



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

KIRK T. STEUDLE  
DIRECTOR

May 27, 2009

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

Mr. David Worthams, Asst. Director  
State Affairs  
Michigan Municipal League  
208 North Capital Avenue, 1<sup>st</sup> Floor  
Lansing, Michigan 48933

Dear Mr. Niemela and Mr. Worthams:

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

At this time, we are prepared to provide more information regarding the collection of information on projects to meet the reporting requirements of this legislation. We have been instructed by the FHWA that failure to comply with the reporting requirements will result with the ARRA funds being withheld from the project, so the reporting requirements will be strictly enforced. The reports will be due **no later than the tenth day of each month**. Compliance with the reporting requirements associated with the ARRA funding will be written into the cost participation agreements and will also be a condition of the authorization which will be issued on the e-802P system.

ARRA regulations required MDOT to post non-competitive work on a website. To meet this requirement, MDOT will be establishing a list of such projects on the Local Agency Programs (LAP) website ([www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap)). Projects will be posted on this site within a few days of obligation. Once the project is obligated, the status of progress and the monthly employment reports are requirements for each project. Reporting requirements fall upon the local agencies where ARRA will be used to fund any force account work, construction engineering or preliminary engineering work.

The monthly employment reporting information will be collected at a central source rather than every staff engineer. Please use the enclosed information sheet to submit the employment information. Instructions are also enclosed. This information sheet will be sent out to listserv subscribers as well as posted on the home page of LAP's website.

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Mr. David Worthams  
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We anticipate manual collection of the data for the May 2009 activities to be reported prior to June 10, 2009. We are developing an electronic interface for the monthly employment reporting and anticipate this system will be functional by the end of the summer 2009. When the electronic interface is developed, we anticipate the local agency monthly employment reporting will be input directly by the local agency into the system.

An MDOT staff member will be contacting local agencies directly to obtain the additional reporting information:

- Is this project going to be let or completed using the non-competitive bid process?
- What is 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](http://www.dnb.com/US/duns_update)**
- What day are you anticipating the work will start (or the actual date it started) and the plan completion date (or the actual finish date)?
- What are the costs spent to date as of the last day of the reporting month?

We anticipate that once the initial information is collected, only updates to the last two questions will be required and can be sent to Mark Sanchez, by the 10<sup>th</sup> of each month, via e-mail at [sanchezm@michigan.gov](mailto:sanchezm@michigan.gov).

Should ARRA reporting requirements change, MDOT will inform the local agency and the local agency will be required to update their reporting accordingly.

Thank you for providing this information to your constituency. We look forward to working with them to deliver the projects selected for ARRA. As previously provided, the following link provides access to the most current information available by the Federal Highway Administration on the ARRA funding. It is an essential reference for guidelines, reporting requirements, and common questions and answers.

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

If you have other questions, or need further information, please contact Mr. Rudolph S. Cadena, Local Agency Programs Engineer, at (517) 335-2233.

Sincerely,



Mark Van Port Fleet, P.E., Director  
Bureau of Development

Enclosure

**INSTRUCTIONS**  
**LOCAL AGENCY MONTHLY EMPLOYMENT REPORT**  
**AMERICAN RECOVERY AND REINVESTMENT ACT of 2009 (ARRA)**

The reporting period starts once the job has been obligated. The local agency should receive the approved authorization shortly after obligation. If you need to confirm the actual obligation date, please contact the assigned LAP staff engineer.

The information sheet is due by the 10<sup>th</sup> of each reporting month. 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. 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 10<sup>th</sup> 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.**

## LOCAL AGENCY MONTHLY EMPLOYMENT REPORT AMERICAN RECOVERY AND REINVESTMENT ACT



\*\*\*Must be submitted to Local Agency Programs by the 10<sup>th</sup> 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

### 7. EMPLOYMENT DATA

	EMPLOYEES	HOURS	PAYROLL
<b>Local Agency staff performing project work</b>			
<input type="checkbox"/> PE <span style="margin-left: 150px;"><input type="checkbox"/> CE</span>			
<input type="checkbox"/> FA			
<b>Name of subcontractor performing project work</b>			
	<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		
<b>Local Agency &amp; Sub Contractor totals</b>			

### 8. PREPARED BY: Local Agency Representative

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