

# **American Recovery and Reinvestment Act of 2009**

## **ARRA**

# **Reporting Requirements**

**April 14, 2009 Webinar**

# Main Reporting Elements

- **Funds:**

<b>Appropriated</b>	<b>Allocated</b>
<b>Obligated</b>	<b>Outlayed</b>
- **Number of projects that:**
  - have been put out to bid (and \$\$ amounts)
  - have contracts awarded (and \$\$ amounts)
  - work has begun (and \$\$ amounts)
  - have been completed (and \$\$ amounts)
- **NEPA status**
- **Number of jobs created or sustained**

# **Sections 1201 and 1512 Reporting Requirements**

- **Sect. 1201(c)(1) requires grant recipients to submit to the covered agency (FHWA) periodic reports on the use of the funds**
  - **Reports shall be collected and compiled by FHWA and transmitted to Congress**
  - **FHWA may develop reports on behalf of grant recipients to ensure accuracy and consistency**
- **Sect. 1512 requires entities that receive recovery funds to provide Recipient Reports**

# Standard Forms Location

- **Standard forms and Reporting Requirements for Federal-aid funds are on the internet at:**

<http://www.fhwa.dot.gov/economicrecovery/reportingforms.htm>

- **Standard forms and Reporting Requirements for Federal Lands Highway Program funds will be on the internet at:**

<http://flh.fhwa.dot.gov/policy/arra/>

**Initial ARRA Project Plan (Form: FHWA-1586)**

This section covers the by-project information to be provided by each State which accounts for how it plans to invest its allotment of ARRA funding. The list needs to be consistent with the list of projects provided in the State's Section 1511 certification, as it may be amended. States should provide their best estimates of complete list of projects to be funded with ARRA grants as of the plan's due date. If a State has not programmed all ARRA funds by that time, that information should be provided as well. The project list should be provided in an electronic format that allows for data sorting. For the purpose of this initial project plan report, the State may provide the Section 1511 list of projects if that list of projects provides all data are listed below. Simply referencing the STIP will likely not be sufficient, since most do not contain all of the required data. These data will be used for meeting the reporting requirements of Sections 1201, and 1512. The data are also used to link together State DOT and FHWA provided ARRA project data.

**FEDERAL LANDS:** This section covers the by-project information to be provided by each Federal Lands Division, Federal Lands Management Agency, or Tribe which accounts for how the recipient plans to invest its allotment of ARRA funding.

This form will be provided to all Tribes and the BIA for collection of data. Tribes under IRR Program Funding Agreements (FHWA Tribes) will email their completed Form 1586 to FLH HQ Official Mailbox and Bob Sparrow. All other Tribes will work with their respective BIA Regional offices in order to complete their Form 1586. Form 1586 must include only projects listed on an approved TIP.

