

American Recovery and Reinvestment Act (ARRA)/Clean Water Act Section 604(b) Quarterly Report Cover Page

REPORT PERIOD	January 1, to March 31, 2010
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Is a reimbursement request package for this project being sent by mail? Yes No

Tracking	
State Contract Number ¹	C304896
Application Tracking Number ²	26
ARRA Grant Award Number	2P-97234709-0
Catalog of Federal Domestic Assistance (CFDA) Number	66-454

Report Preparer	
Name	Pumpkin Patch
Street Address	12 Blossom Drive
City, State	Autumn, NY
Zip Code +4	12345-6789
Telephone	899-222-4444
Fax	899-222-9999
E-mail	papatch@yahoo.com

Comment [p1]: New/Different from Work Plan

Comment [p2]: Remember to include the +4. See <http://zip4.usps.com/zip4/welcome.jsp> if you are unsure of this number.

Sub-recipient			
Regional Public Comprehensive Planning Organization or Interstate Organization			
Name	Adirondack Regional Planning Organization		
Federal (IRS) ID#	26-1234567		
D-U-N-S # ³	891234567		
Federal Central Contractor Registration (CCR) ⁴ Identification:			
Congressional District ⁵	NY-26		
	Organization Contact	Project Manager	Fiscal Contact
Name	Apple Tree	Pumpkin Patch	Turkey Gobble
Street Address	12 Blossom Drive	12 Blossom Drive	12 Blossom Drive
City, State	Autumn, NY	Autumn, NY	Autumn, NY
Zip Code +4	12345-6789	12345-6789	12345-6789
Telephone	899-222-3333	899-222-4444	899-222-5555
Fax	899-222-9999	899-222-9999	899-222-9999
E-mail	abtree@yahoo.com	papatch@yahoo.com	tbgobble@yahoo.com

Comment [p3]: At this time, it is not necessary for sub-recipients to go through the Central Contractor Registration (CCR) process and it is acceptable to leave the CCR cell on the quarterly report blank.

¹ Assigned by NYSDEC when contract is approved. This number is listed on the contract.

² Assigned by NYSDEC, this number is found on the Project Summary Fact Sheet.

³ D-U-N-S number is required by ARRA. If your organization does not have a D-U-N-S number, see the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> for directions on how to obtain one.

⁴ CCR is a federal program to register all organizations that do business with the federal government. Registration is NOT required for ARRA reporting, however if your organization does have CCR identification, please enter it. Detailed information is available at <http://www.ccr.gov/FAQ.aspx>.

⁵ List the Congressional District in which the sub-recipient headquarters is located, e.g. NY-26. The district entered here may be different from the district identified as the primary place of performance for your project.

Project Information	
Project Name	Linus County Stormwater Phase II Comprehensive Plans
Project Type ⁶	Phase II Stormwater Planning
Problems Encountered/ How Solved	No problems encountered
Is Project on schedule, if not, why not? ⁷	Project is on schedule
Financial Status ⁸	5% of contract amt. expended

Comment [p4]: New/Different from Work Plan

Comment [p5]: New/Different from Work Plan

Comment [p6]: New/Different from Work Plan
– Added to template 10/30/09.

Project Timing and Costs ⁹	
Start Date	January 1, 2010
End Date	December 31, 2011
Total Project Cost ¹⁰	\$100,000

⁶ Enter one of the following types: TMDL Elements, Green Infrastructure Planning, Phase II Stormwater Planning, or Water Quality Management Planning.

⁷ ARRA projects will not be extended beyond the end date indicated in your contract.

⁸ Enter an estimate of the percent of contract award amount expended. Actual reimbursement requests must be filed by the 21st of the month following the close of a quarter, following the instructions and using the forms found in the Instructions and Forms for Requesting Reimbursement section of the NYS DEC website (www.dec.ny.gov/lands/64514.html).

⁹ Any invoices to be reimbursed must be for services that fall between the start and end dates of the project.

¹⁰ No match required for ARRA 604(b) projects.

**Linus County Stormwater Phase II Comprehensive Plans
Example Quarterly Report for Quarter Ending March 31, 2010**

Project Progress
(add rows as necessary)

Work Plan Task*	Percent Complete	Quarterly Activity	Work Plan Deliverables Completed
1. Develop or obtain a set of principles against which to compare plans and codes.	100%	A. Visited five web sites about Smart Growth B. Visited three web sites about LID C. Spoke with four professionals. D. Prepared and received approval of Master Principles document.	List of contacts and web sites. Copies of sets of principles researched. Master Principles document.
2. Solicit ten (10) municipalities to participate.	50%	A. Contacted 20 municipalities by telephone to request time on town board agenda. B. Scheduled agenda time with 15 municipal boards. C. Prepared presentation. D. Attended six municipal board meetings.	List of municipalities contacted. List of meetings scheduled. Copy of presentation notes. Agendas and attendance lists from municipal board meetings.
3. Collect comprehensive plans and municipal codes to review.	20%	A. Received comprehensive plans and municipal code documents from two municipalities.	List of documents collected. List of documents expected.
4. Conduct Review	0%		
5. Hold follow-up workshop with each municipality.	0%		
6. Prepare Quarterly Reports	13%	A. Document Progress throughout quarter. B. Prepare quarterly report using templates and submit to DEC.	Quarterly Report for quarter ending 3/31/09
7. Prepare Reimbursement Requests	0%	A. Document expenditures throughout quarter.	
8. Final Report	0%		

* List tasks as they are listed in the project work plan.

