

MONTHLY REPORTING REQUIREMENTS

for projects funded under the

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

Prime contractors on these projects are required to complete a Monthly Employment Report and furnish it to the Department so that we can complete and submit our required reports to the Federal Highway Administration by the 20th of the month. Accordingly, we must receive the Monthly Employment Report from the prime contractors by the 10th day of the month following the month being reported.

The forms shown here (both a [.pdf](#) file and a [Word](#) document) can be used for that purpose. It is similar to the form originally made available to us from the FHWA, but has been modified slightly by us based on the latest information we have received from the FHWA. Also shown is a file which provides instructions and clarification on filling out the form. We request that the Monthly Employment Report be completed and sent to us --- as an attachment --- to the following address:

dor.constructiondivision@nebraska.gov

In the next month or two, we will make available a location on this website where you can complete the monthly report on-line. We hope this will simplify the reporting procedure for you; it will certainly expedite the tabulation of data for us.

Things to note:

1 - Please be aware of a significant change in the rules regarding the reporting of wages. The original instructions received from the FHWA indicated that "burdened" wages should be reported. That is no longer correct. The payroll amounts reported should only include actual wages. Do not include overhead or other indirect costs.

2 - In regard to home office staff and some other supervisors, we are interpreting the guidance from the FHWA to mean that only employees and wages of employees whose salaries and wages are directly linked in your payroll records to a specific project are to be reported on the monthly report.

3 - The Monthly Employment Form has been modified to include a box for "Percent of Work Complete". If you are reporting on a project which was let by the Department of Roads, you do not need to make an entry. We will draw that information from our own database records. You will need to make an entry on all projects not let through the Department of Roads.

4 - Timeliness of reporting is VERY important. We understand that you may have to collect and summarize data from not only your employees but from your subcontractors as well. However, the Department's reporting requirements to the FHWA must be met and we must insist that you submit the Monthly Employment Report to us by the 10th of the month. We will not process progress estimates after the 10th of the month until the Monthly Employment Report for the preceding month has been submitted.