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

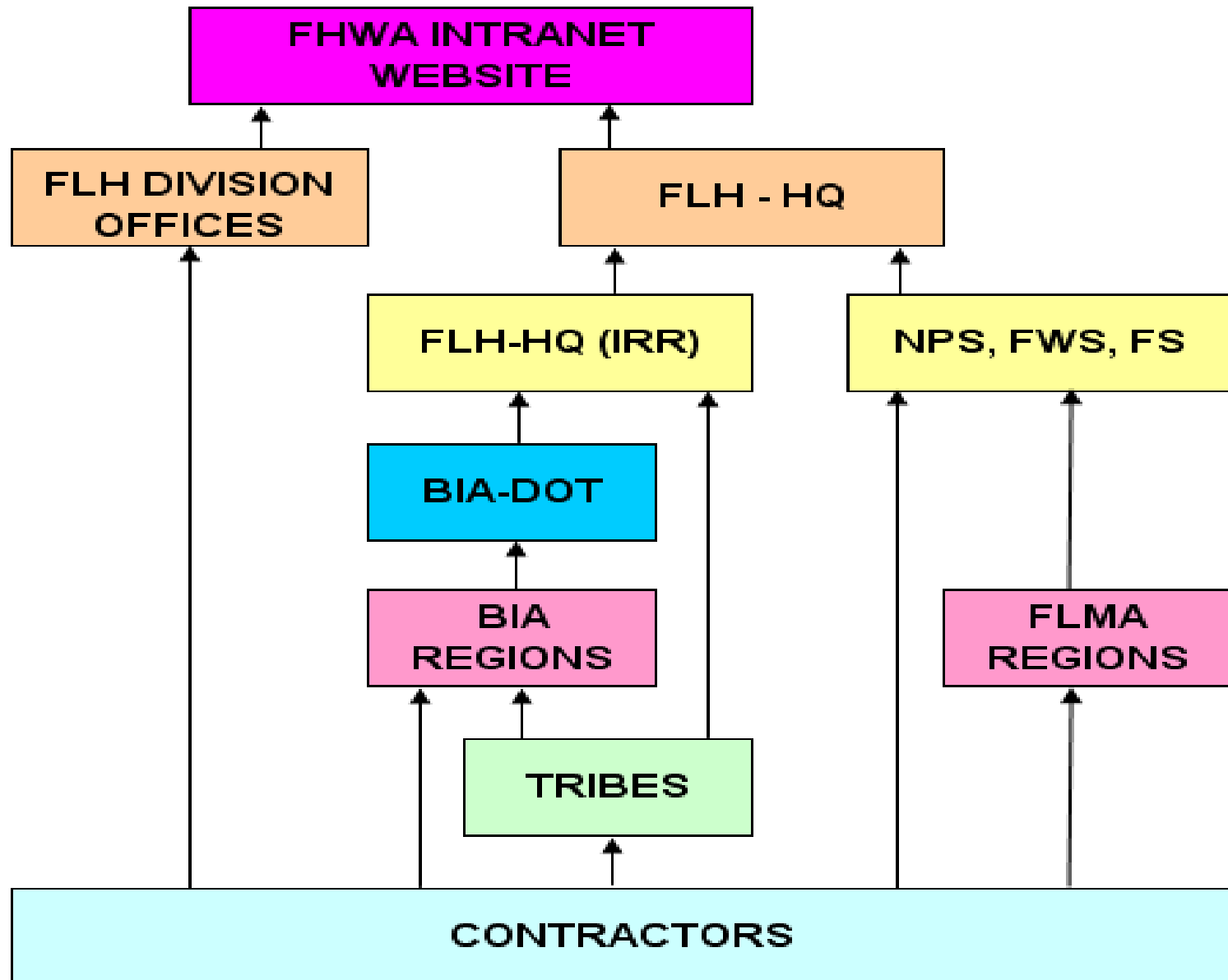
**Due date:** By March 31, 2009. The State shall provide an additional list of projects within 2 weeks of the State issuing a new Section 1511 certification until September 2012.

**FEDERAL LANDS:** Updates to Form 1586 are due within 2 weeks of a change to the current list

**Due to:** The States will e-mail their list of projects to: [ARRA.Submittal@dot.gov](mailto:ARRA.Submittal@dot.gov), with a copy sent to the FHWA Division Office official mailbox ([state.fhwa@dot.gov](mailto:state.fhwa@dot.gov)). Questions should be directed to [ARRA.Questions@dot.gov](mailto:ARRA.Questions@dot.gov). Submittal of data to this e-mail account will not qualify as the required submittal under section 1511.

**FEDERAL LANDS:** Federal Lands Division Offices, Federal Lands HQ, and Federal partners will email their list to: [ARRA.Submittal@dot.gov](mailto:ARRA.Submittal@dot.gov), with a cc sent to the FLH HQ Official Mailbox and Jeff Mann.

