

**Schedule C, Attachment C-1**

LMDC Construction Contract

**MONTHLY EMPLOYMENT UTILIZATION REPORT**

(See reverse side for instructions)

COMPANY NAME:  ADDRESS:   TELEPHONE NUMBER:  FEDERAL ID NO.:  CHECK IF NOT-FOR-PROFIT: _____	PROJECT NAME:  PROJECT LOCATION:  COUNTY: _____ ZIP: _____  REPORTING PERIOD:   Month  Year	CONTRACTOR START DATE: _____  ESTIMATED COMPLETION DATE:  PERCENT OF JOB COMPLETED (for reporting period):  CONTRACT NO.:  CONTRACT AMOUNT:   \$ _____	<b>COMPANY EMPLOYMENT DATA</b>																			
			A.  <b>TOTAL COMPANY EMPLOYEES</b> (at the Beginning of project) <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Male</td> <td style="width:50%; border: none;">Female</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>	Male	Female	_____	_____	B.  <b>TOTAL COMPANY EMPLOYEES</b> (at the end of project) <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Male</td> <td style="width:50%; border: none;">Female</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>	Male	Female	_____	_____	C. <b>NET INCREASE</b> (applies only to changes, if any, in Company's Employee makeup at the end of project) <table style="width:100%; border: none;"> <tr> <td style="width:25%; border: none;"><b>TOTAL MALE</b></td> <td style="width:25%; border: none;"><b>TOTAL FEMALE</b></td> <td style="width:25%; border: none;"></td> <td style="width:25%; border: none;"></td> </tr> <tr> <td style="border: none;">C1. EMPLOYEES</td> <td style="border: none;">C2. OCCUPATIONAL CODES/# OF EMPLOYEES</td> <td style="border: none;">C3. EMPLOYEES</td> <td style="border: none;">C4. OCCUPATIONAL CODES/# OF EMPLOYEES</td> </tr> </table>		<b>TOTAL MALE</b>	<b>TOTAL FEMALE</b>			C1. EMPLOYEES	C2. OCCUPATIONAL CODES/# OF EMPLOYEES	C3. EMPLOYEES	C4. OCCUPATIONAL CODES/# OF EMPLOYEES
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CLASSIFICATION	1. WORKER HOURS OF EMPLOYMENT										2. NUMBER OF WORKERS				3. CONSTRUCTION TRADES	TOTAL WHITE	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NATIVE AMERICAN	
	1a. ALL WORKER HOURS			1b. BLACK (Not of Hispanic Origin)		1c. HISPANIC		1d. ASIAN or PACIFIC ISLANDER		1e. NATIVE AMERICAN/ALASKAN NATIVE		2a. ALL		2b. MINORITY							
	MALE	FEMALE	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE							FEMALE
Supervisory																					
Journey Worker																					
Apprentice																					
Trainee																					
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TOTAL JOURNEY WORKERS																					
TOTAL APPRENTICES																					

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TOTAL TRAINEES																		
GRAND TOTAL																		

CERTIFICATION: I, \_\_\_\_\_ (Print Name), the \_\_\_\_\_ (Title), do certify that (i) I have read this Monthly Employment Utilization Report and (ii) to the best of my knowledge, information and belief the information contained herein is complete and accurate.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## MONTHLY EMPLOYMENT UTILIZATION REPORT

### Instructions for Completion

The Monthly Employment Utilization Report ("MEUR") is to be completed by each subject contractor (both Prime and Sub) and signed by a responsible official of the company. The reports are to be filed by the 5th day of each month during the term of the project, and they shall include the total work-hours for each employee classification in each trade in the covered area for the monthly reporting period. The prime contractor is responsible for submitting its subcontractors report, along with its own. Additional copies of this form may be obtained from Lower Manhattan Development Corp. ("LMDC").

Minority: Includes Blacks, Hispanics, Native Americans, Alaskan Natives, and Asian and Pacific Islanders, both men and women.

1. Worker Hours of Employment (a-e):

a) All Worker Hours: The total number of male hours, the total number of female hours, and the total of both male and female hours worked under each classification.

b) through e) Minority Worker Hours The total number of male hours and the total number of female hours worked by each specified group of minority worker in each classification.

2. Number of Workers (a-b):

a) All Workers Total number of males and total number of females working in each classification of each trade in the contractor's aggregate workforce during reporting period.

b) Minority Workers Total number of male minorities and total number of female minorities working in each classification, in each trade in the contractor's aggregate workforce during reporting period.

3. Construction Trade:

Only those construction crafts which contractor employs in the covered area.  
*Construction Trades include:* Field Office Staff (Professionals and Office/Clerical), Laborers, Equipment Operators, Surveyors, Truck Drivers, Iron Workers, Carpenters, Cement Masons, Painters, Electricians, Plumbers and Other.

Note: LMDC may demand payroll records to substantiate work hours listed on the Monthly Employment Utilization Report, if discrepancies should arise.

### OCCUPATIONAL CODES

Officials/Administrators	100
Professionals	110
Technicians	120
Sales Workers	130
Office & Clerical	140
Craft Workers	150
Operatives	160
Laborers	170
Service Workers	180

### FORWARD TO THE RESPONSIBLE LMDC PROJECT MANAGER

Lower Manhattan Development Corp.  
One Liberty Plaza, 20<sup>th</sup> Floor  
New York, NY 10006  
P (212) 962-2300  
F (212) 962-2431