

issue guidance memos to assist state agencies when using ARRA funds. These memos are posted on the OBM website at: <http://obm.ohio.gov/>. The following guidance memos are relevant to reporting requirements:

- Guidance Memo #3 - Preliminary Reporting Guidance
- Guidance Memo #5 – Risk Management
- Guidance Memo #6 – Award Notices and Cash Receipts
- Guidance Memo #7 – Ohio ARRA Hub & Reporting Requirements

Furthermore, Attachment C at the end of this guidance is a template form for subcontractors and subgrantees using ARRA funds. Your agency should attach these reporting forms to contract and grant agreements along with program-specific instructions on returning completed report forms to the agency. Agencies will be responsible for entering the reporting data for subcontractors and subgrantees into SharePoint in a timely fashion.

2. Job Posting

All jobs created with ARRA funds are required to be posted on www.ohiomeansjobs.com and at the closest ODJFS One-Stop location (see <http://jfs.ohio.gov/workforce/jobseekers/onestopmap.stm>). A detailed description on how to post these jobs is included as Attachment D.

The Act requires reporting of all jobs created and all jobs retained with ARRA funds. The federal Office of Management and Budget defines jobs created as “those positions created and filled, or previously existing unfilled positions that are retained as a result of Recovery Act funding.” Positions retained are “those previously existing filled positions that are retained as a result of Recovery Act funding.” A job cannot be reported as both created and retained. It is not necessary to post an unfilled position if a laid-off worker is being recalled to re-fill that position, but the position, when filled, must still be reported as a position created.

On the OhioMeansJobs website, please use the “Quick Job Post” screen under the “Employers” heading. When an employer posts a job on OhioMeansJobs, the posting has a job post number. All grantees, contractors, and subcontractors will use this number to meet certain reporting requirements of the previous section.

3. Accessibility to Records and Project Sites

The Act requires that each contract and grant awarded using ARRA funds must include a provision to allow certain access to information by the U.S. Comptroller General and the Inspector General. This access includes the examination of records of contractors and subcontractors, and ability to interview any employees or officers associated with the contracts.

4. Equal Opportunity Laws and Principles

The Act requires all contractors and subcontractors and subgrantees to comply with federal and state laws pertaining to civil rights and discrimination. Bidding documents must include language that references both federal and Ohio laws. Among the applicable federal laws are:

- Title VI & Title VII of Civil Rights Act of 1964
- Equal Pay Act of 1962
- Age Discrimination in Employment Act of 1967
- Title IX of Educational Amendments of 1972