



April 20, 2009

To our Local Government partners:

As Georgia prepares to put its Phase One American Recovery and Reinvestment Act of 2009 (ARRA) highway "stimulus" projects into construction phase, Georgia DOT is pleased to provide guidance to our cities, counties and MPOs regarding your ARRA project reporting requirements. As you know, the ARRA Act of 2009 included several reporting requirements to ensure transparency and accountability are integral to the use of these federal economic recovery fund. These new requirements and provisions make your project information subject to federal review and oversight as needed.

Your Phase One ARRA projects are required to have construction funds authorized by June 17, 2009. Local governments must be aware of and adhere to the tight deadline requirements for Phase One to prevent loss of ARRA funding for projects.

It is very important that you understand and are prepared for the additional reporting that will be required as your ARRA projects are awarded. In addition to the normal requirements and certifications that must be provided for federally-funded projects, the following additional special provisions will be required in ARRA contracts:

- **FHWA 1589** - Contractor employment reports to be submitted to Georgia DOT on the 15<sup>th</sup> of each month for the life of the contract – Georgia DOT is authorized to withhold payments for non-compliance in this area
- **Section 150** - Traffic control/ARRA Economic Recovery signage
- **ARRA Section 902** – allows the US Comptroller General access to your ARRA project records
- **ARRA Section 1515**- allows the Inspector General access to your ARRA project records
- **Buy American Provision**

Please see the attached packet of information on these special provisions. We've also included a Contract Provisions Checklist to help ensure complete compliance. Local entities must ensure these exact contract provisions are included in all ARRA contracts. For your convenience, these documents will also be posted to our Web site at [www.dot.ga.gov/gastimulus](http://www.dot.ga.gov/gastimulus). In addition, we are developing a webinar on the above provisions and on Titles VI and VII of the Civil Rights Act/DBE goals which will soon be posted to the [www.dot.ga.gov/gastimulus](http://www.dot.ga.gov/gastimulus) site. For additional information, please see Georgia DOT's Local Administered Project (LAP) Manual at <http://www.dot.ga.gov/localgovernment/TransportationPrograms/Pages/LAPManual.aspx>.

Thank you for your role in advancing job creation and economic recovery throughout Georgia.

Sincerely,

A handwritten signature in black ink that reads "Gerald M. Ross".

Gerald M. Ross, P.E.  
Commissioner

Attachments:

- GDOT Contract Provisions Checklist
- Special Provision Section 150
- Special Notice to Contractors
- ARRA Section 902 and ARRA Section 1515

Georgia Department of Transportation

American Recovery and Reinvestment Act of 2009  
Contract Provisions Checklist

Reference	Description	Included
ARRA Sec. 902 Notification of the authority of the U.S. Controller to access records	<i>Section 902 of the American Recovery and Reinvestment Act (ARRA) of 2009 requires that each contract awarded using ARRA funds must include a provision that provides the U.S. Comptroller General and his representatives with the authority to: “(1) to examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and (2) to interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.”</i>	<input type="checkbox"/> Y  <input type="checkbox"/> N
ARRA Sec. 1515(a) Notification of the authority of the Inspector General to access records (recommended)	While Section 1515 does not require contractual language, contracting agencies are encouraged to provide a notification in all contracts regarding the OIG’s authority. A suggested provision follows: <i>Section 1515(a) of the ARRA provides authority for any representatives of the Inspector General to examine any records or interview any employee or officers working on this contract. The contractor is advised that representatives of the inspector general have the authority to examine any record and interview any employee or officer of the contractor, its subcontractors or other firms working on this contract. Section 1515(b) further provides that nothing in this section shall be interpreted to limit or restrict in any way any existing authority of an inspector general.</i>	<input type="checkbox"/> Y  <input type="checkbox"/> N
ARRA Sec. 1604 Limit on Funds	Funds may not be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pools.	<input type="checkbox"/> Y  <input type="checkbox"/> N
ARRA Sec. 1605 Buy American	Buy American – Projects for the construction, alteration, maintenance, or repair of public building or public work must use iron, steel, and manufactured goods produced in the United States, unless this requirement is waived by the Federal grantor agency.	<input type="checkbox"/> Y <input type="checkbox"/> N
ARRA Sec. 1606 Wage rate requirements	Wage rate requirements – All laborers and mechanics employed by contractors and subcontractors must be paid wages at not less than prevailing rates on projects of similar character in the locality.	<input type="checkbox"/> Y <input type="checkbox"/> N

