

GDOT ARRA Reporting Workshop



**Georgia Department of Transportation
Intermodal Programs Division
Macon, Georgia
October 23, 2009**



Agenda

- FTA Reporting Requirements:
 - 1201 Reports
 - 1512 Reports
 - TEAM Reports
- 2nd Call for Projects
- GDOT Internal Audit Reviews
- ARRA Questionnaires/GAO

Reporting Requirements For ARRA Projects

- FTA - Section 1201© FTA TEAM – Annually
- GAO – Section 1512 – Quarterly
- FTA Quarterly Progress Reports due no later than 10 days after end of each quarter

FTA 12 01© Reporting

- Due February 17, 2010 & Annually on February 17, 2011 & February 17, 2012 To FTA
- Filed in TEAM by GDOT
- Will provide templates to subrecipients
- Due at GDOT by January 31, 2010

When to Submit 1201(c) Reports

Report Period

- January 31, 2010
- January 31, 2011
- January 31, 2012

GDOT Deadline

- January 31, 2010
- January 31, 2011
- January 31, 2012

Report Deadline

- February 17, 2010
- February 17, 2011
- February 17, 2012

FTA's 1201(c) Reporting Framework

- **GDOT Reports to FTA.**
- **Report on a Grant-by-Grant Basis (2 GDOT Grants)**
- **Report Cumulative Information**
- **GDOT Receives Info from SR via GDOT Template Before FTA Deadline**
- **GDOT Submits reports into TEAM.**

Sample 1201 Reporting

- Grant Dollars Obligated
- Grant Dollars Expended (Key)
- Contracts Begun and Grant Dollars
- Contracts Completed & Grant Dollars
- Direct Job Hours(Key)

OMB 1512 Reporting

- Due Quarterly - Link - <http://myteams.dot.ga.gov/info/stimulus/1589/default.aspx>.
- First Report Due November 10, 2009
- Must Use GDOT Template for Rural & Small Urban (Form 1589)
- Must Be Completed By Last Day of Each Quarter (December 31, March 31, June 30 & September 30)

• More Detailed Training To Follow

What Reporting is Required under Section 1512?

- Total Funds Received & Spent
- Description of Projects
- Completion Status (Key)
- Estimates of Jobs Created or Retained (Key)

What GDOT will need to report (1512)

- Recipient Vendor
 - Award Number
 - D-U-N-S or Name and Zip Code of Headquarters (HQ)
 - Product and Service Description
 - Payment Amount
- Sub-Recipient Vendor
 - D-U-N-S or Name and Zip Code of HQ



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:

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Address <http://myteams.dot.ga.gov/info/stimulus/1589/ApplicationPages/1589.aspx?RedirectPath=/info/stimulus/1589> Go

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EMPLOYMENT DATA

| | EMPLOYEES | HOURS | PAYROLL |
|---|-----------|-------|---------|
| Prime Contractor Direct, On-Project Jobs (see guidance for definitions) | 0 | 0 | \$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

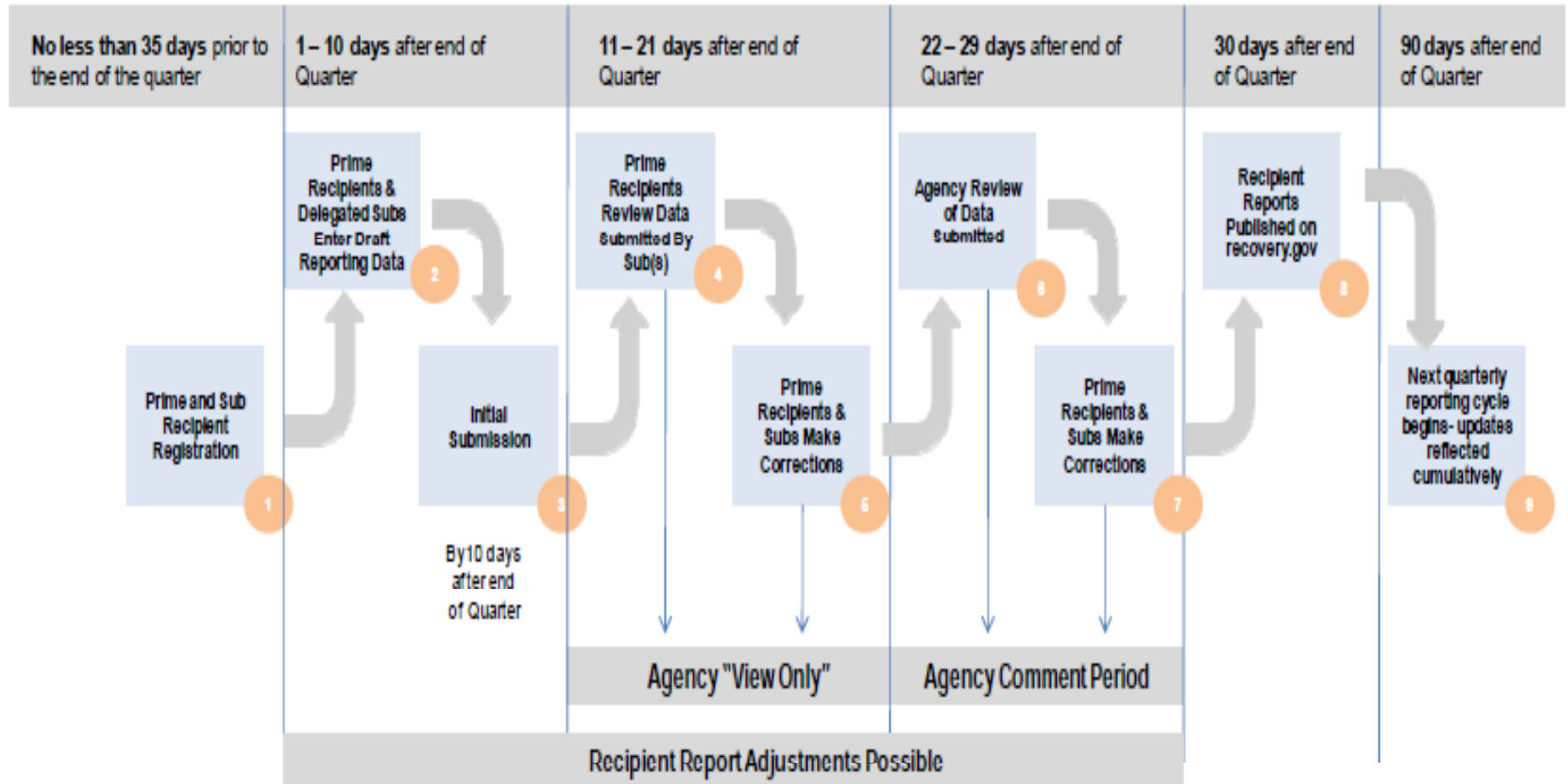
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Form 1589:

