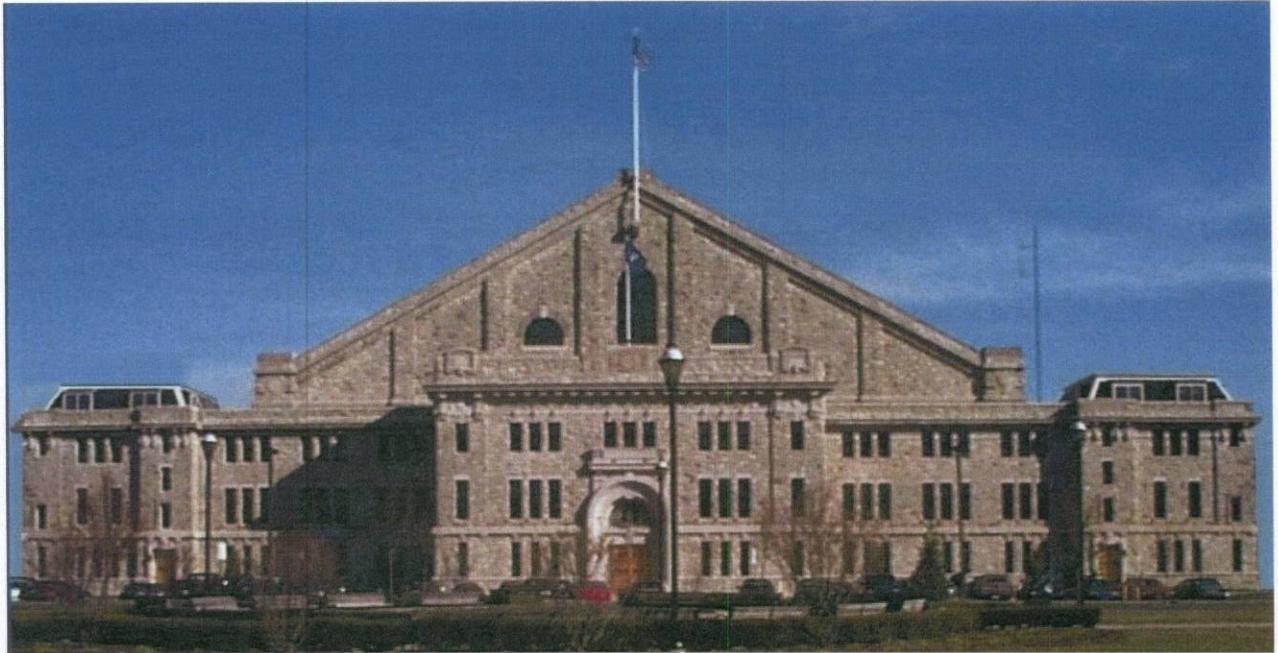




STATE OF CONNECTICUT
MILITARY DEPARTMENT
STATE ARMORY, 360 BROAD STREET, HARTFORD,
CONNECTICUT 06105-3780



QUALITY ASSURANCE PLAN

**PURSUANT TO SECTION 1512 OF THE 2009 AMERICAN RECOVERY AND
REINVESTMENT ACT
(ARRA)**



SEPTEMBER 30, 2009

INTRODUCTION

On February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"), Public Law 111-5. As one of its many elements, the American Recovery and Reinvestment Act (ARRA) provides funding, via the National Guard Bureau Special Military Cooperative Agreements, through formula block grants to assist state governments in their ongoing efforts to Sustain, Restore, and Modernize the state's aging military facilities.

The July memo issued by OMB (M-09-21 Guidance) indicates that prime recipients and delegated Sub Recipients are the owners of the data submitted. As further promulgated in OMB M-09-15, timely, complete, and effective reporting under Section 1512 of the Recovery Act is a term and condition of receiving Recovery Act funding.

In accordance with Governor Rell's Executive Order No.25, issued on 23 March 2009, the Military Department has appointed an Agency Accountability Officer (AAO) who is responsible for the accuracy of the reporting data.

PROGRAM OVERVIEW

The ARRA appropriates significant new funding for various programs. The State of Connecticut Military Department, through a Special Military Cooperative Agreement with The National Guard Bureau (NGB), has secured funding for various Connecticut Sustainment, Restoration, and Modernization Projects. The following table contains a list of current and anticipated projects under ARRA funding:

Facilities Sustainment, Restoration & Modernization (FSRM)			
Award Status	Location	Project Description	ARRA Funding
Awarded	AVCRAD - Groton	Replacement of Two Unit Heaters	\$ 6,930.00
Awarded	Camp Rell – Niantic	Install Metal Roof, 800 Series Buildings	\$1,552,000.00
Pending	Enfield Armory	Install Energy Management System	\$38,000.00
Pending	Hartford Armory OMS 8a	Install Energy Management System	\$102,000.00
Pending	New Haven - AFRC	Install Energy Management System	\$82,000.00
Pending	Norwalk Armory	Install Energy Management System	\$55,000.00
Pending	Rockville Armory	Install Energy Management System	\$38,000.00
Pending	Stratford OMS 9	Install Energy Management System	\$55,000.00
Pending	Waterbury Armory	Install Energy Management System	218,000.00

