



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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SUPERINTENDENT OF
PUBLIC INSTRUCTION

April 15, 2010

MEMORANDUM

TO: Local and Intermediate School District Superintendents and
Public School Academy Directors

FROM: Carol Wolenberg, Deputy Superintendent *CW*

SUBJECT: Monitoring of ARRA Education Stabilization Funds (ESF)

The Michigan Department of Education is in the process of scheduling and conducting monitoring reviews of the FY 2009 and FY 2010 America Recovery and Reinvestment Act (ARRA) Education Stabilization Funds (CFDA number 84.394; grant numbers 092525 and 102525). The purpose of the monitoring visit is to document the use of funds and to review records that document compliance with the ARRA Education Stabilization Fund grant program. Monitoring visits may be conducted as either an on-site visit or a desk review.

Examples of documentation required for a monitoring visit include, but are not limited to, the following:

- ✓ Evidence of financial management systems
- ✓ Financial management reports of grant activities that document payment requests, grant expenditures by date, and/or contracts
- ✓ Payroll records

Staff and/or consultants with direct knowledge concerning the preparation and/or distribution of these documents should be available for any questions that may arise during the monitoring.

Your agency will be contacted in the near future, in the event your agency is selected to receive an on-site monitoring visit or desk review.

If you have any questions about the monitoring process, please feel free to contact Shulawn Scott, ARRA Monitoring Coordinator, at (517) 335-0543.

cc: William Mayes, MASA
David Martell, MSBO
Dan Quisenberry, MAPSA
Billie Wimmer, MCCSA
Kathy Hayes, MASB

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