Monthly Summary Employment Report
American Recovery and Reinvestment Act

1. State	2. Report Month (mm/yyyy)	

Summary Data

3. Federal-aid Project Number	4. State Project Number or Identification Number	5. Project Description	6. Contractor Name / State or Local Agency	7. Status of Contractor Employment Reports	8. Total Employment (number of employees)	9. Total Hours	10.Total Payroll ($)

Form FHWA-1587 (Rev. 3-09)

Monthly Summary Employment Report (Form: FHWA-1587)

State provided summary employment information for all active ARRA projects. These data will be used for meeting the reporting requirements of Sections 1201 and 1512 and are due to FHWA no later than the 20th day of each month for the preceding month's data

The following data are to be provided for each ARRA project. The State DOT is responsible for compiling and reporting the State, local, and contractor provided employment data for each project.

Format: The State can use the FHWA provided form, or submit the information as an MS Excel spreadsheet.

Due date: Within 20 calendar days after the end of every month until September 2012.

Due to: To be sent by the State to the official FHWA Division Office mailbox (*state*.fhwa@dot.gov). Within 2 days of receiving the State's submittal, the Division Office will post the file to the FHWA intranet website.

Coding Instructions

BOX 1. **State:** The recipient's 2 digit State FIPS code. For Federal Lands, Box 1 will contain the FLH Division or Federal Land Management Agency (FLMA) region.

BOX 2. **Report Month:** The month and year covered by the report, as *mm/yyyy* (e.g. "May 2009" would be coded as "05/2009.")

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 or its funding recipient, consistent with the format reported in FMIS. Federal Lands will use this column to assign the "State" where the project is located.

BOX 5. **Project description:** The State's general description of the project scope.

BOX 6. **Contractor name and State/local agency:** The official business name of the contractor or consultant awarded the ARRA project. The name of the State DOT or funding recipient (other State agency, Federal agency, tribe, MPO, city, county, or other funding recipient).

BOX 7. **Status of contractor employment reports:** A code field that describes the completeness of the prime contractor's or consultant's monthly jobs report to the State.

- "0" – Jobs, hours, and payroll data provided for the prime contractor or consultant, including at least one subcontractor.
- "1" – Jobs, hours, and payroll data provided for the prime contractor or consultant but not for any subcontractors.
- "2" – Jobs, hours, and payroll data provided for at least one subcontractor, but not for the prime contractor or consultant.

- "3" – No jobs, hours, or payroll data provided for the prime contractor, consultant and/or subcontractors.

BOX 8.   **Total Employees:** The number of people employed by the State, prime contractor or consultant and all their subcontractors during the reporting month for each project. Reported as a whole number.

BOX 9.   **Total Hours:** The total hours for all prime contractor, consultant, and subcontractor employees for the reporting month. Reported as a whole number.

BOX 10. **Total Payroll:** The total dollar amount of wages paid by the contractor, consultant and all their subcontractors during the reporting month. Rounded to the nearest whole dollar and reported as a whole number.