

Appendix D: Data Descriptions

The following is a description of each data item in RADS along with specific instructions on the collection and coding of the data.

Advertise_Date: The date that the Recovery Act project was advertised, reported as *mm/dd/yyyy* (e.g. "May 1, 2009" would be coded as "05/01/2009"). If the project is re-advertised, enter the new date. **Leave blank if the project has not yet been advertised; do not enter future dates.**

Airport_Aid: The total cumulative expenditure of State funds on projects eligible for Grants-in-Aid for Airports funds (administered by the FAA) from the date of enactment (02/17/2009) through the end of the reporting period.

Amount_Payment_Vendors: This is for the vendor payments less than \$25,000. RADS and FMIS will be used to determine this information. **Enter the cost as whole dollars; do not provide costs in thousands or millions of dollars.** Do not enter a dollar sign "\$" or a comma "," (e.g. "\$12,000" would be coded as "12000").

Arra_Award_Amount: The total amount of Recovery Act funds on the awarded contract. **Enter the cost as whole dollars; do not provide costs in thousands or millions of dollars.** Do not enter a dollar sign "\$" or a comma "," (e.g. "\$12,000" would be coded as "12000").

Award_Date: The date that the Recovery Act project was awarded, reported as *mm/dd/yyyy* - (e.g. "May 1, 2009" would be coded as "05/01/2009"). **Do not enter future dates.**

Begin_Point: The beginning mile point for a project. For cases where the linear referencing does not exist for the project, code 0.0.

Capital_Investment: The total cumulative expenditure of State funds on projects eligible for Capital Investment Grants (administered by the FTA) from the date of enactment (02/17/2009) through the end of the reporting period.

Comments: A comment field is provided in a number files. It allows the State to provide additional information about the data.

Cong_District: The number of the Congressional District where the majority of the work is being done. Do not provide multiple congressional districts or a default such as "99". States that have only one Congressional District (AK, DE, DC, MT, ND, SD, VT, and WY) should code "01".

Cong_Districts: The Cong_Districts data item allows the State to enter multiple Congressional Districts for an individual project. When entering multiple Congressional Districts, separate each entry with a comma ",".

Contract_ARRA_Estimate: ARRA portion covering the engineer's estimate for construction bid items submitted with the PS&E. This does not include construction engineering and inspection costs. Utility relocation costs should be included only if the utility relocation work is included in the construction bid package. Once this data is entered, it should not be modified unless the scope of work is changed. In the case where State law prohibits the release of the above data, leave the field blank.

Contract_Complete_Date: Contract completion date reported as *mm/dd/yyyy* - (e.g. "May 1, 2009" would be coded as "05/01/2009").

Contract_Cost_Estimate: Engineer's estimate for construction bid items submitted with the PS&E. This does not include construction engineering and inspection costs. Utility relocation costs should be included only if the utility relocation work is included in the construction bid package. Once this data is entered, it should not be modified unless the scope of work is changed. In the case where State law prohibits the release of the above data, leave the field blank.

Counties: The 3 digit County FIPS Code. For example, the county of Somerset, ME, would be coded as "025." A complete list of County codes can be found in Appendix B. Federal Land Management Agencies will use this field to indicate the State and county where the project is located. For projects that span multiple counties, enter the County FIPS Code for each county separated by a comma ",".

DBE_Commitment: The Disadvantaged Business Enterprise (DBE) commitment made by the prime contractor at the time of award as a percentage of the total contract amount. Do **not** enter a percent sign "%" (e.g. "12.12%" would be coded as "12.12").

DBE_Goal: This is the DBE Goal established by the recipient for the project as a percentage of the total estimated project cost. If there is no established goal for the project, report as "0". Do **not** enter a percent sign "%" (e.g. "12.12%" would be coded as "12.12").

DBE_Payments: Cumulative actual dollars paid to DBE contractors for labor, materials, equipment, etc., from the start of the project in dollars. Payments to DBEs for projects with race neutral or a 0% goal should be reported as "0". Do **not** enter a dollar sign "\$" or a comma "," (e.g. "\$12,000" would be coded as "12000").

Description_Jobs: A narrative description of the employment impact of Recovery Act funded work. This narrative is cumulative for each calendar quarter and, at a minimum, will address the impact on the recipient's or federal contractor's workforce as well as the impact on the workforces of sub-recipients and vendors.

At minimum, provide a brief description of the types of jobs created and retained. This description may rely on job titles, broader labor categories, or the recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.

