

**NEVADA DEPARTMENT OF TRANSPORTATION (NDOT)
ARRA 1589 CONTRACTOR REPORTING GUIDANCE
FOR
CONTRACTORS AND LOCAL PUBLIC AGENCIES (LPA)**

The Primary Contractor or Consultant (Prime) for each ARRA Project shall be responsible for reporting their firm as well as all sub-contractors data to NDOT by the **8th of each month** for the preceding month's data.

Subcontractors are responsible for submitting the 1589 ARRA Monthly Employment Report (1589) to their Prime in enough time to allow the Prime to meet the above deadline.

The 1589 can be obtained by going to the www.nevadadbe.com website.

After clicking on the [xls link](#) under FORMS, select the "SAVE" option and save the report to your computer **using a different file name** such as: the name of the report, company name, year, month, (1589MyCompany200905.xls).

IMPORTANT: Please save the report using **Excel software**. Do not save the report under a different software package and then convert it back to **Excel** as it will affect the Department's importing process.

Once the report is open, you can tab through the form as you fill in the information.

(* DROP DOWN MENU NOW AVAILABLE)

- Field 1:** * Reporting Month - month covered by the report. *(Choose from drop down menu)*
- Field 2:** * Contracting Agency – NDOT or Public Agency administering project. *(Choose from drop down menu)*
- Field 3:** * Federal Aid Project Number - NDOT's project number shown as **WITHOUT** the leading alpha characters and special characters. i.e.: "ARRA-111-22(333) = 11122333". *(Choose from drop down menu)*
- Field 4:** * State Project Identification Number - State Project Identification Number provided at the Notice to Proceed. i.e.: 60111. *(Choose from drop menu)*
- Field 5:** Project Location, State, County or Federal Region – Nevada *(locked field)*
- Field 6a, 6b, 6c (optional), 6d, 6e and 6f:** Primes company name and mailing information.
- Field 7:** Contractor DUNS Number - unique nine-digit number issued by Dun & Bradstreet. (You can obtain a DUNS number by going to www.dnb.com/US/duns_update.)
- Field 8:** Email: Email address for the Prime that would be used as the ARRA contact.
- Field 9:** Prime Contractor Direct, on-Project Jobs:
 - Employment Data – enter the number of EXISTING employees, hours and payroll dollar amount for the reporting month.
 - Enter the DBE PARTICIPATION goal (i.e.: 0), commitment (i.e.: 2%), and the actual payment dollar amount for the reporting month.
 - Subcontractor Name: enter the employment data for each subcontractor approved for use on the project.
 - When you are done entering all six (6) columns of employee information, check totals of all the Employment Data columns.
- Field 10a and b:** Prepared by (CEO or Payroll Official) – Name, Title and Date – Name of the Primes representative, their title, and the date the 1589 Report is being completed.

After saving the 1589 Report **in Excel format**, please email **as an attachment**, to NDOT using the following address:

ContractCompliance@dot.state.nv.us

If you have any questions regarding the LPA projects, please contact your LPA coordinator.

For questions regarding the Highway Construction projects, please contact the Contract Compliance Division at the above referenced email or by calling (775) 888-7497.