0000102726

ORIGINAL

Mount Tipton Water Co, inc.

P.O. Box 38
15996 Ironwood Drive,
Dolan Springs, AZ 86441
928-767-3713 Fax: 928-767-3053

September 9th, 2009

Docket Control Center
ACC
1200 West Washington St.
Phoenix, AZ 85007

W-02105A-09-0145

Regarding: Decision # 71166
ARRA Requirements

Mt. Tipton Water Company would like to update the ACC on our compliance requirement regarding ARRA.

Mt. Tipton Water Company Board of Directors President John Janik, along with our Business Administrator Charlotte Cleveland attended the meeting held in Flagstaff presented by WIFA. This meeting was held July 28th and was conducted by Michael Janiga and Bill Dayton from the Office of Inspector General. This meeting was a 3 hour meeting pertaining to the requirements of the ARRA.

We have also spoken with Veronica Rivera at WIFA regarding the requirements and we feel that we are aware of what is required.

I have also included an attachment of the date and time this meeting was scheduled.

If you should have any further questions please do not hesitate to contact me.

Thank you very much.

Charlotte Cleveland

Charlotte Cleveland
Business Administrator
Mt. Tipton Water Company

Janice K. Brewer
Governor

Benjamin H. Grumbles
Chairman

WIFA

Water Infrastructure Finance Authority of Arizona

Judy Navarrete
Executive Director

July 1, 2009

Dear: Utility Owners/Operators/ARRA recipients

We would like to inform you that Michael Janiga and Bill Dayton from the Office of the Inspector General, United States Environmental Protection Agency (EPA) will be hosting three seminars across the state of Arizona to provide guidance to the American Recovery and Reinvestment Act of 2009 (ARRA) recipients.

WIFA strongly suggests that anyone who administers projects pursuant to ARRA plan to attend.

Flagstaff attended by John Daniel & Charlotte Dunlap
Arizona Department of Environmental Quality/Northern Regional Office
Meeting Room **Tuesday, July 28th 1-4 pm**
1801 W. Route 66, Suite 117. Flagstaff, AZ 86001
Contact: Sybil Smith (928) 779-0313

Phoenix
Arizona Department of Environmental Quality
2nd Floor-Room 250 **Wednesday, July 29th 12-4 pm**
1110 West Washington Street. Phoenix, AZ 85007
Contact: Ruby Hernandez (602) 364-1310

Tucson
Arizona Department of Environmental Quality/Southern Regional Office
5th Floor-Room 518 **Thursday, July 30th 12-3 pm**
400 W. Congress Street. Tucson, AZ 85701
Contact: Gloria Munoz (480) 628-3800

If you have any questions, please contact Veronica Rivera, Communications Director at 602-364-1236 or at vrivera@azwifa.gov

Sincerely,

Judy Navarrete
Judy Navarrete
Executive Director

Data Definitions for ARRA Reporting

August 6, 2009

To enter ARRA funded project information, you must first add a project and then select a Borrower (Assistance Recipient) on the Main form. You will then check the box indicating that the project will receive ARRA funding and then press the "Edit ARRA Project Information" button in order to pop up the ARRA Project Information form. You do not need to complete all of the loan information before accessing the form, however the information should be completed as soon as it is known.

State-level ARRA information (state contracts, state grant information, state set-aside spending) will be reported using the ARRA State Information link.

Warning: It is important to know that if you change the Borrower (Assistance Recipient) once it has been entered and you have begun filling in the ARRA Project Information form, you will need to complete the "Recipient Identifying Information for ARRA" section on the ARRA form for the newly selected Borrower.

ARRA and Other SRF Funding (Planned/Actual)

Report cumulative dollars that are committed to this assistance. Update the dollars as needed based on any changes to the commitment over time. Do not report disbursed dollars; they will be reported separately within the ARRA Quarterly Reporting section. Use the "ARRA Funding" column to report ARRA funding only. Use the "Other SRF" and "Total SRF" columns to reconcile between ARRA funding and non-ARRA funding coming from the SRF.

Total SRF Assistance – ARRA Funding
Report the cumulative total dollar amount of ARRA funding for this infrastructure investment.

Federal Share of Assistance – ARRA Funding
This field will be automatically populated from the field above.

Federal Share of Assistance – Other SRF Funding
Enter the cumulative dollars of other SRF Funding that will come from other Federal SRF sources (non-ARRA).

Additional Subsidy Provided – ARRA Funding
Check if any principal subsidy will be provided for the ARRA funding. Checking the box will open up data entry boxes to enter the amount of subsidy.