DUNS_Number: The unique nine-digit number issued by Dun & Bradstreet. All prime contractors must have a DUNS number. The DUNS number should be reported as "999999999."

EDA: Percent is used to report the Economically Distressed Area (EDA) status of a project. For single projects that are in an EDA, the project should be reported as 100% in an EDA. For projects that are not in an EDA, they should be reported as 0%. Do **not** enter a percent sign "%" (e.g. "12.12%" would be coded as "12.12"). Statewide or multi-county projects should report one of the following determinations:

- For statewide projects, a percentage of the project can be credited as having EDA status. This percentage should be determined by using the population in EDA counties in the State as a percentage of the State population as a whole. In other words, if 60% of the State's population is in EDA counties, then 60% of the project's obligated funds would be considered as being obligated in an EDA.
- For multi-county projects, a percentage of the project can be credited as having EDA status. This percentage would be determined by the percentage of the multi-county area population that is in an EDA county. For example, in a three-county area, if one of the three counties is an EDA and that county holds 40% of the population of the three counties combined, 40% of the funds obligated for that project would be considered as being obligated in an EDA.
- If a State has data with the amount of funds being spent on a multi-county project by county, or length of a project by county, these data may also be used to calculate the percent of the EDA population represented by a portion of a statewide or multi-county project.

In making these determinations, states should use the Census Bureau's July 1, 2008 population estimates released in May 2009 that can be downloaded from the Census Bureau website at: <http://www.census.gov/popest/datasets.html>.

EDA_Comments: This is used to report the method used by a State to determine the EDA status for a project.

If an FHWA HEPGIS map is used to determine EDA status, then the map title and map date should be reported along with the date of project authorization. Use of a more recent map than the March 13, 2009 HEPGIS map requires that the authorization date of the project is later than the map date.

If other information was used to determine EDA status, then that information should be documented as follows:

- Used Federal data at the sub-county level.
- Used State or other data for unemployment or per capita income at the county or sub-county level.
- Special needs criteria 1, 2, 3, or 4 (specify which one is used).
- Other – Provide a brief description of the methodology used to determine special needs. Requires advance consultation with FHWA Divisions and Headquarters, including the Office of the Chief Counsel.

End_Point: Where applicable, the ending mile point for the project. For projects covering multiple routes, either choose the ending reference point for the predominant route or leave this field blank.

Facilities_Equipment: The total cumulative expenditure of State funds on projects eligible for Supplemental Funding for Facilities and Equipment funds (administered by the FAA) from the date of enactment (02/17/2009) through the end of the reporting period.

Federal_Project_Number: The State assigned federal-aid project number, consistent with the seven digit format reported in FMIS. For example, the project STM-1222(12) should be reported as "1222012." This field will only accept a single project number in the correct 7 digit format. Any project number that contains a space, dash "-", or parenthesis "(" or ")" will be rejected. Enter "TBD" if no federal-aid project number has been assigned yet. At the time of the award, all TBDs must be edited to reflect the Federal Project Number (FPN). Do not load the record without the FPN.

Guideway_Infrastructure: The total cumulative expenditure of State funds on projects eligible for Fixed Guideway Infrastructure Investment funds (administered by the FTA) from the date of enactment (02/17/2009) through the end of the reporting period.

_Speed_Rail: The total cumulative expenditure of State funds on projects eligible for Capital Assistance for Highway Speed Rail Corridors and Intercity Passenger Rail Service funds (administered by the FRA) from the date of enactment (02/17/2009) through the end of the reporting period.

Highly_Paid_Amount and Highly_Paid_Name: This encompasses the reporting of executive compensation data items. Recipients and sub-recipients of Federal financial assistance must report executive compensation data if they meet the statutory reporting thresholds. For the Federal-aid Highway Program, this means that the State and any local agencies or other sub-recipients of Federal-aid funds through the State, are subject to the executive compensation reporting requirement.

Contractors working for a recipient (i.e., the State) or for a sub-recipient (e.g., local agencies) do not have to report on executive compensation. These are the statutory requirements for reporting:

- The entity received 80% or more of its annual gross revenues in the preceding fiscal year from Federal awards, and
- The entity received \$25 million or more in annual gross revenues in the preceding fiscal year from Federal awards, and
- The public does not have access to the information through Securities and Exchange Commission or Internal Revenue Service filings as specified in FFATA.

Highly_Paid_Amount1 – 5: The total compensation for each of the five most highly paid officers of the recipient or sub-recipient. Do **not** enter a dollar sign "\$" or a comma "," (e.g. "\$12,000" would be coded as "12000").

