

**INSTRUCTIONS FOR FILING MONTHLY EMPLOYMENT
UTILIZATION REPORT - FORM I**

The Monthly Employment Utilization Report is to be downloaded from the Custom Reports section via LCPtracker by each subject contractor (both Prime and Subcontractor) and uploaded via eDocuments 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 contract, 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.

Minority	Includes Black, Hispanics, American Indians, Alaskan Natives and Asian and Pacific Islanders, both men and women.
1. Current Goals	As stated Bid Conditions.
2. Reporting Period	<u>From the first to the end of the month.</u> Due on the 5th day of the following month.
3. Estimated Completion Date	Best possible estimation.
4. Percent of Job Completed	% project work contractor of subcontractor has completed.
5. Work Hours of Employment	The total number of male hours and the total (a-e) number of female hours worked by employees in each classification (b-e). The total number of male and the total number of female hours worked by each specified group of minority employees in each classification.
6. Minority Percentage	The percentage of total minority work hours of all work hours (the sum of columns 5b, 5c, 5d, and 5e divided by column 5a; just one figure for each construction trade).
7. Female Percentage	For each trade the number reported in 5a(F) divided by the sum of the numbers reported in 5a. M and F.
8. Total Number of Employees	Total number of male and total number of female employees working in each classification of each trade in the contractor's aggregate workforce during reporting period.
9. Total Number of Minority Employees	Total number of male minority employees and total number of female minority employees working in each classification in each trade in the contractor's aggregate workforce during reporting period.
10. Construction Trade	Only those construction crafts which contractor employs in the covered area.
11. and 12.	These items must be completed