

**Norcross, Frank**

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**From:** Mark Whitmer [mwhitmer@cscdcaa.org]  
**Sent:** Thursday, February 04, 2010 5:48 PM  
**To:** Norcross, Frank  
**Cc:** David Bradley; acaaa@aristotle.net  
**Subject:** Reporting comments  
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I would like to comment on the ARRA Weatherization reporting.

We are Crawford-Sebastian Community Development Council, Inc. located in Fort Smith Arkansas. we received 1.6 million dollars in ARRA Weatherization funds to produce 233 units.

1. Between our small business contractors and agency staff it takes 42-45 hours a month to gather and enter the information needed for the 1512 reports. I will break down the hours later.
2. The State of Arkansas wants the agency reports to be in their office by the 5<sup>th</sup> of the month. This puts a strain on all that contribute to get accurate data. If the 5<sup>th</sup> falls on a Sunday then we only have until the 3<sup>rd</sup> to finalize the report for submission. I would like to see more time given to the agencies to get the reports to the State office.
3. Our small business contractors each spend 6 hours a month preparing the certified payroll records that the hours worked on ARRA WX jobs is pulled from for the report. We have 6 contractors that input to the report. It takes agency staff 4 hours a month to gather the hourly information from the certified payroll that is put on the reports. It takes agency financial staff 2.5 hours a month to pull all payments made to vendors that are placed on the reports. Once all information is gathered and sorted the actual time to enter the information on the 1512 is 1 hour.

We have 3 of the 1512's to complete a month for different programs. Each is basically the same information needed to be entered. One issue is the monthly changes that seem to be made to the reports. When a change is made we sometimes have to go back to the previous month to make the changes.

Thank you for the opportunity to voice my opinion.

Mark Whitmer,

Executive Director

C-SCDC

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