AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)/CLEAN WATER ACT, SECTION 604(B) QUARTERLY REPORT & REIMBURSEMENT REQUEST QUICK REFERENCE GUIDE

Introduction

This document is intended to serve as a quick reference summary of important points of the ARRA reporting and reimbursement processes. It is based on NYSDEC review of quarterly reports submitted for the quarter ending March 31, 2010.

Quarterly reports

- Due by close of business on the first business day after the close of the quarter.

Sub-Recipient Quarterly Reporting Schedule

Quarter End Date	Sub-Recipient Transmit Quarterly Report to NYSDEC (wqipuser@gw.dec.state.ny.us)
9/30/09	**10/1/09**
12/31/09	**1/4/10**
3/31/10	**4/1/10**
6/30/10	**7/1/10**
9/30/10	**10/1/10**
12/31/10	**1/3/11**
3/31/11	**4/1/11**
6/30/11	**7/1/11**
9/30/11	**10/3/11**
12/31/11	**1/3/12**
3/31/12	**4/2/12**

- Should include the following:
  1. *Cover Sheet (MS Word)*
     - Mostly the same as Work Plan
       - Information that is new/different from Work Plan:
         1. Report Preparer section
         2. Problems Encountered/How Solved
         3. Is Project on Schedule, if not, why not?
         4. Financial Status
  2. *Project Progress/Contractor (Sub-recipient) Information/Highly Compensated Officers tables (MS Word)*
     - **Work Plan Task** column should contain the same tasks listed in the Work Plan and should not change from one quarter to the next. Even tasks that are 100% complete should be listed, with a note specifying which quarter the task was completed.
     - **Percent Complete** column should be cumulative for the project.
     - **Quarterly Activities** column is a summary of contract tasks performed in the current quarter. Also the work done should correspond with the work listed on the Reimbursement Summary forms (& vice versa).
     - **Work Plan Deliverables Completed** column should **not** contain a list of actions performed, but rather a list of physical items or results (outputs) of the Quarterly Activities that could be checked during an audit. The list should be compatible with the Work Plan.
  3. *ARRA Federal Quarterly Reporting Spreadsheet (MS Excel)*
     - From https://www.federalreporting.gov/
     - Only the following cells are required to be filled in by the sub-recipient:
       - On the **Prime Recipient** tab:
         1. Project Name or Project/Program Title *(Row 31)*

2. Project Status *(Row 31)*
3. Number of Jobs *(Row 33)*
4. Description of Jobs Created *(Row 33)*
5. Quarterly Activities/Project Description *(Row 36)*

- On the **Vendor Tab** (for each entity from whom you purchase goods or services):
  1. Subaward Number *(Column B)*
  2. Vendor DUNS Number (optional) *(Column C)*
  3. Vendor Name *(Column D)*
  4. Vendor HQ Zip Code+4 *(Column E)*
  5. Product and Service Description *(Column F)*
  6. Payment Amount *(Column G)*

4. *FTE Calculator (MS Excel)*
   - Created by DEC to simplify and standardize jobs data for quarterly reports.
   - Use to generate the number entered in the "Number of Jobs" cell on the *ARRA Federal Quarterly Reporting spreadsheet*.
   - Include Personal Services employees AND Contractual Services employees that will be listed on your reimbursement request.

Reimbursement Requests

- Due by the 21st of the month after the close of the quarter. Two copies should be sent:
  - Mail copy with original signatures to Pieter Bridge at DEC central office
  - Send copy to DEC Project Manager via U.S. mail or e-mail
- Should include the following (signed & dated):
  1. *Expenditure & Reimbursement Form (MS Excel)*
     - Remember to include any advance amounts or previous payments received in the reimbursement summary section.
     - Be sure all dates fall within the specified Reporting Period on the cover page.
     - Provide specific details. Remember to list a destination and starting point (T/F) for each trip on the Travel Expenditure Summary, and specific quarterly activities performed by each employee on the Personal Services and Contractual Services Summary Pages.
     - Associate expenditures with work plan tasks. An easy alternative to relisting quarterly tasks in the small space provided on the summary pages is to either create a key on your quarterly report project progress matrix, or include a related contract task key with your reimbursement request. Please see examples provided.
  2. *Self-Certification Form (PDF)*
  3. *State Aid/Standard Voucher (PDF)*
     - Updated fillable PDF version on DEC website: http://www.dec.ny.gov/docs/water_pdf/stateaidvouchfrm.pdf

Example Documents

To assist sub-recipients, we have created example documents with suggestions for making reports clear and detailed – a requirement of ARRA funding. Example documents include:

- *Project Work Plan example* – provided only to show relationship between the work plan tasks and the quarterly report (same as Reporting Workshop example);
- *Quarterly Report example* – includes suggestions for detailed reporting;
- *Reimbursement Request example* – notated to show where sub-recipients should connect payment requests to the progress reported in the quarterly report; and
- *FTE Job Estimate Calculator* – provided to help calculate the number of jobs as required by the *ARRA Federal Quarterly Reporting spreadsheet*.