Highly_Paid_Name1 – 5: The name of each of the top five paid officials if all of the reporting requirements are met. This only applies to States and local government agencies.

Highway_Infrastructure: The total cumulative expenditure of State funds on projects eligible for Highway Infrastructure Investment funds (administered by FHWA) from the date of enactment (02/17/2009) through the end of the reporting period.

Infrastructure Contact Information: OMB has requested the following data items for each State (recipient). This information only needs to be entered once in the Recipients file.

- **Infra_Contact_Name:** Name of the primary contact.
- **Infra_Contact_Street1:** Street address for contact.
- **Infra_Contact_Street2:** 2nd Street address for contact if needed.
- **Infra_Contact_Street3:** 3rd Street address for contact if needed.
- **Infra_Contact_City:** Name of city.
- **Infra_Contact_State:** Two character State abbreviation.
- **Infra_Contact_Zip:** Five or Nine digit zip code. When providing a 9 digit zip code, please **include** the dash "-".
- **Infra_Contact_Phone:** Phone number for the contact.
- **Infra_Contact_Ext:** If applicable, the contacts phone extension.
- **Infra_Contact_Email:** E-mail address for the contact.

Length_Miles: The centerline length of the project. If the project covers multiple routes, enter the total mileage. This field is used as an input into a number of performance measures. It's important that the State provide a total or cumulative length when applicable. For projects where centerline length is not applicable (e.g., rest area improvement), leave the data field blank.

Local_Contract_Number: Provide the contract number for each locally administered ARRA project in the Sub-Swards file.

LPA_Name: Name of the sub-recipient or LPA.

NAICS_Code: Enter the 6 digit numeric North American Industry Classification System (NAICS) code(s) that describe the Recovery Act activities under this project. Multiple codes can be provided; separate with a comma “,”. A searchable list of all NAICS codes is available at: <http://www.census.gov/naics/>. Please verify that the correct NAICS Code from the website is being used.

NEPA_Class_Action: One of five codes that describe the class of FHWA NEPA action:

Code	Description
TBD	To be determined
CE	All types of categorical exclusions
EA	Environmental assessment or finding of no significant impact
EIS	Environmental impact statement
NA	Not applicable

NEPA_Comments: This is a 400 character comment field that is required for those projects where the NEPA action is/has taken longer than 90 days to process. For example, if an ARRA project was entered into RADS on June 30, it is expected that the NEPA action should be completed on or before September 30. If the NEPA action is not completed, the State needs to explain why in this comment box. If it is an EIS or EA, provide the typical timeframe that it takes to complete these actions and the anticipated date of completion. If it is a CE, provide a specific reason why the NEPA processing is delayed.

NEPA_Federal_Date: Enter the date of the last Federal 404 permit, Coast Guard permit, Federal Land transfer, etc., is completed. If no other Federal agency NEPA actions are required, enter the date that the FHWA NEPA action was completed consistent with NEPA_Milestone_Date. Enter the date as *mm/dd/yyyy* (e.g. “May 1, 2009” would be coded as “05/01/2009”).

NEPA_Milestone_Completed: Enter the code that corresponds to the FHWA NEPA milestone completed:

Code	Description
TBD	To be determined
CE	All types of categorical exclusions
EA	Environmental assessment
FONSI	Finding of no significant impact
DEIS	Draft environmental impact statement
FEIS	Final environmental impact statement
SEIS	Supplemental environmental impact statement
ROD	Record of decision
NA	Not applicable

NEPA_Milestone_Date: Enter date that FHWA approved the NEPA document indicated in NEPA_Class_Action. Enter the date as *mm/dd/yyyy* (e.g. "May 1, 2009" would be coded as "05/01/2009").

Number_Federal_Permits: The number of federal permits/approvals requiring NEPA decisions or NEPA document adoptions by other agencies such as 404 Permits, Coast Guard Bridge Permits, or federal land transfers.

Number_Payment_Vendors: This will be calculated by RADS using the data provided in RADS and FMIS.

Payment_Disburse: The total amount disbursed for each project as of the reporting period end date. For projects with multiple State projects and/or contracts under a single Federal-aid project, each of the contracts and/or State projects will need to be reported separately.

Pct_Complete: The status of the project as the amount of elapsed time since work begun relative to the estimated total time to complete the project. The percent should be reported as just the number, i.e., 25.2% should be coded as "25.2".

Principal Place of Performance (POP): These data are used to describe where the majority of the work for a project is taking place. For those projects that cover a large area, such as a district or region, choose the central location. For statewide projects, use the city, Congressional District, and zip code of the State Capital.

