

The Saginaw County Community Action Agency is the sub-grantee of Weatherization Assistance Program Dollars for the State of Michigan, County of Saginaw. During the three year process our Agency will use \$5,500,000.00 in ARRA funding to help weatherize 793 homes.

Currently the time used to complete the DOE, MPSC, and LIHEAP reports per month is approximately 4 hours. This is assuming that they are completed by the current staff that is familiar with the weatherization program and ongoing reporting requirements. Completing the new reports for “creation and retention of jobs” funded by ARRA takes yet another 30 minutes which averages out to approximately 6 hours per year. Now assuming this report takes the same amount of time for each Agency, it amounts to approximately 192 hours per year across the state to complete one report.

The quarterly Recovery.gov reports take our Agency approximately 4 hours to complete each quarter, or 16 hours per year. That added with all other reporting forms, our Agency spends approximately 70 hours per year on monthly reports for funding sources. This means nearly two work weeks of every year is spent completing reports, with very similar data, but requested by different funding sources.

Lastly, the new reports on contractors and employees is expected to take approximately 6 hours per month to complete, due in large part of the complexity and transfer of data from the 347 certified payroll forms along with making sure that data is not duplicated. This data is already submitted on the certified payroll forms, submitted weekly by Agencies to Department of Labor. *The quarterly reports are estimated to take another 6 hours to complete, which are due the same time as the monthly reports. This report alone will bring an estimated 96 hours of work every year for the Agency in reporting and a grand total of 166 hours per year (48 hrs for MPSC, DOE and LIHEAP + 6 hours for creation and jobs retention+16 hrs recovery.com + 72 hrs monthly contractors and employees+ 24 hrs quarterly contractors and employees).* This means that more than a month of salaries (166 hours) is used for reporting. This number will increase as other staff are brought into the calculations or are new to the program.

The Saginaw County Community Action Committee feels the time spent on reporting could be better served with Program activities, such as production, client education, and public relations. Quarterly reports will provide accurate data that would reflect ARRA dollars at work. Reporting the same items monthly and quarterly does cause concern for effective and efficient time management. The entire Network would benefit from the elimination of duplicate reports. Simplified reports would leave more time to achieve our Program goals.