

**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 [.doc](#) 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.doc).

IMPORTANT: Please save the report using Word software. Do not save the report under a different software package and then convert it back to Word 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.

Field 1: Reporting Month - month covered by the report.

Field 2: Contracting Agency – type in "NDOT" (or Public Agency administering project).

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".

Field 4: State Project Identification Number - enter the State Project Identification Number provided at the Notice to Proceed. i.e.: 60111.

Field 5: Project Location, State, County or Federal Region – type in "NV".

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, move your mouse cursor to the last cell in the "EXISTING EMPLOYEES – EMPLOYEES" column where the "Total" of the column is designated. Hover your mouse cursor **DIRECTLY** over the cell, **right** click and select "update field" from the pop-up menu to populate the "Total" for the column.

NOTE: Follow the same steps to obtain the totals for the three (3) - Employment Data columns and the DBE Actual Payment column.

Field 10a and b and 11: 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, 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.