

# Ohio EPA WPCLF/WSRLA Borrower's ARRA Reporting Guidance

Recipients of American Recovery and Reinvestment Act of 2009 (ARRA) financial assistance are required to periodically report on project progress as well as jobs created and/or retained as a result of the ARRA investment. The required information should be reported to the Ohio EPA to both simplify the process and assure that the information which Ohio EPA will in turn report to the USEPA is consistent and complete. The types and timing of Borrower reports are outlined below.

To keep accurate records all Borrowers must have a Central Contractor Registration (CCR) or Data Universal Numbering System (DUNS) number to include with their reports. If the Borrower doesn't know their CCR and DUNS number it can be found at the Central Contractor Registration web site at [www.ccr.gov](http://www.ccr.gov). If the Borrower does not have a CCR or DUNS number they must register at the aforementioned website to receive a number.

## **ARRA reports that Borrowers must submit to the Ohio EPA once include:**

### 1. Last Construction Contract Executed

This is the actual date that the last construction contract funded from this ARRA assistance is fully executed

### 2. Last Contract Started

This is the actual date that the last contract funded by this ARRA assistance started. This date may precede the date that the last construction contract is executed. The last contract is deemed started when a notice to proceed is issued.

### 3. Last Contract Completed

This is the actual date that the last contract funded by this ARRA assistance is completed. This date should not be before the date that the contract started. For projects receiving funding from ARRA and other sources of funds, the entire project may not be complete at the time the ARRA funded portion of the project is complete. In such cases, report the construction completion date, as the date that the ARRA funded portion of the project is complete.

### 4. Funding Rationale

The Recovery Act has five major purposes:

- (a) To preserve and create jobs and promote economic recovery.
- (b) To assist those most impacted by the recession.
- (c) To provide investments needed to increase economic efficiency by spurring technological advances in science and health.
- (d) To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.
- (e) To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Please provide a narrative explaining how this infrastructure investment will contribute to one or more of these five major purposes.

**ARRA reports that Borrowers must submit to the Ohio EPA quarterly include:**

1. Percent Completion

This is the percent of the scope of the infrastructure investment that was completed during the calendar quarter for the entire project regardless the amount of ARRA assistance the project received.

2. Jobs Created

This is the number of jobs, in labor hours, which will be created in the United States and outlying areas, during this calendar quarter for the entire project. Jobs created by the primary contractor's workforce as well as the workforces of subcontractors should be reported. Be sure to report jobs retained separately. Labor hours refer to the number of direct hours worked (e.g.: two employees both working 100 hours would be entered as 200 labor hours). Labor hours do not include vacation, holiday, or sick day hours. As used in this instruction, United States means the 50 States and the District of Columbia, and outlying areas means Commonwealths, Territories and outlying islands.

3. Employment Impact of Jobs Created

Provide a narrative description of the employment impact of work done by created jobs. This narrative should be cumulative to date and must be updated for each calendar quarter and at a minimum, address the impact on both the primary contractor's workforce and the impact on the workforces of subcontractors. The report should include (a) a brief description of the types of jobs created in the United States and outlying areas terms of broad labor categories, such as "Wastewater Utility Construction" and (b) an estimate of the number of jobs created in the United States and outlying areas.

4. Jobs Retained

This is the number of jobs, also in labor hours, which will be retained in the United States and outlying areas, in this calendar quarter, for the entire project. Jobs retained by the primary contractor's workforce as well as the workforces of subcontractors should be reported. Be sure to report jobs created separately.

5. Employment Impact of Jobs Retained

Provide a narrative description of the employment impact of work done by retained jobs. This narrative should be cumulative to date and must be updated for each calendar quarter and at a minimum, address the impact on both the primary contractor's workforce and the impact on the workforces of subcontractors. The report should include (a) a brief description of the types of jobs created in the United States and outlying areas terms of broad labor categories, such as "Wastewater Utility Construction" and (b) an estimate of the number of jobs created in the United States and outlying areas.