April 14, 2009

OERI MANAGEMENT DIRECTIVE # 2

TO: Senior Management Team for Recovery

FROM: Dempsey Benton, Director
            Office of Economic Recovery and Investment

SUBJECT: Applications for funding under ARRA

Receipt of funds authorized by the American Recovery and Reinvestment Act in most cases result from a written application submitted to the Federal funding agency. A number of the awards are allowing charges for technical assistance and administrative costs. It is necessary that the Office of Economic Recovery and Investment (OERI) review and approve any grant applications from state agencies (not the University System), prior to submission to the Federal entity, particularly with respect to the request for technical assistance and/or administrative funds and their proposed use. State agencies should follow the following protocol when applying for ARRA funds:

1. Notify the Office of Economic Recovery of the intent to apply, including:
    a. The CFDA number and title of the program for which application is being made,
    b. A brief description of the program activities for which funds are being requested,
    c. The total amount being requested,
    d. The amount being requested for program activities,
    e. The amount being requested for technical assistance and/or administration of the program
    f. The amount of the cap allowed for technical assistance and/or administrative costs
    g. The proposed use of the administrative funding.
2. The OERI will promptly review the notification and respond with either approval of the proposal, or changes that may be required prior to submission.
3. A copy of the final application must be submitted to the OERI for review at least five working days prior to the submission deadline. (Exceptions to the review timeframe will be considered on an individual basis).
4. OERI will notify the Senior Management Team member of the review decision with respect to submission of the application.

Your cooperation in this protocol will be appreciated. OERI will make every effort to respond quickly, so that timely applications may be made.

DEB/js

Cc: Zach Ambrose, Governor's Office
      Charles Perusse, OSBM
      David McCoy, OSC