



Oregon

Theodore R. Kulongoski, Governor



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ENERGY

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RE: ARRA Tool Kit

Dear Sub-recipient:

Thank you for attending the American Recovery and Reinvestment Act (ARRA) Compliance Webinar on October 5. We look forward to working with you as you implement your energy project.

In the Webinar, we highlighted many of the federal government requirements for using ARRA funds. This ARRA Tool Kit contains more specific information on these requirements and provides forms or Web site resources for you. The Tool Kit, along with your contract, will provide you guidance. It may not cover all circumstances, but your Oregon Department of Energy project manager can help you with specific issues.

On the following page is an outline of the Tool Kit sections. You may download specific sections as needed or the entire Tool Kit.

We urge you to take the following steps to get started:

1. Complete your contract as soon as possible. You can **not** start your project until your contract is executed (signed by both parties) and you have the Notice to Proceed (see Tool Kit).
2. Read your contract closely. It contains important grant compliance information.
3. Read your e-mails. As explained in the Webinar, the federal government requirements are evolving and you are responsible for adhering to them. We will keep you posted,
4. Keep in contact with your assigned project manager. If you have any doubts or concerns about an issue, call or e-mail your project manager. We're here to help you implement a successful project. (A list of Project Managers is in the Tool Kit.)
5. Document, document, document. These energy projects must be transparent. We can not emphasize documentation enough. Remember, these projects may be audited by the federal government.

Again, we look forward to working with you as you implement your energy project.

Sincerely,

Paul Egbert
Acting ARRA Manager



Tool Kit

for

Sub-recipients of

American Recovery & Reinvestment Act

The Oregon Department of Energy prepared this Tool Kit as a resource to assist you in the implementation of your energy project funded with American Recovery & Reinvestment Act (ARRA) funds. The Tool Kit is not complete. We will be sending you additional information for some sections (such as Final Reporting) in the near future. Also, the US Department of Energy may add or change requirements in the future which we will notify you of as we proceed. We hope the Tool Kit is helpful to you.

Amendment 1 – 10/1/2010

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NW – Clackamas, Clatsop, Columbia, Multnomah, Tillamook, and Washington

SE – Crook, Deschutes, Harney, Jefferson, Klamath, Lake, and Malheur

SW - Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane Lincoln, and Linn



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