Grant Amount – ARRA Funding
Enter the cumulative dollar amount of the ARRA funding that will be provided to the assistance recipient in the form of a grant at the time of disbursement. Do not double count grant amounts with negative interest subsidy or principal forgiven.

Negative Interest Subsidy – ARRA Funding
Enter the cumulative dollar amount of negative interest subsidy that will be provided over the entire life of the loan. Do not double count negative interest subsidy with grant amounts or principal forgiven.

Principal Forgiven – ARRA Funding

Enter the cumulative dollar amount of principal that you plan to forgive over the entire life of the loan. Do not double count principal forgiven with negative interest subsidy or grant amounts.

Loan Amount that will be Repaid – ARRA Funding
Confirm that this calculated field is the cumulative dollar amount of ARRA Principal funding that will be repaid. Adjust entries above to ensure that this calculated field is correct. This entry should never be less than $0.

Positive Interest Rate Charged – ARRA Funding
If a positive interest rate will be charged on any ARRA funds to be repaid, enter the percentage. Otherwise enter 0%.

Assistance Amounts are Final – ARRA Funding
Check this box only when the dollar amounts entered above are final and not anticipated to change.

Total Project Funding (Planned/Actual)
Report the actual amounts of funding for the entire project.

Total SRF Funding
This dollar amount is automatically populated to reflect the amount found in the "Total SRF Funding" entry box in the "ARRA and Other SRF Funding" section. It is the cumulative amount of Total SRF Assistance from both ARRA Funding and Other SRF Funding.

Non-SRF – Federal Funding
Enter the cumulative dollar amount of Federal funding from non-SRF Funding sources (i.e. special appropriation grants, other non-SRF EPA grants, rural development loans/grants, etc.). This amount may be zero.

Non-SRF – Other Funding
Enter the cumulative dollar amount of funding from other non-SRF Funding sources, besides Federal assistance (i.e. all other non-Federal funding that is outside the SRF including local funding, state loans/grants, and debt financing not supported by the SRF). This amount may be zero.

Total Project Cost – Entire Project
This dollar amount is the sum of Total SRF Funding, non-SRF - Federal Funding, and non-SRF - Other Funding. The amount shown should reflect the total dollar amount you understand to be the entire cost of the project.

Project Dates (actual dates only)
As soon as any of the following key dates occur they should be entered for this ARRA funded activity. Do not enter anticipated dates and then revise them. A blank entry means that the event has not occurred. Once a date is entered it should not change because it is an actual date.

Funding Agreement Executed
The date should reflect the actual date of the full execution of the funding agreement. If the ARRA funding is covered under a separate agreement that is different than an agreement for the Non-ARRA SRF funding and the agreement dates are different, update this date to reflect the ARRA agreement date.

Project/Grant Period
Enter the authorized funding period in months. If the funding does not have a fixed period (no ending date) then leave the entry blank.

Last Construction Contract Executed (Under Contract Date)
Enter the actual date that the last construction contract funded from this ARRA assistance is fully executed. If the ARRA funding is not funding construction, this date should reflect the date of the last contract being funded. The "Last Contract Executed" date is requested to ensure that a date is only entered once all ARRA funded contracts are executed.

Construction Start Date (First Contract Started)
Enter the actual date that the first contract funded by this ARRA assistance started. This date may

precede the date that the last construction contract is executed. A contract is deemed started when a notice to proceed is issued.

Construction Completed Date (Last Contract Completed)
Enter the actual date that the last contract funded by this ARRA assistance is completed. This date should not be before the date that the contract started. For projects receiving funding from ARRA and other sources of funds, the entire project may not be complete at the time the ARRA funded portion of the project is complete. The "Construction Completed Date" is requested to ensure that a date is only entered once all ARRA funded contracts have been completed.

ARRA Disbursements Completed
Check this box once all ARRA funds for this assistance agreement have been disbursed. Rows for quarterly reporting will continue to be added for each quarter until you check the box.

Project Location

The physical location of the primary place of performance for the ARRA funded activity. If the project location spans a large geographic area, such as an interceptor or collection system project, enter the location that best represents the center of the project. Do not enter multiple cities, states, counties, or congressional districts.

Address Line 1 (Optional)
Enter the primary street address of the project. If you need to define a broader geographic location (e.g.: new pipe being laid between Town A and Town B on Main Street), please use the Project Description section found at the bottom of this form.

Address Line 2 (Optional)
Enter any secondary street address information for the primary street address of the project (e.g.: Suite 2; P.O. Box 123).

