



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO: School District Superintendents
Charter School Heads
Institutions of Higher Education

FROM: Ann S. Visalli 
Director, Office of Management and Budget

DATE: August 31, 2011

SUBJECT: State Fiscal Stabilization Funds – Delaware Comprehensive Monitoring Plan and Protocol for Phase Two

Under the State Fiscal Stabilization Fund (SFSF) Program, States are responsible for thoroughly and effectively monitoring local educational agencies (LEAs), public institutions of higher education, and other entities receiving SFSF funds. Federal Department of Education has indicated that each State must have a comprehensive monitoring plan and protocols to review activities supported with SFSF. Accordingly, the attached documents are intended to provide the structure for an effective monitoring of SFSF funds during phase two.

The Delaware Office of Management Budget (OMB) will monitor subrecipients by conducting periodic reviews of the LEA's Education Stabilization Fund Plan. The attached document "Delaware Comprehensive Monitoring Plan" has been issued to assist with the subrecipient monitoring effort and reporting of Federal stimulus funds. This document can be found at the following website: <http://www.omb.delaware.gov/arra/index.shtml>.

In addition, the revised "Education Stabilization Fund Monitoring Protocol" document is being issued to be completed by all school districts, charter schools and institutions of higher education and to provide at least 30 days advance notice of a site visit. **The "Education Stabilization Fund Monitoring Protocol" document is to be completed by each LEA and returned to Brenda Mack at the Delaware Office of Management and Budget no later than October 14, 2011.** This document can also be found at the following website: <http://www.omb.delaware.gov/arra/index.shtml>.

SFSF – Delaware Comprehensive Monitoring Plan and Protocol for Phase Two

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Please note in the Program Monitoring questions section, “Evidence and/or Documentation” is intended for appropriate documentation to be listed to support answers to questions. It is our intention for you to only return the Monitoring Protocol document to OMB. Please do not submit the actual “Evidence and/or Documentation” with the Monitoring Protocol document. However, “Evidence and/or Documentation” must be available, if requested.

Delaware understands that a robust program of subrecipient monitoring requires some measure of site visitation. Again, Delaware will do site visits for no less than 10% of all districts, charter schools and institutions of higher education during the period October 1, 2011 – November 4, 2011. Candidates for site visits will be contacted under a separate notice.

Please note that all SFSF funds must be obligated by September 30, 2011. Any funds not obligated by the deadline will revert to the U. S. Department of the Treasury. SFSF funds must be closed out and/or liquidated by January 3, 2012.

Should there be questions regarding the documents mentioned above, please contact Brenda Mack at Brenda.mack@state.de.us or at 302-672-5117.

Attachments (2)

cc: Delaware Department of Education
School District and Charter School Business Managers
Institutions of Higher Education Budget Managers
Robert Scoglietti, Delaware Office of Management and Budget
Brenda Mack, Delaware Office of Management and Budget