

EXHIBIT 2

[TRANSMITTAL MEMORANDUM TO AGENCY ACTION OFFICIAL
FINANCIAL ASSISTANCE AUDIT]

MEMORANDUM TO: (Agency Action Official)

FROM: (Appropriate OIG Official)

SUBJECT: Audit, Inspection, or Evaluation Report No. _____

Auditee: _____

Award No. _____

We are attaching a copy of the subject audit, inspection, or evaluation report for your action in accordance with DAO 213-5, "Audit, Inspection, and Evaluation Resolution and Follow-up." [A copy of the report has been sent to the Auditee/ recipient, which has 30 days from the date of the transmittal to submit comments and supporting documentation to you.] A copy of our transmittal letter also is attached. Requests from the public for copies of this report must be referred to the Office of Inspector General, Office of Counsel, Room 7892, Herbert C. Hoover Building for response under the Freedom of Information Act.

[Option: Insert here any information needed to explain the report.]

Under DAO 213-5, you have Number of Days calendar days from the date of this memorandum to reach a decision on the actions that your agency proposes to take on each audit, inspection, or evaluation finding and recommendation and to submit an Agency Resolution Proposal to this office. The format for the proposal is Exhibit 7 of the DAO. As applicable, your written proposal must include the rationale and/or legal basis for reinstating any questioned costs in the report and should reference any supporting documentation relied on. Under the DAO, the Office of Inspector General must concur with your proposal before it may be issued as a final determination and implemented. The DAO prescribes procedures for handling any disagreements this office may have with the Agency Resolution Proposal.

Any inquiry regarding this report should be directed to Name of this office at Phone Number . All correspondence should refer to the audit report number given above.

Attachment