

TJPA ARRA JOBS REPORT INSTRUCTIONS

NOTE: These instructions apply to the ARRA Jobs Report form, the latest version of which is available at: <http://transbaycenter.org/tjpa/doing-business-with-the-tjpa>

Purpose of this form: To collect information required under the American Recovery and Reinvestment Act of 2009 (ARRA), Section 1512. Jobs information will be compiled by the TJPA and reported to the Federal government each quarter. This information will be publicly posted, in accordance with ARRA.

Who is required to submit this form? TJPA consultants, contractors, and vendors whose contracts or purchase orders are funded with an ARRA grant. TJPA staff will contact those consultants, contractors and vendors that are required to complete this form.

When is this form to be submitted? This form must be completed and submitted within 10 calendar days after the end of every month until notified by the TJPA that the form is no longer required. *Note that it will be greatly appreciated if forms can be submitted by the 9th calendar day in the following months: January (for December), April (for March), July (for June), and October (for September).*

What happens if the form is not timely submitted? The TJPA may be found in non-compliance with Section 1512 of ARRA. Non-compliance may result in the loss of funds to the project.

Where should the form be submitted? This form is to be submitted to Sara Gigliotti, TJPA Contracts Compliance Manager at sgigliotti@transbaycenter.org, with a copy to the TJPA's designated Project Manager. *Do not submit the form with monthly invoices.*

Will electronic versions of this form be accepted? Yes.

What if incorrect information was provided? If information previously reported is incorrect, or if previously reported information was an estimate and exact amounts are now available, please submit a corrected report (noting that it is a correction) no later than the 13th calendar day after the end of the report month.

Questions regarding proper completion of this form? Contact Sara Gigliotti at (415) 597-4620 or sgigliotti@transbaycenter.org.

Instructions for Completion of Form

BOX 1. Report Month: The month and year covered by the report.

BOX 2. Contract or Purchase Order Number: The number assigned by the TJPA to the consultant's contract or purchase order under which the reported work was performed. If a consultant has more than one contract with the TJPA funded by ARRA, a separate Jobs Report Form should be completed for each contract.

BOX 3. Corresponding Invoice Number(s) and Amount: Provide the invoice number or numbers that corresponds to the work covered in this report, *if known by the due date of the report, as well as the amount. If the amount to be invoiced for the report month is not known by the report due date, please provide an estimate (see above for information on correcting estimates).*

BOX 4. Contractor name and address: The name and address of the prime contracting or consulting firm.

BOX 5. Contractor DUNS number: The unique nine-digit number issued by Dun & Bradstreet. Followed by the optional 4 digit DUNS Plus number. *A DUNS number is not required if the corporate headquarters zip code+4 is provided.*

BOX 6. Employment data: The prime contractor or consultant will report the direct, on-the-project hours worked for their workforce and the workforce of their sub-contractors active during the reporting month. All direct labor associated with the ARRA project such as design, construction, and inspection should be included. These jobs include employees actively engaged in projects who work on the jobsite, in the project office, in the home office or telework from a home or other alternative office location. This also includes any engineering personnel, inspectors, sampling and testing technicians, and lab technicians performing work directly in support of the ARRA funded project. This does not include commercial material suppliers such as steel, culverts, guardrail, and tool suppliers. Indirect support staff (such as accountants or human resources personnel) captured in a firm's overhead rate should not be included on this form.

The report should not include estimated indirect labor, such as material production or estimated macro-economic impacts. The Federal agencies will be estimating all indirect labor based on the information provided in this form along with other data.

The form requests specifically:

- a. **Subcontractor name:** The name of each subcontractor or sub-consultant that was active on the project for the reporting month.
- b. **Hours:** The total hours worked on the TJPA project for all subcontractor's or subconsultant's employees for the reporting month, and the total hours worked on the TJPA project for all active subcontractors' employees that month. Total field at bottom will be automatically calculated and reported as a whole number.

BOX 7. Prepared by:

- a. **Name:** Indicate the person responsible for preparation of the form. By completing the form the person certifies that they are knowledgeable of the hours worked and employment status for all the employees. Contractors, consultants, and their subs are responsible to maintain data to support the employment form and make it available to the TJPA should they request supporting materials.
- b. **Title:** Job title of person who prepared the form.
- c. **Date:** The date that the contractor completed the employment form.

Additional Q & A

How will indirect jobs be estimated?

The Federal agencies will estimate indirect jobs. Project job information should not estimate indirect jobs.

How should overtime be reported?

Do not report overtime any differently than other hours of work.

How should employment on split funded jobs be reported?

Report **all** jobs on any project receiving ARRA funds for the full duration of the project. Any adjustments to jobs required due to split-funding will be made by the TJPA to accurately and consistently report those jobs associated with the ARRA funds. *If reporting only ARRA-funded jobs for split-funded work, please ensure that this is clear in the report.*

Are non-construction jobs also reported?

Report **all** jobs paid by ARRA funds. This includes consulting, surveyors, etc.