



Leveraged Resources Reporting Procedures Arkansas Energy Sector Partnership (AESP)

What are Leveraged Resources?

The AESP will be reporting “leveraged resources” used to support grant activities to DOL. Leveraged resources are those resources the grantee and its partners may be providing to support the implementation of the Arkansas Energy Sector Partnership (AESP) grant. Leveraged resources may include both federal and non-federal funds and take the form of cash or in-kind contributions. Examples of in-kind contributions include personnel services provided by volunteers or non-grantee staff, donated equipment, supplies, or space. The subgrantee is responsible for determining the value/dollar amount of the leveraged resource. The value/dollar amount will need to be supported by viable rationale/documentation.

The Reporting Process

Leveraged resources will need to be captured on the following reporting documents:

- 1) AWIS (for 9130 reporting purposes)
- 2) Narrative Report (Status Update on Leveraged Resources section)
- 3) AESP Leveraged Resources Spreadsheet (Excel file)

All leveraged resources reporting will be due to AESP/DWS by the 15th of each month.

For the AESP Leveraged Resources Spreadsheet, each AESP subgrantee will need to send their completed worksheet tab to the AESP Accountability Specialist (mark.mcmanus@arkansas.gov) via email attachment by the 15th. If leveraged resources are not reported during a given time period, enter \$0 on the last row (labeled “no leveraged resources reported during this time period”) and under the appropriate monthly/quarterly expenditure column.