Frequently Asked Questions

When are monthly reports due?

Employment data must be entered into the system by the 10th day of each month. Contractors, consultants and local agencies that report to local agencies need to check with the local agency for due dates.

What ARRA monthly reporting data is due?

Contractors and consultants must report their required monthly employment data for employees, hours, and payroll wages, as well as for their subcontractors/subconsultants .

On the Monthly Employment Report, what is "employees for the month?"

The total number of contractor's or consultant's direct on-the-job employees for that month.

What is required to access the ARRA Employment Reporting System?

- Valid User ID (ISA Account link to the system)
- Internet Access

What are the consequences for not reporting by contractors, consultants or local agencies?

FDOT will withhold payment until ARRA monthly reporting requirements are met.

WEB SITE RESOURCES

Recovery Websites:
Federal: www.recovery.gov
State: www.flarecovery.com
Florida Department of Transportation Website:
www.dot.state.fl.us
State Construction Office Website:
http://www.dot.state.fl.us/construction/
State Local Agency Program Office Website:
http://www.dot.state.fl.us/projectmanagementoffice/

Office of Inspector General
605 Suwannee Street, Mail Station 44
Tallahassee, FL 32399-0450
Telephone: (850) 410-5800
Facsimile: (850) 410-5851
http://www.dot.state.fl.us/inspectorgeneral/
ARRA.shtm

American Recovery and Reinvestment Act 2009

General Information and Reporting

Florida Department of Transportation Office of Inspector General

Enhancing Public Trust Through Professionalism and Respect

A Message from the Secretary...

Secretary Kopelousos

Congress passed the American Recovery and Reinvestment Act of 2009 (ARRA) in February 2009. The ARRA provides funding for needed transportation improvements in Florida. As contractors, consultants and local agencies, you play a vital role.

The transportation projects created by this Act will provide new jobs and stimulate the economy. I encourage each of you to read and fully understand the reporting requirements for the use of ARRA funds.

ARRA requires full transparency and accountability. You must provide all information requested by the department or local agency. Every effort was made to streamline the reporting process and to reduce the impact of these reporting requirements.

My thanks to each of you for your continued support of Florida transportation needs. You may contact the Office of Inspector General at (850) 410-5800 if you have any questions or require additional information.

Consultant/Contractor and Local Agency Reporting Requirements

ARRA requires the Florida Department of Transportation (FDOT) to capture the following ARRA project information:

Total number of employees;

Total employee hours worked; and

Total project payroll.

FDOT has automated Federal Highway Administration forms to collect this information. Each contractor, consultant or local agency can access FDOT's ARRA Employment Reporting system from the following Web Site:

www2.dot.state.fl.us/ARRAEmploymentReporting

Once you login to the automated system with your user name and password, you can enter the information described above. You may save and edit your monthly reports prior to submission.

Contractors, consultants and local agencies must submit this information **no later than the 10th day of each month.**

Failure to submit the required ARRA employment data will result in non-payment of invoices as stipulated in your agreement. **There are no exceptions to these reporting requirements.**

How do I Use the ARRA Employment Reporting System?

- Log on to the web site at:

  www2.dot.state.fl.us/ARRAEmploymentReporting

- Click on the Login button.

- You will be prompted to enter your user name and password. Once finished, click on *Login* (if you do not have an Internet Subscriber Account, ISA, click the *Register* button).

- You are now at the *ARRA Employment Reporting System* welcome screen. To enter project information click on *Submit Monthly Report*.

- The *Contract Selection Screen* will appear. Enter the month and year and then click on a project for which you would like to report.

- You are now at the *Complete a Monthly Report* screen where you can enter your project data for prime contractors/consultants and subcontractors/subconsultants. Once you complete the entry of your project data, click on *Save Monthly Report*.

- At the *Review Monthly Report* screen, you can review and submit your project data by clicking on *Submit Report for Review*.