

## **Internal Review**

### **Determination of Consultant Audits for Local Public Agencies (LPAs)**

LPAs are required to obtain approval from WYDOT prior to awarding a consultant a federal project. To do so, the LPA must notify the WYDOT Grant Administrator and provide WYDOT Internal Review (IR) with the following information:

1. Consultant firm name, contact name, address, phone number and email.
2. Consultant's scope of work (Is project directly related to a construction project?).
3. The approximate value of the consultant contract.
4. Is the consultant contract state or federally funded?
5. When is the consultant expected to begin work?
6. Does the LPA have a consultant procurement policy? If so, please provide a copy as an attachment to the above information.

Based on the information provided, IR will conduct a risk assessment to determine if an audit needs to be conducted and, if so, what kind of audit needs to be conducted. If an audit is required, IR will contact the consultant to obtain the information required to conduct the audit.

At the conclusion of the audit, a letter will be submitted to the WYDOT Grant Administrator, the LPA, and the consultant, notifying them of the results of IR's audit.