# FEDERAL LANDS ARRA REPORTING FLOW DIAGRAM



# **Five Standard Reports**

**FHWA-1586: Initial ARRA Project Plan**

**FHWA-1588: Periodic Grouped Project Report**

**FHWA-1585: Monthly Recipient Project Status Report**

**FHWA-1587: Monthly Summary  
Employment Report**

**FHWA-1589: Monthly Employment Report**

# Five Standard Reports

**FHWA-1586: Initial ARRA Project Plan**

**FHWA-1588: Periodic Grouped Project Report**

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**FHWA-1587: Monthly Summary Employment Report**

**FHWA-1589: Monthly Employment Report**

# **FHWA-1586 – Due April 17, 2009**

**(Update forms every 2 weeks)**

- 1. State**
- 2. Report Date**
- 3. County**
- 4. Congressional District**
- 5. Fed-aid Project Number**
- 6. State Project or I.D. Number**
- 7. Project Type**
- 8. Project Name**
- 9. Project Description**
- 10. Project Purpose**
- 11. Total Cost Est.**
- 12. Scheduled Completion Month**

# **FHWA-1586 (con't)**

**13.Project Rationale**

**14.EDA (Y/N)**

**15.NEPA Class Action**

**16.NEPA Milestone  
Completed**

**17.NEPA Milestone  
Date**

**18.Types of Federal  
Permits**

**19.Number of Federal  
Permits**

**20.Status of Federal  
Permits**

**21.Route Number**

**22.Begin Mile Point**

**23.End Mile Point**

**24.Length (miles)**

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**FHWA-1587: Monthly Summary Employment Report**

**FHWA-1589: Monthly Employment Report**

# **FHWA-1588 – Due within 2 weeks of awarding multi-route projects.**

- 1. State**
- 2. Report Date**
- 3. County**
- 4. Congressional Dist.**
- 5. Fed-aid Project No.**
- 6. State Project or I.D. Number**
- 7. Project Description**
- 8. Project Purpose**
- 9. Est. Total Cost**
- 10. Scheduled Completion Month**
- 11. Project Rationale**
- 12. EDA (Y / N)**
- 13. Route Number**
- 14. Begin Mile Point**
- 15. End Mile Point**
- 16. Award Date**

# Five Standard Reports

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Employment Report**

**FHWA-1589: Monthly Employment Report**

**FHWA-1585 - Monthly (Due the 10<sup>th</sup> day of each month for the preceding month (through Sept. 2012))**

- 1. State**
- 2. Report Month**
- 3. Contracting Agency**
- 4. Fed-aid Project No.**
- 5. State Project or I. D. Number**
- 6. Advertisement Date**
- 7. Award Date**
- 8. Notice to Proceed**
- 9. Percent Complete**
- 10. Contractor Name**
- 11. Contractor Address**
- 12. Contractor DUMS Number**
- 13. Contractor E-mail Address**

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**FHWA-1589: Monthly Employment Report**

**FHWA-1587 – Monthly (Due 20<sup>th</sup> day each month for the preceding month (through Sept. 2012))**

- 1. State**
- 2. Report Month**
- 3. Fed-aid Project Number**
- 4. State Project or I.D. Number**
- 5. Project Description**
- 6. Contractor Name / State or Local Agency**
- 7. Status of Contractor Employment Reports**
- 8. Total Employment**
- 9. Total Hours**
- 10. Total Payroll (\$)**

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# **FHWA-1589 – Due as determined by the recipient until Sept. 2012**

- 1. Report Month**
- 2. Contracting Agency**
- 3. Fed-aid Project Number**
- 4. State Project or I.D. Number**
- 5. Project Location**
- 6. Contractor Name and Address**
- 7. Contractor / Subcontractor DUNS Number**
- 8. Employment Data (employees, hours and payroll)**

# Five Standard Reports

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5 1. State Report Date (dd/mm/yyyy)

