



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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BBMR CIRCULAR 09-05

To: All Line and Autonomous Department and Agency Heads
From: Director, Bureau of Budget and Management Research
Subject: American Recovery and Reinvestment Act (ARRA) Reporting Requirements

Throughout this fiscal year and beyond, Guam will be receiving millions of dollars under the American Recovery and Reinvestment Act (ARRA) signed into law by President Barrack Obama in February 2009. In recent months, BBMR has processed over \$14 million requests for establishment of accounts for ARRA grants received by Executive line agencies.

The transparency and accountability requirements for ARRA grant recipients vary depending on target group(s) and/or expected outcomes in the use of the funds. Agencies are reminded that grant-specific reporting mandates must be adhered to in a timely manner and posted on agency websites, with simultaneous posting on the official Guam ARRA website at www.recovery.guam.gov.

As part of the function of meeting the transparency requirements for ARRA grants, a government-wide report will be compiled monthly by BBMR which encapsulates the status of ARRA grant applications, awards, and expenditures for subsequent website posting. For this purpose, BBMR has created an excel template **BBMR Form (ARRA-1)** to facilitate the process.

Please download and complete the attached **BBMR Form (ARRA-1)** for all ARRA funds **applied for** or **awarded** to your agency as of June 2009 and email back to arra@bbmr.guam.gov. The first of these monthly reports is **due Friday, July 31, 2009**. This first posting will be for the month ending June 2009, therefore, a July 2009 report will be skipped due to the delayed posting for June. The next report will be for the month ending August 2009, thus, **beginning September 2009 and each month thereafter**, BBMR Form (ARRA-1) must be completed by **the 15th of each month** showing the previous month's activities and transmitted electronic to arra@bbmr.guam.gov for compilation and monthly website updates.

Should you have any questions, please contact your assigned Analyst at 475-9412 or 475-9429.

Your timely compliance of these important monthly updates will be appreciated. Thank you for your usual cooperation.

/s/ original signed
Bertha Duenas

Attachment – BBMR Form (ARRA-1)

