



American Recovery and Reinvestment Act (ARRA)

## Weekly Report Instructions

---

### Introduction

Each agency receiving American Recovery and Reinvestment Act (ARRA) federal grant funds through ODOT Public Transit Division must complete an ARRA Weekly Report. The data from the reports will be used to present information about Oregon's transportation systems to the Legislature, Governor's office, Federal Transit Administration (FTA), the Committee on Transportation and Infrastructure, the public, other interested parties; and to assist PTD staff in managing grants.

Agencies awarded facility projects from STP highway flex funds have already been reporting on those grants. This report and the following instructions will replace any former versions used up to now. Report information is cumulative, so changes will include all activities for the report to date, by line item. Agencies may add line items as actions occur that generate a new contract or purchase.

Do not delete any reported information or line item as you complete each subsequent week's report—you may change amounts or dates to correct information. You may also add new line items and information and begin reporting when new activities occur.

**All agencies receiving FTA ARRA funds must report weekly or submit an e-mail stating there is no new activity to report.**

### Weekly Report Deadlines

The reporting period is Monday through Friday of the prior week. Please indicate when all activities for a grant are completed so that we stop asking for reports from your agency on that grant agreement. When all activities for all ARRA grants are completed, you may stop reporting. If funds are not all spent, they will be deobligated from your grants and redistributed.

PTD staff will contact the agency if there are questions on a report. Agencies will be shown as reporting no activity until information is reported.

**Due date:** The reports are due each Monday for the prior week's activities until project completion or until September 2011, whichever is sooner.

**Submit to:** Joni Bramlett via e-mail at: [Joni.d.bramlett@odot.state.or.us](mailto:Joni.d.bramlett@odot.state.or.us)

### Reporting Instructions



American Recovery and Reinvestment Act (ARRA)

## Weekly Report Instructions

---

### General Information

**Legal Name:** Legal name of agency responsible for federal fund grants.

**Reporting Period:** Select date range from drop down options for the reporting week.

**Allocated Amount:** ODOT agreement number and total allocated grant dollar amounts are entered for each of the grant agreements awarded to an agency.

**Approval Box:** Check the box and type in the person's name who is responsible for preparing the form (or insert electronic signature) and submit via e-mail in Excel format (this will make it easier for consolidation of information).

### CONTRACT PROGRESS SECTION

Column 1. **Description:** Enter a brief description for each contract or activity. For the purposes of ARRA reporting, agencies should describe and report each phase of a contract separately. For some projects this will not be an issue, so we are providing the following categories to assist you in determining how to complete your reports.

- **Large facility projects:** If different contractors are used, or the same contractor is working on several phases of work for an awarded project, the phases will need to be reported on separately. For instance, for a parking lot project, paving construction would be one line item and lighting procurement would be another. The lighting installation may be reported as a third line item, depending on how the project was bid and awarded. Add line items as required. Only report on how ARRA funds are being used—include narrative comments in the description field to indicate other funding sources and amount(s).
- **Vehicles:** We already have the contract information and pre-filled your form. What we need transit agencies to provide are delivery date(s) of vehicles and final costs. If fare boxes and other equipment were not a part of the purchase order and are installed after delivery from the vehicle vendor, add a line item to describe vehicle equipment and provide dates and costs, etc.
- **Other Capital Items and Simple Facilities Such as Passenger Shelters:** Each contract opportunity must be a separate line item on the report. For instance, if computers, printers and software were all procured from one source, it would be one contract opportunity. If more than one vendor is used, report separately for each vendor. Another example is passenger shelters or exterior benches: one contract may be let for purchase, a second for installation.
- **Mobility Management, Paratransit Operations, Preventive Maintenance (and General Public Operations)**—if and when your grant agreement is amended to



American Recovery and Reinvestment Act (ARRA)

## Weekly Report Instructions

---

allow this line item after all other activities have been completed): These projects may have one or more line item, depending on how the activities are contracted out.

For instance, if a mobility management project is to develop a new travel training program, there may be staff admin. costs in addition to one or more contracted activities. Report as a line item for each contract award such as marketing materials developed, a professional trainer, and internal staff time to develop contracts and to oversee the project—a total of three line items.

Preventive maintenance may be awarded to several companies in your location to spread the workload and for different vehicle brands—each vendor awarded a contract would be reported separately.

Operations projects may be reported based on how your agency accounts for the activities. If any operations are contracted out, it should be reported as a separate line item.

