



**DEVELOPMENTAL SPECIFICATIONS
FOR
MONTHLY EMPLOYMENT REPORTING
(AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009)**

**Effective Date
October 20, 2009**

THE STANDARD SPECIFICATIONS, SERIES 2009, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE DEVELOPMENTAL SPECIFICATIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.

09026.01 DESCRIPTION.

This specification describes the Contractor's and subcontractors' monthly employment reporting and access to records and personnel for compliance with the American Recovery and Reinvestment Act (ARRA) of 2009.

09026.02 REPORTING.

- A.** Upon commencement of work activities, complete online and submit the Monthly Employment Report. Employment information shall include the total number of persons employed, hours worked, and wages paid. The total amount paid to date to DBE firms shall also be reported.
- B.** Include employment information for both the Contractor and subcontractors. Submit this information online using a web-based application provided by the Department. Submit all reports to the Engineer no later than the tenth of the month following the month being reported. If the tenth falls on a weekend or holiday, the report will be due the first working day following the weekend or holiday.
- C.** The reporting period for each Monthly Employment Report shall commence on the Sunday following the last Saturday of the previous month and shall end on the last Saturday of the report month.
- D.** Continue reporting every month until the Engineer signs the Project Acceptance form (Form 830435) or until September 2012, whichever comes first. Reporting for subcontractors will be required for reporting months in which the subcontractor has been reported as active by the Contractor.
- E.** The Monthly Employment Reporting web-based application and instructions are available on-line at the following address:

<https://secure.iowadot.gov/ARRA-MER/Default.aspx>

- F.** Progress payments will be withheld for failure to comply with the requirements of this specification.

09026.03 ACCESS TO RECORDS AND PERSONNEL.

- A.** Section 902 of the ARRA authorizes the U.S. Comptroller General or their representatives the following:
- To examine any records of the Contractor or its subcontractors that directly pertain to, and involve transactions relating to, the contract or subcontract; and
 - To interview any officer or employee of the Contractor or its subcontractors regarding such transactions.
- B.** Section 1515(a) of the ARRA authorizes the Inspector General or their representatives to examine records or interview any employee or officers working on this contract. The Contractor or its subcontractors are advised that the Inspector General or their representatives have the authority to examine any record and interview any employee or officer of the Contractor or its subcontractors working on this contract.

09026.04 QUESTIONS.

Direct questions relating to the completion of this report to the Engineer.

09026.05 METHOD OF MEASUREMENT AND BASIS OF PAYMENT.

No direct payment will be made for documenting, tracking, reporting, and providing access to records and personnel as required by the American Recovery and Reinvestment Act of 2009. The cost of this work is to be included in the lump sum price bid for Mobilization.