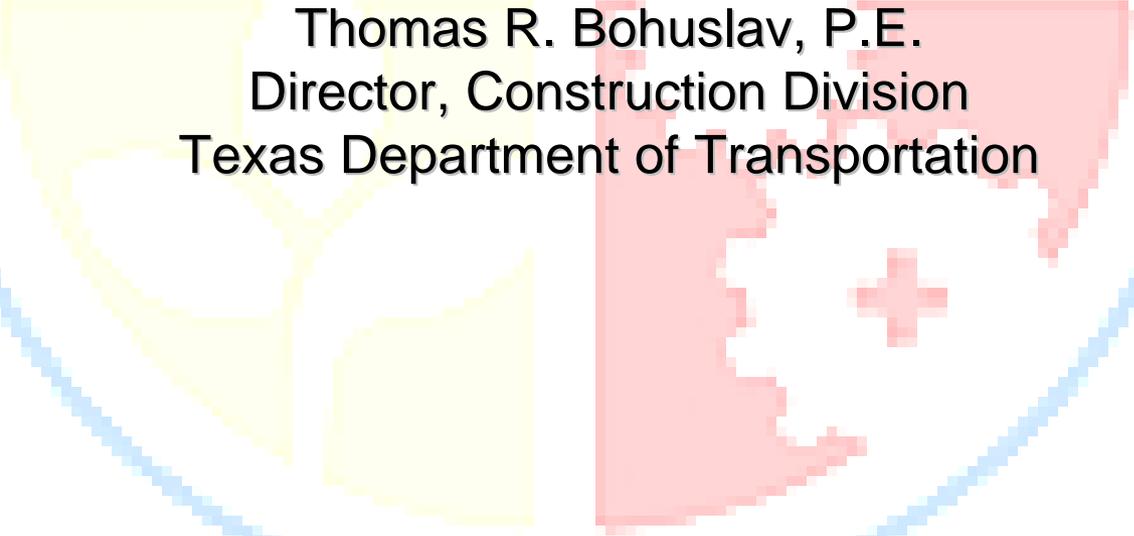




American Recovery and Reinvestment Act (ARRA) Reporting Requirements



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ARRA Reporting Requirements

Outline of Presentation

- o Standard federal-aid provisions and reporting requirements
- o ARRA Special Provisions
- o Form FHWA-1585 (Local Entities to Districts)
- o Form FHWA-1589 (Contractor Employment Reporting)
 - o Contractor Submission to Districts (or Local Entity)
 - o Local Entities to Districts

ARRA Reporting Requirements

Federal Aid Provisions

- o DBE
- o Buy America (Steel)
- o Davis Bacon
- o Certification of Nondiscrimination in Employment
- o Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity” Standard Federal Equal Employment Opportunity Construction Contract Specifications”
- o Form FHWA 1273 - Required Contract Provisions Federal-aid Construction Contracts
- o Special Provision 000-1001, On-the Job Training (Federal)

ARRA Special Provisions

1.SP 000-1580 – Federal Government right to review and interview

2.SP 000-1555 – Employment Data

These special provisions are to be included in all ARRA funded local entity administered projects.

- o SP 000-1580 – Exact language
- o SP 000-1555 – Exact or department approved language

ARRA Special Provision 000-1580

- 
- o Heightened attention
 - o Regarding ethical business practices
 - o Locally administered projects

Important Notice to Contractors

ARRA SP 000-1580

Outlines the authority of the US Comptroller General and Inspector General may inspect any and all records

The Contractor's attention is directed to the fact that this project is expected to be funded from the America Recovery and Reinvestment Act of 2009 (ARRA). Section 902 of the ARRA provides the U.S. Comptroller General and his representatives with the authority to:

- (1) to examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) to interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

Accordingly, the Comptroller General and his representatives shall have the authority and rights as provided under Section 902 of the ARRA with respect to this contract, which is funded with funds made available under the ARRA. Section 902 further states that nothing in this section shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General

Additionally, be advised that Section 1515(a) of the ARRA provides as follows:

Access.

For projects using ARRA funds, any representative of an appropriate inspector general appointed under section 3 or 8G of the Inspector General Act of 1978 (5 U.S.C. App.), is authorized.

- (1) to examine any records of the contractor or grantee, any of its subcontractors or subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to, the contract, subcontract, grant, or subgrant; and
- (2) to interview any officer or employee of the contractor, grantee, subgrantee, or agency regarding such transactions.

