From: Villarreal, Art
Sent: Wednesday, June 22, 2011 4:06 PM
To: cgarza@delmar.edu
Cc: ARRAoffice; Johnson, Johnnie; Justus, Jennifer
Subject: FW: THECB ARRA Grants Program :: On-site monitoring report Del Mar College
Attachments: Response ARRA Review.pdf; THECB CoverLetter Del Mar College 6.03.11.pdf; Del Mar College - ARRA Grant Monitoring Final Report 5-31-11.pdf

Ms. Garza,

We have reviewed DMC's response to our on-site monitoring report, found your response(s) to be acceptable and complete. The THECB ARRA Grants Program appreciates the efforts of your staff to work with the monitoring team in accomplishing this important task.

Thank you.

Art

Arturo Villarreal, Jr.
Manager, ARRA Grants Program
Texas Higher Education Coordinating Board
1200 E. Anderson Lane, Austin, TX 78752
TEL: 512.427.6144
FAX: 512.427.6127
EML: art.villarreal@thecb.state.tx.us
URL: http://www.thecb.state.tx.us/ARRA

Texas Higher Education Coordinating Board

Phone: (361) 698-1547
Fax: (361)698-1943

From: Christine Garza [mailto:cgarza@delmar.edu]

Sent: Wednesday, June 22, 2011 8:49 AM
To: Villarreal, Art
Subject: RE: THECB ARRA Grants Program :: On-site monitoring report Del Mar College

Mr. Villarreal,

Please find the attached response letter to the recent ARRA monitoring report. Let me know if you require further assistance from Del Mar College. Thank you

Christine Garza
Grants Accountant tK2yŜYφόocмύφcфyφмpптφCl·ÈYφόocмύcфyφмфпoφ
Del Mar College
101 Baldwin
Corpus Christi, TX 78404

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June 3, 2011

Del Mar College
101 Baldwin Avenue
Corpus Christi, TX 78404

ATTN: Christine Garza, Grants Accountant

SUBJ: On-site Monitoring Report for American Recovery and Reinvestment Act (ARRA), State Fiscal Stabilization (SFSF), Government Services Fund, Subrecipient award

REF: (a) THECB ARRA Notice of Grant Award No. 3606
(b) USDE Prime Award No. S397A090044

Dear Ms. Garza,

The Texas Higher Education Coordinating Board (THECB) has engaged the firm of Clifton Gunderson LLP to conduct on-site monitoring of the above referenced (a) grant subaward. Clifton Gunderson has completed the site visit and reported to the THECB all observations based on an agreed-upon set of procedures, both of which have been incorporated into the monitoring report.

You will find attached for your review the final report of that monitoring effort, with the following test results requiring a management response:

Step 3.a: Del Mar College did not have written policies and procedures to address the requirements of the federal Cash Management Improvement Act (CMIA).

Step 3.c: Del Mar College's written policies and procedures did not refer to or incorporate the THECB's ARRA grant guidance regarding reimbursement of ARRA grant funds.

Step 3.d: Del Mar College did not have written policies and procedures to address the period of availability requirements.

Step 3.e.iii: Del Mar College's account reconciliation lacked evidence of review or approval.

Step 7.b: Del Mar College underreported the number of hours worked in two tested performance reports to the THECB.

Your written response is requested within fifteen (15) business days of receipt of this letter to (a) confirm receipt of the THECB's monitoring report, and (b) provide management's response relevant to the above on-site monitoring observations.

In addition, please be advised that in the interest of increased transparency under ARRA, the U.S. Department of Education has requested that the THECB post all monitoring reports and management responses to its ARRA grants program website.

The THECB sincerely appreciates the opportunity to work with your staff in this endeavor and the commitment your institution has made to ensure this ARRA project met its requirements of accountability and transparency. If you have any questions or need additional information, please do not hesitate to contact me directly at the numbers listed below.

Sincerely,

Art Villarreal
Manager, ARRA Grants Program
(TEL) 512.427.6144
(EML) art.villarreal@thecb.state.tx.us

ATTCH

DEL MAR COLLEGE

What's your dream?

June 15, 2011

ATTN: Art Villarreal, Manager ARRA Grants Program

SUBJ: Response to On-Site Monitoring Report for American Recovery and Reinvestment Act (ARRA), State Fiscal Stabilization (SFSF), Government Services Fund, Sub-recipient award

Dear Mr. Villarreal,

This letter is being sent to (a) confirm receipt of the THECB's monitoring report and (b) to convey Del Mar College's response to the monitoring report issued by the firm of Clifton Gunderson LLP.

Response Step 3.a: Del Mar College has added a section in the policies and procedures handbook that address' the federal Cash Management Improvement Act (CMIA).

Response to Step 3.c: It is not customary for Del Mar College to write a policy/procedure for just one specific grant award. We were also unable to locate where it was stipulated that writing or incorporating specific ARRA polices or procedures was a condition of acceptance of the funds. We have modified our policies and procedures to list specifically that we shall adhere to the guidance of reimbursement rules for each funding agency.

Response to Step 3.d: Del Mar College has incorporated written polices and procedures to address the period of availability requirements for grant funds.

Response to Step 3.e.iii: Although a supervisor does not formally sign off on reconciliations, the supervisor does a cursory review of all grant funds balances.

Response to Step 7.b: Management took the position that since hours were under reported that it was an immaterial issue and so no need to resubmit the reports.

We would also like to add that Del Mar College does follow all of the guidelines listed above even though they were not formalized in a policy/procedure document.

Sincerely,

Christine Garza, Grants Accountant

(TEL) 361-698-1547