

CHANGE REQUEST COVER SHEET

Change Request Number: 09-85

Date Received: 8/13/2009

Title: Update ARRA Reporting Requirements

Name: Larry Wyborski

Phone: 202-493-4638

Policy OR Guidance: Guidance

Section/Text Location Affected: AMS Procurement Guidance, T3.17

Summary of Change: Update the reporting requirements for the ARRA.

Reason for Change: New OMB Guidance on Contractor Reporting.

Development, Review, and/or Concurrence: AJA-43, ATO-F

Target Audience: FAA Contracting Officers, ATO-F and FAA Contractors

Potential Links within FAST for the Change: None.

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: None.

Links for New/Modified Forms (or) Documents (LINK 1) [null](#)

Links for New/Modified Forms (or) Documents (LINK 2) [null](#)

Links for New/Modified Forms (or) Documents (LINK 3) [null](#)

SECTIONS EDITED:

Procurement Guidance:

T3.17 American Recovery and Reinvestment Act

Implementation of Recovery and Reinvestment Act for Contracts

Section 4 : Reporting [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

T3.17 American Recovery and Reinvestment Act

Section C : Forms [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 4 : Reporting

Old Content: Procurement Guidance:

T3.17 American Recovery and Reinvestment Act

Implementation of Recovery and Reinvestment Act for Contracts

Section 4 : Reporting

a. Contractor Reporting on Use of Funds.

(1) Contractors that receive any awards (including modifications) funded by the Recovery Act must report information including, but not limited to, the dollar amount of contractor invoices, the supplies delivered and services performed and the amount for which the contractor has invoiced, an assessment of the completion status of the work, an estimate of jobs created and retained as a result of the Recovery Act funded award, names and total compensation of each of the five most highly compensated officers for the calendar year in which the contract is awarded, and specific information on first-tier subcontractors.

(2) At the time of award, the CO must provide FAA Recovery Act reporting forms and instructions to the contractor. Contractors must report data using the following FAA forms:

Monthly Prime and Subcontractor Employment Report

Quarterly Subcontractor Report

Prime and Subcontractor Highly Compensated Officers Report

These forms must be submitted electronically (in MS Excel format) to an FAA mail box for Recovery Act reporting:

9-AJF-CWP-StimulusTracking@faa.gov

ATO Capital Program Formulation Group (AJF-25) will compile all contractor-reported information.

b. *Failure to Report.* The CO must make the contractor's failure to comply with the reporting requirements a part of the contractor's past performance information. As with other contract deliverables, the CO may use remedies such as withholding payment or seeking other consideration for a contractor's failure to deliver contractually specified reports within required timeframes.

c. *Purchase Cards.* A special area in the comments field in U.S. Bank's online system has been established for Recovery Act-funded transactions. Purchase card holders must include an adequate description of the supplies/services purchased and the F&E JCN under which the purchase was made in the comments field.

New Content: Procurement Guidance:

T3.17 American Recovery and Reinvestment Act

Implementation of Recovery and Reinvestment Act for Contracts

Section 4 : Reporting

a. *Contractor Reporting on Use of Funds.*

(1) Contractors that receive any awards (including modifications) funded by the Recovery Act must report information including, but not limited to, the dollar amount of contractor invoices, the supplies delivered and services performed and the amount for which the contractor has invoiced, an assessment of the completion status of the work, an estimate of jobs created and retained as a result of the Recovery Act funded award, names and total compensation of each of the five most highly compensated officers for the calendar year in which the contract is awarded, and specific information on first-tier subcontractors.

(2) At the time of award, the CO must provide FAA Recovery Act reporting forms and instructions to the contractor. Contractors must report data using the following FAA form:

Monthly Prime and Subcontractor Employment Report

This form must be submitted electronically (in MS Excel format) to an FAA mail box for Recovery Act reporting:

9-AJF-CWP-StimulusTracking@faa.gov

ATO Capital Program Formulation Group (AJF-25) will compile all monthly contractor job related information into a report for the Secretary of Transportation.

b. *Failure to Report.* The CO must make the contractor's failure to comply with the reporting requirements a part of the contractor's past performance information. As with other contract deliverables, the CO may use remedies such as withholding payment or seeking other consideration for a contractor's failure to deliver contractually specified reports within required timeframes.

c. *Purchase Cards.* A special area in the comments field in U.S. Bank's online system has been established for Recovery Act-funded transactions. Purchase card holders must include an adequate description of the supplies/services purchased and the F&E JCN under which the purchase was made in the comments field.

