

Reporting Requirements

The American Recovery and Reinvestment Act of 2009 (ARRA)

March 24, 2009

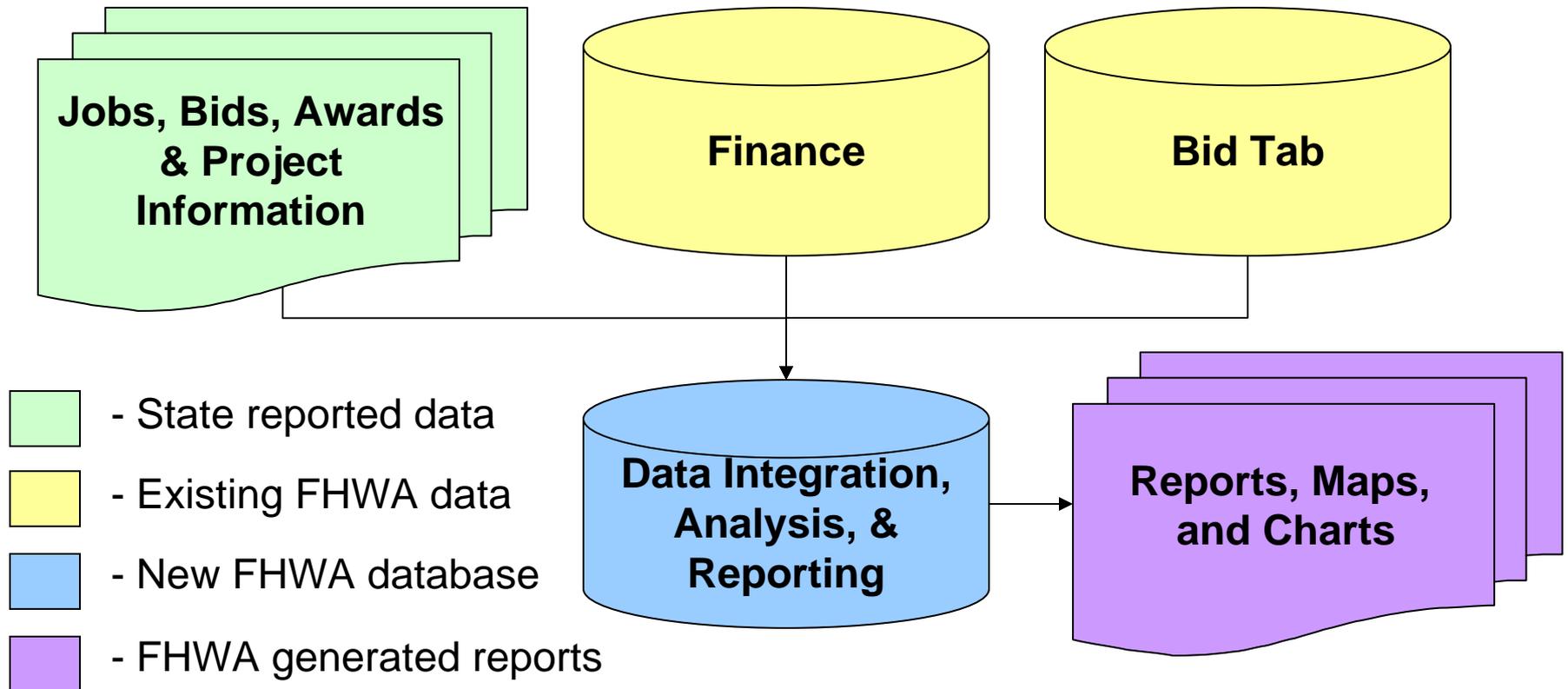


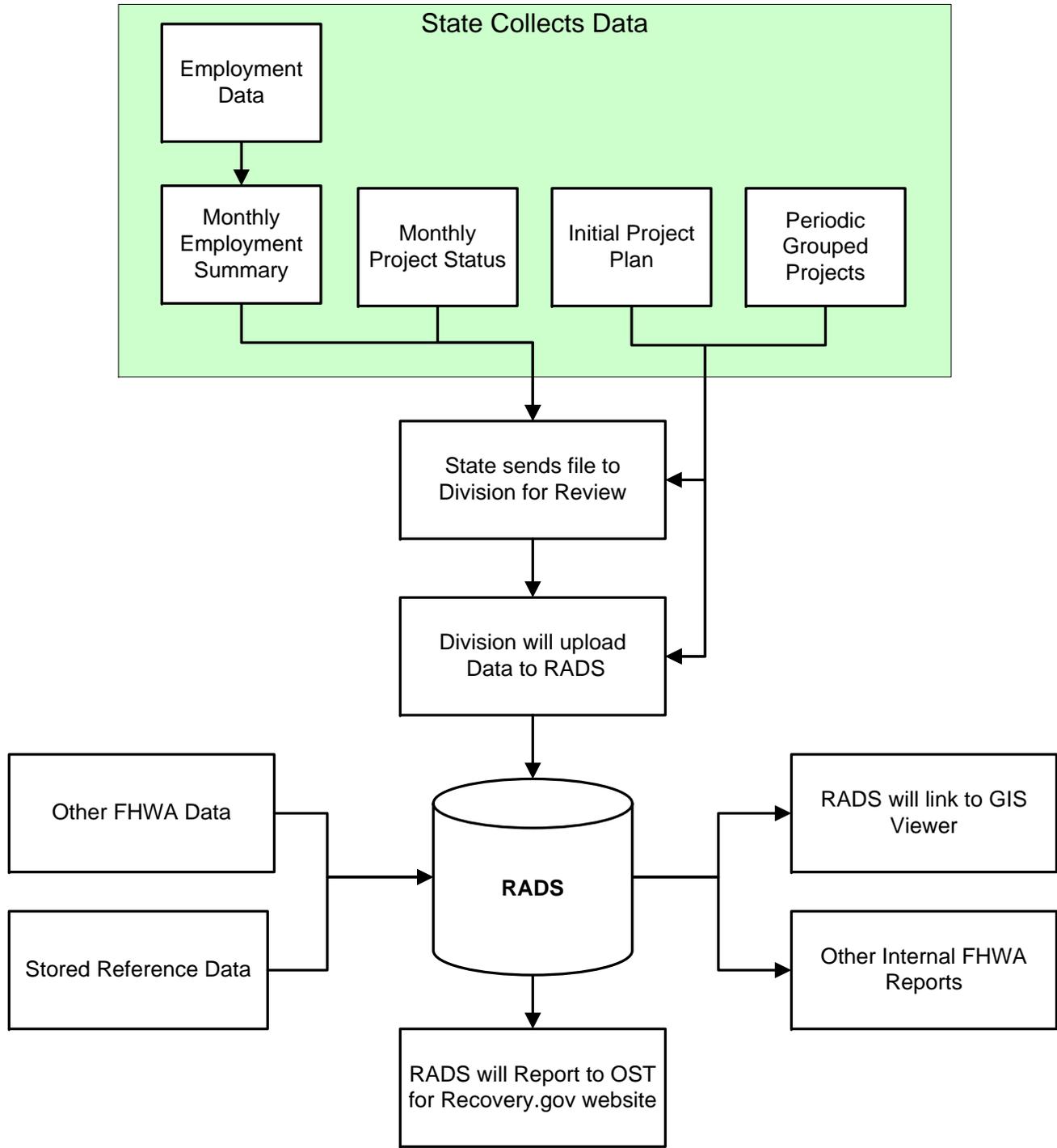
Reporting Timeline

| | | 2009 | | | | | | | | | | | | 2010 | | | | | | | | | | | | | |
|---------------------------------|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F |
| Title XII - Section 1201 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) | Maintenance of Effort | | | ■ | | | | | | | | | | | | | | | | | | | | | | | |
| (c) | Periodic Reports will contain: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(2)(A) | \$ Appropriated, allocated, obligated, outlayed | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(2)(B) | Number of projects put out to bid | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(2)(C) | Number of projects awarded | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(2)(D) | Number of projects work begun | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(2)(E) | Number of projects completed | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(2)(F) | Number of direct and indirect jobs | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(2)(G) | Aggregate expenditure of State funds | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title XV - Section 1511 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Certification will include: | | | ■ | | | | | | | | | | | | | | | | | | | | | | | |
| | Project information including: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Description | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | |
| | Estimated total cost | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | |
| | Amount of covered funds used | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | |
| Title XV - Section 1512 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c) | Recipient Reports will contain: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(1) | Total amount of funds received | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(2) | Amount expended or obligated | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(3) | Detailed list of projects will contain: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(3)(A) | Name of project | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | |
| (c)(3)(B) | Description of project | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | |
| (c)(3)(C) | Completion status of project | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(3)(D) | Estimated jobs created and jobs retained | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c)(3)(E) | Purpose, total cost, and rationale | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | |
| (c)(4) | Information on subcontracts and subgrants | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | |
| Title XVI - Section 1607 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) | Certification by Governor that: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (a)(1) | State will request funds | | | ■ | | | | | | | | | | | | | | | | | | | | | | | |
| (a)(2) | Funds will be used for jobs & economic growth | | | ■ | | | | | | | | | | | | | | | | | | | | | | | |
| (b) | Acceptance by State Legislature | | | ■ | | | | | | | | | | | | | | | | | | | | | | | |

