



Arkansas Recovery Hotline: 1-877-682-1515

Wednesday, September 2, 2009

MEMORANDUM

To: Arkansas Recovery Cabinet

From: Arkansas Recovery Office
Chris Masingill

Re: American Recovery and Reinvestment Act Updated Guidance

We are about to reach an historic benchmark for the American Recovery and Reinvestment Act (ARRA) with the upcoming October 10 federal reporting deadline. Everyone has done an excellent job in Arkansas, as we all work together toward implementation of the ARRA. Below, please find updated guidance from the Recovery Office for your agency.

I. CENTRALIZED REPORTING

To effectively implement the transparency and accountability requirements of the ARRA, it has been decided that centralized reporting to www.FederalReporting.gov will go through the Arkansas Recovery Office. The Department of Finance and Administration (DFA) and the Department of Information Systems (DIS) have developed an ARRA state reporting application to interface with the federal site. The state report asks for additional data to be submitted because we are committed to providing more information than is required at the federal level. This will help to ensure that Arkansas citizens know how and where the money is being spent. Ann Purvis, of the DFA Office of Intergovernmental Services, is responsible for assisting state agencies and will be conducting meetings with each agency to discuss the required data elements and to demonstrate the Web application. If you have questions, please contact Ann at 501-682-1074 or ann.purvis@dfa.arkansas.gov.

Posting of Solicitations

When **any** State Agency or Sub-grantee issues a solicitation for a commodity, service, or equipment that will be **purchased with ARRA funds**, an e-mail **MUST** be sent to osp@dfa.arkansas.gov, so that the Office of State Procurement can post to the recovery.arkansas.gov Web site. The subject line of the e-mail **MUST** read: **ARRA Solicitation to Post.**

If you have any questions, contact the Office of State Procurement at 501-324-9316 or osp@dfa.arkansas.gov.

II. REQUESTS FOR PROPOSALS (RFPs)/BID CONTRACTS/AWARD ANNOUNCEMENTS

Please note that the Governor's Recovery Office must be notified and provided a list and detailed description of all proposed RFPs and bid contracts before they are distributed. When applicable, a copy of these documents should be provided at the time that notice is given, along with a timeline for the proposed release date and expected return.

In addition, the Recovery Office must be notified and given a copy of all award announcements before the award recipient is notified. A detailed description of the award amount, length of contract, and specific funding source should be provided to the Recovery Office as soon as possible.

III. RECOVERY WEB SITE

Logo Requirements

Each agency Web site is required to have common identifying logos for Recovery.Arkansas.gov and Recovery.gov. The purpose of placing these logos is to provide the ability to quickly identify Recovery and Reinvestment programs throughout state government. The guidelines for placement of these logos can be found at <http://recovery.arkansas.gov/websiteguidelines/>.

Agency Links

In addition to identifying information on your agency Web site, we are requiring each agency, which has received funds through the American Recovery and Reinvestment Act (ARRA), to provide an Arkansas Recovery Web-site resource page.

This page will provide a quick snapshot and compilation of your agency's ARRA presentations, ARRA processes for programs, or any documentation or guidance about the ARRA programs in your agency. Sample guidelines for resource pages can be found at: http://recovery.arkansas.gov/ade/ade_index.html or http://recovery.arkansas.gov/dfa/dfa_index.html. To ensure that your agency is on track to provide Web information for both the resource page and your individual agency's Web site, please post your agency's information by September 15, 2009.

Agency Information

As noted to your Public Information Officer (PIO) in earlier communications, all PIOs, or their designees, should monitor the information on the Recovery Web site on a weekly basis. The Recovery Office point person for the Web site is Forest Bole. If information needs to be updated or corrected, please notify Forest at Forest.Boles@dfa.arkansas.gov.

IV. AMERICAN RECOVERY AND REINVESTMENT ACT SIGNAGE

General Guidelines

The federal government has asked that the recovery emblem be placed on all projects or programs funded by the American Recovery and Reinvestment Act. In an attempt to make it easier for Arkansans to identify recovery projects, the Recovery Office is requesting that all agencies, which are embarking on construction, remodeling, and capital improvement projects, as well as programs receiving funding through ARRA, to place recovery signs at respective site locations. If an agency should determine that it is not reasonable to have signage for a program or project, the agency will notify the Recovery Office detailing the justification, including any federal funding restrictions.

Sign Layout

All signs should follow the design and color as the sign attached to this guidance. These signs should be placed in a location that easily shows correlation between the project and the recovery sign. Agencies should make sure that placement of the signs does not hamper the vision or impede the right-of-way of individuals travelling by your project.

Cost

The Recovery Office requests that all agencies develop a signage policy for creating the above-referenced signs. Consideration should be given toward utilizing administrative fees, if applicable, as opposed to taking funding away from projects to create signs. If this is not a viable option, we ask that agencies consider having their respective contractors include the cost of sign creation within their bid proposals. The agency should insure the cost of signage is reasonable and any questions regarding such costs should be directed to the Recovery Office prior to entering into a contract. The Recovery Office would like to receive these policies during our weekly meetings, starting the week beginning August 31, 2009.

V. FEDERAL AGENCY COMMUNICATION

Stacey Hall, with the Office of Recovery, should be notified of all communications regarding an application, solicitation, Plan approval, Notice of Funding ,and/or award released by the federal government to your respective agency. This update should be provided during the agency's weekly meetings with the Recovery Office, as well as e-mailed to Stacey, at stacey.hall@governor.arkansas.gov and the Recovery Office at recovery@dfa.arkansas.gov. If the agency will not meet with the Office of Recovery within three days of receiving the communication, or if the information released is deemed urgent, the information or a link to the information, should be provided to the Office of Recovery on the day the information is released.