AGENCY RESPONSIBILITIES

ARRA projects are managed at various levels within the Military Department. Program staff manages the project on a day-to-day basis. Financial staff manages the funds received pursuant to ARRA grants. Ultimate responsibility for ARRA projects rests with the Adjutant General, MG Thaddeus Martin. Pursuant to Executive Order No.25, all agency heads must designate an Agency Accountability Officer (AAO). The Military Department has been deemed exempt from this requirement. However, the agency remains responsible for the duties as listed below:

- All funds received by the agency pursuant to ARRA are spent in a manner that complies with the requirements of ARRA;
- The agency creates and maintains a web page on the agency's activities pursuant to ARRA;
- The agency completes all reports required by ARRA in a complete and timely manner;
- The agency reports all activity related to ARRA, including certifications, applications for funds, applications for discretionary or competitive grants, receipt of funds, use of funds and filing of reports, to the State Accountability Officer and the State Transparency Officer within 24 hours of any such activity;
- The agency shall notify the Stimulus Project Oversight Officer within 48 hours of the commencement of any infrastructure project; and
- The agency presents a complete report of all agency activity related to ARRA to the State Accountability Officer and the State Transparency Officer within 72 hours of the end of each month.

RECOVERY ACT REPORTING REQUIREMENTS; SECTION 1512 OF THE RECOVERY ACT

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website -- Recovery.gov -- to provide information to the public, including access to detailed information on grants and contracts made with Recovery Act funds.

As indicated in the "Accountability and Transparency under the Recovery Act" section of the program solicitation, awardees of Recovery Act funds must comply with the extensive reporting requirements. Quarterly financial and programmatic reporting will be required; reports will be due **within 10 calendar days after the end of each calendar quarter**. Each Prime Recipient is required to submit reports containing the information required under section 1512 of the ARRA. All projects funded by the ARRA require the Military Department meet certain state and federal reporting requirements. Pursuant to these regulations and the Governor's Executive Order No.25, some of the information required has to be provided by the Sub Recipient and/or vendor as applicable. The Military Department has developed a form (CTMD1065A) which needs to be completed and submitted, per instructions, by the fifth of each month.

PROCEDURES

The Military Department is responsible for submitting monthly reports to the Governor's Office and quarterly reports at the Federal level for the ARRA grant listed above. The Governor's Office requirements consist of six queries from the Core-CT integrated systems as applicable. Reporting requirements at the Federal level, under www.federalreporting.gov, consist of three online questionnaires: Prime Recipient, Sub Recipient and Vendor. The Military Department is the Prime Recipient of the ARRA grants listed above. Sub Recipients are those receiving ARRA funding from the Military Department. Most Military Department administered ARRA projects warrant the participation of the Department of Public Works as the Sub Recipient. Vendors are those contractors performing the actual work on an ARRA-funded project at the request of either the Prime Recipient or the Sub Recipient.

Consistent with Governor Rell's guidance, the Military Department will not authorize any Sub Recipients to directly report, although this practice is allowed under federal reporting guidelines.

METHODS AND CONTROLS

Pursuant to Governor Rell's Executive Order No.25, the Military Department has established a modus operandi in which accuracy, timeliness and transparency of the agency's activities under the ARRA are ensured. This modus operandi will be revised and updated as the need arises in order to keep up with new ARRA guidelines, directives, and assignments. This process consists of four categories: Data Integrity Assurance, Reporting Process, Compliance Assessment, and Record Keeping.

- ✓ Data Integrity Assurance: Following the data dictionary (data elements and descriptions) provided by State and Federal Reporting Authorities, the Fiscal Office collects and reviews the required data pertaining to Recipient, Sub Recipient and Vendor, as well as details on the specifics and progress of each individual ARRA project.
- ✓ Reporting Process: The Fiscal office (acting in the capacity of the Recipient) verifies and enters the data collected from the CTMD1065A provided to the Sub Recipient and Vendor, as applicable, onto the appropriate application tools as supplied by both the State and Federal Reporting Authorities.
- ✓ Compliance:
 - Agency Fiscal Administrative staff designated to verify and enter reports ensures adherence to State and Federal requirements prior to submittal to Fiscal Administrative Supervisor.
 - Fiscal Administrative Supervisor validates compliance with requirements prior to OPM, Governor's Office and OMB submittals.
- ✓ Record Keeping: As a venue of registering and tracing documentation, and for the purposes of auditing activities, Fiscal Administrative staff in the Business Office maintains records of all reports and their sustaining backup in chronological order.

CONCLUSION

It is the intent of the Military Department to comply with all State and Federal requirements pursuant to the ARRA and to cooperate with the Governor's Office, OPM, and OMB to maintain the integrity and transparency of all activities related to each ARRA- funded program/project managed by the Military Department. The Military Department Quality Assurance Plan will be updated as new information, directives, funding, and projects are confirmed.