- **POP_City:** Provide the name of the city where the work is taking place. For projects that span multiple cities, provide the name of the city where the majority of the work is occurring. Leave blank for rural projects that do not include any work in an urban area.
- **POP_Cong_District:** Provide the two digit numeric code for the Congressional District where the majority of the work is taking place.
- **POP_State:** Provide the two digit State abbreviation where the majority of the work is taking place.
- **POP_Zipcode:** Provide the 5 or 9 digit zip code where the majority of the work is occurring. When providing a 9 digit zip code, please **include** the dash "-".

Proceed_Date: The notice to proceed date for the Recovery Act project, reported as *mm/dd/yyyy* (e.g. "May 1, 2009" would be coded as "05/01/2009"). **Leave blank if the project has not yet been advertised; do not enter future dates.**

Project_Description: Consistent with Statewide Transportation Improvement Program (STIP) description and/or description provided in the 1511 certification. Please avoid the use of abbreviations.

Project_Name: Consistent with the project name in the STIP.

Project_Purpose: Enter the predominant improvement type using the FMIS improvement type codes. For example, the improvement "New Construction Roadway" should be entered as "01". The complete list of FMIS improvement type codes and descriptions are provided in Appendix C.

Project_Rationale: The recipient's rationale for funding the infrastructure investment with funds made available under the Recovery Act. This explains how the infrastructure investment will contribute to one or more of the purposes using the following codes. States can enter one or more codes. Multiple codes should be separated by a comma ",".

Code	Description
1	To preserve and create jobs and promote economic recovery
2	To assist those most impacted by the recession
3	To provide investments needed to increase economic efficiency by spurring technological advances in science and health
4	To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits
5	To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases

Project_Type: A character code used to denote the type of project. Projects are divided into individual projects and area wide projects. Individual projects are defined as a project primarily on a single highway. Area wide projects can be disbursed over a large geographic area, often on multiple highways.

Code	Description
I	Individual project
D	District wide project
S	State wide project
O	Other area wide project

Railroad_Passenger: The total cumulative expenditure of State funds on projects eligible for Capital Grants to the National Railroad Passenger Corporation (administered by the FRA) from the date of enactment (02/17/2009) through the end of the reporting period.

Report_Highly_Paid: A yes or no field (code "Y" or "N") used to indicate in the Recipient and Sub-recipient files if the recipient or sub-recipient meets the statutory requirements for reporting the names and compensation for its Top 5 Compensated Employees.

Report_Month: The month and year covered by the report, as *mm/yyyy* (e.g. "May 2009" would be coded as "05/2009").

Report_Quarter: Used in the Payments, Sub-payments, and Quarterly Status files to indicate what calendar quarter is being reported. For example, the Payments file for the third quarter of 2009 would be coded as: "32009".

Report_Type: This field indicates the reporting period of the Maintenance of Effort data for the periodic 1201(c) report to Congress. Below is a list of the codes:

Code	Description
1	90 days
2	180 days
3	1 year
4	2 years
5	3 years

Route_ID: The Unique Identifier for a Route that is use to Linear Reference a feature on a GIS Network. This should be consistent with the network that is native to the State DOT. In cases where the Route_ID for a specific Route is not captured on a Network, code "DNE". If there are multiple locations within the same projects where a Route_ID does not exist, there should only be one record, but the lengths for those separate locations should be aggregated.

Service_Description: A description of the service provided by the contractor (vendor). This field is required in the awards file, but optional in the sub-awards file.

Small_Shipyards: The total cumulative expenditure of State funds on projects eligible for Supplemental Grants for Assistance to Small Shipyards (administered by MARAD) from the date of enactment (02/17/2009) through the end of the reporting period.

State_Code: Enter the 2 digit State FIPS code. If the form is being filled out for Federal Lands, provide the FLH Division or Federal Land Managing Agency (FLMA) region code. See Appendix A for a list of the State FIPS and FLMA region codes.

State_Contract_Number: The State or sub-recipient assigned contract number. This field is used as a primary field to assign multiple entries for a single State or Federal-aid project. States that wish to disaggregate the reporting of their awards and payments should assign a unique number to each contract or group that the State desires to report for. When reporting for State forces, the State is encouraged to use a unique number, text, or even repeat the State_Project_Number.

State_Project_Number: The State project number or ID as assigned by the State or its funding recipient, consistent with the format reported in FMIS. Federal Lands will use this column to assign the "State" where the project is located. **Do not enter multiple State project numbers or identification numbers; this field can only contain one project number.** It is very important this number is always entered the same way for the same project in all files.

