

<b>City of Cincinnati</b> <b>Monthly Employment</b> <b>Utilization Report</b> <b>CC-257</b>	1. Reporting Period	2. Standard Equal Employment Requirements	3. Contractor's tax ID number	Date of Report
	From _____ To _____ 20____ Hamilton County	per each Craft/Trade in total Workforce Per Resolution No. 21-1998 <b>COMPLETION INSTRUCTIONS ON REVERSE</b>	PRIME _____ SUB _____	(indicate if final)

<b>4. CONTRACTOR</b> Name _____ Address _____ Zip _____ Phone ( ) _____	<b>SUBCONTRACTOR</b> (Additional Forms As Needed) Name _____ Address _____ Zip _____ Phone ( ) _____	<b>PROJECT</b> Name _____ Date Started _____ Ref: _____ Contract: _____ % Completion Prime _____ % Completion Sub _____
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5. Construction Craft/Trade	6. Hours of Utilization		AFRICAN AMERICAN		HISPANIC AMERICAN		ASIAN AMERICAN		NATIVE AMERICAN		White Female	Percentage			7 Total Workforce				
	Total														Total		Minority		
	M	F	M	F	M	F	M	F	M	F		Minority Male	Minority Female	White Female	M	F	M	F	
Journey																			
	Apprentice																		
		Total																	
			Sub Total																
Journey																			
	Apprentice																		
		Total																	
			Sub Total																
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Journey																			
	Apprentice																		
		Total																	
			Sub Total																
Journey																			
	Apprentice																		
		Total																	
			Sub Total																
Total Hours Journey																			
	Total Hours Apprentice																		
		Grand Total																	

<b>8. Official's Title</b> _____ <b>Signature</b> _____	<b>EEO Officer</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>City use only</b>	<b>10. Reviewed By/Date</b> _____ <b>Action Taken</b> _____
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**INSTRUCTIONS FOR COMPLETING THE MONTHLY EMPLOYMENT UTILIZATION REPORT CC-257**

The Monthly Utilization Report is to be completed by each subject contractor (both prime & sub) and signed by a responsible official of the company. The reports are to be filed by the **10<sup>th</sup> day of each month** during the term of the contract to include the total work hours for each craft/trade in Hamilton County for the monthly reporting period. The prime contractor will submit a report of his own field workforce and each subcontractor to the Office of Contract Compliance, Two Centennial Plaza, 805 Central Avenue, Room 222, Cincinnati, OH 45202-1947, on all contracts let, or administered by the City of Cincinnati.

1. Reporting Period:  
Indicate the time period (week ending or full month) showing total hours of utilization on all jobs, both public and private located in Hamilton County.
2. Equal Employment Requirements:  
Each contractor must, while working on a City Project, have the following hours of utilization in each craft/trade:  
minority male - 11.8 %  
minority female - 3.45%  
majority female - 3.45%  
**NOTE:** Prime contractors must achieve this minimum requirement by halfway of performance time, or within 2 months if the contract is over 6 months. Sub-contractors must achieve this requirement from the beginning to the conclusion.
3. Tax Identification Number:  
Federal tax identification or Social Security number is required for each prime and sub.
4. Contractor/Sub-Contractor/Project Identification:  
Identify each company with the name, address and phone number; each project with date started, percentage of completion (by the end of reporting period); and, reference and contract numbers of each project.
5. Construction Trade:  
Identify each area of work performed in the total workforce for all field employees.
6. Work Hours (Utilization) of Employment:  
Show total hours – all male and all female, subtotal. Identify: a).all minority males, b). all minority females, c). all majority female hours per status (African American, Hispanic American, Asian American, and Native American). Divide each category total into the total of all employment hours for that craft/trade to obtain each percentage.
7. Total Workforce (Representation) of All Jobs:  
Show total employees for each craft/trade, skilled and unskilled, male and female, breaking out the total minority male and female.
8. Official’s Signature and Title:  
This form to be signed by an official of the company (indicate if this individual is the company’s Equal Employment Officer). This form will not be accepted if not signed.
9. Failure to submit this report by the 10<sup>th</sup> of the month following the end of the reporting period will cause the Contract Compliance Officer to determine the contractor to be out of compliance and will at least result in a stop payment order being issued.
10. (City use only) form reviewed by date and action taken:
  1. In Compliance
  2. **Less** than 50% complete
  3. Out of Compliance. **Over** 50% complete (or 2 months)
  4. Show-cause request
  5. Stop-payment request
  6. Bidder in default status
  7. No present City Contract
  8. Other \_\_\_\_\_