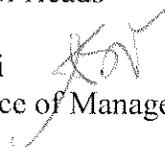


STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

TO: School District Superintendents
Charter School Heads

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

DATE: June 22, 2012

SUBJECT: Education Jobs Fund – Delaware Comprehensive Monitoring Plan and Protocol

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

The Delaware Office of Management and Budget (OMB) will monitor sub-recipients by conducting desk reviews of the LEA's Ed Jobs Fund use. The attached document "Delaware Comprehensive Monitoring Plan, Education Jobs Fund Program" has been issued to assist with the sub-recipient 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 "Education Jobs Fund Protocol" document is being issued to be completed by all school districts and charter schools to collect data for the desk review. **The "Education Jobs Fund 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 August 10, 2012.** This document can also be found at the following website: <http://www.omb.delaware.gov/arra/index.shtml>.

Please note some supporting documentation might be required to support answers to questions. It is our intention for you to return the completed Monitoring Protocol document to OMB, and any documentation necessary.

Please note that all Ed Jobs funds must be obligated by September 30, 2012. Any funds not obligated by the deadline will revert to the U. S. Department of the Treasury. SFSF funds must be closed out by December 14, 2012. You must send written notification to the Delaware Department of Education and the Delaware Office of Management and Budget if all funds will not be obligated by December 14, 2012.

Should you have any questions regarding the documents mentioned above, please contact Robert Scoglietti at Robert.Scoglietti@state.de.us at 302-672-5103 or Brenda Mack at Brenda.mack@state.de.us or at 302-672-5105.

Attachments (2)

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