

Instruction for Completing the FHWA 1589 (Monthly Employment Report)

1. Select the last day of the month for which the Monthly Employment Report is being submitted. For example for the June 2009 Monthly Employment Report, select 30 June 2009
2. Select the State Project Number or ID Number from the drop down. This number is referred to as the "Project ID" or the "PI Number" on most GDOT documentation. You will only see the projects which you have been awarded and a contract has been executed.
3. Based upon your selection of the State Project Number or ID Number, the following information will be automatically populated:
 - a. Contracting Agency
 - b. Federal-Aid Project Number
 - c. Project Location: State, County or Federal Region
 - d. Project Accounting Number
 - e. Contractor Name
 - f. Address
 - g. City
 - h. State
 - i. Zip Code
 - j. Email
4. Enter your firms DUNS Number
5. Enter the Number of Employees, Hours, and Payroll for your firm for the report month
6. For each Subcontractor , enter their Name, DUNS Number, Number of Employees, Hours, and Payroll for their firm for the report month
7. If more than three (3) subcontractors are being reported, click on "Insert Item" to add more input options.
8. Your Name and Title will be populated based upon your userid
9. Click "Submit" to transmit your FHWA 1589 (Monthly Employment Report) to GDOT



Form 1589

FHWA Form 1589

[Close Form](#)

GENERAL INFORMATION

Report Month:

State Project Number or ID Number:

Contracting Agency:

Federal-Aid Project Number:

Project Location: State, County or Federal Region:

Project Accounting Number:

CONTRACTOR NAME AND ADDRESS

Contractor Name:

Address:

City:

State:

Zip Code:

Email:

Contractor DUNS Number:

EMPLOYMENT DATA

Prime Contractor Direct, On-Project Jobs (see guidance for definitions)

EMPLOYEES 0 HOURS 0 PAYROLL \$0.00

Subcontractor Direct, On-Project Jobs

Subcontractor Name	DUNS Number	EMPLOYEES	HOURS	PAYROLL
Prime and Subcontractor Totals:		0	0	\$0

Insert item

PREPARED BY CEO or Payroll Official:

Name:

Title:

DATE:

10/22/2009

Submit

Close Form

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Office of the
State Inspector General

INTEGRITY

REPORT SECURITY OF ARRA FRAUD, WASTE OR ABUSE AT WWW.OIG.GEORGIA.GOV

Date: August 31, 2009

To: ARRA Implementation Team
ARRA Working Group Members
Agency Heads
Agency Fiscal Officers

From: Inspector General Elizabeth P. Archer

Subject: ARRA Guidelines

In effort to ensure accountability for ARRA funds and to comply with the directives from the GAO, the Office of the State Inspector General is issuing the following two guidelines:

1. **OIG Working Definitions** - This directive outlines OIG's working definitions of fraud, waste, abuse, corruption, and conflict of interest. Please distribute this flyer to all employees, contractors and subcontractors.
2. **Interagency Fraud Alert Form** – OIG requests that each agency including those with internal investigators, and internal Inspectors General provide notice to OIG when complaints concerning ARRA funds are received. The purpose of this form is to track all ARRA related complaints for federal reporting purposes. Please be aware that OIG does not intend to engage in matters that are solely within the jurisdiction of the reporting agency, and this is not a request to change any currently implemented line of reporting. This form will be available online for your convenience.

Both of the above guidelines will be available at our website www.oig.ga.gov under the Stimulus Directives section. If you have any questions, please contact our office at 404-656-7924. Thank you for your cooperation.