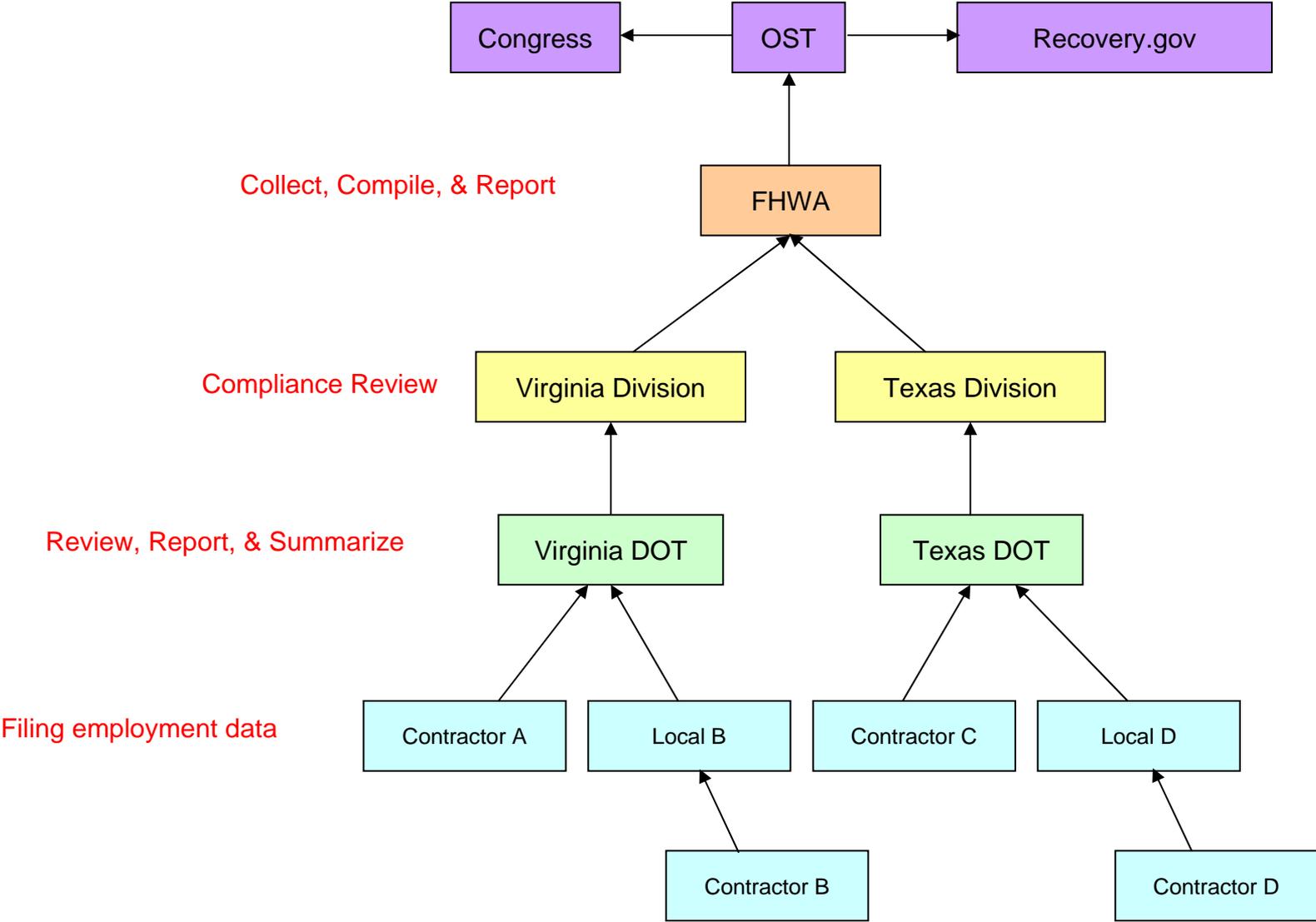
- - Initial reporting by States to FHWA
- - Monthly reports to FHWA (forms provided)
- - FHWA generated reports

Conceptual Overview





Information Flow Diagram



Reports & Forms

Initial Project List

- State provided descriptive and cost information for all ARRA projects
- Needs to be consistent with 1511 list of projects
- 1511 list can be used provided all data are included
- Will be used for meeting the reporting requirements of Sections 1201, 1512, and 1609
- List will also be used for linking State DOT and FHWA provided ARRA project data

