



DOCUMENT REVIEW AND APPROVAL COVER SHEET

This form standardizes the contract, purchase, or membership process and is to be used as the cover sheet to ensure a complete review by appropriate individuals.

1. DOCUMENT TITLE

AR Cases Act Steering Committee

Program Effect (Brief statement of significance):

Dept of Labor & Licensing

Issuance Information Memo Field Memo Memo of Understanding Data Sharing Agreement

Other (Please Specify): Grant Proposal - Public Health Emergency

2. PREPARED BY:

Writer:

Phone#:

Ken Anderson

3. APPROVED BY:

Program Manager:

Date:

Director:

Date:

4. OTHER OFFICE REVIEW (AS INDICATED):

Initials	Date	Concur	Concur Comments	Non-Concur Comments
Division Chief Financial Officer:				
Cabinet Chief Financial Officer:				
Cabinet Chief Information Officer:				
Cabinet Chief Legal Counsel:				
Cabinet Chief of Staff:	JS 9.1.20			
Cabinet Secretary:	DEB 9/1/20			
Other Reviewer:				
Other Reviewer:				

Note to reviewer: Return to writer with comments

Comments:

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.

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

Request for Approval of Grant Proposal by the Arkansas CARES Act Steering Committee - State Agency

Form No.

CARES-St Agency-001G

9910

Labor and Licensing

Business Area

Cabinet Name / Division Name

Description/Purpose of Grant:

Funds would be used to develop a web/cloud based licensing-application solution for the Barbers Board and the Contractors Licensing Board. The solution used could later be leveraged for other licensing entities to onboard and help standardize the method of occupational licensing in the State. Services would be available to the citizens of Arkansas 24x7 and reduce the face to face exposure of the citizen and the state employee.

Estimated Total Cost

\$450,000

Estimated Appropriation Needs

\$450,000

Estimated Funding Needs

0% Fully Federally Funded

Justification of Need:

Please see attached document

Signature of Secretary

Signature of Division Director CIO

Date

Date

8/20/2020

Asa Hutchinson
Governor



STATE OF ARKANSAS

ARKANSAS DEPARTMENT OF LABOR AND LICENSING

900 WEST CAPITOL • LITTLE ROCK, AR 72201

Phone: 501-682-4500 Fax: 501-682-4506 TRS: 800-285-1131

Daryl E. Bassett
Secretary Labor and
Licensing

To CARES Act Steering Committee:

Approval of this grant application will benefit the state by improving the ability of the agencies to safely and fully provide services to applicants. The agencies will be able to provide the full array of available services in a more efficient and safe environment. The public will be able to have efficient timely service while reducing the person to person contact. Any potential time delays that are the result of Covid-19 protocols will be eliminated. Licensing of contractors and barbers is a time sensitive issue as business opportunities may be lost if a delay in licensing occurs. The grant will allow an infrastructure upgrade in technology which will create an ease of access for the public. At the same time the agencies will have the ability to deliver their full array of services without the potential of delay. Also, should any form of government shut down become necessary the agencies will be able to remotely continue to deliver services.

The agencies will also benefit from health protections related to online access versus in person access. Exposure to potential infection is greatly reduced. The agencies will be more efficient creating costs savings and improving customer service.

If the grant is not awarded the current agencies technology will be a limiter of services available. That limit is exacerbated by the pandemic. The work flow is less automated. Exposure is increased. Time available to the public is limited to office hours versus an online experience that can occur at any time.

The award of this grant will benefit the public, the state, and the state employees. Industry and jobs will expand the economy, the state will be rewarded with better service provision and cost efficiency. The employees will benefit from improved technology and health safety.

Sincerely,

A handwritten signature in black ink that reads 'Daryl E. Bassett'.

Daryl E. Bassett
Secretary Labor and Licensing