

Contract Services Division

# Consultant Advisory

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2009-8

September 15, 2009

## **ARRA Consultant Employment Reporting for September, 2009**

The OMB ARRA Quarterly report is due from MDOT in early October. It is important that this report be timely and accurate. In order to comply with OMB's deadline, we have had to implement an expedited schedule for the submittal of the ARRA consultant employment information, (form 1589) for the September employment reporting period. Form 1589 must be submitted to the MDOT Engineer **no later than Friday, October 2, 2009 for review and verification for reasonableness, and then submitted to Contract Services Division, (CSD) no later than Monday, October 5, 2009.**

In addition, to ensure consistent and ARRA accurate reporting, CSD is requesting that from this point on, the consultant contract number and authorization number, if applicable, be included on all 1589 forms. There is no field provided on the 1589 form for this information, however, we are asking that it be written directly on the form. Please submit all 1589 forms to Amy Meldrum in CSD.

If you have any questions, please contact Carol Rademacher 517-373-3382 or Amy Meldrum 517-335-0137.

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