

**American Recovery and Reinvestment Act of 2009
ARRA Quarterly Time and Effort Report
Ohio Arts Jobs Preservation Grants Program**



Ohio Arts Council

Grant #:

Organization Name: _____

Employee/Contractor Name: _____

Job Title: _____

Quarter FY2010 (check one): First Quarter Second Quarter Third Quarter Fourth Quarter

Activity Dates: _____

Hours in a Full-time Work Week: _____

	<u>Distribution of Compensated Time</u>		
	<i>Non-OAJP Hours</i>	<i>OAJP Hours</i>	<i>Total Hours</i>
1. OAJP activities:			
2. Non-OAJP activities:			
		0	
		0	
3. Leave:			
Sick			
Vacation			
Other (specify)			
TOTAL:			

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

- In preparing time and effort reports, please note the following:**
- The reports must be based on the employee's actual activities (i.e., these cannot be estimated in advance). For example, the distribution of time might be determined based on notes from personal calendars and/or reasonable estimates of time spent on various activities.
 - All of the employee's compensated time must be accounted for in these reports. This would include time spent on activities in addition to the ARRA Grant supported project(s), as well as leave (sick/vacation/holiday), administrative duties, etc. used during this period. Note: For nonprofessional employees, you must also maintain records indicating the total number of hours worked each day in conformance with current federal legislation, specifically the Fair Labor Standards Act (29 CFR Part 516).
 - The reports must be signed by the employee and, if applicable, a responsible supervisory official.
 - Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs.
 - *Note: OAJP hours associated with the administration of this grant and fundraising should always be zero.



To submit, print and complete the report, then either 1) e-mail the scanned report to oachelpdesk@oac.state.oh.org, or 2) fax the report to 614/466-4494 marked ATTN: OAJP Grant Coordinator. Reports must be submitted no later than 5:00 PM(EST) on the deadline day.

