

Consultant Advisory

2009-9

December 18, 2009

Automated ARRA Reporting

Consultant Advisory 2009-5, posted on May 11, 2009 stated that 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.**

The employee information must include the number of employees working on the project, including subconsultants, number of hours worked and payroll amount. All information must be submitted by job number and contract/authorization number. The payroll amounts should not include fringe benefits, only actual wages paid.

Previously this information was being submitted on FHWA's 1589 form via email to the MDOT Engineer/Project Manager. This information should now be submitted by the consultants directly on the web at <https://sso.state.mi.us/>. (Instructions are available at the bottom of the first screen under the help tab.) Please note that only the Prime Consultant will be able to enter employment information for reporting purposes. Once submitted, the overseeing Engineer/Project Manager will be able to go in to the system to verify for reasonableness. [This will deter the emails being forwarded back and forth.]

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 will 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.

Please contact Amy Meldrum at meldrumam@michigan.gov or 517-335-0137 with any questions.

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