Red Line Content: Procurement Guidance:

T3.17 American Recovery and Reinvestment Act

Implementation of Recovery and Reinvestment Act for Contracts

Section 4 : Reporting

a. *Contractor Reporting on Use of Funds.*

(1) Contractors that receive any awards (including modifications) funded by the Recovery Act must report information including, but not limited to, the dollar amount of contractor invoices, the supplies delivered and services performed and the amount for which the contractor has invoiced, an assessment of the completion status of the work, an estimate of jobs created and retained as a result of the Recovery Act funded award, names and total compensation of each of the five most highly compensated officers for the calendar year in which the contract is awarded, and specific information on first-tier subcontractors.

(2) At the time of award, the CO must provide FAA Recovery Act reporting forms and instructions to the contractor. Contractors must report data using the following FAA ~~forms~~form:

Monthly Prime and Subcontractor Employment Report

~~Quarterly Subcontractor Report~~ ~~Prime and Subcontractor Highly Compensated Officers Report~~ ~~These~~ This ~~forms~~form must be submitted electronically (in MS Excel format) to an FAA mail box for Recovery Act reporting:

9-AJF-CWP-StimulusTracking@faa.gov

ATO Capital Program Formulation Group (AJF-25) will compile all monthly contractor ~~reported~~ job related information into a report for the Secretary of Transportation.

b. *Failure to Report.* The CO must make the contractor's failure to comply with the reporting requirements a part of the contractor's past performance information. As with other contract deliverables, the CO may use remedies such as withholding payment or seeking other consideration for a contractor's failure to deliver contractually specified reports within required timeframes.

c. *Purchase Cards.* A special area in the comments field in U.S. Bank's online system has been established for Recovery Act-funded transactions. Purchase card holders must include an adequate description of the supplies/services purchased and the F&E JCN under which the purchase was made in the comments field.

Section C : Forms

Old Content: Procurement Guidance:

T3.17 American Recovery and Reinvestment Act

Section C : Forms

Based on the notification required by T3.17.A.3.g, a "Monthly Prime and Subcontractor Employment Report" form, will be pre-populated by ATO-F with awardee site specific information from the ATO-F Corporate Work Plan (CWP) tool. The form will then be forwarded to the CO.

COs must follow T3.17.A.4, Reporting, to obtain information from the awardee for the three forms - "Monthly Prime and Subcontractor Employment Report" form (with the pre-populated information provided by ATO-F), the "Quarterly Subcontractor Report " form and the "Prime and Subcontractor Highly Compensated Officers Report" form.

Forms (MS Excel file combining all forms):

[Monthly Prime and Subcontractor Employment Report; Quarterly Subcontractor Report; and Prime and Subcontractor Highly Compensated Officers Report](#)

Instructions for Forms:

[Monthly Prime and Subcontractor Employment Report](#)

[Quarterly Subcontractor Report](#)

[Prime and Subcontractor Highly Compensated Officers Report](#)

New Content: Procurement Guidance:

T3.17 American Recovery and Reinvestment Act

Section C : Forms

Based on the notification required by T3.17.A.3.g, a "Monthly Prime and Subcontractor Employment Report" form, will be pre-populated by ATO-F with awardee site specific information from the ATO-F Corporate Work Plan (CWP) tool. The form will then be forwarded to the CO.

COs must follow T3.17.A.4, Reporting, to obtain information from the awardee for the - "Monthly Prime and Subcontractor Employment Report" form (with the pre-populated information provided by ATO-F).

Form (MS Excel file):

Monthly Prime and Subcontractor Employment Report

Instructions for Forms:

FAST Version 08/2009

CR 09-85

p. 5

Monthly Prime and Subcontractor Employment Report

Red Line Content: Procurement Guidance:

T3.17 American Recovery and Reinvestment Act

Section C : Forms

Based on the notification required by T3.17.A.3.g, a "Monthly Prime and Subcontractor Employment Report" form, will be pre-populated by ATO-F with awardee site specific information from the ATO-F Corporate Work Plan (CWP) tool. The form will then be forwarded to the CO.

COs must follow T3.17.A.4, Reporting, to obtain information from the awardee for the ~~three forms~~– "Monthly Prime and Subcontractor Employment Report" form (with the pre-populated information provided by ATO-F), ~~the "Quarterly Subcontractor Report" form and the "Prime and Subcontractor Highly Compensated Officers Report" form.~~

~~Forms~~**Form** (MS Excel file ~~combining all forms~~):

Monthly Prime and Subcontractor Employment Report; ~~Quarterly Subcontractor Report; and Prime and Subcontractor Highly Compensated Officers Report~~

Instructions for Forms:

Monthly Prime and Subcontractor Employment Report ~~Quarterly Subcontractor Report~~
~~Prime and Subcontractor Highly Compensated Officers Report~~
