Required fields are indicated by an asterisk. If required fields are not filled in, an error will be displayed. You will be allowed to make changes, and the form can be submitted.

After submission, you can, if necessary, edit the submitted form and resubmit it.

Note: In the table below, the third column on the right contains instructions for CSU projects. If blank, there are no special instructions.

To submit the form, click on the “Submit” button after the **General Contractor 1** section.

**Instructions by Section and Field Name: Project Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>DIR Instruction</th>
<th>Additional Info for CSU Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section: Form</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Award Date</td>
<td></td>
<td>Type: mmddyyyy (ie. 02022015)</td>
</tr>
<tr>
<td><strong>Section: Awarding Body Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awarding Body</td>
<td></td>
<td>Use the drop down and choose the Awarding Body, press Select</td>
</tr>
<tr>
<td><strong>Section: Project Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td></td>
<td>No spaces.</td>
</tr>
<tr>
<td>Project #</td>
<td></td>
<td>Must be unique, no spaces.</td>
</tr>
<tr>
<td>Total Project Cost</td>
<td></td>
<td>Enter amount.</td>
</tr>
<tr>
<td>Brief Description</td>
<td></td>
<td>Enter description here.</td>
</tr>
<tr>
<td>Contract #</td>
<td></td>
<td>Enter #.</td>
</tr>
<tr>
<td>Number of Prime Contractors</td>
<td></td>
<td>Enter #.</td>
</tr>
<tr>
<td>Alternative Model: None Apply; Design/Build; Job Order/Task; Lease/Lease Back</td>
<td></td>
<td>Select the appropriate model.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>For CM at Risk, select ‘None Apply’. For JOC, only the Master Job Order Contract is to be submitted to the DIR, do not submit JOC projects.</em></td>
</tr>
<tr>
<td>Physical Address</td>
<td></td>
<td>Enter address</td>
</tr>
<tr>
<td>County</td>
<td></td>
<td>Enter county</td>
</tr>
<tr>
<td>Billing Address</td>
<td></td>
<td>Press Save or Next</td>
</tr>
<tr>
<td>No Spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must be unique, no spaces</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Section:** Project Dates | First Advertised Bid  
Estimated or Actual Start  
Estimated or Actual Completion | Use mmddyyyy format for these dates. |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| **Section:** Propositions | Will this project receive (or has it received) any funding from Proposition 84 (The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006)?  
Will this project receive (or has it received) any funding from Proposition 39 (California Clean Energy Jobs Act of 2012)? | Enter No  
Enter No |
| **Section:** Compliance and Agreements: | Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774-1776, 1777.5, 1813 and 1815 of the Labor Code?  
Will you operate a DIR-Approved Labor Compliance Program (LCP) for this project?  
Is there a Project Labor Agreement (PLA) associated with this project? | Enter Yes  
Enter No  
Enter No |
| **Section:** Contractor | Press *Add Contractor* at the bottom  
Input CSLB/Certificate Number, press *Search*,  
Fields will populate, Input Email | |
| **Section:** Classifications | Check the appropriate classification(s) | Press *Save*  
*Note: DIR’s Classifications are not like the CSLB license classifications. You may contact cocm@calstate.edu with questions.* |
| **Section:** Contractor | Input Project Manager’s Email Address  
First Name, MI, Last Name, Title, Work Phone | Enter requested information. |
| **Section:** General Contractor 1 | Check the Primary bullet  
Add additional contractor if needed | Press Submit to submit the project |

See pages 3-4 for screen shots from DIR’s PWC 100 database for reference.
Instructions for Extract of Public Works Contract Award (PWC 100)

![Image of Project Information form]

### Project Information Form

**Form Type:** PWC-100

**Awarding Body Information**
- **Name:**
- **Address:**
- **Primary Contact:**
- **Primary Email:**
- **Work Phone:**

**Awarding Body**
- **Select Awarding Body:**
- **Awarding Body:**

**Project Information**
- **Project Name:**
- **Brief Description:**
- **Contract Amount:**
- **Alternative Model:**

**Physical Address**
- **Address:**
- **Location:**

**Billing Address**
- **Same as Billing Address on file**
- **Address Line 1:**
- **Address Line 2:**
- **City:**
- **State:**
- **Zip Code:**

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Page 3 of 4 pages  
Revised July, 2015