ARRA REPORTING
( CONSTRUCTION )

BIA NWRO CONFERENCE

Great Wolf Lodge_ARRA Session
Grand Mound, WA

September 17, 2009

By: Kayloe Dawson, BIA-NWRO-DOT
OUTLINE

• General Reporting Requirements (M09-21)

• BIA NWRO Project Monitoring and Organization

• FLH Reporting Supplement, June 3, 2009

• BIA Reporting

• Summary
General Reporting Requirements
General Requirements

M-09-21 (June 22, 2009)

Memorandum for Heads of Departments and Agencies from Executive Office
Section 1512 of the American Recovery and Reinvestment Act of 2009.... 41 Pages

www.Recovery.gov

Recipient Reports will answer:
• Who is receiving Recovery Act dollars and in what amounts?
• What projects or activities are being funded with Recovery dollars?
• What is the completion status of such projects or activities and what impact have they had on job creation and retention?

General Requirements

M-09-21 (June 22, 2009) DATA NEEDS

Prime Recipient = TRIBE
1. Federal Funding Agency Name
2. Award identification
3. Recipient D-U-N-S
4. Parent D-U-N-S
5. Recipient CCR information
6. CFDA number, if applicable
7. Recipient account number
8. Project/grant period
9. Award type, date, description, and amount
10. Amount of Federal Recovery Act funds expended to projects/activities
11. Activity code and description
12. Project description and status
13. Job creation narrative and number
14. Infrastructure expenditures and rationale, if applicable
15. Recipient primary place of performance
16. Recipient area of benefit
17. Recipient officer names and compensation (Top 5)
18. Total number and amount of small sub-awards; less than $25,000

Sub-Recipient = CONTRACTOR
1. Sub-recipient D-U-N-S
2. Sub-recipient CCR information
3. Sub-recipient type
4. Amount received by sub-recipient
5. Amount awarded to sub-recipient
6. Sub-award date
7. Sub-award period
8. Sub-recipient place of performance
9. Sub-recipient area of benefit
10. Sub-recipient officer names and compensation (Top 5)

Sub-Recipient Vendor
1. D-U-N-S or Name and zip code of HQ

Recipient Vendor
1. D-U-N-S or Name and zip code of Headquarters (HQ)
2. Expenditure amount
3. Expenditure description

CCR_Central Contractor Registration
DUNS_ Dun & Bradstreet business database

http://www.ccr.gov/
ARRA Implementation

BIA NWRO Organizational Plan

SEQUENCE OF EVENTS

1. APPROVED ARRA TIP
2. SUBMIT PROJECTS TO BIA - DOT FOR APPROVAL
3. DEVELOP CONTRACT
4. FLH FORM 1586 (PLAN)
5. WEEKLY/ MONTHLY/ QUARTERLY REPORTS

ARRA Reporting
FLH Reporting

June 3, 2009 Federal Lands Highways Supplement
Initial Plan (FHWA-1586)

Reported By:
Tribe

Reported To:
BIA NWRO- BIADOT

Primary Data:
Project data (State Code = 1462 for IRR – FLH)
Milestone dates
Estimate / ARRA dollars
Schedule

Source:
http://www.fhwa.dot.gov/economicrecovery/forms/fhwa1586.xls
### Example (FHWA-1586) Old Hwy 99

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1462 - (HQFL) IRR</td>
<td>PO60131R1</td>
<td>53067</td>
<td>03</td>
<td>TDD</td>
<td>1 - Individual</td>
<td>OLD HWY 99</td>
<td>Paving and base course</td>
<td>03 - 4R Roadway Improvement</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Total Amount of ARRA Funds ($)</th>
<th>12. Total Cost Estimate ($)</th>
<th>13. Project Schedule (mm/yyyy)</th>
<th>14. Project Rationale</th>
<th>15. EDA (Y/N)</th>
<th>16. NEPA Class of Action</th>
<th>17. NEPA Milestone Completed</th>
<th>18. FHWA NEPA Completion Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$212,395.00</td>
<td>$2,155,938</td>
<td>mm/yyyy</td>
<td>4</td>
<td>n</td>
<td>CE - All types</td>
<td>CE - All types</td>
<td>6/2/2009</td>
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</tbody>
</table>

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<td>COMP - Cor</td>
<td>6/2/2009</td>
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<td>0.380</td>
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http://www.wsdot.wa.gov/Funding/stimulus/impactanalysis.htm

Thurston CO
FLH Forms

Grouped Project (FHWA-1588)

<table>
<thead>
<tr>
<th>Reported By:</th>
<th>Tribe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported If:</td>
<td>Grouped, bundled, area wide project- “O”, “S”, “D” Column 7 Form 1586</td>
</tr>
<tr>
<td>Reported To:</td>
<td>BIA NWRO- BIADOT within 2 weeks of award</td>
</tr>
</tbody>
</table>

ARRA Reporting
FLH Forms

Weekly Project Status (FHWA-1585)

Reported By:
Tribe

Reported To:
BIA NWRO- BIADOT

Primary Data:

% Complete = (elapsed time / estimated total time to compete ) * 100%

MUST TRACK SCHEDULE (WEEKLY UPDATE)

Source:
http://www.fhwa.dot.gov/economicrecovery/forms/fhwa1585.xls
### Monthly Employment (FHWA-1589)

