



North Carolina Department of Health and Human Services  
Office of the Controller

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**MEMORANDUM 2010-07**

**TO:** Division Directors  
Division Budget Officers

**FROM:** Laketha M. Miller *Laketha M. Miller*

**SUBJECT:** Follow-Up to October 22, 2009 Memorandum: American Recovery and Reinvestment Act of 2009 (ARRA) Reporting Guidelines

The October 22, 2009 Memorandum addressing ARRA reporting guidelines included a request for every division within the Department to communicate the prescribed ARRA reporting requirements to sub-recipients **as soon as possible**. In addition, each division was to instruct their sub-recipients that if they had already submitted an audit for their 2009 fiscal year that did not report ARRA funding as indicated in the memorandum, a revised audit was to be completed and resubmitted in order to be compliant with OMB Circular A-133 requirements. All divisions should have communicated the necessary information to their sub-recipients to date.

As such, each division in the Department must provide to the Office of the Controller documentation indicating that additional reporting requirements were communicated to your sub-recipients. This is to be received by COB Friday, January 15, 2009. Each division will need to respond, regardless of the applicability of ARRA reporting.

Please send all documentation to Leigh Ann Kerr of my staff at [LeighAnn.Kerr@dhhs.nc.gov](mailto:LeighAnn.Kerr@dhhs.nc.gov). If any questions, please contact Leigh Ann at (919)855-3738.

Thank you in advance for your continued cooperation and assistance.

Cc: DHHS Controller's Section Chiefs  
Leigh Ann Kerr