**Monthly Employment Report Instructions**

**FASTER Funded Projects**

This form provides employment information on each FASTER project. Monthly employment information on each FASTER project is used by CDOT to increase transparency in government and further show the positive impact the tax payers’ funds have through these projects. CDOT is collecting and analyzing certain employment data for each FASTER funded contract. Submission of Form No.1405 shall begin the month the Notice to Proceed is issued and continue until completion of the Contract. This report is required for this Contract because it is funded in whole or in part by FASTER funds. The Contractor and consultants working on this project shall provide the required information for their own workforce as well as the workforces of all subcontractors that were active on this FASTER funded project for the reporting month.

The following data shall be provided by the Contractor, each subcontractor, and each consultant working on this FASTER project. The Contractor or prime consultant working this project shall be responsible for reporting its own firm's data as well as all subcontractors' data.

**Format:** the electronic form may be found at <http://www.coloradodot.info/library/forms>

All forms shall be submitted in Excel format only. The file shall be saved using the following format: 5-digit project code\_reporting month\_year (12345\_May\_2009).

**Due date:** Reports shall be submitted by the 25th of the month (estimate date) from the month the Notice to Proceed is issued until project acceptance.

*Consultant or Local Agency submittal shall be made by the 1st of the month as established by the contract or the IGA, from the month the Notice to Proceed is issued until the contract expiration.*

**Due to:** Reports are to be filed by email with the Labor and Contract Compliance Manager at

Programs.ProjectAnalysis@dot.state.co.us

The form is to be completed as follows:

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

CDOT administered projects. For local agency administered projects, enter the name of the local agency.

BOX 3. **Federal-aid project number:** The State assigned federal-aid project number,

 consistent with the format reported in FMIS.

BOX 4. **State project number or identification number:** The project number or ID,

as assigned by the State consistent with the format reported in FMIS.

BOX 5. **Project location:** State where project occurs.

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 Contractor or prime consultant will report all the direct,

on-the-project jobs for its workforce and the workforce of its subcontractors

active during the reporting month. **Jobs to be reported shall include all employees actively engaged in projects who work on the jobsite, in the project office, in the home office, or telework from a home or other alternative office location.** This includes any engineering personnel, inspectors, sampling and testing technicians, and lab technicians performing work directly in support of the FASTER-funded project. This does not include material suppliers such as steel, culverts, guardrail, and tool suppliers. The form requests specifically:

 a. **Subcontractor name:** The name of each subcontractor or sub-consultant

 active on the project for the reporting month.

 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 includes only wages and does not included 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. **DBE Actual Payments:** The Contractor or consultant will report the actual monthly cumulative total payments made to all DBE firms on the project. This should also reflect DBE payments “made” to the Contractor itself, if the Contractor or consultant is a DBE firm and included as part of the Contract DBE commitment.

Box 10. **Prepared by:**

a. **Name:** Indicate the person responsible for preparation of the form. No signature is required. 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 subcontractors are responsible to maintain data to support the employment form and make it available to the State in case the State requests supporting materials.

 b. **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”).