**Individual Project**

**Reported By:**
Prime Contractor  
**INCLUDE IN BID DOCUMENTS**

**Reported To:**
Designated Contact (TRIBE)

**Primary Data:**
- DUNS 
- Subcontractor Names
- Employees (# and hours)
- Payroll

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**MONTHLY EMPLOYMENT REPORT**

**AMERICAN RECOVERY AND REINVESTMENT ACT**

<table>
<thead>
<tr>
<th>1. Report Month (mm/yyyy)</th>
<th>2. Contracting Agency</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>3. Federal Aid Project Number</th>
<th>4. State Project Number or ID Number</th>
<th>5. Project Location: City, County or Federal Region</th>
</tr>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>6. CONTRACTOR NAME AND ADDRESS</th>
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<tbody>
<tr>
<td>Name:</td>
</tr>
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<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
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<tr>
<th>7. Contractor/Subcontractor DUNS Number:</th>
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</tbody>
</table>

**8. Employment Data**

<table>
<thead>
<tr>
<th>Prime Contractor Direct, On-Project Jobs (see guidance for definitions)</th>
<th>EMPLOYEES</th>
<th>HOURS</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontractor Direct, On-Project Jobs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subcontractor Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subcontractor Name</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Prime and Subcontractor Totals  
0 0 0.00

**9. PREPARED BY CEO or Payroll Official:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>DATE:</th>
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<tbody>
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Source: [http://www fhwa dot gov/economicrecovery/forms/fhwa1589.xls](http://www fhwa dot gov/economicrecovery/forms/fhwa1589.xls)
FLH Forms

Monthly Employment Summary (FHWA-1587)

Reported By:
Tribe by every 20th

Reported To:
BIA-NWRO and DOT (via email)

Primary Data:
Total Hours, Payroll, & Employees employed by contractors per project

Source: http://www.fhwa.dot.gov/economicrecovery/forms/fhwa1587.xls
What is Required?

BIA Quarterly Reports
Required DATA.... (use FLH Reports)

Report:

- Total Amount of ARRA Funds Received from Awarding Agency
  - (TAS Number Treasury Appropriation Symbol... more info to come, assigned in the contract)

- The Amount Expended or Obligated during ¼ and cumulative

- A detailed list of all projects and activities for which ARRA funds were expended
  - Name of activity (1586)
  - Description of activity
  - Completion status of the project or activity (1585s)
  - Provide # of Jobs Created or retained by project (1587s)

- Reported to: http://FederalReporting.gov

- Reported by:
  - Prime Recipient (Tribe), and 1st Tier Sub-Contractor
Per Contract Requirements

More on ARRA Contract Reporting

- Due on 10th after each quarter (i.e. Oct, Jul, Apr, Jan 10th)
- Proposed Training at each Region
  - BIA Central Office Team,
  - Debbie McBride- Indian Services
  - By Dec. 2009
- Requirements outlined in BIA NWRO Contract

Normal ‘638’ Contract Reporting
Narrative, SF-269
ARRA Reporting - Construction

Summary & Conclusion
### Reporting Summary

<table>
<thead>
<tr>
<th>Report</th>
<th>Type</th>
<th>By</th>
<th>To (FIRST)</th>
<th>Frequency</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1586</td>
<td>Multi</td>
<td>Tribe</td>
<td>BIA-NWRO</td>
<td>1 time</td>
<td>2 weeks after award</td>
</tr>
<tr>
<td>1588</td>
<td>Multi</td>
<td>Tribe</td>
<td>BIA-NWRO</td>
<td>1 time</td>
<td>2 weeks after award, if...</td>
</tr>
<tr>
<td>1585</td>
<td>Multi</td>
<td>Tribe</td>
<td>BIA-NWRO</td>
<td>Weekly</td>
<td>Fridays</td>
</tr>
<tr>
<td>1589</td>
<td>Project</td>
<td>Contractor</td>
<td>Tribe</td>
<td>Monthly</td>
<td>4 TBD</td>
</tr>
<tr>
<td>1587</td>
<td>Multi</td>
<td>Tribe</td>
<td>BIA-NWRO</td>
<td>Monthly</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; month after</td>
</tr>
<tr>
<td>BIA</td>
<td>Tribe</td>
<td>Tribe</td>
<td>BIA-NWRO (website)</td>
<td>1/4erly</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; after 1/4</td>
</tr>
</tbody>
</table>

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1. Multi = each project as listed on 1586 (plan)
2. Tribe = prime recipient
3. BIA = C.O. (N. Devaney), ARRA Engineer (J. Blair)
4. TBD = to be determined by contract
Final Recommendations

**Must Establish Measures to Track Project Schedule at a Weekly Resolution (1585 & 1588)**
1. Weekly Estimate of Schedule is necessary... ideal for C.P. (critical path) scheduling method which measures float.
2. Hire experienced project manager as necessary

**Must Establish Measures to Track Payroll (1589 → 1587)**
1. Daily Construction Reports: Add labor details to normal pay item reconciliation, equipment. USE FHWA Std Forms
2. Weekly Project Status Reports: Summarize payroll & hours in addition to normal.
   - Provide back up payroll documentation for labor

**Identify Relationship between FLH Reporting and BIA Reporting**

**Be ready for more (& changing) future guidance... (Comma Delimited text files)**

**Questions???**