

Connecticut Department of Transportation
ARRA Reporting Requirements

**Prime Contractor, Prime Consultant
And Municipality (if applicable)
Reporting Requirements**

Reporting Instructions

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Exhibits (see forms as indicated on the website):

- Contractor 1589**
- Consultant 1589**
- Municipality 1589**

**Note: This document is on our website <http://www.ct.gov/dot>
Click on Recovery and instructions are listed under Reporting Forms**

FHWA – 1589: Monthly Employment Report

Overview

Form Purpose:

This form is a guide for the States in providing employment information on each ARRA project. The reported data will be used as a basis for completing Form 1587, which is to be submitted to FHWA on a monthly basis.

Required Report Information:

- **The prime contractor/consultant/and/or municipality will report the direct, on-the-project jobs for their workforce and the workforce of their subcontractors active during the reporting month. This also includes any engineering personnel, inspectors, sampling and testing technicians, and lab technicians performing work directly in support of the ARRA funded project.**
- Employment information for each/every contractor/consultant/municipality constructing/inspecting the ARRA funded project
- Information includes: number of employees utilized, total labor hours, total labor hours based upon the paid hourly rate for each employee (does not include fringes or any other benefits)
- Completed signed Form 1589 representative of the prior month's data will be submitted to the respective CTDOT District Office Designee by the 3rd of each month
- District Designee will electronically forward the completed 1589 to Ted Szymanski (Theodore.szymanski@ct.gov) by the 5th of each month

Source of the labor information:

Project labor records (i.e. certified payrolls).

Note: Reported labor information is subject to audit.

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Overview continued

Labor information for the report is submitted by the 3rd of the month by:

State Projects: The prime contractor and prime consultant are responsible for completing the 1589 form. They will provide labor data for their workforce and the workforce of their respective sub-contractors active during the reporting month.

- CTDOT labor data will be provided by CTDOT's Finance and Administration

Municipal Projects: The municipality's designated project director is responsible for gathering the required labor data from the prime contractor and prime consultant for their workforce and the workforce of their respective subcontractors active during the reporting month. (If inspected by municipal inspectors, their labor data would be reported)

District Designee: Will retain the original of the completed 1589 and submit a copy of the contractor's/consultant's/municipality's 1589 to Ted Szymanski by the 5th of the month to the following address: Theodore.Szymanski@ct.gov

Frequency of updating the information:

- From the contractor, consultant, municipality – to the District Designee by the 3rd of each month.
- From the District Designee to Ted Szymanski at Theodore.Szymanski@ct.gov by the 5th of each month

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FHWA - 1589 Coding Instructions

1589 Report Form is on our website <http://www.ct.gov/dot>

Click on Recovery - listed under Reporting Forms

- Box 1** **Report Month:** The month and year covered by the report, as *mm/yyyy* (e.g. “May 2009” would be coded as “05/2009”).
- Box 2** **Contracting agency:** The name of the contracting agency. Enter “State” for State DOT projects. For non-State projects, enter the name of the contracting agency (other State agency, Federal agency, tribe, MPO, city, county, or other funding recipient).
- Box 3** **Federal-aid project number:** The State assigned federal-aid project number, consistent with the seven digit format reported in FMIS. For example, the project STM-1222(12) should be reported as “1222012”
- Box 4** **State project number or identification number:** The project number or ID, as assigned by the State or its funding recipient, consistent with the format reported in FMIS.
- Box 5** **Project location:** Select the 5 digit code from the following State/County Information Processing Standard (FIPS) codes: 09001-Fairfield, 09003-Hartford, 09005-Litchfield, 09007-Middlesex, 09009-New Haven, 09011-New London, 09013-Tolland, 09015-Windham. (enter 5 digit code only)
- Box 6** **Contractor name and address:** The name and address of the contracting or consulting firm shall include the name, street address, city, state, and zip code.
- Box 7** **Contractor DUNS number:** The unique nine-digit number issued by Dun & Bradstreet. Followed by the optional 4 digit DUNS Plus number. Reported as “999999999.9999”
- Box 8** **Employment data:** The prime contractor or consultant will report the direct, on-the-project jobs for their workforce and the workforce of their sub-contractors active during the reporting month. These jobs data include employees actively engaged in projects who work on the jobsite, in the project office, in the home office or tele-work 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 Recovery Act funded project. This does not include material suppliers such as steel, culverts, guardrail, and tool suppliers. States should include in their reports all direct labor associated with the Recovery Act project such as design, construction, and inspection. The States reports should include their own project labor, including permanent, temporary, and contract project staff. States are asked not to include estimated indirect labor, such as material testing, material production or estimated macro-economic impacts. FHWA will be estimating all indirect labor based on the information provided in this form along with other FHWA data. The form requests specifically:
- a. **Subcontractor name:** The name of each subcontractor or sub-consultant that was active on the project for the reporting month.

