

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**DIVISION OF HIGHWAYS**

**SPECIAL PROVISION**

**AMERICAN RECOVERY AND REINVESTMENT ACT**

**CONTRACTOR'S EMPLOYMENT REPORTING REQUIREMENTS**

Submission of the FHWA *Monthly Prime and Subcontractor Employment Report* is required from each Contractor on all state contracts which received all or partial funds from the American Recovery and Reinvestment Act of 2009 (ARRA). The Contractor must complete a report each month from the Notice to Proceed until completion of the contract or February 2012 whichever occurs sooner. The Contractor must provide the requested information for their own workforce and any subcontractor's workforce that were active on the contract that month.

The required form for submission and instructions can be found on the WVDOT Contract Administration's webpage for ARRA resources at the following link:

<http://www.transportation.wv.gov/highways/contractadmin/specifications/Pages/ARRA.aspx>

The subject form shall be completed and submitted to the District Construction Engineer by the fifth (5<sup>th</sup>) of each month. If the Contractor fails to submit the required reporting information by the deadline the Division will withhold payment on work performed prior to the required submission. Once the *Monthly Prime and Subcontractor Employment Report* is completed and sent to the District Construction Engineer, payment for work performed will resume on the next scheduled estimate.