



OBM

Ted Strickland
Governor

J. Pari Sabety
Director

March 3, 2009

TO: Federal Stimulus Executive Sponsors

FROM: J. Pari Sabety, Director, Office of Budget and Management
Sally Cooper, Governor's Special Assistant for Federal Stimulus Implementation

cc: Agency Fiscal Officers

**SUBJECT: Federal Stimulus Guidance Document #2
Formation of Agency Federal Stimulus Teams**

This document shall serve as additional guidance in OBM's Federal Stimulus Guidance series and is intended to ask agencies to form Federal Stimulus Teams in order to centralize the provision to and receipt of additional information from OBM relative to the implementation of the American Recovery and Reinvestment Act of 2009 ("the ARRA").

To maintain a strong level of accountability and control over the significant flow of Federal stimulus funds the state expects to receive, OBM will require that each agency receiving funds must set up a management structure to assure compliance with the accountability and transparency requirements of the ARRA. At a minimum, **each agency shall establish a Federal Stimulus Team, composed of various representatives from the agency.** All members of the team must become familiar with and well-versed in the accountability and transparency requirements of the ARRA in order to provide adequate assurances on the appropriateness of the use of the funds and in the certifications that the Governor will be making on their behalf.

While agencies can best assess who should be included on the agency's Federal Stimulus Team, OBM recommends that agencies consider the following individuals:

- Chief Fiscal Officer or appropriate designee;
- Agency Legal Counsel;
- Agency contact responsible for Grants Administration;
- Agency contact responsible for Compliance and Control Program(s);
- Chief Program Staff within the agency charged with implementation of the program.

Please designate the appropriate individuals from your agency and return this information on the attached form "Request for Federal Stimulus Team Contact Information" to Lawrence Parson at lawrence.parson@obm.state.oh.us by **close of business on Wednesday, March 4, 2009.**

On **Monday, March 9, 2009**, OBM will hold a follow-up meeting with all agency Federal Stimulus Team members in the **Rhodes State Office Tower, 35th Floor Conference Rooms A and B, from 1 p.m. to 3 p.m.** in order to disseminate additional information on the implementation of the ARRA. Should any of your team members not be able to participate in this meeting, please send an appropriate designee to attend in his/her place.