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FHWA Coding Instructions (continued)

- b. **Employees:** The number of project employees on the contractor's or consultant's workforce that month, and the number of project employees for each of the active subcontractors for the reporting month. Do not include material suppliers. Total field at bottom will be automatically calculated and reported as a whole number.
- c. **Hours:** The total hours on the specified project for all employees reported on the contractor's or consultant's project workforce that month, and the total hours for all project employees reported for each of the active subcontractors that month. Total field at bottom will be automatically calculated and reported as a whole number.
- d. **Payroll:** The total dollar amount of wages paid by the contractor or consultant that month for employees on the specified project, and the total dollar amount of wages paid by each of the active subcontractors that month. Payroll only includes wages and does not include overhead or indirect costs. Total field at bottom will be automatically calculated and will be rounded to the nearest whole dollar and reported as a whole number.

Box 9

Prepared by:

Name: Indicate the person responsible for preparation of the form. By completing the form the person certifies that they are knowledgeable of the hours worked and employment status for all the employees. Contractors, consultants, and their subs are responsible to maintain data to support the employment form and make it available to the State should they request supporting materials.

Date: The date that the contractor completed the employment form. Reported as "mm/dd/yyyy." (e.g. "May 1, 2009" would be coded as "05/01/2009").

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FHWA – 1585: Monthly Recipient Project Status Report

Reporting Requirements

Information required to be submitted by the prime contractor/prime consultant/municipality by the third of each month to the District Designee:

- **DBE Actual Payments:** Cumulative actual dollars paid to DBE's for labor, materials, equipment, etc., from the start of the project (\$XX,XXX.XX) Include payments to DBE's for projects with race neutral or "0" goal.

One-time information required to be submitted by the prime contractor/prime consultant/municipality within 5 days after the project's preconstruction meeting to the District Designee:

- **DUNS number:** The unique nine-digit number issued by Dun & Bradstreet followed by the optional 4 digit DUNS Plus number. All prime contractors, prime consultants, municipality must have a DUNS number.
- **To obtain your DUNS number use the online webform process at <http://fedgov.dnb.com/webform>**
- **E-mail address:** The official e-mail address for the contractor.

District Designee will forward completed form to Ted Szymanski at Theodore.Szymanski@ct.gov

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FHWA – 1585: Monthly Recipient Project Status Report – DBE Information
To be completed by Prime Contractor, Prime Consultant, Municipality

(Submit to District Designee by prime contractor/consultant/municipality by the 3rd of the month)) (Upon receipt, the District Designee will submit information to Ted Szymanski: theodore.szymanski@ct.gov)

DBE Actual Total Payments to date:

State Project Number _____

Town _____

Period ending _____

Prime Contractor _____

DBE Payments to date _____

Prime Consultant _____

DBE Payments to date _____

Municipality _____

DBE Payments to date _____

Submitted by (print) _____

Signature _____

Title _____

Date _____

(Submit to District Designee by the 3rd of each month)

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FHWA – 1585: Project Status Report – DUNS and E-Mail Information
To be completed by Prime Contractor, Prime Consultant, Municipality

(Submit to District Designee by prime contractor/consultant/municipality no later than 5 days after the project's preconstruction meeting) (Upon receipt, the District Designee will submit information to Ted Szymanski: theodore.szymanski@ct.gov)

Project Number/Town _____

Prime Contractor DUNS Number _____

Prime Contractor E-Mail Address _____

Prime Consultant DUNS Number _____

Prime Consultant E-Mail Address _____

Municipality DUNS Number _____

Municipality E-Mail Address _____

Instruction for obtaining DUNS Number:

- **DUNS number:** The unique nine-digit number issued by Dun & Bradstreet followed by the optional 4 digit DUNS Plus number. All prime contractors, prime consultants, municipalities must have a DUNS number as noted by the ARRA Reporting Requirements.
- **To obtain your DUNS number use the online webform process at <http://fedgov.dnb.com/webform>**
- **E-mail address:** Please list the official e-mail address for the firm.

(Submit to District Designee within 5 days after the Preconstruction Meeting)