

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: 1st Business Day of the month (*Note*: If the 1st 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.