



MARK B HORTON, MD, MSPH
Director

State of California—Health and Human Services Agency
California Department of Public Health



ARNOLD SCHWARZENEGGER
Governor

January 21, 2010

Dear ARRA Funding Recipient,

UPDATE: MANDATORY ARRA QUARTERLY REPORTING TRAINING & REVISED SDWSRF-ARRA REPORTING GUIDELINES AND DEADLINES

In an attempt to further educate participating water systems on the quarterly reporting requirements of the American Recovery and Reinvestment Act (ARRA), the California Department of Public Health will be hosting a mandatory online ARRA quarterly reporting training.

Mandatory Online ARRA Quarterly Reporting Training

February 16, 2010

8:30 am – 11 am

Hosted by Webinar

All individuals who participate in the ARRA quarterly reporting will be required to attend. As such, please email to dwpfunds@cdph.ca.gov the list of individuals you would like to be invited to the online training as well as their contact information. Please include in the email any contractors, in-house staff or consultants who participate in preparing your project's ARRA quarterly report. The official Webinar invites and registration information will be emailed shortly, so please reply with your invitee list ASAP.

The training will review the quarterly reporting procedures as well as explain new reporting guidance issued from the Executive Office of Management and Budget (OMB) on calculating an ARRA funded employee's full-time equivalent (FTE). It will also be an opportunity for any reporting participants to ask questions or seek clarification on any of the reporting elements.

Also, attached to this letter is a copy of the revised *ARRA Reporting Guidelines and Requirements*. Please review the revised *ARRA Reporting Guidelines and Requirements* prior to the training. The revised guidance reflects the new reporting requirements issued by OMB this past month with the main revisions outlined below:

1. Water systems will no longer be required to make a subjective judgment on whether a job is created or retained as a result of ARRA funding. Rather, those jobs that are fully or partially funded by ARRA funding must now be reported each calendar quarter. (See page 2 of *ARRA Reporting Guidelines and Requirements*)

2. An ARRA funded employee's full-time equivalent now equals the number of ARRA funded hours worked during the reporting period divided by the employer's total full-time hours in the quarter. (See page 5-7 of *ARRA Reporting Guidelines and Requirements*)

$$\text{FTE} = \frac{\text{ARRA Funded Hours Worked by Employee in Reporting Period}}{\text{Employer's Total Full-Time Hours in Quarter}}$$

3. If an ARRA funded project has multiple funding sources and a water system cannot track every hour worked by an ARRA funded employee to an ARRA funded account, then the water system may prorate an employee's total FTE based upon the percentage of ARRA funds obligated for the reporting quarter. Further guidance on calculating this prorated FTE equivalent is available by contacting Tarra Avants or Josh Ziese at 916-445-2495 (See page 5-7 of *ARRA Reporting Guidelines and Requirements*)
4. ARRA quarterly reporting now corresponds to the calendar year (See page 7 of the *ARRA Reporting Guidelines and Requirements*).

Q1: January 1-March 31

Q2: April 1- June 30

Q3: July 1 – September 30

Q4: October 1 – December 31

Finally, in an effort to satisfy various California State and U.S. Federal government reporting deadlines, all participating water systems are required to email a quarterly report to the CDPH Technical Assistance Section by **March 10, 2010**. The quarterly report should include actual data for the reporting period beginning January 1, 2010 and ending March 10, 2010.

Moreover, in effort to satisfy the various reporting deadlines, participating water systems are also required to email a supplemental report to CDPH Technical Assistance Section by **April 5, 2010**. The supplemental report should include actual data for the reporting period beginning March 10, 2010 and ending March 31, 2010 as well as any additional data not previously submitted.

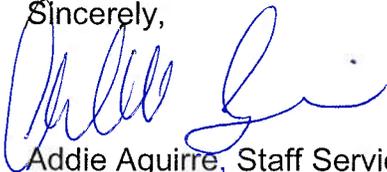
For additional information, please review the attached revised *ARRA Reporting Guidelines and Requirements* as well as the quarterly and supplementary reporting forms. The reporting guidelines and forms will also be available shortly on the following website:

<http://www.cdph.ca.gov/services/funding/Pages/ARRA.aspx>

January 21, 2010

Thank you for your efforts in helping to ensure your project's continual compliance with the ARRA project reporting requirements. If you are missing any information or have any additional questions, please contact Tarra Avants at (916) 445-2495 or Tarra.Avants@cdph.ca.gov or Josh Ziese by phone at (916) 591-4737 or email at Joshua.Ziese@cdph.ca.gov.

Sincerely,



Addie Aguirre, Staff Services Manager II
Infrastructure Administration and Finance Section

Enclosures