

CONSTRUCTION

MEMORANDUMS

MEMO NO. 60

DATE OF ISSUE

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SUBJECT MONTHLY EMPLOYMENT REPORT (ITD-0235) FOR THE
AMERICAN RECOVERY AND REINVESTMENT ACT

Projects that are funded by the American Recovery and Reinvestment Act contain the following contract clause:

Monthly Report

The Contractor shall provide to the Engineer a Monthly Employment Report using a form provided by the Department. This report shall be submitted no later than 5 business days after the end of the preceding month.

Consultant agreements for CE&I services will also contain a similar clause.

Attached is the ITD-0235 that Contractors and Consultants must complete and submit to the Engineer each month. Also attached are the instructions for completing the form.

This form must be submitted electronically to the Construction Section inbox (entitled Monthly Employment Report) **immediately** upon receipt of the form.

The information contained on the ITD-0235 is critical for completion of the monthly summary report that the Department must submit to the FHWA each month. Progress payments should be withheld for failure to complete the form.

Completion and submittal of the ITD-0235 should be a discussion topic at the preconstruction conference.

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Frances J. Hood, P.E.
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