Initial Project List

Format: GIS shapefile, MS Excel spreadsheet, or CSV file

Due date: By March 31, 2009. Additional lists to be provided within 2 weeks of submitting a new Section 1511 certification

Due to: States will send as an e-mail attachment to ARRA.Submittal@dot.gov with a cc to the FHWA Division Office mailbox (state.fhwa@dot.gov)

Data Items:

- | | |
|-------------------------------|-------------------------------------|
| 1. State | 13. Project rationale |
| 2. Report Date | 14. Economically distressed area |
| 3. County | 15. NEPA class of action |
| 4. Congressional district | 16. NEPA milestone completed |
| 5. Federal-aid project number | 17. NEPA milestone completion date |
| 6. State project number or ID | 18. Types of other federal permits |
| 7. Project type | 19. Number of other federal permits |
| 8. Project name | 20. Status of other federal permits |
| 9. Project description | 21. Route number |
| 10. Project purpose | 22. Beginning mile point |
| 11. Estimated total cost | 23. Ending mile point |
| 12. Project schedule | 24. Length |

Monthly Project Status Report

- State provided ARRA project status information
- Will be used for meeting the reporting requirements of Sections 1201 and 1512

Format: MS Excel spreadsheet or FHWA provided form

Due date: Within 10 days after the end of every month

Due to: States will send to the official FHWA Division Office mailbox (state.fhwa@dot.gov). Division will have 2 days to review for compliance and post to FHWA intranet website

Monthly Project Status Report

Data Items:

1. State
2. Report month
3. Contracting agency
4. Federal-aid project number
5. State project number or ID
6. Advertisement date
7. Award date
8. Notice to proceed date
9. Percent complete
10. Contractor name
11. Address
12. DUNS number
13. E-mail address

Monthly Summary Employment Report

- State provided employment information on all ARRA projects
- Will be used for meeting the reporting requirements of Sections 1201 and 1512

Format: MS Excel spreadsheet or FHWA provided form

Due date: Within 20 days after the end of every month

Due to: States will send to the official FHWA Division Office mailbox (state.fhwa@dot.gov). Division will have 2 days to review for compliance and post to FHWA intranet website

Monthly Summary Employment Report

Data Items:

1. State
2. Report month
3. Federal-aid project number
4. State project number or ID
5. Project description
6. Contractor name and State/local agency
7. Status of contractor employment reports
8. Total employees
9. Total hours
10. Total payroll

Monthly Employment Report

- State, contractor, and subcontractor provided employment information on each ARRA project
- Will be used for meeting the reporting requirements of Sections 1201 and 1512
- State responsible for obtaining for projects managed by local governments under Local Project Agreements
- Prime contractor will report for them self and all subcontractors
- States will compile contractor and State data and report to FHWA using the Monthly Employment Summary Report (Form: FHWA-1587)

Format: MS Excel spreadsheet or FHWA provided form

Due date: Recommend within 10 days after the end of every month

Due to: To be sent by each ARRA prime contractor to the designated contact in each State DOT

Monthly Employment Report

Data Items:

1. Report Month
2. Contracting agency
3. Federal-aid project number
4. State project number or ID
5. Project location
6. Contractor name and address
7. Contractor DUNS number
8. Employment data:
 - a. Subcontractor name
 - b. Employees
 - c. Hours
 - d. Payroll
9. Prepared by:
 - a. Name
 - b. Date

Periodic Grouped Project Report

State provided information on one or more individual ARRA projects that are part of a previously awarded grouped or bundled project. These data will be used for meeting the reporting requirements of Sections 1201, and 1512. States to provide the required information as individual projects are awarded.

Format: The file can be provided as either a geospatial information system (GIS) shapefile, or an MS Excel spreadsheet.

Due date: Within 10 business days of the project being awarded.

Due to: States will send as an e-mail attachment to ARRA.Submittal@dot.gov with a cc to the FHWA Division Office mailbox (state.fhwa@dot.gov)

Periodic Grouped Project Report

Data Items:

1. State
2. Report month
3. County
4. Congressional district
5. Federal-aid project number
6. State project number or ID
7. Project description
8. Project purpose
9. Estimated total cost
10. Scheduled completion date
11. Project rationale
12. Economically distressed area
13. Route number
14. Beginning mile point
15. Ending mile point
16. Award date

Recap

- States are responsible for reporting on all projects using ARRA funds
- Four forms:
 - One initial/periodic (FHWA-1586)
 - Two monthly (FHWA-1585 & 1587)
 - One periodic (FHWA-1588)
- Questions: ARRA.Questions@dot.gov