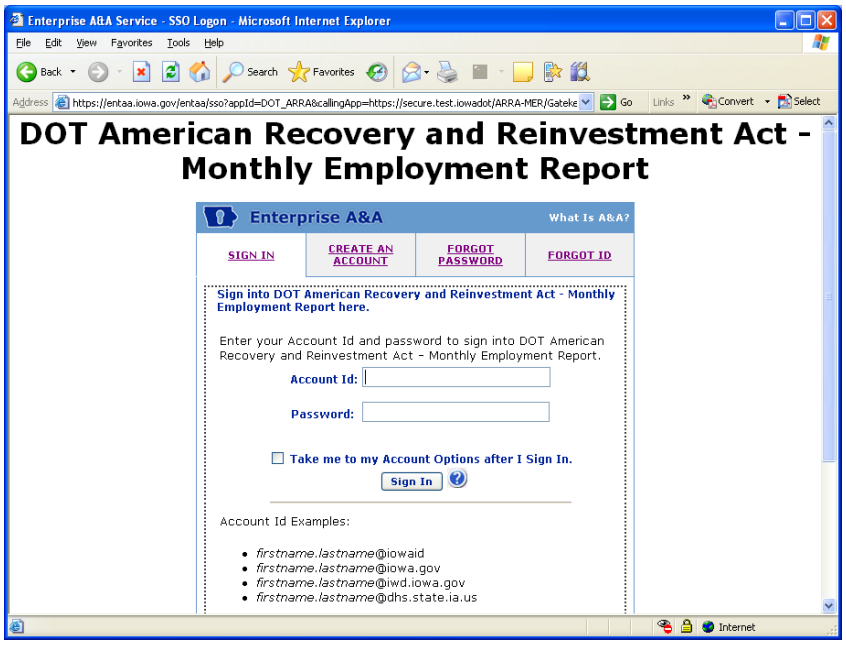
Engineer Instructions

American Recovery and Reinvestment Act
Monthly Employment Report (ARRA-MER) Web Application

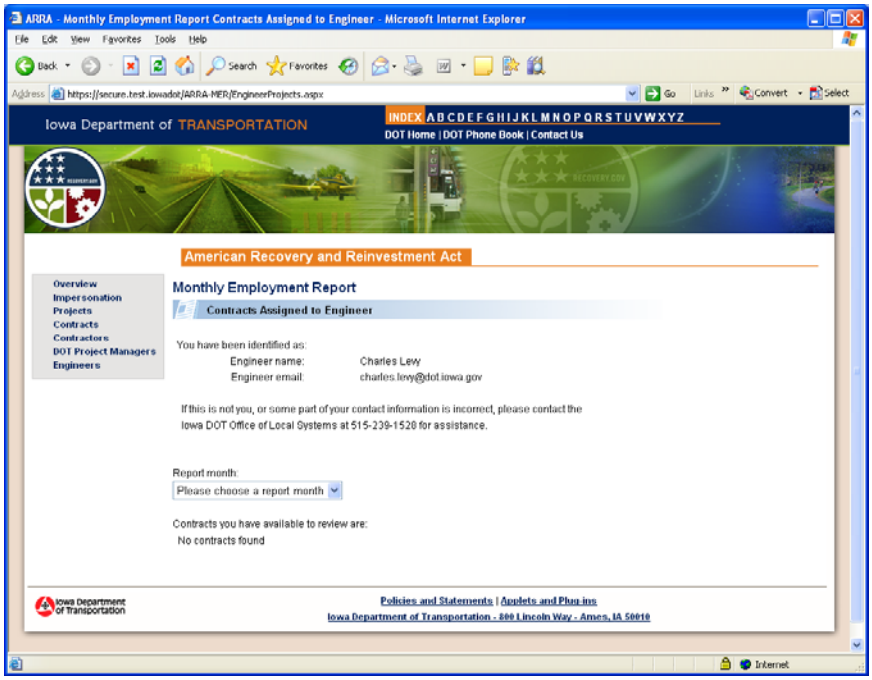
Note: To use the ARRA-MER application, you will need to request obtain an Account ID and password for the State of Iowa's Enterprise A&A system. To request an account, refer to the Sign-Up Instructions.