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5	1. State		Report Date (dd/mm/yyyy)	
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	1400 - Federal Lands HQ			
	1460 - (HQFL) Other FLMA			
	<b>1462 - (HQFL) IRR</b>			
	1463 - (HQFL) FWS			
	1464 - (HQFL) FS			
	1466 - (HQFL) NPS			
	1500 - Federal Lands Eastern Division			
	1560 - (EFL) Other FLMA			
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8	Location:			
9	3. County	4. Congressional District	5. Federal-Aid Project Number	6. State or Identifier
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**Report Date**  
 The date the list of projects is submitted, reported as mm/dd/yyyy (e.g. "May 1, 2009" would be coded as "05/01/2009").

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5	1. State	Report Date (dd/mm/yyyy)		
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7				
8	Location:			
9	3. County	4. Congressional District	5. Federal-Aid Project Number	6. State or Identifier
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**County**  
 Enter the three digit FIPS county code, i.e. 049. Do not include anything identify the state. The state will be identified using 5th and 6th characters of the DELPHI project code that you'll enter in Box 5.

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5	1. State	Report Date (dd/mm/yyyy)		
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8	Location:			
9	3. County	4. Congressional District	5. Federal-Aid Project Number	6. State or Identifier
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**Congressional District**  
 Just enter the Congressional District, i.e. 01. The state will be identified using the DELPHI project code that you'll enter in Box 5.

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7				
8	Location:			
9	3. County	4. Congressional District	5. Federal-Aid Project Number	6. State or Identifier
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**Federal-aid Project Number**  
 FLH Divisions, use the DELPHI project number, i.e. 1516062901009.  
 Federal and tribal partners, use the state FIPS code, preceded by 4 zeros, i.e. California (FIPS 06) would be 000006. You can follow this with your own project number, if desired.

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4			
5	Report Date (dd/mm/yyyy)		
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9	5. Federal-Aid Project Number	6. State Project Number or Identification number	7. Project Type
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**State Project Number**  
 Use a value that matches what the project is called in your scheduling software, i.e. P3, Open Plan, or something else. If you don't use scheduling software, use the postal abbreviation for the STATE.

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9	6. State Project Number or Identification number	7. Project Type	8. Project Name	9. Project D
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**Project Type**  
 Use "1" for projects where the work is occurring on one route, even if there are multiple sites along the route.  
  
 Use "O" for projects with work occurring on more than one route. Projects marked with an "O" need to be explained further using Form 1588.

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9	6. State Project Number or Identification number	7. Project Type	8. Project Name	9. Project D
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**Project Name**  
 Use the name or phrase that identifies this project on the multi-year or TIP.

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7. Project Type

8. Project Name

9. Project Description

10. Project Purpose

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**Project Description**  
Consistent with STIP description and/or project description in FMIS. To the extent possible, should include a quantifiable description of the work, especially for area wide projects, e.g. replace 50,000' of guardrail throughout District 1.

9	8. Project Name	9. Project Description	10. Project Purpose	11. Total C Estimate (
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**Project Purpose**  
A single sentence describing the type of project consistent with the improvement type code in FMIS, i.e. "4R-Maintenance Resurfacing" or "Bridge Replacement-No Added Capacity."

# Initial ARRA Project American Recovery and Reinv

## PROJECT DATA

9	9. Project Description	10. Project Purpose	11. Total Cost Estimate (\$)	12. Scheduled Completion Month (mm/yyyy)
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**Total Estimated Cost**  
The estimated total cost consistent with the STIP and/or FMIS.

# Initial ARRA Project Plan

## American Recovery and Reinvestment Act

### PROJECT DATA

Project Purpose	11. Total Cost Estimate (\$)	12. Scheduled Completion Month (mm/yyyy)	13. Project Rationale	14. EDA (Y/N)

**Project Rationale**  
 The recipient's rationale for funding the infrastructure investment with funds made available under this Act. See ARRA Reporting Guidance for additional information.

