

**COMMITTEE ON TRANSPORTATION AND INFRASTRUCTURE
SUPPLEMENTAL GUIDANCE FOR GOVERNMENTAL RESPONSES TO
TRANSPARENCY AND ACCOUNTABILITY REQUEST
AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (P.L. 111-5)**

June 4, 2009

The Committee on Transportation and Infrastructure has developed supplemental guidance to assist Governors and Chief Executive Officers of Metropolitan Planning Organizations (MPOs) and public transit agencies in responding to the Committee's May 1, 2009 letter. The letter requests that recipients submit updated reports to the Committee by **June 15, 2009**, and **July 15, 2009** (data in these reports should reflect what has occurred as of May 31, 2009, and June 30, 2009, respectively).

I. TRANSPARENCY AND ACCOUNTABILITY REPORTING FORM

For June 15, 2009 and July 15, 2009 submissions, recipients should update the form they used to report by May 15, 2009, and rename the form for the appropriate reporting date (i.e., "Insert Name of Recipient' June 2009" or "Insert Name of Recipient' July 2009").

If needed, the form may be downloaded by visiting the Committee's website: <http://transportation.house.gov/>, and clicking the blue box entitled "Transparency and Accountability Information".

II. FREQUENTLY ASKED QUESTIONS

All Recipients:

Should recipients report cumulative data in each applicable category?

Yes. Recipients should report cumulative data in each applicable category, including projects put out to bid and Recovery Act funds associated with projects put out to bid (note this requirement regarding projects put out to bid is different from U.S. Department of Transportation's (DOT) section 1201 reporting instructions). For example, if the Minnesota Department of Transportation had begun work on a highway bridge repair, it would likely report the project in each of the following categories: number of projects put out to bid; amount of Recovery Act funds associated with projects put out to bid; number of projects under contract; amount of Recovery Act funds associated with projects under contract; number of projects in which work has begun; and amount of Recovery Act funds associated with projects in which work has begun.

Could the Committee clarify the meaning of direct, on-project jobs and job hours?

The Committee has adopted the definitions issued by U.S. DOT: Direct jobs include, "a worker employed to construct a facility or to maintain equipment on-site" and "employees actively engaged in projects who work on the jobsite, in the project office, in the home office or telework from a home or other alternative office location. This also includes any engineering personnel, inspectors, sampling and testing technicians, and lab technicians performing work

directly in support of the [Recovery Act] funded project.” Direct jobs do not include “an employee at a company that makes the capital items you procure” or “an employee at the company that supplies the manufacturer with parts for the capital equipment you buy, or the fast food worker who sells lunch to your workers.”

“On-project and other direct job hours include jobs provided by grant recipients, prime contractors, sub-contractors, and second-tier contractors, and are defined as all jobs billed directly to the projects. Jobs not billed directly to the projects, such as those associated with the off-site production of equipment, vehicles, or construction materials (such as steel or concrete) should not be counted.” “An example of hours to include in the case of a transit grantee would be the time spent preparing specifications or conducting a procurement,” if billed to a Recovery Act grant. For more information, see: <http://arrareporting.dot.gov/FAQ.cfm> and http://www.fhwa.dot.gov/economicrecovery/forms/arra_reporting_req_2_0.pdf.

Only report on what has actually occurred as of the cut-off date (for the next two reporting periods: May 31, 2009, and June 30, 2009, respectively).

May recipients report in “xlsx” format?

No. Recipients may only report in “xls” format.

Governors:

Should Governors report separately for each transit agency serving areas with populations less than 200,000?

No. In Table 1, Governors should report one cumulative total for all Transit Capital Assistance funds.

MPOs:

Should MPOs report directly to the Committee?

No. The Governor will continue to report on behalf of MPOs. MPOs should coordinate with the Governor to ensure that the Governor has the data needed to complete Table 4.

III. ADDITIONAL QUESTIONS

If you have any questions regarding this supplemental guidance, please have your staff contact Joseph Wender, Counsel to the Committee on Transportation and Infrastructure, at (202) 225-4472 or Joseph.Wender@mail.house.gov.