### 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: jnoble@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.

It is expected that the version online is the most up-to-date version of the manual, and should replace any outdated print versions. In the case of any discrepancies, the online version should control.

**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.

**Grant Agreement**

This section provides guidance on the steps that must be fulfilled before a funded project is implemented and an overview of the requirements a grantee has as a result of signing a CDBG Grant Agreement. Also contains the draft template of a grant agreement.

**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.

**Program Income**

Program income for the State's CDBG program is regulated by the provisions of 24 CFR 570.489(e). This regulation should be consulted for definitions and for other guidance concerning program income. Current guidance on CDBG program income can be found in the current Annual Action Plan that the State submits to HUD on an annual basis. This chapter defines program income and explains how program income returned to the state is used and managed.

**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.

**Monitoring**

This chapter explains the objectives of monitoring and the desk review, and desk and on-site monitoring process that each project is subject to.