City
Enter the primary city/other political jurisdiction of the project location. (Example: "Rockville")

State
Your state's abbreviation is automatically populated in this field.

Location Code (Place Code/Census Code)
Enter the chosen city's 5-digit FIPS Location Code. This is not a zip code. (Example: Rockville = "67675")
If the FIPS location code is not known, it can be looked up on the USGS website (http://geonames.usgs.gov/pls/gnispublic). Please note that this site refers to the location code as a census code. See walkthrough steps for using the website to find this code at the bottom of this section.

County Code
Enter the 3-digit FIPS County Code for the county of the chosen city. (Example: Montgomery County = "031")
If the FIPS county code is not known, it can be looked up on the USGS website (http://geonames.usgs.gov/pls/gnispublic). See walkthrough steps for using the website to find this code at the bottom of this section.

Congressional District(s) (add primary first)
To add a district, select the district from the drop-down list and press the "Add" button. If the project falls in more than one district, select additional districts from the drop-down list and press the "Add" button. Choose the primary congressional district first. To remove any incorrectly identified districts, select from the drop-down list and press the "Delete" button. All districts are coded with the state abbreviation and then a 2-digit district code.

Area of Benefit
From the drop-down list, choose the primary location that will benefit from the ARRA funded activity. This may be a state, county, city, or school district.

Using the USGS website to look up FIPS codes (http://geonames.usgs.gov/pls/gnispublic)
This link will bring you to a query page for the US and its Territories.

Finding FIPS Location and County Codes using the Geographic Names and Information System (GNIS):

1) Enter the primary city/other political jurisdiction of the project location in the "Feature Name" field. You do not need to specify "Exact Match" or "Exclude Variants."
2) Enter the state in the "State" field (and the county in the "County" field, if known).
3) Choose "Populated Place" from the "Feature Class" scroll-down list.
4) Click "Send Query" to get to the query results page.
5) You should see only one result for the city you queried. If there are several, likely they will hold the same information (Ex: "Rockville" and "City of Rockville") or you will need to choose the most appropriate choice (Ex: "Arlington" or "Arlington Heights").
6) Click on the Feature Name (city name) to get specified information regarding the city. You must be sure that the feature class of the choice you click on is a "Populated Place."
7) Find your needed information.
   - The 5-digit Location Code can be found under the name "Census Code" in the Federal Codes section.
   - The 3-digit County Code can be found to the right of the county name in the Counties section.

Enter/View ARRA Quarterly Reporting Information

The row(s) displayed will be generated automatically based on the Funding Agreement Execution date (to show the first quarter of required reporting) through the current reporting quarter. A new row for reporting will automatically be generated at the beginning of each new quarter. Row(s) will only appear if the Funding Agreement Executed entry field in the Project Dates section has been populated. When the agreement date is first entered you must save, close, and reopen the ARRA Project Information form to get the correct quarterly reporting row(s) to appear.

Once ARRA Quarterly Reporting is completed (all funds are disbursed), you will want to check the "ARRA Disbursements Completed" check box found in the Project Dates section above to prevent additional reporting rows from being added.

Click on "Edit Quarterly Information" to begin data entry for quarterly reporting. Click on "Save Quarterly Information" to complete data entry. When in "Edit" mode, the following items should be entered:

Quarter Starting/Quarter Ending
These dates are automatically generated and should reflect the previous and/or current reporting quarter (s).

ARRA Dollars Disbursed – ARRA Only
This Quarter
Enter the total ARRA dollars drawn from the ARRA grant and disbursed (cash basis) for the ARRA funded portion of the infrastructure investment that was completed. Do not enter other (non-ARRA) disbursements.

Cumulative to Date
An automatic sum of the previous and current quarters' cumulative dollars; should never exceed the entry for Total SRF Assistance (found at the top of the form).

Progress Reporting for the Entire Project
Percent Completion
This Quarter
Enter the percent of the scope of the infrastructure investment that was completed for the entire project.
Cumulative to Date
An automatic sum of the previous and current quarters' percentages; should never exceed 100%.

Jobs Created or Retained, in Full-Time Equivalents (FTEs)

Quarterly FTEs
Enter the number of jobs expressed as full-time equivalents (FTEs) that were created or retained in the United States and outlying areas, in this calendar quarter, for the entire project. This information should be obtained from all project prime contractors for their workforce and the workforces of all of their subcontractors.

