

Requesting an OPEGA Audit – Frequently Asked Questions

Office of Program Evaluation and Government Accountability

Who may request an OPEGA audit?

- Members of the public, legislators, state employees, state agencies, advocacy organizations, businesses, or any others with a concern related to Maine state government.

What may be audited?

- OPEGA performs independent reviews of State programs, agencies and activities, including non-government entities receiving public funds. These may include: State programs and agencies, local and county governments, special and utility districts, regional development agencies, municipal or non-profit corporations, state contractors, and public officials and employees.

How do I request an OPEGA audit?

- All requests must be made in writing. Complete the attached OPEGA Audit Request Form with as much detail as possible, or prepare a written statement that includes the same information, and submit to OPEGA at:

OPEGA
82 State House Station
Augusta, Maine 04333

For questions or assistance in completing the form, contact OPEGA at (207) 287-1901.

What will happen to my audit request?

- OPEGA will acknowledge receipt of the request, keep you apprised of the status of your request and contact you if additional information is required.
- OPEGA may determine that another party is more appropriate, or has jurisdiction by law, to address your concerns (i.e. State Audit Department or Attorney General's Office). If so, OPEGA will forward your concerns to that party and notify you of that action.
- Otherwise, OPEGA will summarize your Audit Request and incorporate it into a running list of potential topics for the GOC's consideration. This list of potential topics is generally presented to the GOC on a quarterly basis. At the quarterly meeting the GOC will receive an organized list of all Audit Request topics received in that quarter with a brief summary of potential areas of focus for each one. The names of individual requesters will not generally be specified.
- OPEGA will notify you of the date, time and location of the GOC meeting where the list of potential topics that includes your request will be considered, and will also notify the management of the responsible agency and the Joint Standing Committee(s) of jurisdiction, if applicable.

- After discussion, the GOC will vote on how to respond to each potential topic. The GOC may vote to:
 - Take no further action at this time
 - Refer the issue to another entity
 - Request that OPEGA do a preliminary inquiry only at this time
 - Add the topic to OPEGA's list for potential future audits
 - Add the topic to OPEGA's current work plan
 - Initiate an immediate, priority review/audit
- It is possible that the GOC will ask OPEGA to gather additional information related to your request topic before the vote is taken. If so, your topic will be discussed again at a future meeting and OPEGA will notify you of when the meeting will be held.
- OPEGA will notify you of the GOC's final decision regarding your request topic.

Can I keep my identity or certain information confidential?

- You can choose to submit your Audit Request Form or written statement to OPEGA anonymously. However, this would prevent OPEGA from contacting you to gather additional information or notifying you of the status of your request.
- OPEGA's Director does have the discretion to keep your identity confidential. There is a box on the Audit Request Form for you to check if you want to be anonymous but still would like OPEGA to be able to contact you. If you check this box, OPEGA will not provide your name or contact information to the GOC should it be requested. If you are sending a written statement, please note that you wish to remain anonymous.
- With the exception of the documents provided to the GOC, all other documents related to your request will be treated by OPEGA as "confidential working papers", which are protected from being released to the public. Please make OPEGA aware of any specific documents or information you provide that you would like to remain confidential.