Comment [p1]: Work Plan Tasks should be the same as the tasks listed in the work plan. All tasks from the work plan should be listed each quarter, so the list of tasks should remain the same on each quarterly report.

Comment [p3]: Quarterly Activities will vary for each quarter and should be connected to the tasks listed in the Related Contract Task columns on the summary pages of the Reimbursement Requests. Adding a key here may be helpful when relating reimbursement tasks to quarterly activities. (e.g. 2-B for Scheduled agenda time with 15 municipal boards.)

Comment [p4]: Deliverables should be physical documents on file with the sub-recipient, or results (outputs) of the listed activities, and should be auditable. Actions associated with creation of deliverables should be listed in the Quarterly Activity column.

Comment [p2]: Percent Complete should be cumulative for the project.

**Linus County Stormwater Phase II Comprehensive Plans
Example Quarterly Report for Quarter Ending June 30, 2010**

Project Progress
(add rows as necessary)

Work Plan Task*	Percent Complete	Quarterly Activity	Work Plan Deliverables Completed
1. Develop or obtain a set of principles against which to compare plans and codes.	100%	No activity – task completed in quarter ending 3/31/10	No new deliverables – task completed in quarter ending 3/31/10
2. Solicit ten (10) municipalities to participate.			
3. Collect comprehensive plans and municipal codes to review.			
4. Conduct Review			
5. Hold follow-up workshop with each municipality.			
6. Prepare Quarterly Reports			
7. Prepare Reimbursement Requests			
8. Final Report			

* List tasks as they are listed in the project work plan.

Comment [p5]: Example progress report for subsequent quarter.

Comment [p6]: Completed tasks should still be shown on subsequent quarterly reports to show a clear trail of how and when the work was done. This should also match up with the project schedule. Any delays should be recorded on the Cover page in the Project Information section.

Contractor (Sub-recipient) Information

For each contractor who is a sub-recipient¹ (not a vendor), please provide the following information. Add rows as necessary.

Contractor/Sub-recipient Name and Primary Place of Performance	D-U-N-S Number	Congressional District	No. of Jobs Created Or Retained ²	Description of Jobs Created or Retained	Highly Compensated Officers Data Required? ³
Foundations, Inc.	777645333	NY-26	.12 FTE	Research and workshop planning professional	no

Comment [p7]: Following the sub-recipient workshop held at the DEC in November 2009, the Federal OMB changed the formula used for reporting jobs created and retained. To assist sub-recipients, we created an FTE Job Calculator based on the OMB formula. If you would like to read the OMB memo (M-10-08) about these changes, it is available at http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf.

¹ A sub-recipient is a non-federal entity that expends federal awards received from another entity to carry out a federal program (in this case, water quality management planning). See page 28.

² **Job Created:** A new position created and filled, or an existing unfilled position that is filled, that is funded by ARRA. **Job Retained:** An existing position that is now funded by ARRA.

³ Highly Compensated officer data -- List the sub-recipient organization's top 5 officers and their compensation if, in the sub-recipient's preceding fiscal year, the sub-recipient received:

- a. 80 per cent or more of its annual gross revenues from Federal contracts (and sub-contracts), loans, grants (and sub-grants), and cooperative agreements; *and*
- b. \$25,000,000 or more in annual gross revenues from Federal contracts (and sub-contracts), loans, grants (and sub-grants), and cooperative agreements; *and*
- c. The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.

If this data is required enter it in the table below.

Highly Compensated Officers

Provide information on top five officers *only if* sub-recipient organization meets the criteria listed above.

Sub-recipient	Officer Name	Title	Compensation
	1.		
	2.		
	3.		
	4.		
	5.		
	1.		
	2.		
	3.		
	4.		
	5.		