1. Click on https://secure.iowadot.gov/ARRA-MER/Default.aspx to open the ARRA-MER Information and Instructions page, as shown below:

2. Click on "Login to ARRA-MER" to open the ARRA-MER log-in page, as shown below. Enter your Account ID and password and click "Sign In".

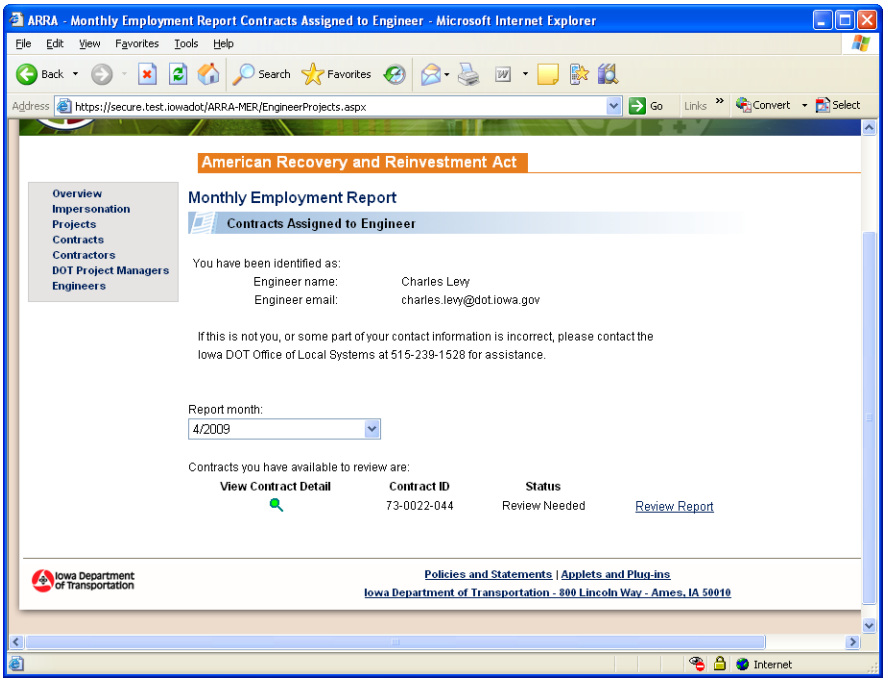


3. After logging in to the ARRA-MER web application, you will see the Contracts Assigned to Engineer page, similar to the one shown below:



This page will display your name and e-mail address. If either is not correct, please contact the Iowa DOT Office of Local Systems at 515-239-1528 for assistance.

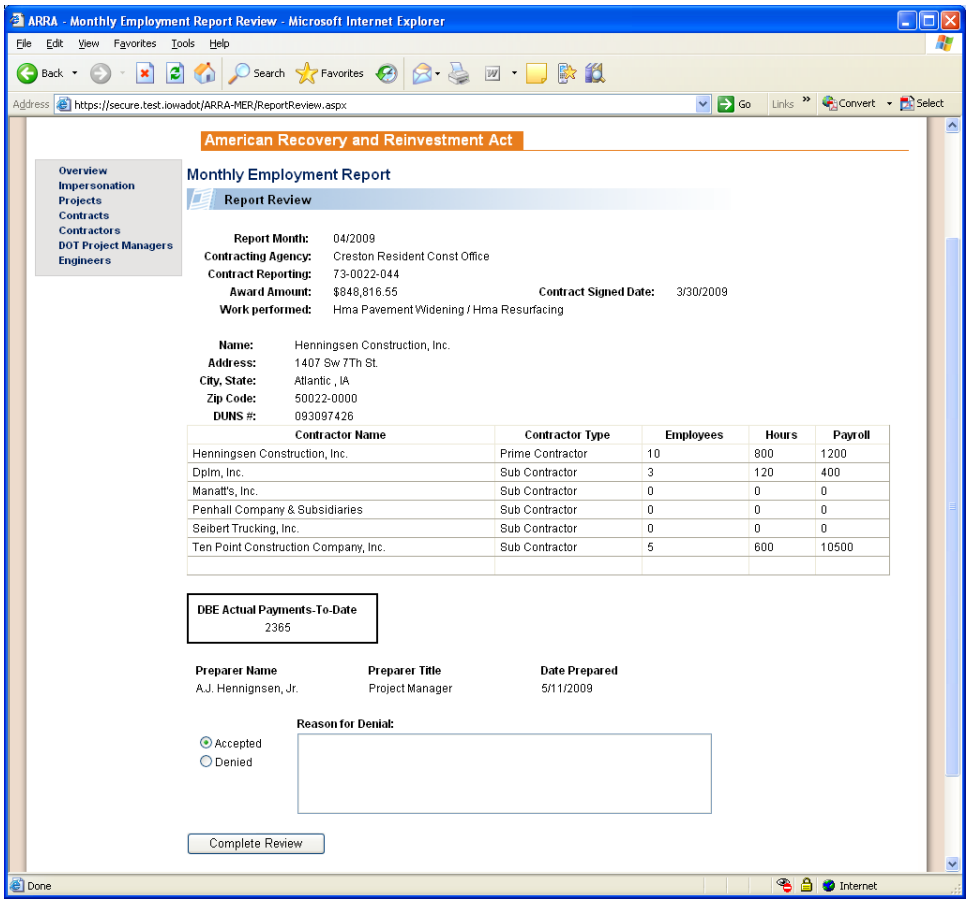
4. To view the Contract IDs that have been assigned to you, select a report month from the drop-down list. After selecting the report month, the page will display the appropriate contracts, similar to the one shown below:



