



Arkansas Recovery Hotline: 1-877-682-1515

Commissioner's Memo: Administrative

Number: FIN-11-022
Subject: ARRA Revision Request Procedure - Update
Date: August 24, 2010
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In order to process all monthly Revision Requests, a new ARRA Revision Request procedure is being implemented.

The deadline for submitting Revision Requests is the 25th of the month preceding the Revisions Week. An alternate date may be used due to holidays or district schedules. The actual date will be announced monthly via the ARRA list. The actual dates are also available at the Recovery.Arkansas website under "Calendar."

This deadline will be implemented September 24th for the October 4th Revisions Week.

The Revision Request form has been updated to expedite the review procedure. The new form is dated August 2010.

The following is a step-by-step description of the new procedure.

1. Complete the Revisions Request form
(available at http://recovery.arkansas.gov/ade/ade_index.html)
 - Use a separate form for each Source of Funds to be revised
 - This form has been revised to provide additional information and expedite the review process.
2. Attach the form to an email message. In the email Subject line, enter your district name and which Plans you are asking to revised. (example: ABC District/IDEA)
3. Email the Revision Request to ARRAplanrevisions@arkansas.gov

4. **Submit this request by the 25th of each month for the next month's revisions.** This date will vary due to holidays, spring break, and weekends. Please consult the ARRA Calendar posted at http://recovery.arkansas.gov/ade/ade_index.html for each month's posted date.

Once the forms are submitted to ARRAplanrevisions@arkansas.gov, you will receive a notification that we received your request.

The Revision Requests are being reviewed by the ADE employee responsible for each program. If they have any questions, they will contact you directly.

Once the program person has reviewed the Revision Request and found it to be acceptable, you will be notified by email that your request was accepted and your plan will be open for the Revisions week.

No Revision Requests will be accepted between the 25th of the month preceding the Revisions week and the last day of the Revisions week.

Tips for completing the Revisions Request form:

Be sure to include the name of the person completing the form and their phone number and email address. If the ADE program person has any questions about the Revision request, this will help them to quickly contact the appropriate district personnel.

Describe the WHAT:

- If you are moving money, be sure to show the "From" amount of money and Source of Funds, and the "To" amount of money and Source of Funds. If this transfer does not affect the Program Description, please tell us that.
- If you are changing the use of funds, identify the program that will not be funded and the new program that will be funded. For programs that will not be completed, use the language in the ARRA Plan. For a new program, use the language that will be put into the ARRA Plan.
- If you have completed a project and are adjusting from budgeted amounts to actual, be sure to indicate that is what you are doing and the amount of money and source of funds the excess funds will be moved to

Describe the WHERE:

- ARRA Plans have district and school level budget and program descriptions, and Program Codes. Clearly state which of these will be affected by the revision.
- In describing the What, be sure to include the Where (either the school name or the district level).
- Be sure to also include the program code that is used in the current Plan and the program code that will be used in the new Plan.

Describe the WHY:

- Briefly explain why this revision is being made.