



American Recovery and Reinvestment Act Information for Virginia Localities

Project Delivery Expectations

ARRA funded projects will be administered in conformance with VDOT's [Locally Administered Projects Manual](#). Failure to meet established requirements may result in loss of funding.

Requesting a DUNS Number

It has come to our attention that once a **project is certified by the Governor**, VDOT must provide the **DUNS number and Congressional district for each sub-recipient of ARRA funds**. The DUNS number is a unique nine-character number that identifies your organization. DUNS number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. You can request a DUNS number online or by phone. If your organization does not have a DUNS number please visit the following web-pages:

Information about DUNS: http://www.grants.gov/applicants/request_duns_number.jsp
Registration site: <http://fedgov.dnb.com/webform>

Federal Reporting Requirements

Localities that administer ARRA projects and their contractors are required to provide monthly reports for each project. VDOT is simplifying this reporting by developing an internet-based reporting tool for all reporting elements which can be accessed through the Secure Portal. VDOT will provide access and training on reporting requirements for localities that are administering ARRA projects.

The use of this reporting tool is mandatory. No other reporting method is acceptable. VDOT will compile this data and forward the information to FHWA. Monthly reports must be submitted via the database. Key reporting requirements and dates are:

Monthly Status Report (1585) and Monthly Employment Summary Report (1587) – Localities are required to separately report both project progress and project related employment each month for each project that it is administering. The locality is required to complete and submit the monthly status report not later than the **5th of each month**. The monthly employment report must be completed and submitted not later than the **13th of each month**. A quick reference guide is available for Locality Representatives to assist with ARRA reporting.

VDOT's ARRA Reporting Tool – Quick Reference Guide
http://www.virginiadot.org/business/resources/local_assistance/ARRAQuickReference-Localities-FINAL.pdf

Reporting Training -TBD. Please email **Linda Miles** at Linda.Miles@vdot.virginia.gov or **Antonette Sommerville** at Antonette.sommerville@vdot.virginia.gov regarding training sessions. Due to additional reporting requirements from FHWA, a new training module is being developed and more training sessions will be made available at the beginning of 2010, check back for additional information.

FHWA has prepared detailed reporting information that is available at:
<http://www.fhwa.dot.gov/economicrecovery/reportingforms.htm>.

Standard Project Administration Agreements

As with any other federal-aid project, every ARRA-funded project will require the use of the Standard Project Administration Agreement. In addition to standard notes, the Appendix A of the Project Administration Agreement will include the following notes:

"This Project is funded in whole or in part with ARRA (stimulus) funds. Compliance with the reporting requirements of ARRA sections 902 and 1515(a) in the manner prescribed by the Department is mandatory. The Locality also agrees to include the special contract provision, provided by VDOT, in any contract agreement for ARRA projects."

"Pursuant to the certification requirements of the ARRA, the <locality> is cognizant of the timeline for expenditure of these funds and is committed to satisfying all state and federal requirements necessary to fully obligate these funds by March 2, 2010 and complete the project phase(s) supported in whole or part with ARRA funding by February 2012."

Certification

Local governments receiving ARRA funds through their MPO need to provide the Secretary of Transportation with a certification letter stating the following:

"Pursuant to the certification requirements of the American Reinvestment and Recovery Act (ARRA), this letter is to confirm that the <locality> project(s) funded with ARRA funds through the sub-allocation of funds to the _____ Metropolitan Planning Organization are ready to begin. We are cognizant of the timeline for expending these funds and are committed to satisfying all state and federal requirements necessary to fully obligate the funds by March 2, 2010 and complete the project by February 2012."

Localities should also provide a copy of their certification letter to their VDOT Program Manager/Project Coordinator.

Contract Provision http://www.virginiadot.org/business/resources/local_assistance/ARRA_1.pdf

Pursuant to Section 902 and Section 1515 (a) of the ARRA special contract reporting is required for all ARRA projects. These specific reporting provisions are **mandatory** for every contract and VDOT will specifically review each contract for its inclusion. In addition, DBE reporting requirements have been added. These specific provisions can be found here.