Reference	Description	Included
ARRA Sec. 1608 Individuals with disabilities/businesses owned by individuals with disabilities	REFORM OF CONTRACTING PROCEDURES UNDER EESA. Section 107(b) of the Emergency Economic Stabilization Act of 2008 (12 U.S.C. 5217(b)) is amended by inserting "and individuals with disabilities and businesses owned by individuals with disabilities (for purposes of this subsection the term 'individual with disability' has the same meaning as the term 'handicapped individual' as that term is defined in section 3(f) of the Small Business Act (15 U.S.C. 632(f))," after "(12 U.S.C. 1441a(r)(4)),".	<input type="checkbox"/> Y          <input type="checkbox"/> N
ARRA Sec. 1609 Public health, safety and environmental quality	Adequate resources must be devoted to ensuring that applicable environmental reviews under the National Environmental Policy Act are completed on an expeditious basis and that the shortest existing applicable process under the National Environmental Policy Act shall be utilized.	<input type="checkbox"/> Y          <input type="checkbox"/> N
ARRA Sec. 1512 Sub-recipient Reporting	Detailed information on sub-grants to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 and ARRA required employment reports.	
ARRA Sec. 1512(c)	Schedule of Expenditures of Federal Awards Recipients agree to separately identify the expenditures for each grant award funded under ARRA on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." This identification on the SEFA and SF-SAC shall include the Federal award number, the Catalog of Federal Domestic Assistance (CFDA) number, and amount such that separate accountability and disclosure is provided for ARRA funds by Federal award number consistent with the recipient reports required by ARRA Section 1512(c). (2 CFR 215.26, 45 CFR 74.26, and 45 CFR 92.26)	<input type="checkbox"/> Y          <input type="checkbox"/> N
A-133	All contracts/sub-grants which transfer the authority to expend funds or decision making ability for expending funds from GDOT to another entity whether by Grant Agreement or by Contract, will contain a notification to the Sub-recipient that the funds are subject to A-133 audit requirements. Subrecipients agree to submit to GDOT their A-133 Single Audit report within 30 days of report issue date.	<input type="checkbox"/> Y          <input type="checkbox"/> N

Reference	Description	Included
FHWA-1273	<b>Required Contract Provisions - Federal Aid Construction Contracts</b> <a href="http://www.fhwa.dot.gov/programadmin/contracts/1273.cfm">http://www.fhwa.dot.gov/programadmin/contracts/1273.cfm</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">I. General</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">II. Nondiscrimination</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">III. Non-segregated Facilities</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">IV. Payment of Predetermined Minimum Wage</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">V. Statements and Payrolls</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">VI. Record of Materials, Supplies, and Labor</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">VII. Subletting or Assigning the Contract</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">VIII. Safety: Accident Prevention</a>	<input type="checkbox"/> Y <input type="checkbox"/> N

Reference	Description	Included
	<a href="#">IX. False Statements Concerning Highway Projects</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">X. Implementation of Clean Air Act and Federal Water Pollution Control Act</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">XI. Certification Regarding Debarment, Suspension Ineligibility, and Voluntary Exclusion</a>	<input type="checkbox"/> Y <input type="checkbox"/> N
	<a href="#">XII. Certification Regarding Use of Contract Funds for Lobbying</a>	<input type="checkbox"/> Y <input type="checkbox"/> N

Date: April 2, 2009

**DEPARTMENT OF TRANSPORTATION  
STATE OF GEORGIA**

**SPECIAL PROVISION**

**Section 150—Traffic Control**

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*Add the following to Section 150:*

