

**DATE:** September 30, 2009

**SUBJECT:** American Recovery and Reinvestment Act  
Contractor and Consultant Employment Reporting

**TO:** District Executives

**FROM:** Tucker Ferguson, P.E.  
Director, Bureau of Construction and Materials



This Strike-Off Letter rescinds #422-09-08, dated May 28, 2009, and updates the policies and procedures related to monthly employment reporting for projects funded by the American Recovery and Reinvestment Act (ARRA). This policy is time neutral in that the same information is to be reported as that previously defined.

Prime contractors and consultants must submit a Monthly Employment Form for each ARRA project, from the month of the construction Notice To Proceed date through the month that physical work is completed or September, 2012, whichever occurs sooner. Contractors and consultants must provide the required information for their own workforce as well as that for all subcontractors and/or subconsultants that are active on their ARRA funded project(s) for the reporting month. Data for each project is compiled by the Bureau of Construction and Materials for submission to multiple State and Federal agencies.

**Reports must be received from contractors and consultants by the fifth calendar day of each month for the preceding month's data. These requirements apply to all projects funded, even if only partially, by the ARRA. Reports are to be submitted for each month, as defined above, even if no field work was performed for a given month.**

Consultants on Design/Build Teams are considered sub-contractors that should be included on the prime contractor's monthly report. Contractors must report the employment information for the Design/Build Team even if no physical construction is underway. All consultants working under agreement with PennDOT on ARRA projects after the construction Notice To Proceed date must submit their own monthly report.

The form is available, in PDF format, in ECMS under "File Cabinet" in the "CTR - Contractor" folder. Instructions are also available at this location. The Special Provision "G-a00114 - Required Reporting for the American Recovery and Reinvestment Act" will be included on all ARRA projects. No other file formats will be accepted. Scanned or faxed copies of forms will not be accepted.

For clarification purposes, the following information is provided regarding specific information required to report:

**ECMS project number.** The project identification number defined in ECMS, this is not the same as an Engineering Agreement number.

**Contractor/Consultant DUNS number.** A unique number issued by Dun & Bradstreet. A DUNS number must be obtained and defined prior to submitting the Monthly Employment Report. For more information and how to apply:

[http://pd.statebuy.state.gov/content.asp?content\\_id=62&menu\\_id=44](http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=44)

**Payroll:** The total dollar amount of gross wages paid to the employees on the specified project. This does not include overhead or indirect costs. Conversely, it is not the net amount received by the employees.

Consultants required to complete monthly reports must submit them to this email address:

[PennDOT\\_Economic\\_Recovery@state.pa.us](mailto:PennDOT_Economic_Recovery@state.pa.us)

Contractors must complete the form, save the file and email it to the Inspector In Charge (IIC), who is responsible for reviewing the information as per the Special Provision. The IIC must provide his/her email address to the contractor, preferably during the preconstruction meeting. After review, the IIC must enter his/her name in the appropriate field and click on the "Submit" button; an email directed to this email address will be automatically created. Please "cc" the Assistant District Executive – Construction and send the email. A confirmation email will automatically be returned.

Due to incompatible versions of Adobe Reader and/or Outlook, it may not be possible in some cases to enter the IIC name, use the "Submit" button and/or have an email automatically generated. In any of these cases, create an email, attach the PDF file and send to the aforementioned address.

**Reports from IIC's must be received at this email address by the sixth calendar day of each month for the preceding month's data.**

Monthly employment information for local sponsored projects using ARRA funds must also be reported using the same form. Please assure that the aforementioned Special Provision is attached to local projects, and that the person responsible for PennDOT oversight receives the monthly report from contractors/consultants and submits them to the email address cited above.

If there are any questions, please contact J. Michael Long, P.E., Chief, Contract Management Division, by calling (717) 787-7894 or via email at [johlong@state.pa.us](mailto:johlong@state.pa.us).

American Recovery and Reinvestment Act  
Contractor and Consultant Employment Reporting  
Page 3

4200/JML/jml      7-7894

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