



May 11, 2010

Dear ARRA Subgrantee Representatives,

In February 2010, OSSE announced plans to conduct desktop monitoring of all ARRA subgrantees during the 2010 calendar year beginning in May, in addition to ongoing onsite monitoring activities. Then, last month, OSSE published its [ARRA Desktop Monitoring Schedule](#), based on a risk-assessment described in the February memorandum, which includes reviews of 21 subgrantees during Round 1, including your agency. This letter provides notification of your selection for Round 1 of OSSE's ARRA desktop monitoring, along with directions for submitting the requested information for our review.

Submission of Requested Materials:

Your agency's contact for questions and technical assistance regarding ARRA desktop monitoring is the OSSE staff member from whom you received this letter through email. Please confirm receipt of this notification by email within 72 hours – by no later than Friday, May 14, 2010. You will have two weeks to prepare and submit the requested materials; all requested materials must be submitted electronically to ARRA.Monitoring@dc.gov by no later than 5:00 P.M. on Friday, May 28, 2010.

Materials Requested:

With this letter, you should have received a spreadsheet detailing the reported ARRA expenditures for which your agency must submit supporting documentation within the next two weeks. OSSE has selected a sample of reported personnel and non-personnel expenditures for each ARRA grant for which your agency has reported expenditures through the ARRA Reporting and Reimbursement Workbook. For each item listed, you must submit documentation showing both (1) proof of payment and (2) documentation to support that payment. For personnel expenditures, this would require, at least, proof of payment (e.g., a payroll report) and time and effort documentation. For non-personnel expenditures, this could include accounting records showing payment was made and an invoice or contract. While it is impossible to provide an exhaustive list of all of the documents that may constitute adequate documentation, [the February 2010 memorandum](#) lists commonly available records that you may provide.

Evidence of Separately Tracking ARRA Grant Funds:

In addition to providing the evidence described above for all sampled expenditures listed in the spreadsheet you received, you must also provide evidence that your agency is separately tracking grant funds from each ARRA grant program from all other funding sources, including other ARRA grant programs. This requirement may be met through a policy that your agency has implemented, accounting records, and/or samples of purchase order requests, among other potential pieces of evidence.

ARRA Desktop Monitoring Webinar:

As you were previously notified, OSSE invites representatives from your agency to attend an online training session during which OSSE ARRA grant managers will discuss and answer questions about the ARRA desktop monitoring process. Again, you may register to attend this session by clicking [here](#) or visiting <https://www2.gotomeeting.com/register/679360763>. The session will be held on Thursday, May 13, from 10:00 – 11:00 A.M. Agency staff who will be responsible for providing materials to OSSE for this ARRA review, including school administrators, grant managers, and/or central office staff, are encouraged to participate in the training session.



Office of the State Superintendent of Education

DISTRICT OF COLUMBIA
MAYOR ADRIAN M. FENTY

Full List of ARRA Subgrantees Under Review in Round 1:

Round 1: May 2010
Academy for Learning Through the Arts (ALTA) Public Charter School
Children’s Studio Public Charter School
City Collegiate Public Charter School
Community Academy Public Charter School
Elsie Whitlow Stokes Public Charter School
Excel Academy Public Charter School
Hope Community Public Charter School
Imagine Southeast Public Charter School
Integrated Design & Electronics Academy (IDEA) Public Charter School
Kamit Institute for Magnificent Achievers Public Charter School
Latin American Montessori Bilingual (LAMB) Public Charter School
Mary McLeod Bethune Public Charter School
Meridian Public Charter School
National Collegiate Preparatory Public Charter School
New Beginnings-DYRS
Nia Community Public Charter School
SEED Public Charter School
Thea Bowman Public Charter School
Tree of Life Public Charter School
William E. Doar Jr. Public Charter School
Young America Works Public Charter School

Next Steps:

FOLLOW-UP ACTION	DUE DATE
Confirm receipt of Round 1 ARRA Desktop Monitoring notification by email to OSSE staff member who sent the letter	Friday, May 14, 2010
Attend the online training session offered by OSSE ARRA grant managers to learn more about ARRA Desktop Monitoring	Thursday, May 13, 2010: 10:00 A.M.
Visit OSSE's Stimulus Web Page to Access all ARRA Desktop Monitoring materials made available by OSSE	N/A
Direct questions and/or requests for technical assistance to the OSSE staff member who sent the notification letter	Before Friday, May 28, 2010
Submit all requested evidence electronically to ARRA.Monitoring@dc.gov	5:00 P.M. on Friday, May 28, 2010

We look forward to reviewing your submission and continuing our work together to ensure that all federal grant funds are properly accounted for and used in compliance with federal program-specific and ARRA requirements.

Sincerely,

Jeremy Skinner, Charity Hallman, and Sheryl Hamilton
OSSE ARRA Grant Managers