Section 1515(b) further provides that nothing in this section shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

ARRA Special Provision 000-1580

Basis

Requirements taken from Section 1514-5

1514 (a) **REVIEWS.**—Any inspector general of a Federal department or executive agency shall review, as appropriate, any concerns raised by the public about specific investments using funds made available in this Act.

1515(a) **ACCESS.**—With respect to each contract or grant awarded using covered funds, any representative of an appropriate inspector general appointed under section 3 or 8G of the Inspector General Act of 1978 (5 U.S.C. App.), is authorized—

- (1) to examine any records of the contractor or grantee, any of its subcontractors or subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to, the contract, subcontract, grant, or subgrant; and
- (2) to interview any officer or employee of the contractor, grantee, subgrantee, or agency regarding such transactions.

ARRA Special Provision 000-1555

2004 Specifications

SPECIAL PROVISION

000--1555

Important Notice to Contractors

The Contractor's attention is directed to the fact that this project is expected to be funded from the America Recovery and Reinvestment Act of 2009 (ARRA). For projects funded by the ARRA, Contractors must:

- report by the 10th day of the month, the number of project employees, hours worked, and payroll for the previous month (The reporting requirement also includes subcontractor employees.) and
- include this requirement in subcontracts with subcontractors.

The Engineer will approve the form and method used for this reporting. Noncompliance with this requirement will result in the Department taking actions including but not limited to withholding estimates and suspending the work. This reporting will not be paid for directly but will be considered subsidiary to Items of the Contract.



Employment
Reporting
Requirements

Reporting of this
data is an
important part of
ARRA funding

ARRA Special Provision 000-1555

Basis

Requirements taken from Section 1512 of the ACT

- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including—
- (A) the name of the project or activity;
 - (B) a description of the project or activity;
 - (C) an evaluation of the completion status of the project or activity;
 - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity;**

TxDOT Special ARRA Reporting Requirements

- o Section 1511 Certification
- o **FHWA-1585 (Project Status - District)**
- o FHWA-1586 (Project Listing - District)
- o FHWA-1587 (Employment Summary)
- o **FHWA-1589 (Contractor and Local Entity Employment – Contractor and District)**
- o Oberstar Reporting – additional reporting similar to data reporting on FHWA forms

FHWA-1587, FHWA-1589, and Oberstar include requirements for reporting employment data

ARRA Form FHWA-1585

Project Status

Districts

Actions for locally administered projects

- o Must collect from local entities
 - o Advertisement Date
 - o Award Date
 - o Notice to Proceed
 - o Percent Complete
 - o Contractor Information

ARRA Form FHWA-1585

Deadlines

- o Districts to submit local entity data to CST by the 5th calendar day each month
- o Must report monthly from start of work to September 2012 or completion of the project, whichever comes first

ARRA Form FHWA 1589

Employment Data

Contractors

Submit for themselves and their subcontractors

- o One submission for each project each month
- o Includes subcontractors
- o D-U-N-S number
- o Number of employees
- o Number of hours worked
- o Project payroll for those employees

ARRA D-U-N-S Number

For your D-U-N-S number, search Dun and Bradstreet or link

https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSTNumberTab#



Get Started, Get a D-U-N-S Number

First, find out if your company already has a D-U-N-S number in D&B's Database:

Business Name

City

State

 TX

[Next](#)

Are you a government contractor, vendor, or grant recipient? [Click Here](#)



After you receive your D-U-N-S

- Your business will be listed in D&B's database
- Your credit information will be available to banks and other companies
- You can [Sign up for eUpdate](#) to monitor and update your credit file

For U.S. Government Contractors, Vendors and Grant Recipients

[Get a D&B D-U-N-S Number](#)

[Next](#)

Business Credit Basics

- [What is business credit?](#)
- [Why is business credit important to my business?](#)
- [What are the 4C's that companies look for?](#)
- [Can't I just use my personal credit?](#)

1. Click
2. On the next page, click ["Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day."](#)

ARRA Form FHWA 1589

Employment Data

Districts

Actions for contracts administered by the department

- o Districts input manually submitted data in EPRS
- o Review data for reasonableness

Actions for local entity administered projects

- o Local entities to collect manual submissions from contractors and review for reasonableness and submit to districts
- o Districts submit local entity contractor and local entity data to CST

ARRA Form FHWA-1589

Data Needs

- o Data for all “On-Site” employees for prime contractor, subcontractor
- o Local entity staff and their consultants paid using ARRA funds will need to be included in a separate employment data Form 1589 to the district
- o TxDOT construction management staff will not be included in any Form FHWA-1589

