



Iowa Department of Transportation

DEVELOPMENTAL SPECIFICATIONS FOR MONTHLY EMPLOYMENT REPORTING (AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009)

Effective Date
March 31, 2009

THE STANDARD SPECIFICATIONS, SERIES 2001, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE DEVELOPMENTAL SPECIFICATIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.

01123.01 DESCRIPTION.

This specification describes the Contractor's and subcontractors' monthly employment reporting requirements for compliance with the American Recovery and Reinvestment Act of 2009.

01123.02 REPORTING.

Upon commencement of work activities, the Contractor and all subcontractors shall complete and submit the Monthly Employment Report. Subcontractor reports shall be submitted to the Contractor who shall forward them to the Engineer. All reports shall be submitted electronically to the Engineer no later than the 10th of the month following the month being reported.

Reporting by the Contractor shall continue every month until the Engineer signs the Project Acceptance form (Form 830435). Reporting for subcontractors will be required for reporting months in which they have been reported as active by the Contractor.

The Monthly Employment Reporting form is available for download at the following address:

http://www.iowadot.gov/specifications/dev_specs/DS-01123.pdf

The Engineer will withhold progress payments from the Contractor for failure to comply with the requirements of this specification.

01123.03 QUESTIONS.

Questions relating to the completion of this report shall be directed to the Engineer.

01123.05 METHOD OF MEASUREMENT AND BASIS OF PAYMENT.

The cost of documenting, tracking, and reporting the employment data as required by the American Recovery and Reinvestment Act of 2009 shall be included in the lump sum price bid for Mobilization.

MONTHLY EMPLOYMENT REPORT AMERICAN RECOVERY AND REINVESTMENT ACT					
Effective Date: March 31, 2009					
1. First day of reporting period (mm/dd/yyyy)	2. Last day of reporting period (mm/dd/yyyy)	3. Contracting Agency	4. Engineer	5. Contract ID Number	6. Project Location
					IOWA
7. Contractor/Subcontractor Name and Address		Email		8. Contractor DUNS number	
9. Employment Data			Total Employees	Total Hours	Total Payroll
Direct, On-Project Jobs (see guidance for definitions)					
10. Prime Contractor report on Subcontractor Activity					
Subcontractor Name				Active	Inactive
11. Prepared by CEO or Payroll Official: <i>(Name and Title)</i>					Date
This form is issued in association with the American Recovery and Reinvestment Act of 2009. The failure to complete or willful falsification of this form may subject the contractor/subcontractor to contract penalties up to and including withholding of progress payments.					

Instructions for Completing the Contractor's and Subcontractor's Monthly Employment Report

Please read the instructions carefully prior to completing the form. The Contractor is responsible for all **grayed** boxes. Subcontractors are responsible for all **grayed** boxes except Boxes 8 and 10.

Submission of the Contractor's Monthly Employment Report is required from each contractor (both prime contractors and subcontractors) on contracts funded with funds from the American Recovery and Reinvestment Act of 2009 (ARRA). These projects will have the Developmental Specification for Monthly Employment Reporting, DS-01123, noted on the Proposal Form.

Contractors shall provide information for their own workforce and ensure that all subcontractors that were reported as active on the contract for the reporting month also submit their information electronically.

The format for submission by the Contractor to the Engineer is via a Microsoft Excel attachment to an email. Subcontractors shall submit their forms to the Contractor who will in turn forward them to the Engineer.

COMPLETION INSTRUCTIONS:

BOX 1: The first day of the reporting period is the first day of the first payroll period of the month. If the beginning of the month splits the payroll period then the report shall include dates from the prior month as necessary to complete the payroll period. After the first month's entry, this box shall be the day following the last reporting date in the previous month's report.

BOX 2: The last day of reporting period is the last day of the last full payroll period of the month. If the end of the month splits the payroll period then the report shall include only those dates for which there is a full pay period.

BOX 3: The governmental body, board, commission, or officer that has issued the contract to the Contractor.

BOX 4: For the Department, the Engineer is the Resident Construction Engineer administering the contract. For city and county projects, the Engineer is the Professional Engineer responsible for contract administration and the authorized representative of the Contracting Authority.

BOX 5: The Contract ID Number or Proposal ID Number (these are the same number).

BOX 6: State where project occurs (this box has been prefilled, please ignore this box).

BOX 7: The name and mailing address of the contractor/subcontractor and email address of the person submitting the form.

BOX 8: This box only pertains to the Contractor. Unique nine-digit number issued by Dun & Bradstreet. Followed by optional DUNS Plus 4. If the Contractor/subcontractor does not have a DUNS number leave this box blank.

BOX 9: The Contractor and subcontractors shall report direct, on-project jobs. This also includes any engineering personnel, inspectors, sampling, and testing technicians and lab technicians.

BOX 10: This box only pertains to the Contractor. The Contractor shall check whether the subcontractors were either active or inactive for the reporting month.

BOX 11: Prepared by (Name and Title): Indicate the person responsible for preparation of the form. By submitting the form the person certifies that they are knowledgeable of the hours worked and employment status of all the employees. Contractors shall maintain data supporting the form and make it available to the Engineer if requested.

The date the form is completed.

Questions relating to the completion of this report shall be directed to the Engineer.