# **13. Project Rationale**

- 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.**

15. NEPA Class Action	16. NEPA Milestone Completed	17. NEPA Milestone Date (mm/dd/yyyy)	18. Types of Federal Permits	19. Number of Federal Permits	20. Status of Federal Permits

**NEPA Class Action**  
 NEPA Classification.  
 See ARRA Reporting Requirements for additional guidance.



Status of General Permits	21. Route Number	22. Begin Mile Point	23. End Mile Point	24. Length (miles)

**Route Number**  
Where applicable, the numeric identifier for the route on which the project is located.



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- 3. County**
- 4. Congressional Dist.**
- 5. Fed-aid Project No.**
- 6. State Project or I.D. Number**
- 7. Project Description**
- 8. Project Purpose**
- 9. Est. Total Cost**
- 10. Scheduled Completion Month**
- 11. Project Rationale**
- 12. EDA (Y / N)**
- 13. Route Number**
- 14. Begin Mile Point**
- 15. End Mile Point**
- 16. Award Date**

# **FHWA-1588 – Due within 2 weeks of awarding multi-route projects.**

- 1. State**
- 2. Report Date**
- 3. County**
- 4. Congressional Dist.**
- 5. Fed-aid Project No.**
- 6. State Project or I.D. Number**
- 7. Project Description**
- 8. Project Purpose**
- 9. Est. Total Cost**
- 10. Scheduled Completion Month**
- 11. Project Rationale**
- 12. EDA (Y / N)**
- 13. Route Number**
- 14. Begin Mile Point**
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- 16. Award Date**

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**FHWA-1585 - Monthly (Due the 10<sup>th</sup> day of each month for the preceding month (through Sept. 2012))**

- |                                         |                                      |
|-----------------------------------------|--------------------------------------|
| <b>1. State</b>                         | <b>8. Notice to Proceed</b>          |
| <b>2. Report Month</b>                  | <b>9. Percent Complete</b>           |
| <b>3. Contracting Agency</b>            | <b>10. Contractor Name</b>           |
| <b>4. Fed-aid Project No.</b>           | <b>11. Contractor Address</b>        |
| <b>5. State Project or I. D. Number</b> | <b>12. Contractor DUMS Number</b>    |
| <b>6. Advertisement Date</b>            | <b>13. Contractor E-mail Address</b> |
| <b>7. Award Date</b>                    |                                      |

# FHWA-1585 – (con't)

1. **State**
2. **Report Month**
3. **Contracting Agency**
4. **Fed-aid Project No.**
5. **State Project or I. D. Number**
6. **Advertisement Date**
7. **Award Date**
8. **Notice to Proceed**
9. **Percent Complete**
10. **Contractor Name**
11. **Contractor Address**
12. **Contractor DUMS Number**
13. **Contractor E-mail Address**

# FHWA-1585 – con't

1. State
2. Report Month
3. Contracting Agency
4. Fed-aid Project No.
5. State Project or I. D. Number
6. Advertisement Date
7. Award Date
8. Notice to Proceed
9. Percent Complete
10. Contractor Name
11. Contractor Address
12. Contractor DUMS Number
13. Contractor E-mail Address

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**FHWA-1587 – Monthly (Due 20<sup>th</sup> day each month for the preceding month)  
(through Sept. 2012)**

- 1. State**
- 2. Report Month**
- 3. Fed-aid Project Number**
- 4. State Project or I.D. Number**
- 5. Project Description**
- 6. Contractor Name / State or Local Agency**
- 7. Status of Contractor Employment Reports**
- 8. Total Employment**
- 9. Total Hours**
- 10. Total Payroll (\$)**

# FHWA-1587 – cont

1. State
2. Report Month
3. Fed-aid Project Number
4. State Project or I.D. Number
5. Project Description
6. Contractor Name / State or Local Agency
7. Status of Contractor Employment Reports
8. Total Employment
9. Total Hours
10. Total Payroll (\$)

# Monthly Summary Employment Report American Recovery and Reinvestment Act

2. Report Month (mm/yyyy)

## Summary Data

5. Project Description

6. Contractor Name /  
State or Local Agency

7. Status of  
Contractor  
Employment  
Reports

**Contractor Name/Agency**  
Each project may have multiple lines.  
The official business name of the contractor (or consultant) awarded the ARRA project. the name of the Federal agency, tribe, MPO, city, county, or other funding recipient.

