

Mr. Keith Collom, Homeland Security Director
West Central Texas Council of Governments
3702 Loop 322
Abilene, TX 79602-7300

November 3, 2025

Subject: PHMSA Technical Assistance Grant Compliance Review

Dear Mr. Collom:

The United States Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) will conduct a compliance review of the Technical Assistance Grant 693JK32340008PTAG, awarded to the West Central Texas Council of Governments (WCTCOG). PHMSA has engaged Watkins Government Services LLC to perform the review. The monitoring review is scheduled to begin in November 2025 and will assess programmatic, financial, and administrative management activities for the above referenced award.

Engagement Objectives and Scope

The purpose of this monitoring review is to evaluate compliance with federal statutes, regulations, and grant award terms and conditions. This review will:

- Assess alignment of program operations, policies, and procedures with the program statutes and related regulations.
- Obtain a clear understanding of your interpretation of the requirements of the applicable federal statute, regulations, and grant award terms and conditions.
- Understand how you are implementing federal requirements, as applicable.

Review and Planning

Upon receipt of this engagement letter, the review process will commence. We will make several requests for documentation. A pre-logistics call will be scheduled to address expectations, logistics, and initial inquiries. We may request additional documents or clarifications during the review process as needed, such as sampled fiscal transactions.

At the conclusion of the review, PHMSA will provide a written report summarizing findings, including noteworthy practices, compliance determinations, and recommendations for improvement.

Contact Information

For questions or technical support, please contact:

PHMSA:

Michael Reles, Chief Financial Officer / Associate Administrator for Administration
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(202) 236-0618

Watkins Government Services:

Susan M. Miller, CPA
Watkins Government Services LLC
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Thank you for your assistance and cooperation.

Sincerely,

WATKINS GOVERNMENT SERVICES LLC

Susan Miller

Susan M. Miller, CPA
Managing Member