<http://myteams.dot.ga.gov/info/stimulus/1589/ApplicationPages/1589.aspx?RedirectPath=/info/stimulus/1589/MonthlyEmploymentReports/Forms/AllItems.aspx&PrintPreviewPath=/info/stimulus/1589/ApplicationPages/1589print.aspx>.

Timeline for Reporting and Reviewing 1512 Reports

Recipient Reporting Timeline



What GDOT will need to report (1512)

- Prime Recipient
 - Federal Funding Agency Code
 - *Federal Funding Agency Name*
 - Awarding Agency Code
 - *Awarding Agency Name*
 - Program Source (TAS)
 - Award Number
 - Recipient D-U-N-S Number
 - *Parent D-U-N-S Number*
 - *Recipient Type*
 - CFDA Number
 - *Recipient Name/Address/City/State/Zip Code/County*
 - Recipient Congressional District
 - Recipient Account Number
 - Award Type, Date, Description Project name or project/program title
 - Quarterly Activities/Project Description
 - Project Status

What GDOT will need to report (1512)

- Prime Recipient (cont.)
 - Activity Code
 - *Activity Description*
 - Number of Jobs
 - Description of Jobs Created
 - Amount of Award
 - Amount of ARRA Funds Received
 - Amount of Expenditure
 - Amount of Infrastructure Expenditure
 - Infrastructure Purpose and Rationale
 - Infrastructure Contact Information
 - Place of Performance Information
 - Recipient Officer Names and Compensation (Top 5)
 - Number and Amount of Payments to Vendors less than \$25,000/award
 - Number and Amount of Sub-awards less than \$25,000/award

What GDOT will need to report for Small Urban and Rural (1512)

- Sub-Recipient
 - Sub-Recipient D-U-N-S
 - Sub-award Number
 - *Sub-Recipient Name/Address/City/State/Zip Code/County*
 - Sub-Recipient Congressional District
 - *Sub-Recipient Type*
 - Amount of Sub-award
 - Amount of Sub-award Funds Disbursed
 - Sub-award Date
 - Sub-Recipient Place of Performance Information
 - Sub-Recipient Officer Names and Compensation (Top 5)

Calculations of Jobs

Question: Will FTA be issuing guidance on how to calculate direct and indirect jobs created, for reporting purposes?

Answer: Grantees will not be expected to calculate indirect jobs. The reporting guidance developed by FTA instructing grantees how to report job hours for direct jobs can be found on the FTA Website.

Additional Technical Assistance (1512)

- FTA 1512 Reporting Guidance Documents
 - 1512 Highlights
 - 1512 Checklist
 - 1512 Reporting Definitions and Examples(http://www.fta.dot.gov/index_9440_10542.html#1512)
- FTA 1512 Questions and Answers
(http://www.fta.dot.gov/index_9440_9327.html#Reporting)
- FederalReporting.gov Frequently Asked Questions
(<https://www.federalreporting.gov/federalreporting/faq.do>)
- Recovery.gov Recipient Reporting Information
(<http://www.recovery.gov/?q=content/recipient-reporting>)

TEAM Reporting

- Due Date for First FSR/MPR is October 10, 2009
- Revised Milestone Dates Must Have Detailed explanations (Key)
- Must Use GDOT Quarterly Template
- In GDOT's Hands By Last Day of Each Quarter (December 31, March 31, June 30 & September 30)

GDOT Schedule for ARRA Transit Projects Phase 2

Complete Phase 1

- FTA Grant(s) Approved August 2009
- Execute Contracts October 2009

Phase 2

- Phase 2 Call For Projects September 15, 2009
- Projects Due at GDOT..... October 2, 2009
- Complete Project Selection..... October 13, 2009
- Applications Due November 13, 2009
- Completed Grant(s)to FTA December 4, 2009
- FTA Grant(s) Approval January, 2010
- Execute Contracts..... March, 2010

Sample Criteria For Selection of ARRA Projects

- Work Can Be Completed Timely
- Project has been identified in a local transportation plan
- Request is for Additional funds for project already started
- All NEPA documentation is included
- Procurement of contractors can begin as soon as contract is executed
- Project directly affects the agency's ability to deliver service
- Project will preserve existing facility or service
- Facility purpose will improve passenger experience



Office of the
State Inspector General

INTEGRITY

REPORT SUSPECTS (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.

Questions?

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