- Column 2. **Percentage (%) of Contract Completed:** Enter percentage of completion for each contract/line item. This percentage will change over time, as the cumulative work on a line item progresses over time, or purchases are delivered.
- Column 3. **Date Contract Out to Bid:** Enter date of contract bid. If not applicable leave blank or use your grant agreement start date. If dates are different or contracts are bid as separate phases, be sure to add line items and report on each separately. Vehicles purchased from the state bid are pre-filled for you with 9/4/2008 on the form. If an agency piggybacks on a different contract, use that agency's bid date. Do not report future dates in any date field—report activities that have occurred.
- Column 4. **Contract Estimated Amount:** Enter the estimated total amount for each contract out to bid, or each line item if some are for purchases. The items in this column should add up to the awarded amount in each grant agreement as noted in the form. Changes to actual costs as projects progress may be shown in following columns.
- Column 5. **Date Contract Awarded:** Enter date of contract award. If not applicable leave blank if activity has not occurred yet. For instance, if an off-the-shelf item is going to be purchased at a local store, do not complete the date until the purchase is made. Vehicles purchased from the state bid are pre-filled for you with 2/7/2009 on the form. Do not report future dates in any date field—report activities that have occurred.
- Column 6. **Awarded Contract Amount:** Enter the total amount for each contract awarded. This may be less or more than the estimate in Box 4. Report amounts regardless of whether or not your agency has requested reimbursement of grant funds.
- Column 7. **Date Contract Initiated:** Enter date of purchase or date work started on construction or an ongoing project such as preventive maintenance. If not applicable leave blank or use the contract awarded date. For instance, if an off-the-shelf item were purchased at a local store, this might be the same date as awarded



American Recovery and Reinvestment Act (ARRA)

## Weekly Report Instructions

---

and completed (Columns 5 and 9). Do not report future dates in any date field—report activities that have occurred.

- Column 8. **Initiated Contract Amount:** Enter the total cost awarded in the contract for a phase of work that has started or the cost of items being purchased for a particular line item. This may be updated over time as work progresses on construction or preventive maintenance. Report amounts of completed work regardless of whether or not your agency has requested reimbursement of grant funds.
- Column 9. **Date Contract Completed:** Enter date of project completion. For capital purchases enter the delivery date. If not applicable because the project or purchase is still underway, leave blank. Do not report future dates in any date field—report activities that have occurred.
- Column 10. **Completed Contract Amount:** Enter the total amount spent for each completed project. For capital purchases enter the total cost of items. Report amounts regardless of whether or not your agency has requested reimbursement of grant funds.

### JOBS STATS SECTION

- Column 11. **# of Direct Jobs Created or Sustained:** Enter estimated total number of jobs created or sustained during for each contract. Direct jobs mean construction workers, your agency's staff time that will be charged to the ARRA grant to administer projects, or service contracts such as preventive maintenance or mobility management. Do not report jobs data on manufactured items in this section.
- Column 12. **# of Job Hours Created:** Enter the total number of hours worked on the project by line item. For example, if five people each worked 40 hours on the project, enter 200 (5 people X 40 hours). Do not report data on vehicle purchases in this section.
- Column 13. **ARRA Payroll Total:** Enter the total wages paid for employees/contractors on the specified contract or line item. Payroll includes full cost of wages for hours directly associated with the project. If you report payroll for contracted jobs in preventive maintenance, agency employees, construction workers, or installation projects, also report the number of jobs in Column 11 and hours worked in Column 12. Do not report data on manufactured items (such as vehicles) in this section.
- Column 14. **% Increase in Employment:** Enter estimated total percentage increase in employment during the reporting period for each contract. Do not report data on manufactured items in this section.

### Additional Information and Contacts

**If you need assistance in completing the form, contact:**

Diana Huitt



American Recovery and Reinvestment Act (ARRA)

## **Weekly Report Instructions**

---

ODOT Public Transit Division

555 13th St. NE, Ste 3

Salem Oregon 97301-4179

Phone: 503-986-3410

Fax: 503-986-4189

Email: [diana.huitt@odot.state.or.us](mailto:diana.huitt@odot.state.or.us)

**If you have ARRA program or reimbursement questions, contact:**

Joni Bramlett, Capital Program Manager

ODOT Public Transit Division

555 13th St. NE, Suite 3

Salem, OR 97301

Phone: 503-986-3416

Fax: 503-986-4189

E-mail: [joni.d.bramlett@odot.state.or.us](mailto:joni.d.bramlett@odot.state.or.us)