**Questions and Answers on 1201(c) Reporting for FTA Grant Recipients**

**(1) What are the reporting requirements of the Recovery Act?**

**Response:** The Recovery Act has two major reporting requirements, Section 1201 and Section 1512.

* Section 1201 requirements apply only to Department of Transportation grantees. FTA grantees will report these data through TEAM.
* Section 1512 reporting requirements apply to **all** grantees under the Recovery Act. Grantees will report these data through [www.federalreporting.gov](http://www.federalreporting.gov)

FTA grantees must complete both the 1201 reports in TEAM and the 1512 reports at [www.federalreporting.gov](http://www.federalreporting.gov)

For more details on the Section 1512 reports, please consult the FTA technical assistance documents at: <http://www.fta.dot.gov/arra> a(click on the “reports” link), and guidance produced by OMB at: <http://www.recovery.gov>.

**(2) How do I report for Section 1201?**

**Response:** FTA grantees must complete their Section 1201 report in TEAM. The reporting module is on the TEAM main menu under the “ARRA Reporting: 1201” link.

**(3) When can I start reporting the information that is due on February 17, 2012**

**Response:** Grant recipients will be able to enter their reporting information starting on February 1, 2012

**(4) What must I report for the Section 1201 reports in TEAM?**

**Response:** FTA grantees must report the following for each Recovery Act grant:

* 1. grant dollars you have obligated
	2. grant dollars you have expended
	3. solicitations you have issued, and their grant dollars
	4. contracts for which work has begun, and their grant dollars
	5. contracts for which work has been completed, and their grant dollars
	6. direct jobs hours worked under the grant.
	7. total State dollars you had planned to expend for the program (as of February 17, 2009) during the period from 2/17/2009 through 9/30/2010.
	8. total State dollars you actually expended for the program during the period from 2/17/2009 through 9/30/2010.

For more detailed descriptions of the precise data requirements, please refer to:

<http://www.fta.dot.gov/arra> and click on the “reports” link.

**(5) When are the Section 1201 reports due?**

**Response:** The due dates for the Section 1201 reports::

* May 18, 2009 for data as of April 30, 2009
* August 16, 2009 for data as of July 31, 2009
* February 17, 2010 for data as of January 31, 2010
* February 17, 2011 for data as for January 31, 2011
* February 17, 2012 for data as of January 31, 2012

**(6) Who is currently required to submit a 1201(c) report?**

**Response:**  If you have an open Recovery Act Grant from FTA as of January 31, 2012 then you must report by February 17, 2012. If your ARRA grant has been closed by January 31, 2012, then you have already submitted your final 1201c report for that grant, which will be forwarded to the Office of the Secretary of Transportation and to Congress.

**(7) Do I report cumulative data since February 17, 2009 or do I only report data since my previous report?**

**Response:** For every report, you must report cumulative data since February 17, 2009, even if the data has not changed since your previous report.

 **(8) Is the text of section 1201(c) available separately for review?**

**Response:** Section 1201(c) reads as follows:

(c) PERIODIC REPORTS.—

 (1) IN GENERAL.—Notwithstanding any other provision of

law, each grant recipient shall submit to the covered agency

from which they received funding periodic reports on the use

of the funds appropriated in this Act for covered programs.

Such reports shall be collected and compiled by the covered

agency and transmitted to Congress. Covered agencies may

develop such reports on behalf of grant recipients to ensure

the accuracy and consistency of such reports.

(2) CONTENTS OF REPORTS.—For amounts received under

each covered program by a grant recipient under this Act,

the grant recipient shall include in the periodic reports information

tracking-

(A) the amount of Federal funds appropriated, allocated,

obligated, and outlayed under the appropriation;

(B) the number of projects that have been put out

to bid under the appropriation and the amount of Federal

funds associated with such projects;

(C) the number of projects for which contracts have

been awarded under the appropriation and the amount

of Federal funds associated with such contracts;

(D) the number of projects for which work has begun

under such contracts and the amount of Federal funds

associated with such contracts;

(E) the number of projects for which work has been

completed under such contracts and the amount of Federal

funds associated with such contracts;

(F) the number of direct, on-project jobs created or

sustained by the Federal funds provided for projects under

the appropriation and, to the extent possible, the estimated

indirect jobs created or sustained in the associated supplying

industries, including the number of job-years created

and the total increase in employment since the date of

enactment of this Act; and

(G) for each covered program report information

tracking the actual aggregate expenditures by each grant

recipient from State sources for projects eligible for funding

under the program during the period beginning on the

date of enactment of this Act through September 30, 2010,

as compared to the level of such expenditures that were

planned to occur during such period as of the date of

enactment of this Act.

(3) TIMING OF REPORTS.—Each grant recipient shall submit

the first of the periodic reports required under this subsection

not later than 90 days after the date of enactment of this

Act and shall submit updated reports not later than 180 days,

1 year, 2 years, and 3 years after such date of enactment.

**(9) Is 1201(c) reporting connected to the reports requested by the House Transportation and Infrastructure Committee?**

**Response:** No. The 1201(c) reports are a statutory requirement.  The Committee requested supplemental reports from some grantees; however, it is FTA’s understanding that the Committee no longer expects the special reports.   Any questions grantees may have about the current status of the additional reports to the committee

**(10) What happens to the information I submit for the Section 1201 report? Will the information I report be made available to the public?**

**Response:** Information you report will be collected with information from other U.S. Department of Transportation grant recipients and will be reported to Congress by the U.S. Department of Transportation. FTA has also published Section 1201c reports on its website.

**(11) What happens if I do not make a required report on time?**

**Response:** FTA will consider non-compliance with the 1201(c) reporting requirement as a violation of the award agreement and may take remedial action necessary to ensure compliance, including suspending or withdrawing the ARRA funds awarded to the recipient.

