

AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
MONTHLY EMPLOYMENT REPORT

Subcontractors shall complete and submit the below information no later than the fifth working day following completion of each month (see JSA's website referenced below for guidance in completing this report)

PO/Subcontract No.: _____

Company Name (Subcontractor): _____

Date: _____

Month Reporting: _____ Calendar Year: _____

Number of Jobs Created (FTE's) during this month:

Number of Jobs Retained (FTE's) during this month:

Printed Name/Title: _____

Signature: _____ Date: _____

Email Monthly Report to: dena@jlab.org
and

Provide email copy to: tenbusch@jlab.org,
And/or

FAX to: Procurement Department FAX# (757) 269-6090
Jefferson Science Associates, LLC
628 Hofstadter Rd., Newport News, VA 23606

IMPORTANT NOTE: JSA has published guidance on completing this form that can be accessed at:
[http://www.jlab.org/div_dept/admin/business/procurement/PD%2035B%20AARA%20Subcontractor%20Reporting%20Guidance%20\(Oct%202010\).pdf](http://www.jlab.org/div_dept/admin/business/procurement/PD%2035B%20AARA%20Subcontractor%20Reporting%20Guidance%20(Oct%202010).pdf)

Subcontractors may also want to refer to the AARA FAQ Government website available at:
http://www.whitehouse.gov/omb/recovery_faqs_contractors.

If you have questions or problems concerning this AARA report please contact the JSA Procurement Department representatives below:

Dena Polyhronakis, Phone (757) 269-7610

or

Jessie Tenbusch, Phone: (757) 269-7203