



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. TOTAL COMPANY EMPLOYEES (at the Beginning of project)  Male   Female _____ _____				B. TOTAL COMPANY EMPLOYEES (at the end of project)  Male   Female _____ _____			
TOTAL JOURNEY WORKERS				TOTAL APPRENTICES				TOTAL TRAINEES											

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  
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