

Division of Public School Academic

Facilities and Transportation

ARRA Project Tracking

**1. Introduction:**

a. This document is meant to set procedures for the tracking of SFSF funded construction projects by the Division. Construction projects are defined as new construction, renovation, modernization and repair projects allowed under the American Recovery and Reinvestment Act of 2009 (ARRA). These projects are generally funded by SFSF funds but may, in certain cases, be funded by IDEA or Title I funds as they pertain to facilities to serve these programs exclusively.

b. These procedures under Division tracking consist of tracking for concurrence of state law/rules as they pertain to construction. Financial tracking of these projects, with the exception of Partnership Projects under the purview of the Division, will be tracked by ADE Office of Financial Administration.

c. This policy and procedures is to be used in conjunction with "*American Recovery and Reinvestment Act of 2009 GUIDANCE FOR ARKANSAS LOCAL EDUCATION AGENCIES. (Title I, IDEA, State Fiscal Stabilization Fund)*". This document may be found on <http://recovery.arkansas.gov/ade/>.

**2. Automated Tracking:**

a. All ARRA construction projects will be electronically tracked through the statewide computerized maintenance management system (CMMS). School districts will enter the project into the system upon approval of their Stimulus Plans in accordance with Division procedures stipulated in "*CMMS procedures for Tracking Stimulus Projects, dated May 2009*". Found on the division web site <http://arkansasfacilities.arkansas.gov> .

b. The Division will use this project information to establish a check list of required documents. All documents required by Arkansas Codes will be submitted IAW those codes/rules pertaining to construction. Only those projects exempt by law/rule will not be submitted.

c. Project documentation will be determined by the Division and posted on their website. Documents will be noted as requiring "no reqts." meaning no

documentation is required by the Division, or "Full Plan/Reviews", meaning that construction approval forms and full construction plans and all necessary state reviews will be submitted and conducted. This determination will be made after review of the Stimulus Plan. Contracts pertaining to Partnership Projects will be submitted IAW Division rules. Contracts pertaining to Stimulus projects need not be submitted to the Division for review, unless assistance is requested by the school district.

d. The Division will track the required documents and state reviews prior to releasing the school district to start construction. School districts are required to note completion of the project in the CMMS.

### **3. General Guidance:**

a. ARRA stresses Sealed bid or Lump Sum Bids for federal projects. School districts may use Construction Management contracts with approval of the Division. (Reference; *ARKANSAS COMMISSION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND TRANSPORTATION RULES AND REGULATIONS GOVERNING THE USE OF CONSTRUCTION MANAGEMENT AS A PROJECT DELIVERY METHOD*)

b. Design-Build contracts are highly discouraged due to the lack of positive financial control by the school district. Requests for this type contract and submittal of the contract will be made to the Division prior to entering into the contract. (Reference; *THE ARKANSAS COMMISSION OF PUBLIC SCHOOL ACADEMIC FACILITIES AND TRANSPORTATION RULE GOVERNING THE USE OF DESIGN-BUILD CONSTRUCTION BY PUBLIC SCHOOL DISTRICTS*).

c. All contracts which contain federal stimulus funds will contain references to the US Department of Labor Wage Rates (Davis-Bacon) and the stipulation to the Buy American reference in the guidance on the ADE website. This includes any contract including those that may only be funded in part with federal funds.

d. The Division will provide assistance with this guidance and will check all contracts submitted to it for review for the references.

### **4. School District responsibilities:**

a. School districts are responsible for submission of their Stimulus Plans IAW ADE guidance.

b. The plans will include a classification as to type construction and estimated construction cost along with a narrative describing the project.

c. School districts are responsible for submission of the necessary construction documents to the division and state agencies as required. In those instances where either IDEA or Title I funds are used the submission will be made to the Special Education Division of ADE. Who in turn will notify the Division and request construction clearance.

d. Requests for funds reimbursement will be made directly to ADE Finance Office. Requests for funds reimbursement for Partnership Projects state financial participation will be made IAW The Partnership Agreement.

e. School districts are responsible for adhering to all state laws and rules dealing with procurement and construction to include, but not limited to: soliciting design and construction services, construction monitoring, documentation, reviews and construction administration.

##### **5. Division Responsibilities:**

a. The division will sit in review with members of the Stimulus Plan review committee with primary responsibility for review of projects funded with State Financial Stabilization Funds (SFSF).

b. It will be responsible to classify projects based on school district narrative and description.

c. Maintain their website listing of Stimulus projects and required documentation.

d. Receive and track documents associated with the construction projects funded whole or in part with stimulus funds. The division will not be the primary agency for tracking financial responsibilities associated with the ARRA program.

e. Provide assistance, when required or requested, for any contract or construction related issue.

f. Process Partnership Financial Participation requests for reimbursement. The Division will, IAW its procedures, track the state financial participation in any projects for which it is assisting the school district financially.

g. Insuring through contract review and onsite inspections, conformance with laws/rules and specific ARRA guidance for the division is the proponent state agency.

h. Inspection of projects funded with Stimulus funds will follow the procedures in place (law/rule) used by the Division. General contractual or financial audits may be used in conjunction with these inspections. Inspection results will be out briefed to the appropriate school district personnel and made available to the school district immediately after review by the Division.

i. Priority of inspections and detailing of Division inspection resources will be determined by the Division Director with emphasis on Partnership Projects, O&M compliance inspections, construction inspections IAW AR. Code Ann. § 6-21-813.

j. Provide procurement review and support to the Special Education Division of ADE with regard to the bus specifications related to the purchase of Special Education Buses and class facilities to support the special education program.

k. The Division will coordinate with the Financial Administration Office of ADE regarding the interface of construction requirements and funding reimbursements. Requests for reimbursements will be made directly to ADE (4.d.) for all SFSF. At the point of 66 2/3% reimbursement of the total SFSF funds appropriated to the LEA, the Financial Administration Office will notify the Division to verify a construction document check. School Districts lacking any construction documentation, to include the contracts for construction or any discrepancy not corrected in the documents will have the remainder of the funds withheld by ADE pending release by the Division.

**Procedures for Tracking ARRA (Stimulus) Projects on the State Computerized  
Maintenance Management System (CMMS)  
May 27, 2009**

A. SchoolDude has added the following four (4) new purpose codes to each district's account:

1. Stimulus 2009 – Repair
2. Stimulus 2009 – Renovation
3. Stimulus 2009 – Modernization
4. Stimulus 2009 – New Construction

For each stimulus project:

- B. Open the district's SchoolDude website.
- C. Go to the MaintenanceDirect module.
- D. Click on the "New Work Order" tab at the top of the page. Create one (1) work order for each **Approved** repair, renovation, modernization or new construction ARRA project, using the appropriate Purpose Code above.
- E. Click on "Location" under the Information Analysis section. Select the appropriate location (School) to match the project.
- F. Fill out the "Request Description" field in the Work Order to match the scope of the approved ARRA project to include a *"complete scope of work and the code or standard the project will achieve."* This can be done by copying the project application scope onto the work order description.
- G. Save the Work Order by clicking on the "Save" button at the bottom or top of the page.
- H. Maintain the work order as an active work order until completion of the project.
- I. Close the work order when the project is completed.