## PN 010- 06/23/2009 - ARRA PROJECT REPORTING REQUIREMENTS FOR FORM FHWA-1589-Modified

**1. Reporting.**

The Contractor shall complete the online form FHWA-1589-Modified for each month from the date of the signed contract until the date of the final inspection report. The Contractor shall be responsible for reporting their firm **as well as every Subcontractors** **data for every tier of Subcontractor**. Copies of form FHWA-1589-Modified and detailed instructions can be accessed via ODOT’s website at the following web address:

 [http://www.dot.state.oh.us/divisions/communications/pages/FederalStimulusProjects.aspx](https://www.dot.state.oh.us/archived/Communications/pages/FederalStimulusProjects.aspx)

The Contractor will report the direct, on-the-project jobs for their workforce and the workforce of their Subcontractors active during the reporting month. These job 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 American Recovery and Reinvestment Act of 2009 (ARRA) funded project. This does not include material suppliers. Clarifications and detailed reporting requirements are available on the web site listed above.

The Contractor shall report the number of jobs created each month on the form FHWA-1589-modified, in addition to the job posting requirements of PN 11.

The Contractor shall report the DBE payment information each month on the form FHWA-1589-modified. The Contractor is required to list each DBE subcontractor and material supplier, and report the total commitment as shown on the approved C-92 form (Request to Sublet), along with the total amount paid to date.

The Contractor shall submit its unique nine-digit number issued by Dun & Bradstreet followed by the optional digit DUNS Plus number (reported for example as “999999999.9999”) along with its signed and executed contract in accordance with Section 103 of the Construction and Material Specifications.

The Contractor shall complete the online form FHWA-1589-Modified by the 10th of each month for the previous month’s employment information **AND** submit the completed information in printed form to the District Construction Engineer.

The online form FHWA-1589-Modified along with detailed instructions can be found at the following website:

 [http://www.dot.state.oh.us/divisions/communications/pages/FederalStimulusProjects.aspx](https://www.dot.state.oh.us/archived/Communications/pages/FederalStimulusProjects.aspx)

**2. Accessibility to Records and Project Sites.**

 a. Section 902 of ARRA requires that each contract awarded using ARRA funds must include a provision that provides the U.S. Comptroller General and his representatives with the authority to:

(1) Examine any records of the Contractor or any of the Subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and

(2) Interview any officer or employee of the Contractor or any of the Subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

 b. The Comptroller General and his representatives shall have the authority and rights as provided under Section 902 of the ARRA with respect to this contract, which is funded with funds made available under the ARRA. Section 902 further states that nothing in this section shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

 c. Section 1515(a) of ARRA provides authority for any representatives of an inspector general to examine any records or interview any employee or officers working on this contract. The Contractor is advised that representatives of the inspector general have the authority to examine any record and interview any employee or officer of the Contractor, its Subcontractors or other firms working on this contract. Section 1515(b) further provides that nothing in this section shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

 This section applies to any representatives of the Inspector General appointed under section 3 or 8G of the Inspector General Act of 1978 and other government officials duly authorized by state or federal law to examine contract records or perform interviews on ARRA funded contracts.

 d. Sections b. and c. above shall be included **verbatim** in all of the Contractor’s agreements with its Subcontractors from whom the Contractor acquires goods or services in its execution of the ARRA funded Work.

**3. General**

The Contractor acknowledges compliance with work performed, including these ARRA documentation requirements, with each C&MS 109.09 Estimate Certification.

The above requirements do not have separate pay items. All costs associated with these requirements shall be included in the Contractor’s general administration or overhead costs for this project.

## PN 011- 06/23/2009 - ARRA PROJECT OUTREACH EFFORTS

**1. Posting Vacancies Electronically to** [**https://ohiomeansjobs.com**](https://ohiomeansjobs.com)

The prime Contractor shall submit “jobs created” on projects funded partially or wholly with ARRA funds for posting through the Ohio Means Jobs website: <https://ohiomeansjobs.com/omj/> (under “quick job posts”)

“Jobs created” postings must be submitted within 48 hours of the vacancy, and the vacancy must remain open for an additional 48 hours. “Jobs created” shall be defined as “those new positions created and filled, or previously existing unfilled positions that are retained as a result of the ARRA funded project.”

**2. Posting Vacancies to County Department of Job and Family Services “One-Stop” center.**

The prime Contractor shall submit any vacancies on projects funded partially or wholly with ARRA funds for posting at the County Department of Job and Family Services One-Stop center in which the awarded project is located.

Information regarding County Department of Job and Family Services One-Stop centers can be found at:

 http://www.jfs.ohio.gov/County/cntydir.stm

**3. Reporting**

1. **Jobs Retained**

The prime Contractor shall report positions “retained” as a result of a project funded partially or wholly with ARRA funds to the Department at the close of the project to the District Construction Engineer. A “retained” position is defined as “those previously existing filled positions that are preserved as a result of ARRA funds.” A standard form letter can be found on ODOT’s website at:

 [http://www.dot.state.oh.us/Divisions/Communications/Pages/FederalStimulusProjectListing.aspx](https://www.dot.state.oh.us/archived/Communications/Pages/FederalStimulusProjectListing.aspx)

1. **Jobs Created**

The Contractor shall report the number of jobs created each month on the form FHWA-1589-Modified, in the appropriate field by the 10th of each month. The online form FHWA-1589-Modified along with detailed instructions can be found at the following website:

 [http://www.dot.state.oh.us/divisions/communications/pages/FederalStimulusProjects.aspx](https://www.dot.state.oh.us/archived/Communications/pages/FederalStimulusProjects.aspx)

**4. General**

These requirements are not intended to impact or interfere with the various trade union contracts.

The above requirements do not have separate pay items. All costs associated with these requirements shall be included in the Contractor’s general administration or overhead costs for this project.