

Consultant Advisory

2009-5

May 11, 2009

Reporting Requirements for ARRA Funded Projects

The American Recovery and Reinvestment Act of 2009 (ARRA) requires states receiving stimulus funds to provide monthly reports to the Federal Highway Administration (FHWA) regarding employment information for all ARRA funded projects. **By the 10th of each month**, every consultant with a contract funded either in whole or in part with ARRA funds, must submit, via e-mail or by facsimile, form FHWA-1589 Monthly Employment Report, attached, to the MDOT Project Manager for the previous month's work. **This includes work performed on ARRA funded as-needed projects.** The MDOT Project Manager will review the form and submit it to MDOT Contract Services Division for compilation. The form is available at <http://www.fhwa.dot.gov/economicrecovery/forms/>. Also attached is the Notice that is included in all Request for Proposals and contracts informing consultants of the necessary reporting requirements.

The employee information must include the number of employees working on the project, as well as all subconsultants working on the project. Also required is the number of hours worked and payroll amount. All information must be submitted by job number. The payroll amounts should not include fringe benefits, only actual wages paid.

MDOT is currently working on the development of a web-based system for the collection and submittal of this information by the consultants. We will provide more information as this develops.

The cost for complying with these requirements must be borne by the consultants, as part of their overhead and is deemed to be included in invoices submitted for your projects. Failure to comply with the reporting requirements would jeopardize the department's continued receipt of ARRA funding. Accordingly, failure to comply with this requirement may result in the withholding of contract payments until compliance is achieved. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

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