



New Jersey Environmental Infrastructure Financing Program  
American Recovery and Reinvestment Act of 2009



Reporting Form

Part 1: Instructions

**Purpose of this form:** To collect information required under the American Recovery and Reinvestment Act of 2009 (ARRA), Section 1512.

**What information is reported in this form?** Information pertaining to the Borrower, project(s), contract(s), contractor(s), and jobs created and retained.

**Who is required to submit this form?** The loan recipient, hereafter "Borrower" of any New Jersey Environmental Infrastructure Financing Program ARRA loan.

**When is this form to be submitted?** Parts 2, 3, and 4 must be completed and submitted at time of loan closing and resubmitted quarterly if there are any updates. Upon commencement of construction, Part 5 must be submitted quarterly until completion of the last contract (as found in Part 3).

**What happens if the form is not timely submitted?** The Program will not disburse loan proceeds to the Borrower.

**Where this form should be submitted.** For Clean Water projects this form is to be submitted to: CWARRA@dep.state.nj.us; and for Drinking Water projects this form is to be submitted to: DWARRA@dep.state.nj.us.

**Will electronic versions of this form be accepted?** Yes, provided the electronic copy contains the signatures required by this document.

**Questions regarding proper completion of this form?** Call Victoria Jenkins at (609) 292-3859 or email her at victoria.jenkins@dep.state.nj.us.

Part 2: Borrower / Loan Information:

Borrower Name:	_____
Borrower County:	_____
Borrower's Name as listed in CCR (www.ccr.gov)	_____
DUNS Number of Borrower	_____
Borrower 9-digit zip code	_____ - _____
NJEIFP Loan Project Number:	_____
Project Name:	_____
Congressional District(s) benefitting from Project	List primary district first: _____

Project Number \_\_\_\_\_  
 Borrower Name \_\_\_\_\_

Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Physical address where largest portion of work will be performed – include 9 digit zip code \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(check one column per question) **YES** **NO**

Did the Borrower receive over 80% of its revenue from Federal awards last year?

Did the Borrower receive over \$25 million in Federal awards last year?

Does the public not have access to executive compensation information via Securities and Exchange Commission or IRS reports?

**If all three questions are answered "YES" above, then enter the full name and total compensation for the five highest paid individuals:**

<u>Officer Name</u>	<u>Officer Compensation</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

**Part 3. Contract Information:**

Number of Contracts for project \_\_\_\_\_  
 Last Construction Contract Executed \_\_\_\_\_ (enter actual date)  
 First Contract Started \_\_\_\_\_ (enter actual date)  
 Last Contract Completed \_\_\_\_\_ (enter actual date)

**Part 4. Contractor Information:**

	9 digit DUNS Number	or	Contractor name & Zip (9-digit)
Contractor 1			
Contractor 2			
Contractor 3			
Contractor 4			
Contractor 5			
Contractor 6			
Contractor 7			
Contractor 8			
Contractor 9			
Contractor 10			
Contractor 11			
Contractor 12			

(enter prime contractor's 9 digit DUNS number or enter the prime Contractor's name along with their headquarter's nine digit Zip code)



## Part 6. Notes for Completion of Part 5

### Quarterly FTEs

Enter the number of jobs expressed as full-time equivalents (FTEs) that were created or retained in New Jersey, in this calendar quarter, for the entire project (not just ARRA Funding). 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 one [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.**

### Describe Employment Impact for the Current Quarter

Provide a narrative description of the employment impact of work done by created/retained jobs. This narrative should be cumulative to date and must be updated for each calendar quarter and at a minimum, address the impact on the primary contractor's workforce, and the impact on the workforces of subcontractors. At a minimum, the following should be entered for the project quarter:

Project Number \_\_\_\_\_  
Borrower Name \_\_\_\_\_

(1) A brief description of the types of jobs created/retained in the United States and outlying areas. This can be reported in terms of broad labor categories, such as "Wastewater Utility Construction."

(2) A brief description of the types of jobs created and retained in New Jersey.