

December 16, 2010

First Notice (1 of 3)

Hello!

It's time to complete the WSRLA ARRA quarterly report for activities that occurred from **October 1 to December 31, 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.

**** Please note you must continue to report:** **1)** even though no work was performed (indicating such on the report); and, **2)** your project is completed, but not all ARRA funds have been withdrawn.

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. Please use another piece of paper if you need more room to show calculations or for the description of employment impact and include in your report submittal.

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 of 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) (prime and subcontractors) reports along with their calculations and any additional paperwork that may have been submitted by the prime contractor to document their calculations or for the description of employment impact.**

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 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 available on our website located at: 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 January 5 for loan recipients** and the state to report on your behalf by January 10, 2011.

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 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 January 5, 2011** via fax or e-mail to:

Sam MacDonald
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 October 1, 2010 to December 31, 2010 must be included in the report due January 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" website 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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