

Corrections and Suggestions

As you read the manual, please make note of any errors you may find or any suggestions you may have for improvement. Please e-mail these corrections and suggestions to: dboyles@arkansasedc.com, or you may mail them to:

Arkansas Economic Development Commission
Grants Management Division
900 W. Capitol, Ste. 400
Little Rock, Arkansas 72201

If you desire to receive training on administering ACEDP grants, or if you have any questions about the ACEDP you may contact the Grants Management Division at the address listed above, or you may call (501) 682-7682 (Voice) or Fax (501) 682-7499

Using This Manual

Since the steps in administering an ACEDP grant may vary depending upon the nature of the project, all of the chapters in this manual may not apply to every project. It is recommended that new administrators begin by reading the Grants Administration and Recordkeeping chapters. These chapters contain helpful information on submitting an ACEDP application and on setting up your files.

The chapters in this manual have been arranged in the approximate order in which those processes are likely to occur. Some of the processes, however, may be ongoing or may occur at different times during the life of an individual project.

Chapter Summaries

Following is a brief summary of the information that can be found in each of the chapters of the manual.

Grants Administration

This chapter contains information related to the steps in grants administration, including the process for developing and submitting an ACEDP application. The chapter also contains information about some of the general ACEDP policies.

Recordkeeping

The Recordkeeping chapter contains suggestions for setting up and maintaining a filing system for ACEDP projects. Although administrators are not required to keep their records in precisely the order described in this manual, the suggested filing system will make it easier for the administrator to provide information for auditors, or for federal or state monitoring.

Public Participation

This chapter describes the public hearing process and all written information required to document public participation. This documentation will comprise the applicant's Community Development/Citizen Participation Plan (CD/CPP) and will be monitored by the Arkansas Economic Development Commission, should the project receive funding.

Financial Management

The Financial Management Chapter contains information about setting up a checking account, and about establishing internal controls for tracking grant funds. It also describes the procedures for drawing and disbursing grant funds.

Procurement

This chapter contains information about the steps to be followed in procuring goods and services, including professional services such as administrators, architects, engineers, and contractors. The appendix also contains suggested contracts for these services.

Environmental Review

This chapter contains information about the procedures for complying with the National Environmental Policy Act (NEPA), and other provisions of law related to the protection of the environment.

Acquisition

This chapter contains information related to the acquisition of easements and the donations and purchase of property under the Uniform Relocation Act (URA).

Fair Housing/Equal Opportunity

This chapter describes methods for complying with laws and regulations regarding Fair Housing and Equal Opportunity Employment.

Construction Management

The Construction Management chapter describes the activities involved in projects that involve the construction of buildings or basic infrastructure, such as water and sewer systems, roads, and rails. The appendix also contains a Sample Bid Package for use by architects and engineers in advertising construction projects for bid by contractors.

Federal Labor Standards

This chapter describes the procedures to be used in complying with the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, and other acts related to labor activities on federally funded projects.

LMI Hookups

This chapter describes the procedures to be followed in using grant funds to provide water and sewer hookups to persons of low or moderate income (LMI). The appendix also contains a sample bid package for obtaining the services of a plumbing contractor.

Economic Development

This chapter describes the Economic Development Set-Aside program (EDSA). The EDSA provides grants that focus on the creation of jobs that primarily benefit persons of low or moderate income.

Audit

This chapter relates to procedures for complying with the Single Audit Act and other legislation relating to the audit of federal funds.

Closeout

This chapter describes the procedures to be followed in closing out a grant, including the forms that must be submitted to document required grant activities.