

AMERICAN RECOVERY AND REINVESTMENT ACT 2009 (RECOVERY ACT)  
Reporting Requirements

- Each Prime contractor working on contracts for Local Agencies are required to provide a Monthly Employment Report.
  - Format: NCDOT-1585
  - Format: Microsoft EXCEL file format ONLY
  - Form will be provided during the contract process as an electronic file
  - Due Date: 1<sup>st</sup> Business Day of the month (*Note*: If the 1<sup>st</sup> falls on a weekend it is due Monday)
  
- Prime contractor is responsible for all reporting for themselves and sub-contractor reports.
  
- Non-reporting for ARRA funded projects would mean that a recipient or sub-recipient is out of compliance with Federal Law 110-5 (Section 1512 of ARRA 2009) which will result in the barring of ANY and ALL reimbursements of funds.
  
- All reporting is required to process any payments or partial payments for estimates or invoices using ARRA funds.
  
- File will be provided to the contractor in an excel format with a detailed instruction sheet.
  - There are 9 pieces of required information:
    1. Report Month
    2. Contracting Agency
    3. Federal-Aid Project Number
    4. State Project Number
    5. Project location (State, County or Federal Region)
    6. Contractor Name & Address
    7. Contractor/subcontractor DUNS number
    8. Employment Data ( will accompanying payroll supporting documentation)
      - Documentation must be actual payroll records –excluding or black out SSN's
    9. Prepared by CEO or Payroll Official – this is the required certification.
  
- Bi-Weekly or Weekly Payroll
  - It is acceptable to report information for a different date range for each subcontractor during month as long as the periods are consistent for that subcontractor throughout the reporting process.