

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
BISMARCK, ND 58502

June 17, 2009

TO: All Employees
North Dakota Rural Development

/s/ *Donald L. Warren*

FROM: DONALD L. WARREN
Acting State Director

SUBJECT: Use and Documentation of ARRA Funding for Administrative Purposes

PURPOSE/INTENDED OUTCOME:

This Administrative Notice clarifies the procedure to document overtime hours that are worked on ARRA designated projects, beginning June 10, 2009. It also provides samples for proper coding of time and attendance (T&A) reports, and the format to record ARRA overtime information.

COMPARISON WITH PREVIOUS AN:

No previous Administrative Notices issued on this subject.

IMPLEMENTATION/RESPONSIBILITIES:

The American Recovery and Reinvestment Act of 2009 authorized Rural Development to utilize a portion of its Budget Authority to cover administrative expenses related to the delivery of the ARRA programs. The allowable administrative expenses will include overtime costs for hours worked on ARRA projects.

Timekeepers will enter the ARRA coding into *webTA* for applicable employees. Specific instructions will be sent to timekeepers under a separate notification.

Samples of T&A coding for ARRA work are:

<u>Fund 01 code</u>	<u>New Fund 09 code</u>
913290400	993290400
916390100	996390100
916392100	996392100

EXPIRATION DATE:
June 30, 2010

FILING INSTRUCTIONS:
Following RD Instruction 2051-H

The Form RD 2051-6, Request for Overtime will be used by each employee to document the overtime hours worked for essential, identified ARRA purposes and pre-approved by the supervisor. Requests for overtime for purposes other than ARRA-related work will be made via *webTA*.

For ARRA budget tracking purposes, please provide a copy of the completed and approved Form RD 2051-6 each pay period to the State Office, ATTN: Contract Program Manager.

Attachment 1: Form RD 2051-6, Request for Overtime