Additional DBE Monthly Report – Form C-68

The Department has been directed by FHWA to provide monthly reports of Disadvantaged Business Enterprise (DBE) payments made on each of the ARRA funded contracts. If your contract contains the special provision found in the Section 107.15 of the VDOT Road and Bridge Specifications and your contractor is utilizing DBE firms, the Department needs to report to FHWA the amount your contractor is paying to DBE firms each calendar month. This Special Provision states in part, *"The Contractor shall also furnish, and shall require each subcontractor to furnish, information relative to all DBE involvement of the project for each month during the life of the contract in which participation occurs..."*

The Department has developed a new form (**C-68**) that your contractor will need to complete to provide this information. Prime Contractors are to provide DBE actual payment information on the ARRA Monthly DBE Actual Payment Form and submit it to the District Civil Rights Manager no later than the 3rd of each month. The contractor should also provide a copy of the completed form to the local public agency. This form must be completed and submitted each month even if the amount of payments to DBE firms is \$0. **This monthly DBE Actual Payment Report is in addition to the Quarterly C-63 Report that tracks DBE payments.**

U. S. Department of Labor (DOL) – Office of Federal Contract Compliance (OFCCP)

DOL has received direction to be more proactively engaged in labor compliance on federally funded projects. DOL has requested to be notified of all pre-construction meetings and they are planning to

attend the meetings to address labor compliance issues. OFCCP will conduct compliance evaluations and host compliance assistance events to ensure that federal contractors comply and are aware of their responsibilities.

Localities are reminded that these provisions are in addition to the required standard federal project provisions.

Title Sheet Note for Stimulus Projects (ARRA):

All ARRA projects must include one of the following statements on the title sheet (in the proximity of the local government signatures):

1. When the Preliminary Engineering and / or the Right of Way phases were developed under a different project UPC than the ARRA project UPC, use the following:

The PE Phase and RW Phase was developed under UPC XXXXX, State Project Number XXXX-XXX-XXX, PE1XX and RW2XX, Federal Project Numbers: XXX-XXXX(XXX) (PE) and XXX-XXXX(XXX) (RW). The CN Phase was developed under UPC XXXXX State Project Number XXXX-XXX-XXX, CXXX, Federal Project Number ARRA-FSXX(X) as part of Federal Stimulus (American Recovery and Reinvestment Act).

2. When the Preliminary Engineering and / or Right of Way phases were developed using local funds and do not have a VDOT-assigned project UPC, use the following:

“The PE, RW phase(s) of this project have been developed utilizing local funds. A UPC and Project Number has NOT been assigned for that/those project phase(s). The CN Phase was developed under UPC XXXXX, State Project Number XXXX-XXX-XXX, CXXX, Federal Project Number ARRA-FSXX(X) as part of the federal stimulus (American Recovery and Reinvestment Act).

Additional Resources

Questions and Answers – FHWA has compiled an extensive list of questions and answers based on issues raised by state DOT's. These Q & A's provide a wealth of information and guidance for localities. See: <http://www.fhwa.dot.gov/economicrecovery/qandas.htm>

On-line Webinars – These are recordings of previously held FHWA sessions. Localities are encouraged to view these as they provide further guidance for Local Governments.

Guidance for Local Governments

<https://admin.na3.acrobat.com/a55098539/p19707426>

Reporting Requirements

<https://admin.na3.acrobat.com/a55098539/p31637771>

Program Risk and Oversight

<http://www.fhwa.dot.gov/economicrecovery/memo20090304.htm>

Additional FHWA Guidance

ARRA Guidance on Federal-aid Program Stewardship and Oversight

http://www.virginiadot.org/business/resources/local_assistance/ARRA_2.pdf

FHWA Web page: <http://www.fhwa.dot.gov/economicrecovery>

Resources for Maintenance Projects:

Most localities do not have experience in delivering maintenance activities utilizing federal funds. The following guidance has been provided by FHWA regarding federally funded maintenance projects:

- Crash Analysis for Maintenance Projects Guidance (Cover memo and guidance)
http://www.virginiadot.org/business/resources/local_assistance/ARRA_3.pdf
- Instructional & Informational Memorandum [IIM-LD-220.2](#) (Guardrail Repair, Replacement, and Upgrade Guidelines)
- Example Scoping Document for Preventive Maintenance Project (Norfolk Residency Asphalt Pavement Resurfacing – Federal-aid Project)
http://www.virginiadot.org/business/resources/local_assistance/ARRA_4.pdf
- Agreement for Maintenance Projects on the National Highway System (Approved by FHWA on 4/28/2009) http://www.virginiadot.org/business/resources/local_assistance/ARRA_5.pdf

Contact for Additional Information:

[Clark Woods](#) (804) 692-0565

OR your local VDOT Project Coordinator