

**Leaking Underground Storage Tank (LUST) Trust Fund Program:
Quarterly Reporting Requirements for
American Recovery and Reinvestment Act of 2009 (ARRA) Projects**

The LUST Trust Fund ARRA funding subrecipients are required to provide the following data on a quarterly basis. Failure to provide requested data in a timely fashion may result in loss of funding and repayment of all disbursed funds. Questions should be directed to your Project Manager, as identified in the table below.

BACKGROUND INFORMATION	SUBRECIPIENT DATA
Date Submitted to State Water Board:	
LUST Trust Fund Project No.:	OSCF Project No. B0XXX
Subrecipient Name:	Grantee Name
Subrecipient (i.e., person submitting info on behalf of Agency) & Contact Information:	Name: Grantee Contact E-mail: XXXXXXXXXX Phone: 9XXXXXXXX
LUST Trust Fund Program Project Manager & Contact Information:	Name: OSCF Grant Manager E-mail: XXXXXXXXXXXXXXXX Phone: XXXXXXXXXXXXXXXX

Federal Fiscal Year Quarter Being Reported (circle one)*

Q1=Oct 1-Dec 31

Q2= Jan 1-Mar 31

Q3=Apr 1-Jun 30

Q4=Jul 1-Sep 30

INFORMATION REQUESTED (QUARTERLY)	SUBRECIPIENT DATA
Percent of total Project implementation complete:	This Quarter: _____ Total: _____
Number of jobs (in full-time equivalents, FTEs)** , created or retained this quarter directly by Project:	_____ FTEs
Total payroll dollars associated with the FTEs created or retained this quarter for the Project:	\$ _____
Has the Subrecipient ensured that applicable ARRA grant funded contracts, solicitations, and sub-agreements include clauses or terms for complying with the Davis-Bacon Act?	_____ Yes _____ No
Did the Subrecipient ensure that all applicable ARRA contracts have provisions for the use of American Iron, Steel, and Manufactured Goods (Buy American) when required?	_____ Yes _____ No
Has the Subrecipient received and reviewed certified weekly payroll records per Department of Labor Form WH-347*** for all applicable ARRA construction contracts?	_____ Yes _____ No _____ N/A
Has the Subrecipient received any other Federal funding other than LUST Trust Fund grant money for cleanup activities at the site?	_____ Yes _____ No If yes, \$ Amount _____
How much of the Subrecipient's own money has been or will be used for response actions that are not eligible this quarter?	\$ Amount _____
What was the date the Subrecipient's first contract was executed for response actions at the site?	Date _____
What was the date the Subrecipient's last contract was executed for response actions at the site?	Date _____

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Quarterly FTEs

Enter the number of jobs expressed as full-time equivalents (FTEs) that were created or retained in the United States and outlying areas, in this calendar quarter, for the entire project. This information should be obtained from all project prime contractors for their workforce and the workforces of all of their subcontractors.

How to calculate quarterly FTEs:

The requirement for reporting jobs as FTEs is a common method for quantifying work in common units to account for part-time and full-time employees. The basic calculation is the total number of hours worked divided by the employer's standard full-time number of hours for the reporting period. Two part-time workers who each work 1040 hours in a year would work a combined 2080 hours. If the standard full-time work schedule for one year is 2080 hours, the total FTEs of those two part-time workers would be 1 (formula: $(1040 \times 2) / 2080 = 1$).

To report on quarterly FTEs for ARRA, the total labor hours for jobs created or retained will need to be summed for the reporting quarter and divided by the standard number of hours for a full-time schedule in the quarter. The result will be the reportable number of FTEs. If only an annual standard number of hours for a full-time schedule is available, that number will need to be divided by 4 in order to obtain full-time hours for just one quarter. If multiple prime contractors are involved in the project, you may need to have each prime contractor report their FTEs and then sum the FTEs of each contractor together to obtain the total number of FTEs to report.

The following are examples of FTE calculations:

- If 1 employee worked a full-time schedule of 500 hours in a quarter, the formula would be $500/500 = 1$
- If 2 employees worked a full-time schedule of 500 hours in a quarter, the formula would be $(500 \times 2) / 500 = 2$
- If 1 employee worked a full-time schedule of 500 hours and 1 employee worked a part-time schedule of 250 hours in a quarter, the formula would be $(500 + 250) / 500 = 1.5$
- If 2 employees worked a full-time schedule of 500 hours and 2 employees worked a part-time schedule of 250 hours in a quarter, the formula would be $((500 \times 2) + (250 \times 2)) / 500 = 3$

It is important to remember that the calculations will solely be based on the hours worked in one quarter. Therefore, the FTE calculation must be based on total labor hours in the quarter divided by total labor hours for a full-time schedule only for the quarter. Please note the difference between quarterly FTEs and annual FTEs: 1 Quarterly FTE = .25 Annual FTE; 4 Quarterly FTEs = 1 Annual FTE.

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Upcoming Quarterly Reporting Deadlines

Federal Fiscal Year Quarter (Reporting Period)	Quarterly Reporting Deadline (i.e., date when data must be submitted to CWSRF Program Project Manager)
Q1, 2010 (October 1, 2009 – December 31, 2009)	December 17, 2009
Q2, 2010 (January 1, 2010 – March 31, 2010)	March 18, 2010
Q3, 2010 (April 1, 2010 – June 30, 2010)	June 17, 2010

Notes

* For your initial reporting, combine information for all previous quarters into the “Recipient Data” field below. The start date used to calculate the number of jobs created or retained should be the date on the front of your LUST TRUST Fund Orphan Site Cleanup Fund Financing agreement, and shall not be earlier than July 15, 2009. **For all future quarters, data should be reported only for the quarter referenced above.**

**Jobs Created or Retained, in Full-Time Equivalentents (FTEs)

*** Department of Labor Form WH-347 and instructions are available on the internet:
<http://www.dol.gov/esa/whd/forms/wh347instr.htm>