

ARKANSAS CARES ACT STEERING COMMITTEE

Request For Approval to Submit Grant Proposal – State Agency

The attached form should be used by state agencies to request approval to provide grants necessary to respond to the public health emergency that have not already been pre-approved by the Arkansas CARES Act Steering Committee. Such items include, but are not limited to, emergency medical response expenses, testing supplies, information technology needs or expenses associated with communication and enforcement of health orders related to COVID-19.

By signing the Approval for Grant Proposal Form, the Cabinet Secretary and Division Director are certifying that if approved, the funding will be utilized in accordance with Section 601(a) of the Social Security Act, as added by Section 5001 of the CARES Act and the agency will track all expenditures and comply with all state and federal reporting requirements.

Instructions for completing the Approval of Grant Proposal form:

1. Provide the Business Area and Name of the Cabinet/Division and the Date of request
2. Description/Purpose of Grant: provide a detailed description of the proposed grants and entities/individuals eligible for assistance
3. Estimated Total Cost: provide an estimate of the total grants to be awarded
4. Estimated Appropriation Needs: provide an estimate of appropriation needs; transfers from the DFA – Disbursing Officer CARES Act holding appropriation require prior approval from Arkansas Legislative Council
5. Estimated Funding Needs: provide an estimate of funding needs after all other funding sources have been considered
6. Justification of Need: provide the anticipated economic impact of the grant program including the individual grant amounts/number of grants to be awarded, the benefits to the State and possible consequences if the grant proposal is not approved
7. Additional Documentation – provide any additional information necessary to help the CARES Act Steering Committee make a recommendation to the Governor
8. Authorized Signatures – if being requested by a Division, the Cabinet Secretary’s signature is required
9. Form(s) and additional documentation may be scanned and emailed to OAS.CARES@dfa.arkansas.gov
10. Form(s) and additional documentation may also be mailed/messenger mailed to:

Arkansas Department of Finance and Administration
Office of Administrative Services
CARES Act – Request for Approval
1515 W. 7th Street, Suite 700
Little Rock, AR 72201