

ARRA Reporting Guidelines for Principal Investigators

Quarterly ARRA reports are accepted ONLY via email; hard copies received by fax or mail will not be processed. If you have any questions, please contact your designated Project Administrator.

Quarterly Activities/Project Description (2,000 characters or less)

A description of the overall purpose and expected outputs and outcomes or results of the award and first-tier Subaward(s), including significant deliverables and, if appropriate, units of measure.

For an award that funds multiple projects such as a formula block grant, the purpose and outcomes or results may be stated in broad terms.

Project Status (drop-down menu selection)

Evaluation of completion status of the project, activity, or federally awarded contract action funded by the Recovery Act. The status of the work that has been completed. This evaluation should be based on performance progress reports and other relevant non-financial performance information. Valid project statuses are:

- Not started
- Less than 50% completed
- Completed 50% or more
- Fully completed

Number of Jobs Retained and/or Created (10 numerical characters or less)

An estimate of the number of jobs created and jobs retained in the United States and outlying areas.

At a minimum, this estimate shall include any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects, activities, or federally awarded contracts managed directly by the recipient.

The number shall be expressed as "full-time equivalent" (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the recipient. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter.

A job cannot be reported as both created and retained.

As used in this instruction, United States means the 50 States and the District of Columbia, and outlying areas means—

- (1) Commonwealths
 - (i) Puerto Rico
 - (ii) The Northern Mariana Islands
- (2) Territories
 - (i) American Samoa
 - (ii) Guam
 - (iii) U.S. Virgin Islands

(3) Minor outlying islands

- (i) Baker Island
- (ii) Howland Island
- (iii) Jarvis Island
- (iv) Johnston Atoll
- (v) Kingman Reef
- (vi) Midway Islands
- (vii) Navassa Island
- (viii) Palmyra Atoll
- (ix) Wake Atoll

Description of Jobs Retained and/or Created (4,000 characters or less)

A narrative description of the employment impact of the Recovery Act funded work. This narrative is cumulative for each calendar quarter and at a minimum, will address the impact on the recipient's workforce.

At a minimum, provide a brief description of the types of jobs created and jobs retained in the United States and outlying areas. "Jobs or positions created" means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding. "Jobs or positions retained" means those previously existing filled positions that are retained as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.

Primary Place of Performance (POP) (2 numerical characters)

The physical location of the primary place of performance.

Following are the most common congressional districts for TAMRF projects:

College Station	17 th
Corpus Christi	27 th
Dallas	30 th
Galveston	09 th
Houston	25 th
Kingsville	27 th
Temple	31 st

Your congressional district can be found at <http://www.congress.org/congressorg/home/>. Enter the POP zip code under "My Elected Officials"; the district number is indicated beside the Representative's name under the "President and Congress" column.