

Hello,

It's time to complete the ARRA quarterly report for activities that occurred from April 1 to June 30, 2010. It's imperative that you use the **revised forms dated 03/10** attached or presently located at our website, or they will be considered "incomplete" and requested to be resubmitted.

Section 1512 of the American Recovery and Reinvestment Act (ARRA) requires the following information to be reported quarterly to the federal reporting system (Ohio EPA does this on behalf of their loan recipients):

- The contractors (including any Engineering or Construction Services contracts) for ARRA projects. (Note: Subcontractors report to the prime contractor, and the prime is responsible for including the subcontractor information in their report):

**Prime contractor's report on the following to the community:** (Remember, subcontractors are to report to their prime, and the prime is responsible for including their information on their report).

- Total Hours worked and funded by this project during this reporting period;
- Total number of jobs funded by this project during this reporting period, in FTE's;
- Narrative description of the employment impact for the project in the quarter; and,

The contractor's must show their calculations for arriving at their FTE number.

**ARRA Loan Recipients summarize the information submitted by their prime contractors:**

- List the Prime Contractor(s) for your ARRA project - their DUNS number or Headquarters Zip Code + 4; and contract information (executed, started or completed);
- Percent completion of the project overall at the end of reporting period;
- Total Hours worked and funded by this project during this reporting period;
- Total number of jobs funded by this project during this reporting period, in FTE's;
- Narrative description of the employment impact for the project in the quarter; and
- Include ALL Individual contractor(s) reports along with their calculations.

Sign the quarterly report certifying that you are receiving the "Certified" payroll reports from ALL of your contractor's listed on your Summary Page and Date. This is part of the "Davis Bacon" requirement in your ARRA award. Please read the attached reporting handbook carefully with close attention to Chapter 3, page 8, covering the Davis-Bacon requirements. The "Action Items" listed along the sides of each page may be helpful to you.

This handbook is also available (easier to read) on our website located at: [http://www.epa.ohio.gov/ddagw/dwaf\\_economic\\_stimulus.aspx](http://www.epa.ohio.gov/ddagw/dwaf_economic_stimulus.aspx) listed under DWSRF ARRA Funded Projects.

Reporting information must be submitted to Ohio EPA by ALL loan recipients so we can meet reporting requirements. The reporting requirements for loan recipients were included in the loan agreement. States must report the information no later than 10 days after the end of the calendar quarter. The reporting period for this quarter ends July 10, 2010.

Attached are the Report Summary and the Individual Contractor Report developed for loan recipients to report this information to Ohio EPA. A PDF and Word versions of the reporting forms are available at: [http://www.epa.ohio.gov/ddagw/dwaf\\_economic\\_stimulus.aspx](http://www.epa.ohio.gov/ddagw/dwaf_economic_stimulus.aspx) - They are listed under DWSRF ARRA Funded Projects

Submit the completed Report Summary plus a copy of each Individual Contractor Report(s) used to generate the summary data by July 5, 2010 via fax or e-mail to:

Sam MacDonald

[ARRA.DWReports@epa.state.oh.us](mailto:ARRA.DWReports@epa.state.oh.us)

(614) 644-2909 fax

Ms. MacDonald can be reached by phone at (614) 644-2277.

Activities that occurred from April 1, 2010 to June 30, 2010 must be included in the report due July 5th.

Failure to submit the requested information to Ohio EPA will result in the agency notifying Ohio Water Development Authority (OWDA) to suspend requested payments and may result in the loss of ARRA funding for your project.

NOTE: The loan recipient does not report to the Federal ARRA Reporting website. The loan recipient is responsible for reporting to the Ohio State Auditor's "Stimulus Tracker" Web site within 10 days at the end of the quarter their "total" expenses for the quarter, and should report their reimbursements from ARRA within 10 days of receipt. The loan recipient's expenses can be found at the OWDA website:

<http://www.owda.org/loantrk/>

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