Additional information is provided or can be accessed as described below:

- In the “View Contract Detail” column, click on a green magnifying glass to view additional information about the contract.
- The “Contract ID” column lists the ARRA funded contract(s) that have been assigned to you.
- The “Status” column indicates the status of each contractor’s monthly employment report.

5. To review a contractor’s report, click on the “Review Report” link for the desired Contract ID. This will display page showing the contractor’s report information, similar to the one shown below:

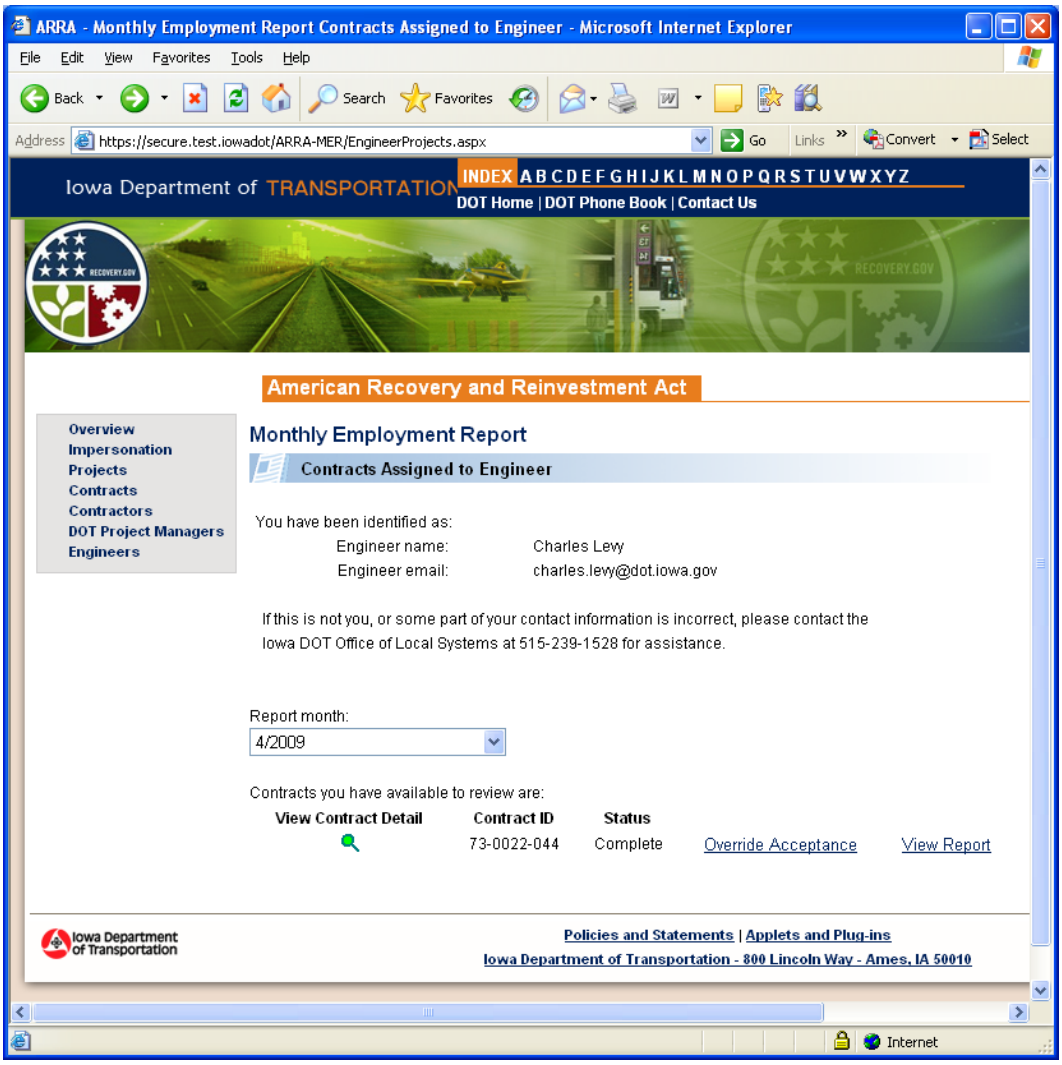


Review the report information as follows:

- Make sure the prime contractor and all subcontractors are listed.
