

From Brenda O'Brien, Engineer of Construction and Technology

MDOT-Construction and
Technology Division
P.O. Box 30049
Lansing, Michigan 48909
Phone/517-322-1087
Fax/517-322-5664
www.michigan.gov/mdot/

Index: Contracts, Subcontracts

Questions regarding this
Construction Advisory should
be directed to:

Dale Spencley, Construction
Contracts Engineer, at
517-322-6630 or
spencleyd@michigan.gov

Reporting Requirements for Projects Funded by the American Recovery and Reinvestment Act (ARRA)

ARRA reporting is required for contracts beginning with the month that work starts. It is important to make sure the "Construction Started" date is entered in FieldManager as soon as work begins. This date is critical for accurate ARRA reporting.

Contractors need to provide the project engineer with the Monthly Employment Report (Form: FHWA-1589) no later than the 10th day of each month for the preceding month's data, according to the Notice to Bidders. Instructions for completing this form are on pages 5-7 of the *American Recovery and Reinvestment Act of 2009 Reporting Requirements* document. The Project Engineer will receive this instructional document for each ARRA project. It is important to note that the contractor is responsible for reporting the Employment Data in Section 8 of this report for their subcontractors, as well as their own employment data.

A new ARRA reporting requirement has been added that is not currently addressed on form FHWA-1589 or in the reporting requirements instructions document. Each month prime contractors must report the dollar amount paid to each Disadvantaged Business Enterprise (DBE) subcontractor. This can be accomplished by putting the dollar amount paid to the DBE next to their name, within the same field, under section 8, Employment Data. For example:

XYZ Subcontracting, \$125,000 (DBE)

In addition to the information required on the form, MDOT's Contract Services Division would like the contractor to state the "Source" of the information provided, which will most likely be Certified Payrolls. The contractor should note the source below the heavy black line in the blank area at the bottom of the FHWA-1589 form.

The MDOT project engineer will review and reasonably verify the information provided on the FHWA-1589 form. After verification, the signed form is to be scanned and emailed to Sue Powers, powerss@michigan.gov, no later than the 12th of each month for the preceding month's data. This time line is critical, as MDOT must have the Summary Employment Report completed by the 15th of each month for the preceding month's data.

