

**GPRA Data Collection Instructions**  
**Public Works, and Economic Adjustment Infrastructure and Revolving Loan Fund Investments**

**EDA regional personnel will complete the following information prior to sending the form to the Investment Recipient.** 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.

**Recipient Name:** Legal name of the Recipient.

**Full Address:** Physical address of the Recipient including city, state and zip. Include mailing address if different.

**Authorized Contact:** Person to contact regarding this report. Include the telephone number, if different from Recipient.

**Telephone:** Telephone number, including area code. **Fax:** Facsimile number, including area code.

**E-mail Address:** Internet address of authorized contact using the following format, (name@organization.com).

**Investment Program:** Check to indicate appropriate EDA investment program.

**Project Number:** as reflected on the CD-450 and/or CD-451 Notification of Grant Award

**Award Date:** DEC as reflected on the CD-450 and/or CD-451 Notification of Grant Award

**Investment awarded:** Identify federal fiscal year of award.

**Data for this report:** Check to identify the reporting period: three, six, or nine years after investment award date (DEC date in OPCS).

**Construction or Loan Funding:**

**Total Project dollars:** Total of EDA investment, applicant (local and state) dollars, private dollars, other federal dollars used in project construction or loan fund capitalization.

**EDA Investment:** At time of award for this project number or most current value.

**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.

**Private dollars:** Private sector dollars invested in project construction or loan fund capitalization, including donations, foundation grants, contributions from local financial institutions, and private donors.

**Other Federal dollars:** Federal sources, such as HUD, Agriculture, or Transportation funds not reported in Applicant dollars section.

**Recipient Section Instructions**

**Private Investment Generated as a result of the EDA investment.**

The total private sector investment made because of the EDA investment, including investments in new plant and equipment. Do not report private sector contributions to project construction or loan fund capitalization reported above in this section.

**Direct Project Jobs:**

**Total Jobs:** Total of jobs created and retained at the time of this report.

**Jobs Generally:** 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 Created:** Private sector jobs created by businesses and other project beneficiaries as a result of the EDA project.

**Jobs Retained:** Private sector jobs retained 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.

**Record retention:** Recipients must retain supporting performance documentation for a minimum of three years.

**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.

**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.

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**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 09/30/2011. The public reporting burden for this collection is estimated to average 8 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.

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