FederalReporting Excel Template – Prime Recipient Tab

Project Information				
Project Name or Project/Program Title*		Project Status*		Total Federal Amount ARRA Funds Received/Invoiced*
<p>The project name should be the "Project Title" on the Agency's award document.</p>		<p>Estimation of completeness status of the grant. Select either Less than 50%, More than 50%, or Complete.</p>		<p>Leave this cell blank; NYS DEC will provide this data.</p>
Linus County Stormwater Phase II Comprehensive Plans		Less than 50% completed		
Number of Jobs*		Description of Jobs Created*		
<p>Reported jobs should reflect total hours reported for the quarter, divided by the number of hours in a full time schedule for the quarter (520 hours for a 40 hour work week). To assist sub-recipients, we created an FTE Job Calculator based on OMB's revised calculation requirements from memo M-10-08. For further information, see http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf.</p>		<p>Provide a brief description of the types of jobs funded, including a narrative description of the employment impact of Recovery Act funded work and the approach used to calculate FTEs. Please assess reported jobs numbers in the context of project completion/progress, size of award, expenditures reported, and other macro considerations which might serve as a reasonableness check. Any context for the estimate will assist EPA in its review and analysis.</p>		
0.25		<p>.246 FTE jobs have been funded by this grant for this quarter. One Project Manager at Adirondack Regional Planning Organization and one Environmental Technician at Foundations, Inc. have been retained by ARRA funding. Total FTEs are calculated using guidance from OMB memo M-10-08 and have been calculated for only this quarter, not cumulatively over the life of the project. 65 work hours by ARPO's employees, and 55 work hours by contractual employees (Foundations Inc.), totaling 120 work hours have been charged to ARRA activities approved under ARPO's ARRA work plan. The total number of work hours for one FTE during this quarter is 520 hours (13 x 40 hrs) for ARPO, and 455 hours (13 x 35 hrs) for Contractual Employees. Divide 65 by 520 and the result is .125 for ARPO. Divide 55 by 455 and the result is .121 for Contractual employees. Add .125 to .121 and the result is .246 FTEs.</p>		
Number of characters entered: 892				
Quarterly Activities/Project Description*				
<p>Provide a narrative description of the quarterly activities that will enable the public to understand the nature of the work being performed under the grant, and the progress being made each quarter. If jobs and or expenditures are reported, an informative description of the actual work performed is required.</p>				
<p>The main objective of the project is to encourage consistency of comprehensive plans and municipal codes with low impact development and smart growth principles. The project staff will work with ten municipalities to review their comprehensive plans and municipal codes in light of a prepared set of LID and smart growth principles and then provide direction to the municipalities for improving their plan and code consistency with those principles. For the quarter ending 3/31/10: the set of principles to be used as benchmarks in the analysis has been developed; fifteen initial meetings to present the project and invite participation have been scheduled; six such meetings have been held; two municipalities have agreed to participate and have provided their codes and plans for analysis.</p>				
Number of characters entered: 797				
Activity Code (NAICS or NTEE-NPC)*				
1		2		
2	C06.09	3		
3	Activity Code will be C06.09 for all 604(b) activities per EPA.	4		
4				

FederalReporting Excel Template – Sub Recipients Tab

The screenshot shows the 'Sub Recipients' tab in an Excel spreadsheet. The title bar indicates the file is 'FederalReportingTemplateV1.6 - Grants and Loans with Comments.xlsx'. The ribbon includes 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', and 'Acrobat'. The spreadsheet has columns A through G and rows 1 through 22. Row 1 is a blue header: 'Recipient Report: Grant or Loan' (A-E) and 'Version: 1.6' (F-G). Row 2 is a green header: 'Sub Recipient' (A-G). Row 4 is a blue header: 'Reporting Information' (A-E). Row 5 is a light blue header: 'Award Type*' (A-E). Row 8 is a blue header: 'Award Information' (F-G). Row 9 is a light blue header for a table: 'No.' (A), 'Sub Recipient DUNS Number*' (B), 'Sub Award Number*' (C), 'Sub Recipient Congressional District*' (D), 'Amount of Sub Award*' (E), 'Total Sub Award Funds Disbursed*' (F), and 'Sub Award Date*' (G). Rows 10-22 are data rows for the table. A red callout box with black text is overlaid on the table area, stating: 'The DEC/OSC will provide all necessary information on the Sub Recipients tab before posting on the FederalReporting.gov site.'

No.	Sub Recipient DUNS Number*	Sub Award Number*	Sub Recipient Congressional District*	Amount of Sub Award*	Total Sub Award Funds Disbursed*	Sub Award Date*
1						
2						
3						
4						
5						
6						
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22						

FederalReporting Excel Template – Vendor Tab

1		Recipient Report: Grant or Loan				Version: 1.6	
2		Vendors					
3		Reporting Information					
4		Award Number*					
5							
6							
7							
8		Subaward Number(*)	Vendor DUNS Number(*)	Vendor Name(*)	Vendor HQ ZIP Code+4(*)	Product and Service Description	Payment Amount
9		No.					
10		1	C304896	Green Printing	123454492	Fifteen bound copies of Master Principles document	\$150.00
11		2	<p>Sub Award Number(*) Enter the identifying Award Number or other Identifying Number assigned by the Sub Recipient.</p> <p>(*) This field is only required if the Vendor is the Vendor for a Sub Recipient.</p> <p>55 characters or less.</p>				
12		3					
13		4					
14		5					
15		6					
16		7					
17		8					