



Ted Strickland, Governor

Douglas E. Lumpkin, Director

STIMULUS MONITORING AND OVERSIGHT LETTER No. 1
April 24, 2009

TO: Workforce Investment Board Directors
FROM: Michelle Horn, Deputy Director 
Monitoring Services Division
Office of Fiscal and Monitoring Services
SUBJECT: AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009
WIA MONITORING GUIDANCE

As your Local Area is preparing for the activities associated with the utilization of American Recovery and Reinvestment Act of 2009 (ARRA or the Act) funds, I am issuing this letter to communicate an outline of the Office of Fiscal and Monitoring Services' (OFMS) plan to monitor these activities. Additional letters will be issued as further federal guidance is received.

The key features for implementation of the ARRA include:

- an emphasis on transparency and accountability;
- expedited and effective use of funds;
- emphasis on training and innovative service delivery;
- emphasis on services for hard-to-serve populations; and
- expansion of youth summer employment opportunities.

With the ARRA's emphasis on transparency and accountability and an expedited use of funds, OFMS monitoring of your Local Area will include multiple on-site visits, desk reviews, and teleconferences. The monitoring framework will be area specific, risk-based, and will evolve as we assess your needs.

The following points will be the focus for discussion during the oversight and monitoring of your program:

- local monitoring processes and procedures relating to ARRA funds and activities;
- administrative capacity, including the ability to account for and report ARRA expenditures and cash separately;
- sufficient internal controls to mitigate risk and ensure compliance;
- appropriate budgetary control, including actual to budget comparisons;
- cost determination-the reasonableness, allowability, and allocability of costs, including source documentation, invoices, purchase orders, vouchers, etc.;
- effective utilization of ARRA funds while maintaining existing formula-funded service and expenditure levels;
- documentation of ARRA program development activities;
- outcome measurement;

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- o local policies; and
- o customer flow considerations.

Within the next week, you will receive a survey which will collect data to help us assess your readiness to implement services and activities using ARRA funds. We will discuss your survey and the resulting risk assessment with you via teleconference during May.

Throughout the ARRA grant period, we will be conducting site visits or teleconferences with you on an at least monthly basis in order to satisfy the transparency and accountability requirements of the Act. You will receive a written summary of the results of each site visit or teleconference discussion. These summaries will also be shared with Office of Workforce Development staff so that they can address technical assistance needs, as necessary. One site visit per year will include the annual review, as required by 20 CFR 667.410(b).

OFMS looks forward to working with your Local Area. If you have any questions at this time, please contact Diana Skinner, Section Chief, at (614) 466-8009 or at Diana.Skinner@jfs.state.oh.us or Robert Cintala, Audit Manager, at (614) 466-7108 or at Robert.Cintala@jfs.state.oh.us.

c: Susan Crotty
Kevin Giangola
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