



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

April 14, 2010

Mr. John D. Niemela, Director
County Road Association of Michigan
P.O. Box 12067
Lansing, Michigan 48901-2067

Mr. Christopher Hackbarth
Legislative Associate
Michigan Municipal League
208 North Capitol Avenue, 1st Floor
Lansing, Michigan 48933-1354

Dear Mr. Niemela and Mr. Hackbarth:

Reporting Requirements for Work Done by Local Agencies using Funding from the
American Recovery and Reinvestment Act (ARRA) of 2009

The Michigan Department of Transportation (MDOT) is continuing to work closely with the Federal Highway Administration (FHWA) to comply with the program requirements of the American Recovery and Reinvestment Act (ARRA) of 2009 legislation. In addition, a new partner, the Federal Office of Management and Budget (OMB), has implemented additional reporting requirements for each project. MDOT will continue to report the required information but the forms which were established by FHWA have become obsolete and the information now must be collected and reported slightly differently. OMB will collect information on an awards summary basis initially and then MDOT will prepare and submit the project status reports (including the payroll hours worked) on a monthly basis.

MDOT will populate the majority of the information required for the award summary using the existing systems, primarily the State Transportation Improvement Plan information. Additional award information will be requested from the local agency on a new form which will collect the information that was previously collected by phone. Local agencies will now use form 0368A to report this additional information. A copy of form 0368A, dated April 2010, is enclosed. The purpose of the award information in form 0368A is to identify the local agency which will receive the ARRA funds, the location of the project, the total amount of the ARRA award, and pertinent contact information. Other data being collected will identify the local agency's congressional district, its zip code, and the zip code of the project. All this information is used to tie job creation to the individual projects. The National Environmental Protection Act (NEPA) and federal permit information will also be input into the database as the reviews of the projects are completed. This information will be entered by MDOT representatives coordinating the collection of the information.

Each local agency receiving ARRA funds is required to begin reporting the jobs information beginning with the first month following the month that the ARRA funds are obligated.

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The initial award information is due by the close of business on the fifth day of the following month. For example, if ARRA funds are obligated in March, the first report is due to MDOT by the close of business on April 5. Once the projects are obligated, the project status, monthly labor statistics, and project costs need to be sent to MDOT by the local agency. The local agency will continue to use MDOT form 0368 to report this information. The monthly reporting will be required on a project basis until the project is completed. MDOT has been instructed by FHWA that failure to comply with the reporting requirements will result in ARRA funds being withheld from the project. Therefore, the reporting requirements will be strictly enforced.

Based on the reporting requirements for the contracted portion of the stimulus projects, MDOT will collect the information directly from the contractors for MDOT let projects. This information will be collected using the Michigan Electronic Reporting System (MERS). MDOT does not allow local lettings for ARRA projects since MDOT is not able to directly influence the reporting without having a means for withholding payment to the contractors if they do not comply with the requirements. A Notice to Bidders will be included with all ARRA projects requiring the contractors to comply with this provision or their payments will be withheld.

MDOT posts a listing of all ARRA funded projects to be completed by force account on the MDOT Local Agency Program website. This posting is in lieu of uploading the information to a federal website. This listing, which includes force account, preliminary engineering, and construction engineering phases, is normally posted on the website early in the week following the week in which the ARRA funds were obligated to the project.

If the ARRA project includes force account work, construction engineering, or preliminary engineering, the local agency must report labor statistics directly to MDOT using form 0368. Form 0368 has been revised to include additional clarification information as part of the form. A copy of the revised form 0368, dated February 2010, is enclosed.

Please note the only payroll information being collected on the monthly hourly statistics is the number of hours worked, the average pay rate, and the total payroll amount. These numbers should not include overhead or fringe benefits. If a consultant is reporting hours for professional services, the reported figures should be the actual labor rate and not the billing rate. After consultation with FHWA, MDOT has determined that the Davis Bacon provisions for wages are not applicable to public employees who perform these tasks. If any portion of the work is subcontracted, the contractors must pay prevailing wages.

All completed report forms are due to MDOT no later than the fifth day of each month. Compliance with the reporting requirements associated with the ARRA funding is written into the cost participation agreements and is also a condition of the authorization, which is issued to the local agency as part of the e-802P system.

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As previously provided, the link below allows access to the most current information available from FHWA on the ARRA funding. It is an essential reference for guidelines, reporting requirements, and common questions and answers.

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

Thank you for providing this information to your constituency. We look forward to working with them to deliver the projects selected for ARRA funding. If you have other questions, or need further information, please contact either me or Mr. Rudolph S. Cadena, Local Agency Programs Engineer, at 517-335-2233.

Sincerely,



Mark A. Van Port Fleet, Director
Bureau of Highway Development

Enclosures

cc: G. Johnson
J. Friend
D. Wearsch
B. Wieferrich
R. Cadena
M. Conklin
B. Kadzban
M. Harrison
M. Harbison
M. Sanchez
S. Guerrazzi

LOCAL AGENCY MONTHLY EMPLOYMENT REPORT AMERICAN RECOVERY AND REINVESTMENT ACT



Must be submitted to Local Agency Programs by the 5th of each month

1. REPORT MONTH (mm/yyyy)	2. LOCAL AGENCY
3. FEDERAL-AID PROJECT NUMBER	4. JOB NUMBER
5. PROJECT LOCATION	

6. LOCAL AGENCY PROJECT ENGINEER NAME & LOCAL AGENCY ADDRESS

NAME			
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.	EMAIL ADDRESS		

No work performed this report month

Job 100% Completed/Final Report

7. EMPLOYMENT DATA

	EMPLOYEES	HOURS	PAYROLL
Local Agency staff performing project work			
<input type="checkbox"/> PE <input type="checkbox"/> CE			
<input type="checkbox"/> FA			
Name of subcontractor performing project work			
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE		
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE		
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE		
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE		
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE		
Local Agency & Sub Contractor totals			

