

ARRA QUARTERLY TIER 1 REPORT INSTRUCTIONS (FORM ESR-4)

PURPOSE: To provide for Tier 1 recipients of ARRA funds to provide the awarding State Recipient department with the information it requires for quarterly reporting of OMB metrics.

SECTION BY SECTION INSTRUCTIONS: The form has three Sections:

SECTION A – STATE OF VERMONT USE:

- Items 1 through 19 are data that must be obtained at the time the agreement (Contract, sub-grant, or loan) with the Tier 1 recipient is executed. This will change only if the agreement is subsequently amended.
 - Item 20 will be updated quarterly. It must agree with the disbursements according to the department's accounting system and reported in the normal process of expenditure reporting to the department's ARRA federal funding agency.
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SECTION B – TIER 1 RECIPIENT USE (VENDORS ARE NOT REQUIRED TO COMPLETE SEC. B):

- Item 21 is the end date of the reporting period. It will be for a calendar quarter and the appropriate year: mm/dd/yyyy. Please note that the initial “quarterly” reporting date of 9/30/09 must include all ARRA activity from 2/18/09 through 9/30/09.
 - Item 22 is a list of the top 5 officers and their annual salary. In cases where there are less than 5 officers, list only the actual number of officers and their annual salary.
 - Item 23 is the project completion status if the agreement is project-related. It is Not Applicable if the agreement is for the support of ongoing program operations. Note that completion status may not be determined by payments to date. It must reflect non-financial metrics which would be defined in a contract or grants Attachment A.
 - Item 24 & 25 are required only if Items 14 and 15 in Section A are both marked “YES”. Item 24 is the cumulative infrastructure disbursement dollars by funding type and Item 25 is an infrastructure impact narrative.
 - Item 25 is a narrative describing the cumulative employment impact of the agreement. This is necessarily a brief synopsis. The OMB guidance seems daunting, but brevity on the form and an ability to answer follow-up questions is what we expect.
 - Item 27 is to obtain job statistics. A job is retained through ARRA insofar as ARRA pays for it, unless it is a new position in which case the job was created. Divide the cost of pay (not including benefits or payroll taxes) for comparable jobs by the average hourly rate for that type of job and that result by 2080 to obtain the full-time equivalent jobs. This is what the form is set up for the respondent to do.
 - Item 28 must be signed and thereby certified by an authorized agent of the Tier 1 recipient named in Section A, Item 9.
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SECTION C – TIER 1 RECIPIENT USE:

- Item 29 must be signed and thereby authorized and certified by the SOV agency ARRA Activity Manager assigned.
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DISTRIBUTION AND FILING SCHEDULE:

- Section A, Items 1 - 19 are to be completed by the Activity Manager assigned and included as an Attachment to the applicable SOV contract, subgrant or loan for this Tier 1 recipient.
- Quarterly, the SOV Activity Manager assigned will complete Section A, Item 20 and [post – make available – provide] for the Tier 1 Recipient to complete Section B by the date(s) required by ESR.
- Subsequently, the SOV Activity Manager will review, certify and authorize by electronic signature by the date(s) required by OMB.
- The information will then be collected electronically, assembled and reported by the SOV Recipient Department to the Office of Economic Stimulus and Recovery.