- If the prime contractor or any subcontractors worked during the reporting period, make sure that employment information (employees, hours, and payroll) has been reported.
- You are not responsible for verifying the employment information, but you should check the reasonableness of the number of employees, hours, and payroll reported.

6. After reviewing the information provided by the contractor, take one of the following actions:
   - If the report is acceptable, click on the “Accepted” radio button.
   - If the report is not acceptable, click on the “Denied” radio button and enter the reasons for denial in the box provided. Please be specific so the contractor will know what needs to be changed.

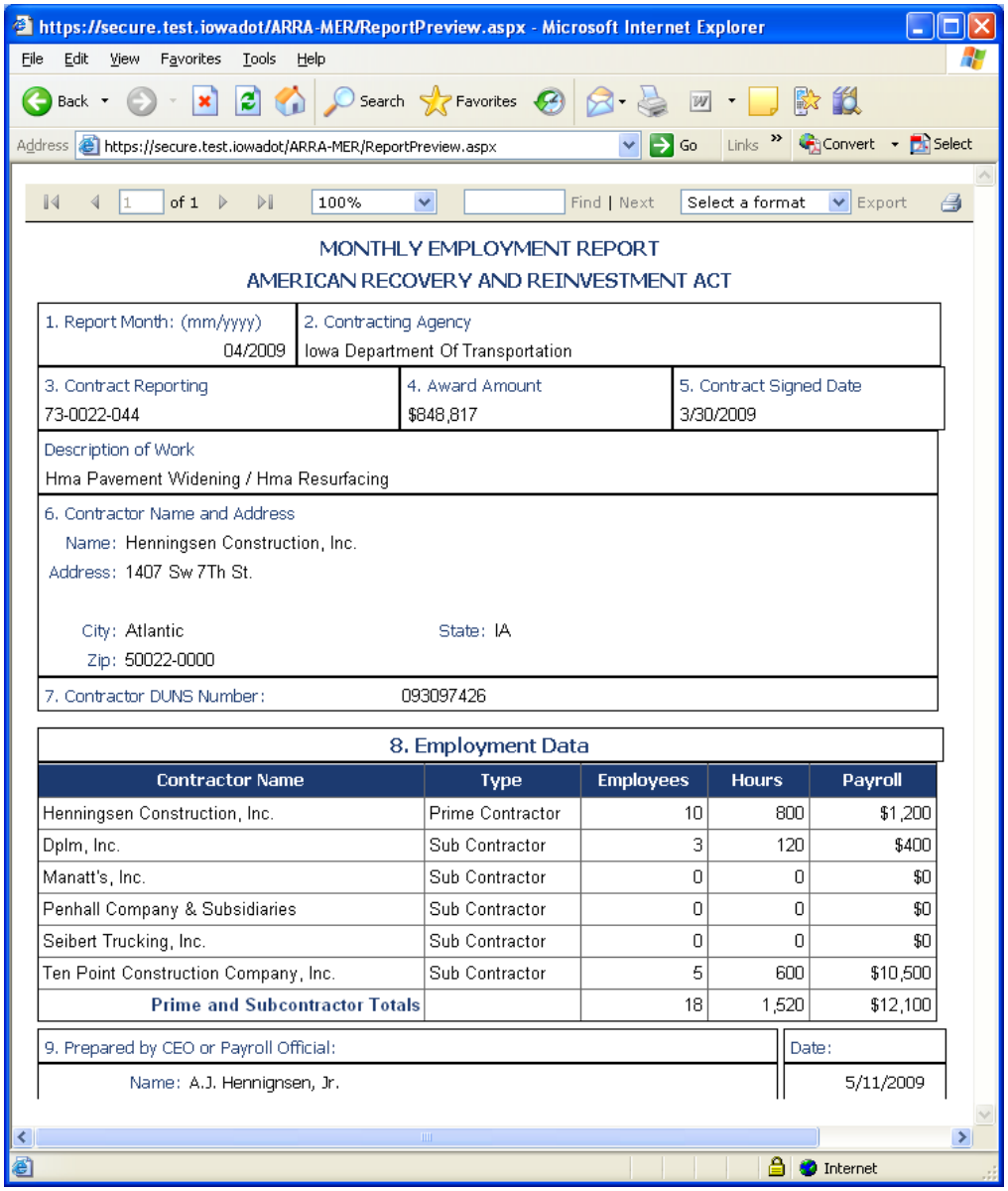
7. When finished, click on the “Complete Review” button and you will be returned to the Contracts Assigned to Engineer page, similar to the one shown below:



8. The contractor will receive e-mail notification stating whether the contractor’s report has been accepted or denied.

   - If accepted, the report process is complete for the report month. The Status column will be changed to “Complete.”
   - If denied, the Status column will change to “Awaiting Resubmittal”. After the contractor makes the requested corrections, you will receive an e-mail notification stating the revised report is ready for your review. Review the contractor’s report by repeating the applicable steps above.
   - If you need to have the contractor make changes after you have accepted the report, you may remove your acceptance by clicking on “Override Acceptance”.

9. To view, print, or export previously reviewed report data, click on “View Report” for the desired Contract ID. This will open a report preview screen similar to the one shown below:



https://secure.test.iowadot/ARRA-MER/ReportPreview.aspx - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address https://secure.test.iowadot/ARRA-MER/ReportPreview.aspx Go Links Convert Select

1 of 1 100% Find | Next Select a format Export

MONTHLY EMPLOYMENT REPORT

AMERICAN RECOVERY AND REINVESTMENT ACT

1. Report Month: (mm/yyyy)	2. Contracting Agency	
04/2009	Iowa Department Of Transportation	
3. Contract Reporting	4. Award Amount	5. Contract Signed Date
73-0022-044	$848,817	3/30/2009

Description of Work

Hma Pavement Widening / Hma Resurfacing

6. Contractor Name and Address

Name: Henningsen Construction, Inc.

Address: 1407 Sw 7Th St.

City: Atlantic State: IA

Zip: 50022-0000

7. Contractor DUNS Number: 093097426

8. Employment Data

Contractor Name	Type	Employees	Hours	Payroll
Henningsen Construction, Inc.	Prime Contractor	10	800	$1,200
Dplm, Inc.	Sub Contractor	3	120	$400
Manatt's, Inc.	Sub Contractor	0	0	$0
Penhall Company & Subsidiaries	Sub Contractor	0	0	$0
Seibert Trucking, Inc.	Sub Contractor	0	0	$0
Ten Point Construction Company, Inc.	Sub Contractor	5	600	$10,500
Prime and Subcontractor Totals		18	1,520	$12,100

9. Prepared by CEO or Payroll Official:	Date:
Name: A.J. Hennignsen, Jr.	5/11/2009

Internet

From the preview page, the following options are available:

- To print the preview page, click on the printer icon near the upper right part of the page.
- To export the report data to either a Microsoft Excel or Adobe Acrobat PDF file format, select the desired file format from the drop-down box and click “Export”.