**150.03.P Signs:**

A. ARRA Economic Recovery Signs

The contractor shall provide and install two (2) ARRA - Type 1 or Type 2 (as appropriate) signs as directed by the Engineer. The signs shall be installed, prior to beginning the work, in accordance with Details of American Recovery & Reinvestment Act (ARRA) Sign Assembly included in the contract. Upon completion of the project, the signs shall be removed when directed by the Engineer. Payment is full compensation for furnishing, installing and removing the ARRA signs and the cost of this work shall be included in the overall bid price for ITEM NO. 150-1000 Traffic Control.

Office of Construction

3/13/2009

**PROJECT FUNDING SOURCE SIGN ASSEMBLY  
AMERICAN RECOVERY AND REINVESTMENT ACT  
SIGN LAYOUT DETAILS**



PROJECT FUNDING SOURCE  
SIGN ASSEMBLY



PROJECT FUNDING SOURCE SIGN

NOTE: SIGN SHALL NOT BE INSTALLED WITHOUT PROJECT FUNDING SOURCE PLAQUE (SEE SHEET 3).

A	B	C	D	E	F	G	H	J	K	L	M	N	P
120	72	1.5	6	5.0	4.5	8.0*	3.75	6.75(6.12)	10	7	27.917	5	10.831
84	54	1	5	4.0	3.5	6.0*	3	4.75(4.12)	7.25	5	19.047	4	7.362

Q	R	S	T	U	V	W	X	Y	Z	AA	BB	CC	DD
14.087	8.106	11.566	46.42	2.742	5.258	46.904	6.812	46.76	22.472	8	16.288	4	21
9.484	5.162	7.783	31.722	2.415	3.585	30.552	4.542	30.911	14.737	6	10.175	3	15

EE	FF	GG
8	3	3
6	2.25	2.25

- \* Increase character spacing 50%
- \*\* See Pictograph page 4
- \*\*\* See Pictograph page 5

COLORS: LEGEND, BORDER - WHITE (RETROREFLECTIVE)  
BACKGROUND - GREEN (RETROREFLECTIVE)



PROJECT FUNDING SOURCE PLAQUE

NOTE: PLAQUE SHALL NOT BE INSTALLED WITHOUT SIGN (SEE SHEET 2).

\* See Standard Highway Signs Page 559 for symbol design.

A	B	C	D	E	F	G	H	J	K	L	M	N	P
120	24	0.625	0.875	4	6.0	22.349	20.370	17.281	13.28	6	34.22	6.5	8.765
84	18	0.375	0.625	3.5	4.0	16.037	15.698	13.737	10.667	4	22.813	5	6.843

Q	R	S	T	U	V	W	X	Y	Z
21.813	3	24	0.375	0.625	1.5	11	8	1.5	12
14.039	2.25	18	0.375	0.625	1	7	6	1.5	9

COLORS: LEGEND, BORDER - BLACK  
BACKGROUND - ORANGE (RETROREFLECTIVE)

3/13/2009

## PROJECT FUNDING SOURCE SIGN ASSEMBLY AMERICAN RECOVERY AND REINVESTMENT ACT SIGN LAYOUT DETAILS



RECOVERY  
Vector-Based, Vinyl-Ready Pictograph

COLORS: LEGEND, OUTLINE — WHITE (RETROREFLECTIVE)  
 BORDER — BLUE (RETROREFLECTIVE)  
 BACKGROUND (UPPER) — BLUE (RETROREFLECTIVE)  
 BACKGROUND (LOWER RIGHT) — RED (RETROREFLECTIVE)  
 BACKGROUND (LOWER LEFT) — GREEN (RETROREFLECTIVE)



USDOT TIGER  
Vector-Based, Vinyl-Ready Pictograph

COLORS: OUTLINE — WHITE (RETROREFLECTIVE)  
 USDOT LEGEND — BLACK  
 TIGER DIAGONALS — BLACK,  
 ORANGE (RETROREFLECTIVE)

