



Arkansas Recovery Hotline: 1-877-682-1515

Memo Number: COM-10-055

Attention: Superintendents, Coop Directors, General Business Managers, ARRA Contacts

Date: 09/25/09

Contact Person: Heather Gage

501-682-3667

This Commissioner's Memo contains important information concerning ARRA funds. Please read the memo and attachments in its entirety to ensure that you have the most up-to-date information.

Monthly Status Updates

Federal and state reporting guidelines require that each ARRA sub-recipient (LEAs) report the number of jobs created and retained, project status update and percent complete. It also requires LEAs to report vendor information each month. All of this information will be entered into the Cognos ARRA plan(s). Only the fields just listed will be available for updates during the designated week. (see FAQ E-25, and the Monthly Status Update Directions attached).

- The Monthly Status Update must be submitted during the fourth week of each month (based on the week beginning with the fourth Monday). **THIS BEGINS ON MONDAY, SEPTEMBER 28, 2009.**
- Each ARRA Plan that has received an "accepted" status from the ADE will be available for a Monthly Status Update.
- The ADE will automatically unlock all ARRA Plans that have an accepted status by 8 a.m. on the fourth Monday of each month.
- Each LEA should hit the submit button once their Monthly Status Update data has been entered.
- The ADE will automatically lock all ARRA Plans that have an accepted status by 4 p.m. on the following Friday of each month. A report will be developed right before the lock to determine which LEAs submitted their updates or not. This is an important part of the responsibility LEAs have in receiving ARRA funds. Please ensure that someone at the LEA is responsible for these updates each month.
- This process does not affect LEAs who are in their working version for new submittals or changes for a conditional status.

Revisions to Plans

During the first full week of each month (see ARRA Expenditure Pull and Update Calendar attached), LEAs may request in writing (via email to heather.gage@arkansas.gov) their desire to change their accepted plans. The LEA must provide the following information in their email:

- LEA name and LEA number
- What plan (Title I, IDEA or SFSF) is the LEA requesting to change
- Specifically, what will be changed in the plan

Once the email is received, the plan(s) will be open for revision (during the designated week). Depending on the significance of the change, the plan may have to go before the review planning team again. ADE will inform the LEA if this needs to occur.

Calendar

Please see the attached calendars that provide the dates for expenditure pulls (these had to be changed a little to meet federal guidelines), Monthly Status Update and Plan Revision weeks. Be sure that these calendars are posted to remind the appropriate people when necessary reporting is required or possible.

Frequently Asked Questions

This document has been updated and is attached. ADE has included information concerning the Monthly Status Report, coding issues, allocation information, etc.

Statement of Assurance

All LEAs must submit a Statement of Assurance in order to receive ARRA funds. Many LEAs signed this form and mailed it to ADE back in early spring. This form had 12 assurances. The most recent version (updated on May 17, 2009) includes 13 assurances and must be signed by each LEA. Please ensure that the form mailed to the ADE has the 13 assurances. If not, go to http://recovery.arkansas.gov/ade/pdf/LEA_Statement_of_Assurance051709.pdf to download a new form. Also, if the Superintendent/Director or General Business Manager has changed since the form was initially sent into ADE, please be sure that a new form is signed with the appropriate signatures.

Submitting plans

There are still several LEAs that have not turned in any of the ARRA plans or have outstanding conditional plans. **The ADE is requesting that these plans be submitted as soon as possible.** If an LEA is having trouble with the software or determining how to spend the ARRA funds, please contact Heather Gage for assistance.

Central Contractor Registry

Every LEA must register the LEA DUNs number in the CCR system as soon as possible. Please see the attached registration directions.

Vendor Contracts

All contracts over \$25,000 per vendor and per source of fund must be posted on the LEA website to allow transparency. If an LEA has paid a vendor \$25,000 or more, the contract for that project must be available on the LEA's website. ADE recommends that the LEA have a link on the front page of their website called "ARRA Vendor Contracts". Any member of the public must be able to easily locate the contracts for transparency.

Other Information

Some LEAs have contacted ADE to question if registering on the federal reporting website is necessary. PLEASE DO NOT REGISTER FOR FEDERAL REPRORTING. All of Arkansas' federal reporting will be completed through the Arkansas Recovery Office. Information completed in each LEA's accepted plan(s) will be pulled from COGNOS to complete the federal report.