's [Nuclear Regulatory Commission's] competitive and non-competitive grant program, including (a) roles and responsibilities of individuals and offices involved in the grant process, (b) process for awarding grants, and (c) required monitoring by project officers.

Agency Response Dated  
December 28, 2010:

Status: ADM issued draft MD 11.6, "Financial Assistance Program," for formal office comment on July 23, 2010, and currently is working with program offices to resolve their comments. ADM expects that MD 11.6 will be issued by December 31, 2011.

OIG Analysis:

The proposed corrective actions address the intent of the recommendation. OIG received and reviewed a copy of the Draft Management Directive 11.6. The Draft Management Directive 11.6 addresses the recommendation. This recommendation will be closed when OIG receives a copy of the updated Management Directive 11.6 and determines that it addresses NRC's competitive and non-competitive grant program, including (a) roles and responsibilities of individuals and offices involved in the grant process, (b) process for awarding grants, and (c) required monitoring by project officers.

**Status:**

Resolved.

## Audit Report

### AUDIT OF NRC'S GRANT MANAGEMENT PROGRAM

OIG-09-A-16

#### Status of Recommendations

Recommendation 5: Ensure that staff working on grants complete the required training within the specified timeframe identified in response to recommendation 4.

Agency Response Dated  
December 28, 2010:

**Status:** Grant staff must complete the required training identified in NRC's Grant Management Certification Training Program by December 31, 2011. ADM awarded a contract on September 17, 2010, for grants training to include the four core and seven elective grants management courses required under the NRC's Grants Management Training and Certification Program. All staff currently involved in awarding, administering and monitoring grants must complete the training. The training will be monitored by the NRC Acquisition Career Manager in coordination with HR.

OIG Analysis: The proposed corrective actions address the intent of this recommendation. This recommendation will be closed when OIG receives documentation that the staff working on grants has completed the required training.

**Status:** Resolved.

## Audit Report

### AUDIT OF NRC'S GRANT MANAGEMENT PROGRAM

OIG-09-A-16

#### Status of Recommendations

Recommendation 6: Develop a method for sharing up-to-date official file/grant documentation with all involved parties to include a formal electronic tracking and reporting system.

Agency Response Dated  
December 28, 2010:

Status: This recommendation was resolved through the development of a SharePoint site for grants Management, which includes an improved document/reference library. The site is located at :  
<http://portal.nrc.gov/edo/adm/dc/grants/default.aspx>. In addition, ADM will ensure that the functionality of the FAIMIS acquisition module complies with Federal requirements for the issuance, administration and reporting of grants and grants-related data.

OIG Analysis: OIG received documentation that a method for sharing up-to-date official file/grant documentation with all involved parties to include a formal electronic tracking and reporting system has been developed. OIG accessed the SharePoint site and determined that it includes an electronic tracking and monitoring system. This satisfies the recommendation. This recommendation is therefore closed.

**Status:** Closed.

## Audit Report

### AUDIT OF NRC'S GRANT MANAGEMENT PROGRAM

OIG-09-A-16

#### Status of Recommendations

Recommendation 8: Develop a quality assurance process for ensuring official grant files are complete.

Agency Response Dated  
December 28, 2010:

Status. On August 2, 2010, ADM awarded a contract under Request for Proposal Number ADM-10-397 which included the requirement to develop a quality assurance process. In support of the new quality assurance process, the contractor developed a checklist to ensure the accuracy and adequacy of grant files, determine if all appropriate procedures were followed, and provide a list of missing documents (Enclosure 1).

OIG Analysis:

OIG received and reviewed a copy of the quality assurance process for ensuring official grant files are complete (Enclosure 1 of the agency's response) and determined that it satisfied the recommendation. This recommendation is therefore closed.

Status:

Closed.