**PROJECT FUNDING SOURCE SIGN ASSEMBLY  
 AMERICAN RECOVERY AND REINVESTMENT ACT  
 SIGN LAYOUT DETAILS**



# Monthly Employment Report

## Coding Instructions

- BOX 1. **First day of reporting period:** The first day of reporting period is the first day of the first payroll period of the month. If the beginning of the month splits the payroll period then the report will include dates from the prior month as necessary to complete the payroll period.
- BOX 2. **Report Month:** The month and year covered by the report, as *mmyy* e.g. "May 2009" would be coded as "0509."
- BOX 3. **Contracting agency:** The name of the contracting agency. Leave blank for State projects. For non-State projects, enter the name of the contracting agency (Federal agency, tribe, MPO, city, county etc).
- BOX 4. **Federal-aid project number:** The State assigned federal-aid project number, consistent with the format reported in FMIS.
- BOX 5. **State project number or identification number:** The State assigned project number or ID, consistent with the format reported in FMIS.
- BOX 6. **Project location:** State where project occurs. If the project performed for Federal Lands, provide the region name.
- BOX 7. **Contractor name and address:** The name and address of firm shall include the name, street address, city, state, and zip code for the contractor.
- BOX 8. **Contractor DUNS number:** The unique nine-digit number issued by Dun & Bradstreet. Followed by the optional 4 digit DUNS Plus number. Leave blank if contractor does not have one. Reported as "999999999.9999"

# Monthly Employment Report

## BOX 9. Employment data

**Subcontractor name:** The name of each subcontractor that was active on the project for the reporting month.

**Employees:** The number of employees on the contractor's workforce that month, and the number of employees for each of the active subcontractors that month. Do not include material suppliers. Total field at bottom will be automatically calculated. Reported as a whole number.

**Hours:** The total hours on the specified project for all employees on the contractor's workforce that month, and the total hours for all employees for each of the active subcontractors that month. Total field at bottom will be automatically calculated. Reported as a whole number.

**Payroll:** The total dollar amount of wages paid by the contractor that month for employees on the specified project, and the total dollar amount of wages paid by each of the active subcontractors that month. Total field at bottom will be automatically calculated. Rounded to the nearest whole dollar and reported as a whole number.

## BOX 10. Prepared by:

**Name:** Indicate the person responsible for preparation of the form. By completing the form the person certifies that they are knowledgeable of the hours worked and employment status for all the employees. Contractors are responsible to maintain data to support the employment form and make it available to the State should they request supporting materials.

**Date:** The date that the contractor completed the employment form. Reported as "mmddyy."

First Use Date: May 21, 2009

**Department of Transportation  
State of Georgia  
Special Provision**

**Required Federal Aid American Recovery and Reinvestment Act Construction Contracts**

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(Applicable to all Federal Aid American Recovery and Reinvestment Act (ARRA) funded construction contracts and subcontracts)

Monthly Employment Reports shall be completed and submitted to the Engineer within ten calendar days after the end of each month. Failure to provide the required documentation will be grounds for withholding all payments on this contract.

Access to the monthly reporting information is available on the GADOT Construction Bidding Administration Web Site at [wwwb.dot.state.ga.us/dot/construction/contractsadm/index.shtml](http://wwwb.dot.state.ga.us/dot/construction/contractsadm/index.shtml).

**ARRA Section 902**

Provides the U. S. Comptroller General or authorized representative will be allowed:

“(1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and

(2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.”

**ARRA Section 1515**

Provides Authority for the Inspector General or authorized representative during the term of this contract plus an additional three (3) years thereafter:

“(1) To examine any records or interview any employee or officers working on this contract. The contractor is advised representatives of the inspector general have the authority to examine any record and interview any employee or officer of the contractor, its subcontractors or other firms working on this contract. Section 1515(b) further provides nothing in this section shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

Office of Construction Bidding Administration