American Recovery and Reinvestment Act of 2009

Reporting Guidance for Clean Water SRF projects

General

For the Clean water SRF program, all required reporting elements will be gathered and submitted to the EPA by DENR's Construction Grants & Loans Section (CG&L). The EPA has modified an existing reporting database and received authorization to use this database to meet ARRA reporting requirements. CG&L may solicit specific information from award recipients.

When the State Reports

CG&L is required to upload data to www.FederalReporting.gov within 10 days of the close of each quarter. Quarters are July-September, October-December, January-March, April-June. Please note the following items. This list may be updated.

Jobs:

Jobs are reported on a Full Time Equivalent (FTE) basis and a payroll dollar basis. A form has been distributed at progress meetings and emailed to applicants and is attached to this Guidance. Divide the total hours worked in a quarter for all workers by the total for a full time schedule (around 520 hours) to get the FTE value.

ARRA Dollars Dispersed:

CG&L tracks this data internally and submits it as part of this report.

DUNS number:

All reported applicants are identified by their DUNS number. Typically municipal accounting staff will have this number available if one exists for a particular unit of government.

CCR:

EPA has advised that all award recipients must register in the Central Contractor Registry (CCR). The website is www.ccr.gov and requires a DUNS number to register. Many units of government are already registered. Please use the Search CCR feature to

see if your agency is already registered. Once you are registered in the CCR, certain information will be used from there for ARRA reporting.

Other:

In addition to Dollars Dispersed, CG&L, as mentioned above, will be reporting numerous other data elements. If we have difficulty locating a specific bit of data, we ask for your cooperation and assistance in providing missing data in a timely manner in order to help us comply with the ARRA reporting requirements.

Questions

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Jobs Created and Retained for ARRA projects

| Project Owner | |
|--|----------------|
| Project Number | |
| Contractor | Project Period |
| | |
| Quarter: (April-June) Year: 20 | |
| FTE's: | |
| Payroll Dollars: \$ | |
| | |
| Quarter: (July-September) Year: 20 | |
| FTE's: | |
| Payroll Dollars: <u>\$</u> | |
| | |
| Quarter: (October-December) Year: 20 | |
| FTE's: | |
| Payroll Dollars: \$ | |
| | |
| Quarter: (January-March) Year: 20 | |
| FTE's: | |
| Payroll Dollars: \$ | |
| Please mail form to: Mark Hubbard, PE | |
| 1633 Mail Service Center Raleigh, NC 27699-1633 | r |

This form is due one week after the conclusion of each applicable quarter.