

INSTRUCTIONS FOR COMPLETING DOT ES-1

Monthly Employment & DBE Payment Report American Recovery and Reinvestment Act (Recovery Act)

- Box 1. **Report Month** - The month and year covered by the report as mm/yyyy. (example "May 2009" would be reported as "05/2009")
- Box 2. **Project Number** - The state assigned project number located on the front of the proposal. (example "ES 0099(99)999")
- Box 3. **PCN** - The 4 digit state assigned project control number located on the front of the proposal. (example "1234")
- Box 4. **County** - The county where the project is located. If project is located in more than one county list all.
- Box 5. **Prime Contractor Name and Address** - The name and address of the Prime Contractor or consulting firm. Name and address shall include the name, street address, city, state, zip code, and phone number.
- Box 6. **Prime Contractor DUNS Number** - The Prime Contractor's unique 9 digit number issued by Dun & Bradstreet followed by the optional 4 digit DUNS Plus number. (Example "999999999.9999" with DUNS Plus number or "999999999" without DUNS Plus number). If the Prime Contractor does not have a DUNS number, an on-line application is available at:
<http://fedgov.dnb.com/webform/displayHomePage.do>
- Box 7. **Employment Data** - The Prime Contractor or consultant will report the direct jobs for their project workforce active during the reporting month. The Prime Contractor or consultant will also report the project workforce of their subcontractors or subconsultants active during the reporting month. Reporting month is from the first day of the month to the last day of the month. The project workforce will include 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 data will also include 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 as defined by Section 8.1 of the standard specifications.

- a. **Subcontractor Name** - The name of each subcontractor or subconsultant that was active on the project for the reporting month.
- b. **Employees** - The number of employees on the Prime Contractor's or consultant's project workforce that month, and the number of project workforce employees for each of the active subcontractors or subconsultants for the reporting month. Do not include material suppliers. Total field at bottom will be automatically calculated.
- c. **Hours** - The total hours rounded to a whole number, related to the specified project, for all employees reported on the Prime Contractor's or consultant's project workforce that month, and the total hours rounded to a whole number for all project workforce employees reported for each of the active subcontractors or subconsultants that month. Total field at bottom will be automatically calculated.
- d. **Payroll** - The total dollar amount rounded to a whole dollar of wages paid by the Prime Contractor or consultant that month for project workforce employees on the specified project, and the total dollar amount rounded to a whole number of wages paid by each of the active subcontractors or subconsultants that month. Payroll only includes actual wages and does not include overhead, benefits, or other indirect costs. Total field at bottom will be automatically calculated.

Box 8. **Disadvantaged Business Enterprise (DBE) Payment Information** - The Prime Contractor will report the actual payments made to DBEs for both the reporting month and the cumulative total for the project. Reporting month is from the first day of the month to the last day of the month.

- a. **DBE (x=yes)** - Mark the box with an "x" if the subcontractor listed on that line is a DBE used to meet the requirements of the Special Provision for Disadvantaged Business Enterprise.
- b. **Monthly DBE Payment Amount** - The total dollar amount rounded to a whole dollar paid to the DBE by the Prime Contractor for all labor, materials, equipment, etc. in the report month.
- c. **Cumulative DBE Payment Amount** - The total dollar amount rounded to a whole dollar paid to the DBE by the Prime Contractor for all labor, materials, equipment, etc. from the start of the project including all months up to and including the report month.

Box 9. **Prepared by** - By completing the form the person certifies that they are knowledgeable of the hours worked and employment status for all the project workforce employees. The Prime Contractor, subcontractors, consultants, and

subconsultants are responsible to maintain data to support the employment form and make it available to the State should they request supporting materials.

- a. **Name** - The person responsible for the preparation of the form.
- b. **Title** - Working title of person responsible for preparation of the form.
- c. **Date** - The date that the Prime Contractor or consultant completed the employment form reported as "*mm/dd/yyyy.*" (example "May 1, 2009" would be reported as "05/01/2009")

Submit the completed form by email to: dotarrareporting@state.sd.us

For any additional guidance on completing the DOT ES-1 please contact the South Dakota Department of Transportation Operations Support Office at 605-773-3704