ARRA Form FHWA-1589

Timeline for Submissions

- o Subcontractor submits data to prime
- o Prime submits their data and subcontractor data to the district by the 10th of the month
- o District obtains employment data from local entities and contractors by the 10th of the month from
- o District submits department contractor and local entity data to CST by the 14th of the month
- o CST compiles all data for 1587 Summary and submits to FHWA by the 20th of the month

ARRA Form FHWA-1589

Corrections and End Date

- o Contractor and local entity changes will be allowed for previous months submission before the deadline for the current month (1 month for corrections).
- o Must report monthly from start of work to September 2012 or completion of the project, whichever comes first

Form FHWA 1589 Submissions Using Electronic Project Records System (EPRS)

TxDOT Expressway

is in payroll submissions. In lieu of a SSN, please include a 5 digit uniquely identifying number.

Home | Contact Us | Tools & Plug-Ins

Electronic Payroll Submittal

Welcome to the Texas Department of Transportation payroll section of the **Electronic Project Records System (EPRS)**.

Select an action to begin:

- Create a new payroll data file link
 - ✎ Using EPRS File Template
Choose this option if you want to create a blank payroll file and start entering data into it.
 - ✎ Using MS Excel Template
Choose this option if you want to create a blank payroll file from Excel file template and start entering data into it.
- Upload a payroll data file
Choose this option if you want to use the website to change the payroll data file or combine two or more data files. **You must have a Digital Certificate issued by TxDOT to enter this portion of the website.**
- Sign then submit a payroll to TxDOT
Choose this option if you have a payroll file that you want to submit to TxDOT. You will be prompted to sign the file as it is being uploaded. Once you have signed the file, you may submit it to TxDOT. **You must have a Digital Certificate issued by TxDOT to enter this portion of the website.**
- View Submitted Payrolls
Choose this option to view which payrolls have been submitted by you or your subcontractors.
- View Organization Cert Status
Choose this option to view Organization Digital Cert Status by you or your subcontractors.
- Unpaid Installed Quantity Summary-By Vendor ID
Choose this option if you want to email Unpaid Installed Quantity Summary to you.
- **ARRA Monthly Employment Report (1589)**
Choose this option to view, edit and submit monthly prime and subcontractor employment information on each ARRA project.

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Internet

- o Contractor may submit with their digital certificate or send signed hard copy or scanned signed copy via e-mail
- o District will have to enter data into EPRS if mail or e-mail is used by contractor

Obtaining EPRS Digital Certificates

To modify or obtain a digital certificate(s)

EBS digital certificate will have to be modified to allow for payroll submission

Contact:

Tim West: 512-416-2494 or

e-mail - twest1@dot.state.tx.us

Frank Huerta: 512-416-2468 or

e-mail - fhuerta@dot.state.tx.us

**ARRA REPORTING REQUIREMENTS
DUE DATES**

Form Number and Title	Description of Data	Submission Deadlines				Comments
		Contractor	Local Entities (LPAs)	District	Divisions	
FHWA Reporting						
States' Section 1511 Certification	The list of projects approved by the Governor to use ARRA.				Issued as projects are added or removed.	Issued as projects are added or removed.
FHWA-1586 Initial ARRA Project Plan	The department's initial list of projects to be funded with ARRA.				Two weeks after each updated 1511 certification	
FHWA-1585 Monthly Recipient Project Status Report	Monthly status report for ARRA projects.		5th Calendar Day	5th Calendar Day	10th Calendar Day (to FHWA)	
FHWA-1589 Monthly Employment Report	Monthly employment data from Contractors or Local entities on active ARRA projects.	10th Calendar Day	10th Calendar Day	14th Calendar Day		
FHWA-1587 Monthly Summary Employment Report	Monthly summary of employment data for active ARRA projects.				20th Calendar Day (to FHWA)	
Oberstar Reporting						
Table I	Summary project, expenditure and employment data for ARRA projects				4th Calendar Day	
Table II	Detailed project data for each ARRA project				4th Calendar Day	
Table III	Certification statement for data submitted on Tables I and II				4th Calendar Day	

Section 1511 Certification, FHWA-1586, FHWA-1587, and Oberstar - Reporting will be addressed by divisions.

FHWA-1585 and -1589 - Districts will collect data from local entities and contractors.

FHWA-1589 - Contractors to submit to districts and local entities.

Possible Changes to and Additional Reporting Requirements

- o SB 1 - State Appropriation Riders
 - o Resulting studies by the department
- o FHWA
 - o DBE payments
 - o Employee Classification

ARRA Reporting Requirements



Texas Department of Transportation

Providing safe, effective, and efficient movement of people and goods.