

ARRA Reporting Requirements for Local Agencies

A message from Inspector General Ron Russo

Florida Department of Transportation



In February 2009, Congress passed the American Recovery and Reinvestment Act (ARRA) of 2009. ARRA calls for unprecedented levels of federal funding designed to energize our economy. In return for such funds, the ARRA requires heightened levels of accountability and transparency regarding all ARRA-funded transportation projects. As a local agency, you play a vital role.

The Florida Department of Transportation (FDOT) received approximately \$1.34 billion to fund much needed highway and infrastructure transportation projects in Florida. FDOT identified over 500 projects which will enhance the safety and efficiency of the traveling public by providing new or maintaining existing transportation infrastructure. Seventy-five percent of the 500 plus projects will be administered by local agencies.

The Office of Inspector General (OIG) is pleased to provide information regarding the ARRA employment reporting requirements, fraud awareness, Single Audit requirements and OIG points-of-contact for any questions relating to these topics. I hope this information is beneficial.

Employment Data Reporting

The ARRA requires FDOT to collect and report the following information for each ARRA-funded transportation project:

- **Total number of project employees;**
- **Total employee hours worked on an ARRA-funded project; and**
- **Total ARRA project payroll.**

As a local agency you are responsible for monthly reporting of this information to FDOT. To assist you with the federal reporting requirements, FDOT Office of Information Services, in conjunction with the OIG, created an electronic employment reporting system to collect this information. FDOT also created three computer-based training modules which provides ARRA-related information and demonstrates the electronic employment reporting system navigation.

Registration and reporting guides for federal reporting are available at the following websites:

FDOT ARRA Website

<http://www2.dot.state.fl.us/ARRAEmploymentReporting/>

Federal Reporting Website

<http://www.recovery.gov/?q=content/recipient-reporting>

Office of Management and Budget

http://www.whitehouse.gov/omb/recovery_default/

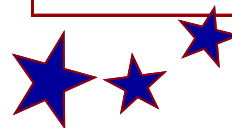
Cities and counties that receive ARRA funds from FDOT typically through a Local Agency Program Agreement,

must use FDOT's ARRA Electronic Employment Reporting System. The reporting system and computer-based training modules are available at: <http://www2.dot.state.fl.us/ARRAEmploymentReporting/>



Agencies that receive ARRA funds directly from the federal government

are still required to report project employment information. However, you must use the federal economic stimulus reporting system available at: www.recovery.gov



Agencies that receive ARRA funds from FDOT and directly from the federal government

are required to report employment information using both respective electronic employment reporting systems.



ARRA Reporting Requirements for Local Agencies (continued)

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Fraud Reporting

Report fraud waste and abuse of ARRA funds at:

FDOT OIG

<http://www.dot.state.fl.us/inspectorgeneral/reportfraud.shtm>

Florida Inspector General

<http://www.floridaoig.org/reportfraud.htm>



Federal Economic Stimulus

http://www.recovery.gov/Contact/ReportFraud/Pages/Report_Fraud.aspx

Single Audit Requirements

The Federal Single Audit Act¹ (FSAA) requires recipients expending \$500,000 or more in federal funds to have an independent single or program-specific audit conducted for that year in accordance with the provisions of the FSAA². The FSAA requirements remain in effect for ARRA³ funding with these additional requirements:

- **All ARRA expenditures are listed separately from federal and state expenditures on the “Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA) and the Data Collection Form (SF-SAC).” To facilitate compliance with this requirement, your accounting records must separately identify ARRA expenditures;**
- **Recipients need to include the prefix “ARRA-“ to identify the name of the Recovery Act Program on the SEFA and the SF-SAC; and**
- **Recipients need to include separate rows under Item 9 of Part III of the SF-SAC.**

Single Audit requirements and compliance are available at:

Federal Compliance Supplement

http://www.whitehouse.gov/omb/grants/grants_circulars.html#audit

Rules of the Florida Department of Financial Services

<https://apps.fldfs.com/fsaa/rules.aspx>

The OIG Internet website

provides ARRA-related information including a brochure that highlights the reporting process requirements, joint OIG and FHWA presentation regarding ARRA reporting requirements, and links to other valuable information sources.

Over the next three years, FDOT in conjunction with our state and federal partners will conduct reviews of all ARRA-funded projects to ensure accountability and transparency. We and our federal partners will likely review your local agency records. The OIG will make every effort to mitigate the impact on any oversight activities to your agency.

Our office is also committed to providing “real-time” information to keep you better informed of ARRA-related information and review activities. If you have any questions or require specific information please call our staff:

Electronic Employment Reporting System Contact

FDOT Service Desk (850) 414-4357

Single Audit Coordinator

John Boone (850) 410-5828

External Audit Liaison

Thais Wilson (850) 410-5513

The OIG website is available at:

<http://www.dot.state.fl.us/inspectorgeneral/ARRA.shtm>

¹Office of Management and Budget (OMB) Circular A-133 “Audits of States, Local Governments, and Non-Profit Organizations” sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards is available at: <http://www.whitehouse.gov/omb/circulars/a133/a133.html>.

²The \$500,000 threshold is total federal funds from all sources. Recipients of federal funds (including ARRA recipients) expending less than \$500,000 of total federal funds are exempt from FSAA reporting.

³Appendix 9 “Interim Financial Guidance for Federal Financial Assistance,” in 2 CFR (Code of Federal Regulation) Part 176.210(b).