

September 4, 2009

**Guidance to Consultants on Providing Reports under the
Special Provision – Notice to Consultant
Monthly Prime and Subconsultant Employment Report**

Non-Mega ARRA Projects

This special requirement only applies to projects funded with American Recovery and Reinvestment Act of 2009 (ARRA) funds. This is because in passing ARRA, Congress required that all contractors (construction and consultants) on ARRA funded work must report the number of workers, hours, and wages of certain individuals working on these contracts.

This ARRA requirement includes wages and hours of several types of employees. WisDOT will obtain the information, using the Civil Rights Compliance System (CRCS).

The Owner Controlled Insurance Program (OCIP) reporting feature of CRCS will be used to submit the ARRA required hours. What consultants need to do is enter the information for workers charging time to the project. Therefore consultants will need to know how to use the OCIP feature on CRCS, even when there is no actual Owner Controlled Insurance on the project.

WisDOT has provided training on how to use the CRCS for making OCIP reports and other features. If consultants need help with the CRCS OCIP systems, please contact Tess Mulrooney, (608) 267-4489.

The following provides a summary on what information consultants will be providing, and WisDOT will be collecting, to meet ARRA required employment information.

ARRA employment information

Consultants will use the OCIP feature of the CRCS to report the hours and wages required for ARRA project reports. They will do so using the following Workers Comp Codes in the OCIP feature:

Workers Comp Code	Meaning
5606	Contractors Executive Supervisors
8601	Architect or Engineer - Consulting
8810	Clerical Office Employees NOC

Prime consultants are responsible for ensuring that all their subconsultants submit this report.

Individuals to be counted

- The prime consultant and each subconsultant are to submit an OCIP (ARRA) report in CRCS that includes the total number of their employees or agents (actively engaged in supporting the project on and off the job site), the total hours worked, and the total wages. Agents include subconsultants used by a firm that does not submit their own independent

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OCIP ARRA report, such as a lab contracted to provide testing services. Each consultant submitting a report will need to log into CRCS between the 1st and 10th of each month and provide their report for the preceding month.

- This OCIP report will include employees actively engaged in supporting the project on the job site and off the job site. Therefore this can include those who work on the jobsite; in the project office; in the home office; in their own home (teleworkers); or from an alternative office/work location.
- This report will include any engineering personnel, inspectors, sampling and testing technicians, and lab technicians performing work directly for the consultant in support of the ARRA funded project.

OCIP Hours to be reported

Include all hours worked in support of the project. Any employees who would be summarized on an invoice to WisDOT should be included in the employment report.

OCIP Wages to be reported.

- Include the total dollar amount of gross wages earned and represented by these reported hours (hourly wage earned times number of work hours reported).
- Wages must include regular wages.

Name of Individual Preparing the OCIP ARRA Report and Supporting Data

- Consultants and subconsultants submitting these OCIP ARRA reports must identify the name of the person responsible for preparation of the report. By completing the report this person certifies that they are knowledgeable of the hours worked and employment status for all the employees covered in the report.
- Consultants and subconsultants are required to enter the name and title of the person responsible for entering the employment data on the monthly OCIP Payroll Report.