**(12) Can I combine information required by 1201(c) into other reports I am required to make?**

**Response:** No. You must complete the Section 1201 report using the form established by FTA in TEAM. Grant recipients should not combine their 1201(c) reports with their financial status reports or milestone progress reports.

**(13) Where can I get help in completing the Section 1201 reports?**

**Response:** Grant recipients requiring technical support to complete the ARRA reporting field in TEAM should contact the TEAM help desk at 1 - 888 - 443 – 5305 or Team.HelpDesk@dot.gov. Grant recipients who have questions regarding what information they should report should contact their FTA regional office. Regional office contact information can be found by clicking on the map of the United States located on the home page of <http://www.fta.dot.gov>.

**(14) Can initial entries be revised during the reporting period?**

**Response:** Yes, grant recipients may re-enter the system at any time to revise entries. After the February 17 deadline, FTA staff will be reviewing the data submitted for accuracy and may contact you if we believe that the information you submitted is not correct.

**(15) What do I report about jobs?**

**Response:** You must report the direct, on-project job hours supported by Recovery Act funding that were worked by the reporting cut-off date. An example of a direct job is a worker employed to construct a facility or to maintain equipment on-site whose time is charged directly to the project.

As is the case under Section 1512, if you have placed a vehicle order with a manufacturer, you should report the number of hours worked by individuals employed in vehicle manufacturing.Report hours associated with vehicle manufacturing if vehicles paid for by the grant have been delivered to you by the manufacturer as of 1/31/12. Contact the manufacturer for the number of hours associated with the vehicles that were delivered

You are not expected to calculate, and should not report indirect or induced job hours. An example of an indirect job is a worker who makes the steel or other construction materials used at the project site,. An example of an induced job is a food vendor who sells lunches to individuals working at a project site. In addition, you do not need to differentiate between jobs created and jobs sustained.

**(16) Are separate reports required if I have multiple Recovery Act grants?**

**Response:** Yes. You must report data separately for each Recovery Act grant. However, you should only submit one report per grant regardless of whether the grant has been amended. The one exception is for the lines in the report related to Maintenance of Effort (MOE) of State funding for projects eligible under the ARRA program for which the grant was awarded. If you are reporting for multiple grants, you should report the MOE data in the report for only one of the grants.

**(17) Do I have to report for other grants, outside the Recovery Act, that I have received from FTA?**

**Response:** No. You should only report for Recovery Act Grants.

**(18) Can sub-recipients of FTA funds or contractors who have received FTA funds through a direct recipient submit 1201(c) information to FTA?**

**Response:** No. Direct recipients of FTA ARRA funds are responsible for collecting data from any sub-recipients or contractors and reporting it to FTA.

**(19) Can an umbrella group such as a Metropolitan Planning Organization take responsibility for reporting on behalf of a group of grant recipients?**

**Response:** No, not unless the MPO is the direct recipient of the grant. The grant recipient is required to complete the Section 1201 report.

**(20) Will FTA review the data that has been submitted for accuracy?**

**Response:** FTA will review the submitted data for accuracy and completeness. However, grant recipients are primarily responsible for the quality of their reports. If FTA has questions about an individual recipient’s submission, FTA staff will contact the recipient to request clarification or additional information.

One data quality check we will likely perform is a check to ensure that the value of data reported in 2012 is equal to or greater than data reported in 2011 (since all data is reported on a cumulative basis, information about expenditures, contracts, and job hours should be equal to or greater than the previous report). If your 2012 report corrects an error in your 2011 report, and the result is that the value of the data decreased between 2011 and 2012, please provide an explanation in the comments section of your report.

**(21) Will the Department's Inspector General or the Government Accountability Office (GAO) review the Section 1201 reports?**

**Response:** The Recovery Act strongly emphasized transparency and accountability. The Department's Inspector General and GAO have reviewed the 1201 reporting process and results as a whole and as part of investigations of individual ARRA grant recipients and projects.

**(22) If my agency submitted a final 1201c report prior to closing out my grant in TEAM , and the grant was closed on or before January 31, 2012, do I need to submit another 1201c report in February, 2012**

**Response:**  No. FTA will include the final 1201(c) reports that grantees submitted as part of their grant closeout along with the 1201(c) reports that are submitted for open grants in February 2012 in the report to Congress. FTA may also ask recipients to make changes to mistakes in grantees’ final 1201(c) reports. In this case, please work with your regional representative to provide the correct information and we will update the final report you previously submitted with the correct data

**(23) If my agency is ready to close its ARRA grant during the 1201c reporting period, can I submit my final 1201(c) report as part of the grants closeout process?**

**Response:** Yes. Grantees who are ready to close their grant in February 2012 should submit a final 1201(c) report via the grant closeout module in TEAM. This report will be combined with the other 1201(c) reports received in our report to Congress,

**(24) What information must be provided about planned and actual State funding?**

**Response:** You must report the total amount your State planned to contribute to your organization alone, and the total amount your State has actually expended for your organization. If you receive funding from multiple States, include the planned and actual expenditures from all relevant States. The planned and actual State spending must be for the any projects eligible under the program concerned, not just the spending that would match up with Recovery Act projects. If you are reporting on multiple ARRA grants within the same program or on multiple programs with overlapping eligibility, you should report the state funding information only once, in the report for one of your grants.

Since the information regarding maintenance of effort applies to activity that occurred between February 17, 2009 and September 30, 2010, your February 2012 report can carry forward the same information that was included in your February 2011 report. If you need to correct information made in your February 2011 report, please do so in your 2012 report and provide an explanation in the comments field of the report.