How to calculate quarterly FTEs:
The requirement for reporting jobs as FTEs is a common method for quantifying work in common units to account for part-time and full-time employees.
The basic calculation is the total number of hours worked divided by the employer's standard full-time number of hours for the reporting period. Two part-time workers who each work 1040 hours in a year would work a combined 2080 hours. If the standard full-time work schedule for one year is 2080 hours, the total FTEs of those two part-time workers would be 1 (formula: (1040x2)/2080=1).

To report on quarterly FTEs for ARRA, the total labor hours for jobs created or retained will need to be summed for the reporting quarter and divided by the standard number of hours for a full-time schedule in the quarter. The result will be the reportable number of FTEs. If only an annual standard number of hours for a full-time schedule is available, that number will need to be divided by 4 in order to obtain full-time hours for just one quarter. If multiple prime contractors are involved in the project, you may need to have each prime contractor report their FTEs and then sum the FTEs of each contractor together to obtain the total number of FTEs to report.

The following are examples of FTE calculations:

-If 1 employee worked a full-time schedule of 500 hours in a quarter, the formula would be 500/500 = 1
-If 2 employees worked a full-time schedule of 500 hours in a quarter, the formula would be (500x2)/500 = 2
-If 1 employee worked a full-time schedule of 500 hours and 1 employee worked a part-time schedule of 250 hours in a quarter, the formula would be
(500+250)/500=1.5
-If 2 employees worked a full-time schedule of 500 hours and 2 employees worked a part-time schedule of 250 hours in a quarter, the formula would be
((500x2)+(250x2))/500=3

It is important to remember that the calculations will solely be based on the hours worked in one quarter. Therefore, the FTE calculation must be based on total labor hours in the quarter divided by total labor hours for a full-time schedule only for the quarter. Please note the difference between quarterly FTEs and annual FTEs: 1 Quarterly FTE = .25 Annual FTE; 4 Quarterly FTEs = 1 Annual FTE.

As used in this instruction, United States means the 50 States and the District of Columbia, and outlying areas means:

(1) Commonwealths.
(i) Puerto Rico.
(ii) The Northern Mariana Islands;
(2) *Territories.*
(i) American Samoa.
(ii) Guam.
(iii) U.S. Virgin Islands; and
(3) *Minor outlying islands.*
(i) Baker Island.

(ii) Howland Island.
(iii) Jarvis Island.
(iv) Johnston Atoll.
(v) Kingman Reef.
(vi) Midway Islands.
(vii) Navassa Island.
(viii) Palmyra Atoll.
(ix) Wake Atoll.

Quarterly FTEs (Cumulative Total)

An automatic cumulative sum of the previous and current quarterly FTEs for jobs created/retained. Please note the difference between quarterly FTEs and annual FTEs: 1 Quarterly FTE = .25 Annual FTE; 4 Quarterly FTEs = 1 Annual FTE. This sum only describes the cumulative amount of quarterly FTEs.

Payroll Dollars

This Quarter

Enter the total amount of payroll dollars for FTEs identified for the project.

Cumulative to Date

An automatic sum of the previous and current quarters' cumulative payroll dollars.

Describe Employment Impact for the Current Quarter

Provide a narrative description of the employment impact of work done by created/retained jobs. This narrative should be cumulative to date and must be updated for each calendar quarter and at a minimum, address the impact on the primary contractor's workforce, and the impact on the workforces of subcontractors. At a minimum, the following should be entered for the project quarter:

(1) A brief description of the types of jobs created/retained in the United States and outlying areas. This can be reported in terms of broad labor categories, such as "Wastewater Utility Construction."

(2) A brief description of the types of jobs created and retained in the United States and outlying areas. (Ex: Full-time construction positions)

Project Information and Purpose

Complete the requested information describing the ARRA funded activity.

Project Number

Auto filled from the Main form.

Project Name

Enter a brief but descriptive name for the ARRA funded project.

Project NAICS Code

For awards primarily funding infrastructure projects or activities, choose the North American Industry Classification System (NAICS) code that describes the ARRA project or activities under this funding agreement from the drop-down list of popular codes. If an NAICS code does not apply, leave this entry blank and enter an NTEE-NPC code in the next field.

If the proper NAICS code is not available from the drop-down list, we will add it for you. First, find your applicable code within the complete code list, available by clicking the "Go To NAICS Codes" link (http://www.census.gov/naics/). Then, e-mail the code to Emily Buell ebuell@nbenvironmental.com. You will be notified once the code is available for selection from the drop-down list.