8. PREPARED BY: Local Agency Representative

NAME	TITLE	DATE
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Please e-mail form to conklinmi@michigan.gov or fax to Michele Conklin at (517) 335-3234

INSTRUCTIONS FOR COMPLETING MDOT FORM 0368
LOCAL AGENCY MONTHLY EMPLOYMENT REPORT
AMERICAN RECOVERY AND REINVESTMENT ACT of 2009
(ARRA)

The local agency should receive the approved authorization shortly after obligation. The reporting period starts once the job has been obligated, even if no work has been performed. The employment reports are required to be submitted beginning the month following initial obligation (e.g. obligated January 15th/report required February 5th). If you need to confirm the actual obligation date, please contact the assigned LAP staff engineer.

The only employment reporting that is to be sent to Michele Conklin is for ARRA Force Account/Preliminary Engineering/Construction Engineering (FA/PE/CE) projects, using form 0368. Reports for ARRA MDOT Let construction work should be entered using the Monthly Electronic Reporting System (MERS). For information regarding MERS, contact Sue Powers at 517-335-3076 or powerss@michigan.gov. If both cases pertain to a job then separate employment reports need to be made.

The information sheet is due by the 5th of each reporting month. If the 5th falls on the weekend or a Holiday the reports are due the previous working business day. If a job is obligated and no work has been performed during a reporting month, the local agency must still forward the information sheet with Items 1-6 completed and the "No work performed this report month" checkbox marked. Once the job is complete, please mark the check box "Job 100% Complete/Final Report". After the job is completed, you will no longer need to report. Also, Item 7 needs be completed with the appropriate checkboxes marked. Please make sure to complete Item 8 on all sheets submitted.

The local agency is responsible for directly submitting the information sheet for any subcontractor information.

All job related questions need to be directed to the LAP staff engineer assigned to the job.

If the information is not received by the 5th of each month until the completion of the Project, ARRA Funds for the State could be jeopardized.

Questions concerning the information being requested for the employment reporting should be directed to Rudy Cadena at 517-335-2233.

Revised:
February 4, 2010

LOCAL AGENCY MONTHLY AWARD REPORT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)



*****Must be submitted to Local Agency Programs by the 5th of each month*****

REPORT MONTH (mm/yyyy)	LOCAL AGENCY	
FEDERAL-AID PROJECT NUMBER	JOB NUMBER	LOCAL AGENCY DUNS NO.
PROJECT LOCATION		
ZIP + 4 FOR MAJORITY OF PROJECT LOCATION	CONGRESSIONAL DISTRICT FOR MAJORITY OF PROJECT LOCATION	

LOCAL AGENCY CONTACT INFORMATION

NAME			
ADDRESS	CITY	STATE	ZIP CODE +4
TELEPHONE NO.	EMAIL ADDRESS		

No work performed this report month

Job 100% Completed/Final Report

	Anticipated	Actual
Project Start Date		
Project Completion Date		

ARRA AWARD DATA

	ARRA AWARD AMOUNT	CUMULATIVE ARRA FUNDS SPENT THROUGH THIS REPORT PERIOD
Local Agency staff performing project work		
<input type="checkbox"/> PE <input type="checkbox"/> CE		
<input type="checkbox"/> FA		
Name of subcontractor performing project work		
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE	
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE	
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE	
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE	
	<input type="checkbox"/> FA <input type="checkbox"/> PE <input type="checkbox"/> CE	
Local Agency & Sub Contractor totals		

PREPARED BY: Local Agency Representative

NAME	TITLE	DATE
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**INSTRUCTIONS FOR COMPLETING FOR
FORM 0368A**

The project information being collected for the award information will include the initial information which is on the State Transportation Improvement Plan and the following additional data:

- The project location (e.g., resurfacing on Mt. Hope Road from Harrison Road to Hagadorn Road).
- The state job number (usually a six digit number with a phase associated e.g., 105978A).
- The federal-aid project number (usually starts with four numbers and three more numbers in parenthesis. When these numbers are collected, the parenthesis will be omitted e.g., 6314(799) will be recorded as 6314799.
- The congressional district in which a majority of the construction will occur.
- The nine-digit zip code for the local agency, and the nine-digit zip code in which a majority of the construction will occur.
- The city or county Data Universal Number System (DUNS) identifier (a unique nine digit sequence number used for federal contracts). **For more information on the purpose of a DUNS number and how to obtain one, please refer to the Dunn and Bradstreet website: www.dnb.com/US/duns_update.**
- The anticipated work start date and completion date, and the actual start date and completion date of the project.
- The costs spent to date as of the last day of the reporting month for hours charged to the project, including labor, materials, equipment, and supervision specifically required for the project. Do not report hours charged for normal administrative tasks including, but not limited to contract administration, preparation of invoices, accounts receivable, accounts payable, and miscellaneous office expenses.
- In addition to the information listed above, local agencies and their consultants will be required to comply with ARRA reporting requirements included in future FHWA or OMB guidelines.

Please direct all questions and requests for information regarding this report to Mark Sanchez either by email (sanchezm@michigan.gov) or telephone (517-335-6722).