



MARK B HORTON, MD, MSPH  
Director

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



ARNOLD SCHWARZENEGGER  
Governor

August 27, 2009

Dear ARRA Funding Recipient,

### **SDWSRF-ARRA REPORTING GUIDELINES**

The California Department of Public Health (CDPH)-Safe Drinking Water State Revolving Fund has published a set of reporting guidelines for your American Recovery and Reinvestment Act (ARRA) funded project. The guidelines contain procedures on the collection and submittal of applicable project data as well definitions and clarifications on the information requested.

As a condition for receiving funding, you are asked to submit to CDPH Technical Assistance Section a quarterly report on information pertaining to jobs created/retained, vendor information, project progress and any “highly compensated individuals.” Once the information is received by CDPH, it will then be entered into a statewide database for eventual upload to a national database and publication. Furthermore, as a condition for receiving funding, you are asked to email additional construction contract information as it becomes available.

Please be aware that you are responsible for the quality of the information reported. The data you submit will be reviewed and scrutinized by various State and Federal officials as well as the media and the public. Consequently, only submit information that is available and accurate. If during the course of your reporting any error or miscalculation is discovered, please notify CDPH Technical Assistance Section as soon as possible.

Finally, please be advised that quarterly reporting begins once you receive an executed funding agreement and ends when the last financial claim for the ARRA project has been submitted. Consequently, participating water systems who have received an executed funding agreement as of August 24, 2009, are required to submit their first *Quarterly Reporting Form*, by September 11, 2009. For all other participating water systems who have not received an executed funding agreement as of August 24, 2009, please review the attached *Reporting Guidelines and Requirements* and begin collecting data for the next quarterly report.

Unfortunately, the reporting deadline for the next quarter has not been published by the State task force responsible for collecting and submitting the reporting data to the federal government. Consequently, CDPH will email all participating water systems of the next reporting deadline once it's made available. Please be aware that this quarter's deadline occurred just over a month prior to the reporting deadline established by the federal

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government. Therefore, tentatively plan on submitting your next quarterly report by the end of November.

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 Uyen Trinh-Le by phone at (916) 449-5645 or email at [uyen.trinh-le@cdph.ca.gov](mailto:uyen.trinh-le@cdph.ca.gov).

Sincerely,



Dat Tran, P.E., Chief  
Technical Assistance Section

Enclosures