Project NTEE-NPC Code (required if no NAISC code)

ONLY if there is no NAISC code that applies to the projects, provide the National Center for Charitable Statistics (NTEE-NPC) code that describes the ARRA funded project from the drop-down list of popular codes.

If the proper NTEE-NPC code is not available from the drop-down list, we will add it for you. First, find your applicable code within the complete code list, available by clicking the "Go To NTEE-NPC Codes" link (http://nccsdataweb.urban.org/PubApps/nteeSearch.php?gQry=all-core&codeType=NPC). Then, e-mail the code to Emily Buell ebuell@nbenvironmental.com. You will be notified once the code is available for selection from the drop-down list.

Project Description
Briefly describe the goals and objectives of the work funded with ARRA funds.

Project Includes Green Infrastructure?
Check the box if the ARRA funded project includes green infrastructure as defined in ARRA. This includes green infrastructure, energy and water efficiency, and other environmentally innovative activity. If any portion of the project counts towards meeting the green infrastructure reserve requirement, the box should be checked.

Then, enter the total cumulative dollars of the identified ARRA funding for this project that will be utilized for green infrastructure. The dollar amount reported cannot exceed the amount of ARRA funding for the project.

Funding Rationale
The Recovery Act has 5 major purposes:
(1) To preserve and create jobs and promote economic recovery.
(2) To assist those most impacted by the recession.
(3) To provide investments needed to increase economic efficiency by spurring technological advances in science and health.
(4) To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.
(5) To stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Explain how the infrastructure investment will contribute to one or more of these 5 major purposes.

Project Prime Contractor(s) Information
Enter the prime contractor's 9-digit Data Universal Numbering System (DUNS) number. If the DUNS number is not known, enter the contractor's name and the zip code of their headquarters location. If there is more than one prime contractor, enter their information in the subsequent fields. If you need to report more than three prime contractors, contact Emily Buell ebuell@nbenvironmental.com. The section will be updated with more contractor fields based on requests.

Recipient Identifying Information for ARRA
Enter recipient specific information for the ARRA funded project. Recipient information will be saved at the recipient level, so if one recipient has more that one ARRA funding agreement, then the recipient information will only need to be entered once.

Click on "Edit Recipient ARRA Information" to begin data entry for a recipient. Click on "Save Recipient ARRA Information" to complete data entry for a recipient. When in "Edit" mode, the following items should be entered:

SRF Assistance Recipient
Auto filled from the Main form.

Central Contractor Registration (CCR) or DUNS Number
Enter the recipient organization's 9-digit Data Universal Numbering System (DUNS) number or Central Contractor Registration (CCR) plus 4 extended DUNS number. If the number is not known, look up the number on the Central Contractor Registration web site (www.ccr.gov). If the recipient cannot be located, they will need to register with the site.

Recipient Name as listed in CCR
Enter the legal name of the recipient as registered on the Central Contractor Registration web site

(www.ccr.gov). Complete this entry in conjunction with the entry above. If the name is spelled incorrectly in CCR, still enter it exactly as listed. If the recipient cannot be located, they will need to register with the site.

Recipient Address (Optional)

Provide the physical location of the recipient as listed in the Central Contractor Registration (CCR).

Address Line 1
Enter the CCR-listed street address for the recipient.

Address Line 2
Enter secondary CCR-listed street address information.

City
Enter CCR-listed city for recipient.

State
Enter CCR-listed state for recipient.

Zip Code
Enter CCR-listed zip code for recipient.

Congressional District(s)
Choose one or more congressional district(s) that the recipient is located in. To add a district, select the district from the drop-down list and press the "Add" button. If the recipient is located in more than one district, select additional districts from the drop-down list and press the "Add" button. To delete any incorrectly identified districts, select the district from the drop-down list and press the "Delete" button. All districts are coded with the state abbreviation and then a 2-digit district code.

Recipient Highly Compensated Individuals

Three conditions must be met to require reporting of highly compensated individuals. Use the check box to indicate if a condition is true. When all 3 items are checked, the entry boxes for highly compensated individuals will become enabled. Based on the preceding fiscal year, the conditions are as follows:

(1) The recipient received 80 percent or more of its annual gross revenues in Federal awards; and
(2) The recipient received $25,000,000 or more in annual gross revenues from Federal awards; and
(3) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 [26 USCS § 6104].

If these conditions are met, check the boxes and enter the full name and total annual compensation for the five highest paid individuals. Compensation includes:

(1) Salary and bonus.
(2) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.
(3) Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
(4) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
(5) Above-market earnings on deferred compensation that is not tax-qualified.
(6) Other compensation. For example: severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds