

**Monthly Summary Employment Report (Form: FHWA-1587)**

State provided summary employment information for all active Recovery Act projects. These data will be used for meeting the reporting requirements of Sections 1201 and 1512 and are due to FHWA no later than the 20<sup>th</sup> day of each month for the preceding month's data

The following data are to be provided for each Recovery Act project. The State DOT is responsible for compiling and reporting the State, local, and contractor provided employment data for each project.

**Format:** The State can use the FHWA provided form, or submit the information as an MS Excel spreadsheet.

**Due date:** Within 20 calendar days after the end of every month until September 2012.

**Due to:** To be sent by the State to the official FHWA Division Office mailbox ([state.fhwa@dot.gov](mailto:state.fhwa@dot.gov)). Within 2 days of receiving the State's submittal, the Division Office will send the file as an e-mail attachment to [ARRA.Submittal@dot.gov](mailto:ARRA.Submittal@dot.gov).

**Submittal:** Please use the following naming convention "AA\_1587\_date.xls" where AA=2 character State abbreviation (New York = NY) and date=the date of submittal as "mmddy." When e-mailing your file, please use the 2 character State abbreviation and form number in the subject.

**Coding Instructions**

If the State wishes to submit summarized employment data for State Employees receiving ARRA funds, the first line of the report provides a location for the State to provide their data on Total Employees (Box 8), Total Hours (Box 9) and Total Payroll (Box 10). If the State wishes to enter State Employment data by project please use the other lines of the form and enter contract number zero (0) for (Box 5)

- BOX 1. **State:** Enter the 2 digit State FIPS code. If the form is being filled out for Federal Lands, provide the FLH Division or Federal Land Managing Agency (FLMA) region code. See Appendix A for a list of the State FIPS and FLMA region codes.
- BOX 2. **Report Month:** The month and year covered by the report, as *mm/yyyy* (e.g. "May 2009" would be coded as "05/2009.")
- 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." Enter "TBD" if no federal-aid project number has been assigned yet. **Do not enter multiple federal-aid project numbers; this field can only contain one project number.**
- BOX 4. **State project number or identification number:** The State project number or ID as assigned by the State or its funding recipient, consistent with the format reported in FMIS. Federal Lands will use this column to assign the "State"

where the project is located. **Do not enter multiple State project numbers or identification numbers; this field can only contain one project number.**

- BOX 5. **Contract Number:** If multiple contracts exist on individual projects then list the contract numbers. Note that the combined State Project Number and Contract Number must be unique. Do not enter multiple contract numbers in one cell, each contract number must be a new line in the form. If this row is used for entering State employment data by project then enter zero (0) in this cell.
- BOX 6. **Project description:** The State's general description of the project scope.
- BOX 7. **Contractor name and State/local agency:** The official business name of the contractor or consultant awarded the Recovery Act project. The name of the State DOT or funding recipient (other State agency, Federal agency, tribe, MPO, city, county, or other funding recipient).
- BOX 8. **Status of contractor employment reports:** A numeric code field that describes the completeness of the prime contractor's or consultant's monthly jobs report to the State.

Code	Description
0	The State has received jobs, hours, and payroll data for the prime contractor or consultant, including at least one subcontractor.
1	The State has received jobs, hours, and payroll data for the prime contractor or consultant but not for any subcontractors.
2	The State has received jobs, hours, and payroll data for at least one subcontractor, but not for the prime contractor or consultant.
3	The State has not received jobs, hours, or payroll data for the prime contractor, consultant and/or subcontractors.

- BOX 9. **Total Employees:** The number of people employed by the prime contractor or consultant and all their subcontractors during the reporting month for each project. Reported as a whole number.
- BOX 10. **Total Hours:** The total hours for all people employed by the prime contractor or consultant, and subcontractor employees for the reporting month. Reported as a whole number.
- BOX 11. **Total Payroll:** The total dollar amount of wages paid by the prime contractor or consultant and all their subcontractors during the reporting month. Rounded to the nearest whole dollar and reported as a whole number.