



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

SEP 24 2009

**MEMORANDUM**

OFFICE OF WATER

**Subject:** Instructions for How States Are To Report State Revolving Fund Data Required under Section 1512 of the American Recovery and Reinvestment Act (ARRA )

**From:** Cynthia C. Dougherty, Director  
Office of Groundwater and Drinking Water (4601M)

James A. Hanlon, Director  
Office of Wastewater Management (4201M)

**To:** Water Management Division Directors  
Regions I – X

This memorandum is to clarify the process for states to report State Revolving Fund (SRF) data to the Office of Management and Budget (OMB) for American Recovery and Reinvestment Act of 2009 (ARRA) activities. This supplements guidance issued July 1, 2009, and is based on an agreement between the SRF programs and the Office of Management and Budget (OMB) on acceptable reporting processes.

**Requirements**

All ARRA recipients must submit reports on the use of those funds to OMB, as required by Section 1512 of ARRA. The required data elements must be reported to OMB via the website [FederalReporting.gov](http://FederalReporting.gov) quarterly no later than ten days after the end of the calendar quarter, beginning October 1, 2009 through October 10<sup>th</sup>, 2009.

**Steps**

State SRF programs have the option to report the Section 1512 data by using the existing program reporting mechanisms – the Clean Water Benefits Reporting (CBR) system for the CWSRF and the Project Benefits Reporting (PBR) system for the DWSRF – and then providing the information to [FederalReporting.gov](http://FederalReporting.gov) via file transfer. To facilitate reporting to OMB, CBR and PBR will generate a spreadsheet that is populated with the data states have entered into the systems. The populated fields match the required fields for OMB reporting in [FederalReporting.gov](http://FederalReporting.gov). **States will need to submit the populated spreadsheet to OMB. CBR/PBR will not submit the spreadsheet to OMB automatically.** To submit the Section 1512 spreadsheet to OMB, the State SRF programs may either:

- 1) log into [www.FederalReporting.gov](http://www.FederalReporting.gov) and submit the spreadsheet directly or
- 2) provide the spreadsheet to an intermediate state contact, as determined by the state, who will submit the data on behalf of the SRF program. (This may occur when the state has identified a central reporting point for all ARRA 1512 reporting by the state.)

States need to remember to register with [FederalReporting.gov](http://FederalReporting.gov) if they have not already done so. Information on registering is available on the website. If a state is using one central point for reporting, the state needs to register only once.

If you have any questions concerning ARRA reporting for the SRF programs you may contact us, or have your staff or states contact George Ames, Chief, State Revolving Fund Branch, Municipal Support Division, at (202) 564-0661, or Charles Job, Chief, Infrastructure Branch, Drinking Water Protection Division, at (202) 564-3941.

cc:

- Steve Brown, ECOS
- Rick Farrell, CIFA
- Linda Eichmiller, ASIWPCA
- Jim Taft, ASDWA
- Todd Dabolt, OW/EPA