Office of the
State Inspector General

INTEGRITY

RECOVERY ACT FRAUD ALERT

Date:

To: Office of the State Inspector General

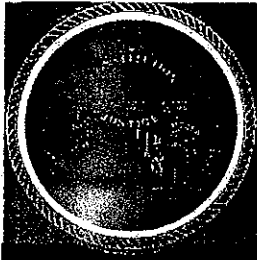
From:

Subject:

Please be advised that the above office has received a complaint and opened an inquiry and/or case involving the below listed business/person(s):

- 1) **Business of Interest:** (Corporate name, DBA's, address, phone number(s))
- 2) **Person(s) of Interest:** (name, address, phone numbers, other identifying information)
- 3) **Allegations:** (Briefly describe nature of allegations, type of suspected fraud)
- 4) **Location of Activity:** (provide location(s) in Georgia where activity(s) is/are occurring.)
- 5) **Agency Contact(s):** (Name of auditor, investigator, supervisor, etc.)
- 6) **Referrals:** (List other agencies, State or Federal, that have been contacted, if any)
- 7) **Additional Information:**

Note: Please contact the reporting agency for more information



Office of the
State Inspector General

INTEGRITY
GEORGIA

REPORT STIMULUS (ARRA) FRAUD, WASTE OR ABUSE AT WWW.OIG.GEORGIA.GOV

The Office of the State Inspector General (OIG) investigates instances of fraud, waste, abuse and corruption in all executive branch state agencies, departments, commissions, authorities and any entity of state government that is headed by an appointee of the Governor.

The American Reinvestment and Recovery Act of 2009 (ARRA) encourages the reporting and investigation of fraud, waste, abuse and corruption that occurs in connection with the distribution of federal stimulus funds to state and local governments and to private contractors. OIG is Georgia's designated state agency in charge of receiving and investigating ARRA complaints.¹

Complaints submitted to OIG may include a wide range of alleged wrongdoings and may include allegations of more than one type of misconduct by an entity or individual. Some categories of wrongdoing under the jurisdiction of OIG include the following.

Fraud is an act of intentional or reckless deceit to mislead or deceive.

Examples:

- Fraudulent travel reimbursement
- Falsifying financial records or payroll information to cover up theft
- Intentionally misrepresenting the costs of goods or services provided
- Conducting a business on state time for personal gain

Waste is a reckless or grossly negligent act that causes state funds to be spent in a manner that was not authorized or represents significant inefficiency and needless expense.

Examples:

- Purchase of unneeded supplies or equipment
- Purchase of goods at inflated prices
- Failure to reuse major resources or reduce waste generation

Abuse is the intentional, wrongful, or improper use or destruction of state resources, or seriously improper practice that does not involve prosecutable fraud.

Examples:

- Improper hiring practices
- Significant use of state time for personal business or unauthorized time away from work
- Receipt of favors for awarding contracts to vendors
- Falsification of time records to include misuse of overtime or compensatory time
- Misuse of state money, equipment, supplies and/or other materials

¹ Although OIG is only authorized to investigate reports about Georgia Executive Branch agencies and employees, any complaints received by OIG about the misuse of federal stimulus funds by agencies or persons outside OIG jurisdiction will be referred to the appropriate authority.



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GEORGIA

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Corruption is an intentional act of fraud, waste or abuse or the use of public office for personal, pecuniary gain for oneself or another.

Examples:

- Accepting kickbacks
- Bid rigging
- Contract steering

A **Conflict of Interest** is a situation in which a person is in a position to exploit their professional capacity in some way for personal benefit. It may occur when a person has competing professional obligations and private interests. A conflict of interest may exist even if no unethical or improper act results from it, as it may be evidenced by the appearance of impropriety.

Examples:

- Purchasing state goods from vendors who are controlled by or who employ relatives
- Nepotism
- Accepting gifts from vendors
- Outside employment with vendors
- Inappropriately using one's position to influence the selection of vendors with whom you have a personal interest/relationship
- Using confidential information for personal profit or to assist outside organizations

If you see fraud, waste or abuse occurring with Stimulus (ARRA) funds, please contact our office.

Web site: www.oig.georgia.gov
Toll Free: 866.Help OIG (1.866.435.7644)
Email: inspector.general@oig.ga.gov
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Atlanta, Georgia 30334

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