



OHIO DEPARTMENT OF HEALTH

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Ted Strickland/Governor

Alvin D. Jackson, M.D./Director of Health

Memo #10-15

To: Help Me Grow Project Directors
County Family and Children First Coordinators
Family & Children First Administrative Agents

From: Sondra Crayton, Ph.D., Acting Chief 
Bureau of Early Intervention Services

Copy: HMG Staff, Angela Sausser-Short, OFCF, OFCF Regional Coordinators, Katrina Bush,
DODD, DODD Regional Staff

Subject: Help Me Grow ARRA On-Site Monitoring

Date: October 14, 2010

The Ohio Department of Health (ODH), Bureau of Early Intervention Services (BEIS) Help Me Grow Program will begin scheduling on-site grant monitoring visits of American Recovery and Reinvestment Act (ARRA) Federal Part C funded sub-recipients. The monitoring visits are part of federal requirements for sub-recipient monitoring as contained in OMB Circular A-133 (§{sub-section} .225 and §{sub-section} .400(d)), A-102 Common Rule (§{sub-section} .37 and §{sub-section} .40(a)), and OMB Circular A-110 (2 CFR section 215.51(a)), Public Law 111-5, terms and conditions of the federal award (H393090024A), along with applicable state laws and guidance. The monitoring visits will be in conjunction with other grant monitoring functions performed by the Ohio Grants Administration Unit (GAU), in order to make an efficient use of time for each sub-recipient.

The monitoring visits will focus on:

- The approved use of HMG Part C ARRA funds to create or retain positions supporting Part C early intervention, as identified in the budget.
- Documentation of direct and contracted services provided, payroll expenditures, timesheets, time and activity records, travel and other approved expenditures.
- Documentation and verification of policies and procedure, (including, but not limited to, the proper authorization of reports and expenditures, safeguard of assets and segregation of duties).
- Documentation and review of sub-contract for HMG Part C service providers.
- Sub-recipients compliance with guidance from the American Recovery and Reinvestment Act of 2009, guidance memos issued by the Office Budget and Management Circulars and Guidance, Ohio Office of Budget and Management (OBM), the ODH Grants Administration Policy and Procedures (GAPP) Manual, and the approved grant agreement.
- Adherence to applicable Federal Part C laws and regulations and state Help Me Grow policies and rules.

As part of the on-site visit, each sub-recipient selected will be required to submit their Table of Organization and Chart of Accounts, which shows general ledger accounts specifically assigned and used to segregate, identify and summarize HMG Part C ARRA financial information from other financial activities. This information will need to be submitted prior to the scheduled visit.

We will begin these visits soon. Counties who have been selected to receive one of the visits in 2010 will be notified individually in the very near future.

We will discuss the contents of this memo on our next county call, scheduled at 3:00 pm on Thursday, October 21, 2010. If you have questions prior to that call, please contact William Gardner at (614) 728-4621.