Status_Federal_Permits: A character code used to denote the status of any outstanding federal permits or approvals, including those which are not reported in Number_Federal_Permits because they do not require a NEPA decision, such as ESA Section 7 and NHPA Section 106. If multiple permits or approvals are outstanding, choose the code that best describes the permit that is expected to be the last one approved:

Code	Description
TBD	To be determined
NOT	Not Applied
PEND	Applied/Pending
COMP	Completed
NA	Not applicable

Surface_Transportation: The total cumulative expenditures of State funds on projects eligible for Supplemental Discretionary Grants for the National Surface Transportation System (administered by OST) from the date of enactment (02/17/2009) through the end of the reporting period.

Total_ARRA_Estimate: The estimated total amount of Recovery Act funds to be expended on the project. This should be consistent with the original engineer's estimate for the project. **Enter the cost as whole dollars; do not provide costs in**

thousands or millions of dollars. Do not enter a dollar sign "\$" or a comma "," (e.g. "\$12,000" would be coded as "12000").

Total_Award_Amount: The total amount of the awarded contract covering the same "construction bid items" used in the Contract_Cost_Estimate data. In the event that the State transportation agency performs the work (force account), the State transportation agency shall report an estimated cost to the agency. **Enter the cost as whole dollars; do not provide costs in thousands or millions of dollars.** Do not enter a dollar sign "\$" or a comma "," (e.g. "\$12,000" would be coded as "12000").

Total_Cost_Estimate: The estimated total construction phase cost for the project consistent with the STIP. **Enter the cost as whole dollars; do not provide costs in thousands or millions of dollars.** Do not enter a dollar sign "\$" or a comma "," (e.g. "\$12,000" would be coded as "12000").

Total_Employees: The number of people employed by the prime contractor or consultant and all their subcontractors during the reporting month for each project. This is reported as a whole number. Do not include material suppliers.

Total employees is based on the prime contractor or consultants report of direct, on-the-project jobs for their workforce and the workforce of their sub-contractors active during the reporting month. These jobs data include 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. This does not include material suppliers such as steel, culverts, guardrail, and tool suppliers.

States should include all direct labor associated with the Recovery Act project such as design, construction, and inspection provided they are funded by Recovery Act funds. The States reports should include their own project labor, including permanent, temporary, and contract project staff. States are asked not to include estimated indirect labor, such as material testing, material production or estimated macro-economic impacts.

Total_Hours: The total hours for all people employed by the prime contractor or consultant, and subcontractor employees for the reporting month. This should be reported as a whole number.

Total_Payroll: The total dollar amount of wages paid by the prime contractor or consultant and all of their subcontractors during the reporting month. Payroll only includes wages and does not included overhead or indirect costs. This should be rounded to the nearest whole dollar and reported as a whole number. Do not enter a dollar sign "\$" or a comma "," (e.g. "\$12,000" would be coded as "12000").

Transit_Capital: The total cumulative expenditure of State funds on projects eligible for Transit Capital Assistance funds (administered by the FTA) from the date of enactment (02/17/2009) through the end of the reporting period.

Vendor_Name: The business or name of the contractor (vendor) in both the Award and Sub-Award files. The contractor name is optional, provided that a DUNS number has been entered; otherwise this information is required.

Vendor_Payment: The cumulative total payments for all contractors by project number. This data only needs to be provided on a quarterly basis. **Enter the cost as whole dollars; do not provide costs in thousands or millions of dollars.** Do **not** enter a dollar sign "\$" or a comma "," (e.g. "\$12,000" would be coded as "12000").

Vendor_Zip: The zip code of the contractor (vendor) in both the Award and Sub-Award files. The contractor zip code is optional, provided that a DUNS number has been entered; otherwise this information is required. Provide the 5 or 9 digit zip code where the majority of the work is occurring. When providing a 9 digit zip code, please **include** the dash "-".

Work_Complete_Date: The date of the final voucher for each ARRA project in the Awards file.

Work_Performed_By: A single digit character code in the Awards file that describes the entity performing the work for each project. Please note that for locally administered projects, only provide one entry in the Awards file, even if the local forces and/or more than one prime contractor are doing the work.

Code	Description
S	State forces performing work
V	State contractor performing work
L	Locally administered project

Work_Start_Date: The day that the contractor began construction. Reported as *mm/yyyy* (e.g. "May 2009" would be coded as "05/2009").