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# Summary Employment Report Recovery and Reinvestment Act

## Summary Data

6. Contractor Name / State or Local Agency	7. Status of Contractor Employment Reports	8. Total Employment (number of employees)

**Contractor Employment Report Status**  
 A numeric code field that describes the completeness of the prime contractor's or consultant's monthly jobs report to the State. See ARRA Reporting Requirements for additional guidance.

# Report Act

7. Status of Contractor Employment Reports	8. Total Employment (number of employees)	9. Total Hours	10. Total Payroll (\$)

**Total Employment**  
 The number of people employed by:  
 the contracting agency or Tribe  
 OR  
 the prime contractor (or consultant)  
 and all their subcontractors during  
 the reporting month for each  
 project. Reported as a whole  
 number.



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# **FHWA-1589 – Due as determined by the recipient until Sept. 2012**

- 1. Report Month**
- 2. Contracting Agency**
- 3. Fed-aid Project Number**
- 4. State Project or I.D. Number**
- 5. Project Location**
- 6. Contractor Name and Address**
- 7. Contractor / Subcontractor DUNS Number**
- 8. Employment Data (employees, hours and payroll)**

This collection of information is voluntary and will be used to determine eligibility of project for possible Federal funding. Public reporting burden is estimated to average 30 minutes per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 2125-0623 with an expiration date of 9/30/2009. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Highway Administration, 1200 New Jersey Ave SE, Washington, DC 20590".

**MONTHLY EMPLOYMENT REPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT**

1. Report Month: (mm/yyyy)		2. Contracting Agency	
3. Federal-Aid Project Number		4. State Project Number or ID Number	5. Project Location: State, County or Federal Region
6. CONTRACTOR NAME AND ADDRESS			
Name:			
Address:			
City:		State:	
Zip:			
7. Contractor/Subcontractor DUNS Number:			

**8. Employment Data**

	EMPLOYEES	HOURS	PAYROLL
<b>Prime Contractor Direct, On-Project Jobs (see guidance for definitions)</b>			
<b>Subcontractor Direct, On-Project Jobs</b>			
Subcontractor Name			



# Initial Submittal Requirements

- FHWA-1586, Initial ARRA Project Plan
  - April 17, 2009 & every 2 weeks thereafter (changes)
  - BIA & FHWA tribes email [ARRA.Submittal@dot.gov](mailto:ARRA.Submittal@dot.gov)
  - And provide a copy to FLH HQ Official Mailbox and Bob Sparrow
- FHWA-1588, Periodic Grouped Project Report
  - Within 2 wks of award & within 2 wks of changes
  - BIA & FHWA tribes email [ARRA.Submittal@dot.gov](mailto:ARRA.Submittal@dot.gov)
  - And provide a copy to FLH HQ Official Mailbox and Bob Sparrow

# Monthly Submittal Requirements

- FHWA-1585, Recipient Project Status Report
  - The 10<sup>th</sup> of every month until Sept. 2012
  - BIA and FHWA tribes to email reports to FLH HQ Official Mailbox and Bob Sparrow
- FHWA-1587, Summary Employment Report
  - The 20<sup>th</sup> of every month until Sept. 2012
  - BIA and FHWA tribes to email reports to FLH HQ Official Mailbox and Bob Sparrow
- FHWA-1589, Employment Report
  - Usage is at the recipients discretion

**THE END**

**QUESTIONS?**