

GPRA DATA COLLECTION INSTRUCTIONS
PUBLIC WORKS, ECONOMIC ADJUSTMENT INFRASTRUCTURE, REVOLVING LOAN FUNDS

Regional personnel will complete the following information prior to sending the form to the Investment Recipient. The recipient will update or complete the following as necessary. If there is not sufficient space on the data collection form, you may use additional pages with the EDA project number, date of award, and reporting period at the top of each page.

1. **Recipient Name:** Legal name of the Recipient.
2. **Full Address:** Physical address of the Recipient including city, state and zip. Include mailing address if different.
3. **Authorized Contact:** Person to contact regarding this report. Include the telephone number, if different from Recipient.
4. **Telephone:** Telephone number, including area code. **Fax:** Facsimile number, including area code.
5. **E-mail Address:** Internet address of authorized contact using the following format, (name@organization.com).
6. **EDA Investment:** Identify type of program.
7. **Project Number:** As reflected in OPCS.
8. **Award Date and Close-out Date:** As reflected in OPCS.
9. **Description of Investment:** As stated in "Long Description" in OPCS.
10. **Investment awarded:** Identify federal fiscal year of award.
11. **Data for this report:** Identify the reporting period: project close-out, six years or nine years from award.
12. **Community Distress at investment:** As stated in OPCS.
13. **Direct Project Capital Investment:**

Total Project dollars: Total of EDA investment, applicant (local and state) dollars, private dollars, other federal dollars as in OPCS.

EDA Investment: As in OPCS at time of award for this project number

Applicant dollars: Include local and state funds. Local public sources such as city or county appropriations, general obligation/ revenue bond issues, and economic development sales taxes. CDBG funds to entitlement cities are authorized for use as local shares. State sources are state appropriations or CDBG funds to the state. If other State resources are available, indicate here and include comment.

Private dollars: Private sector investors, employers and other private sector sources such as the local financing institutions, and private donors, including plant and equipment investments.

Other Federal dollars: Federal sources, such as HUD, Agriculture, or Transportation funds.

The Recipient will complete the following:

14. **Direct Project Jobs:** (at time of report)

Total Jobs: Total of anticipated jobs created and retained over the next nine years.

Jobs Created: Private sector jobs created by businesses and other project beneficiaries as a result of the EDA project. In tallying direct jobs, only *permanent* and *direct* jobs may be counted. Part-time jobs should be converted to full-time equivalents (sum the total part-time hours worked per week and divide by the hourly work week for full-time employees, normally 35-40 hours).

Jobs Retained: Jobs retained by project beneficiaries as a result of the EDA project.

Direct Jobs: Include those created or retained by employers located at the project site or by firms that require services of the EDA-funded facility in order to locate, expand or operate in the project area. Recipients should report other direct or *directly-related* jobs, including subsequent employers that locate or expand in the project area as a result of the project. For some projects (e.g., roads, water and sewer lines), direct jobs may include those created by firms that were not originally anticipated as part of the project; however the firms required the facility or service provided by the EDA project in order to locate or expand in the area.

15. **Indirect Capital Investment:** Related to the additional businesses or business activities resulting from EDA's direct investment. Include investments by firms using residual capacity of EDA-financed infrastructure (i.e., water or sewer services). Indirect capital investment and jobs are related to additional businesses or business activities resulting from EDA's direct investment or grant.
16. **Indirect Jobs:** Spin-off jobs created or retained within the local labor market area around the EDA project through increased employment by local suppliers, and increased commercial or retail jobs due to increased wages generated by direct jobs.
17. **Photograph:** Provide a photograph of the project and/or business activity assisted by the project.
18. **Record retention:** Recipients must retain supporting performance documentation for a minimum of three years.
19. **For RLF reporting:** Actual Created Jobs are the result of and attributable to the RLF loan, and have been verified by the borrower. Created jobs may be credited if the jobs were created within five years of loan disbursement or, if construction is involved, within five years after construction completion regardless of the status of the loan. A created job must be removed if the job fails to last 18 months. For loans paid in full, borrowers may use the job data on file provided there is confidence in the reliability of the data. If there is a question on reliability, the data should be verified by the next annual reporting period. Retained Jobs are existing jobs where it can be documented that without the RLF assistance, the jobs would have been lost.
20. **Special Provision for RLF Recapitalization:** For GPRA purposes, private investment and jobs reported in years three, six and nine (3, 6 and 9) following award of an RLF recapitalization should be reported from the date of the recap, not from the date of the initial RLF award. For example, if the RLF was initially awarded in 1995 and received a recapitalization award in 1999, only those jobs and private sector investments dollars generated from 1999 to the end of the appropriate reporting period should be reported.

Burden Statement: Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number 0610-0098 Expires 06/30/2005. The public reporting burden for this collection is estimated to average 10 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Economic Development Administration, Herbert C. Hoover Building, Washington, DC, 20230, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.