

New York State
Division of Housing and Community Renewal

M E M O R A N D U M

To: NYS Weatherization Assistance Program Subgrantees

From: Energy and Rehabilitation Services Bureau

Date: March 1, 2010

Subject: Recovery Act Reporting Requirements , revised

Revised guidance is being provided to Weatherization Assistance Program subgrantees to transmit changes in American Recovery and Reinvestment Act (ARRA) Section 1512 job creation and retention reporting requirements. DHCR has developed the reporting procedures described in this notice to enable subgrantees to provide all required information each quarter, in a standardized format that allows the data to be aggregated for submission to the federal government.

The ARRA 1512 requirements impose a very tight timeframe for reporting. Each subgrantee must submit a report to DHCR by last business day of the quarter that includes all activity through the end of the quarter. For the quarter ending March 31, 2010, please submit your reports no later than close of business, Monday, March 29, 2010. Any hiring that occurs on the following two days must be reported by submitted an amended report.

Please be advised that the requirements for this report have changed since the last quarter's instructions were provided. These changes include:

- **Jobs reporting will now only be based on activity during the current quarter. Count any job created or retained with ARRA funds, but only use hours worked and charged to the ARRA contract during the period from January 1, 2010 through March 31, 2010.**
- **A second important change is in the definition of a job created or retained. Previous guidance required recipients to make a subjective judgment on whether a given job would have existed were it not for the Recovery Act. The updated guidance eliminates this subjective assessment and defines jobs created or retained as those funded in the quarter by the Recovery Act. Jobs funded with non-ARRA funds will not be counted unless they will be reimbursed with WAP ARRA funds. Jobs funded partially with ARRA funds will only be counted based on the proportion funded by the ARRA.**
- **It is no longer necessary to separately report jobs funded with administrative funds. All jobs funded under your WAP ARRA contract must be reported.**

These are significant changes. Please make sure you understand them, and contact us if there are any questions.

A reporting template that has been created for your use in submitting the required job elements is attached. Reports must be submitted by email using this template. Do not submit a printed copy of the report or use any other format.

Subgrantees must provide the following information (numbers correspond to the numbered cells on the reporting template):

1. Reporting quarter (enter end date, e.g., March 31, 2010).
2. Date report submitted to DHCR.
3. Subgrantee contact person for questions about this report.
4. Contact person's e-mail address and phone number.
5. Subgrantee organization (agency) name.
6. Subgrantee's DHCR-assigned four-letter code.
7. Subgrantee DUNS number (All subgrantees must have a DUNS number. If you have not yet obtained a DUNS number you must register by going to <http://fedgov.dnb.com/webform>)
8. A description of the jobs reported in cell 9 that includes titles. Titles must be consistent with Chapter 2 of the PPM and with the information entered in your program budget. Use the comments field if additional space is needed. Please be advised that this information is subject to verification during on-site fiscal reviews.
9. Total cumulative number of jobs created or retained by the subgrantee, based on the formula provided below for calculating full-time equivalents (FTE). Do not include jobs created/retained by subcontractors or vendors in this space – those will be reported below. Only include jobs where labor or administration is charged to the subgrantee's ARRA contract. (For example, do not include jobs that are created/retained solely by vendors of material purchases.) To calculate the FTE for job creation/retention, please complete the following steps:
 - a. Step 1 – determine the number of staff persons that worked in any position funded with ARRA Weatherization Assistance Program (WAP) funds during the period from **January 1, 2010 through March 31, 2010**. Only count employees that were actually on the payroll during this period and whose salary was paid at least partially with ARRA WAP funds.
 - b. Step 2 – determine the total number of hours available to have been worked since **January 1, 2010**, based on the subgrantee's full-time schedule. For example, if the subgrantee's normal work schedule is a 40-hour week, the total number of hours available for the period from **January 1, 2010 through March 31, 2010** is **520 hours**.
 - c. Step 3 - determine the number of hours that each staff person identified in Step 1 actually worked during the period from **January 1, 2010 through March 31, 2010**.
 - d. For each person identified in Step 1, divide the number obtained in Step 3 (hours worked) by the number obtained in Step 2 (hours available), and add the results. This number is the total FTE for ARRA-funded jobs created/retained by the subgrantee and must be entered in cell 9.

10. Enter the number of jobs that were reported in cell 9 that existed on April 1, 2009, using the FTE calculation method described above .
11. Enter the number of jobs that were reported in cell 9 that were created after April 1, 2009, using the FTE calculation method described above. The total of cells 10 and 11 must equal the number reported in cell 9.
12. Enter the names of each vendor (include all subcontractors) that the subgrantee has awarded ARRA funds to where the total amount of ARRA funds paid to the vendor exceeds \$25,000. Spaces are provided for up to six (6) vendors. If additional space is needed, insert rows by “right-clicking” on the row and choosing the “insert” option from the menu that appears. Be sure to add two rows for each additional vendor to allow space for job descriptions.
13. Enter the DUNS number for each vendor listed, if available, and leave cells 16 and 17 blank. If the DUNS number is not available, please complete cells 16 and 17.
14. Enter the amount paid to the vendor to date. Only report vendors where the cumulative expenditure is \$25,000 or more.
15. Enter the address and zip code+4 of each vendor listed where a DUNS number was not available.
16. Enter a description of the product or services provided by each vendor where a DUNS number was not available.
17. Enter the total cumulative number of jobs created or retained by subgrantee vendors (subcontractors) based on the FTE calculation method described in the instructions for cell 9, above. Do not include jobs reported in cell 9. Only include jobs the vendor or subcontractor has funded with WAP ARRA funds.
18. Provide a description of the jobs reported in cell 18 that includes titles. Titles must be consistent with Chapter 2 of the PPM. Any additional description must be brief (50 words or less). Only include jobs where subcontract labor is charged to the subgrantee’s ARRA contract. For example, do not include jobs that are created/retrained solely by material purchases.

Job creation/retention reports for the quarter must be submitted to the DHCR reporting unit at weatherization@nysdhcr.gov by the last day of each quarter (by March 29 for the current quarter), with a copy submitted to your regional office representative. Do not include anticipated hires when reporting jobs. Jobs reported must be based on actual hires where the employee has begun work and must only include jobs that are funded with DHCR Weatherization Assistance Program ARRA funds. Do not include that portion of a job that is funded with “regular” Weatherization funds, or by any other source of state or federal funding.

Questions related to this requirement should be directed to your DHCR regional office representative.

cc: DHCR Regional Offices