

3.12 Updating Prior Quarter Jobs Information - Due before March 1, 2010
Wednesday, February 10, 2010

Good Morning,

On December 18, 2009 the federal Office of Management and Budget issued [new guidance](#) modifying the way ARRA Programs should calculate their jobs numbers (see Clarification of Federal ARRA Guidance emailed Tuesday, December 22, 2009). As part of this guidance, the number of jobs reported are now required to be quarterly full-time equivalents. Since this change occurred just before the January reporting period the Recovery Board has allowed prime recipients to modify their job creation information following this January reporting period.

In order to accurately capture the jobs activity for ARRA programs from October 1 through December 31, 2009, the ARRA Reporting Team has set up [a Jobs Form in the ARRA Hub](#) to collect the updated jobs information for your ARRA program. In the form you will be asked to provide information surrounding three areas of interest for **each ARRA program** that was reported in the January submission. Those areas of interest include:

1. The number of jobs your originally submitted in January and the new number using the new OMB guidance.
2. The original Description of Jobs Created / Retained from January and the updated description using the new methodology
3. A description the plan your agency took to implement the new methodology for this update and for the upcoming reports.

Once you have completed this information you will be asked to certify the accuracy of the information so the ARRA Reporting Team can make the changes in the FederalReporting.gov site.

Even if you have submitted your jobs information using the new methodology or you do not have any jobs to report, you are still required to complete the Jobs Form. This information needs to be submitted **in the ARRA Hub before March 1, 2010 at 5 pm.**

Link: [Job Form](#)

Path: At the top of the ARRA Hub click: [ARRA Programs](#) à under the Important Links tab is the [Fill out Jobs Form](#) link.

If you have any questions, please contact your OBM ARRA Liaison or ARRA.Support@obm.state.oh.us.

Sincerely,

The ARRA Reporting Team

ARRA Executive Sponsors; Ohio ARRA Team