FORM **C-700(SL)** 

U.S. DEPARTMENT OF COMMERCE

## CONSTRUCTION PROJECT REPORT

STATE AND LOCAL GOVERNMENTS

IMPORTANT

Please refer to the Reporting Instructions on the back of the form.

**DUE DATE:** 

U.S. Census Bureau 1201 East 10th Street RETURN **FORM TO** Jeffersonville, IN 47132-0001 FΔX 1-800-845-8245 (Please correct any error in name and address including ZIP Code, telephone and fax number) Section A PROJECT IDENTIFICATION Section D SQUARE FEET The construction project described below is associated with your organization according to published sources. Please correct any errors or fill in any blanks in items 1 and 2. If necessary, make your corrections in item 10, Remarks, or use a separate sheet. IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM, PLEASE CALL 1–800–845–8246. Based on exterior dimensions, how many square feet of enclosed floor area (including basements) will be created by this project? Exclude nonbuilding projects Square feet and existing floor space 1. PROJECT DESCRIPTION that is being remodeled. If none, enter "0." MONTHLY CONSTRUCTION Section E PROGRESS REPORT This form will be returned to you EACH MONTH until the project is completed. 2. PROJECT LOCATION Continue with item 8 if project has started; otherwise, skip to section F. Report the value of construction put in place each month. Include only those construction costs defined in item 5c. DO NOT include costs reported in item 6. Section B OWNERSHIP AND START DATE Report costs in the month in which work was done (including any monthly retainage being withheld 3. TYPE OF OWNERSHIP - Mark (X) one box. from contractors) rather than in the month in which payment was made. Is this project ☐ State Government or Agency When project is completed, enter month and year in item 9. ☐ Federal Government or Agency ■ Privately-owned OR Owned by: MONTHLY VALUE OF CONSTRUCTION PUT IN PLACE ON PROJECT DESCRIBED IN ITEM 1 Local Government or Agency Month and year of actual or expected start date 4. START DATE OF CONSTRUCTION Value of construction put When did actual construction work on the in place during month as defined in item 5c Month and year site start, or when do you estimate it will report period start? Enter month and year. (Thousands of dollars) Section C COST ESTIMATES (b) (a) INCLUDE • Site preparation and outside construction such as sidewalks and roadways \$ ,000.00 Mechanical and electrical installations which are integral parts of the structure, such as elevators, heating equipment, etc. \$ .000.00 **EXCLUDE** • Land and pre-existing structures Architectural, engineering, and owner's overhead and miscellaneous costs – See item 6 \$ ,000.00 • Furniture, furnishings, and other movable equipment \$ .000.00 · Contingency funds FOR HEAVY NONBUILDING PROJECTS SEE SPECIAL INSTRUCTIONS ON BACK \$ ,000.00 \$ ,000.00 NOTE: If project is on a "cost plus" basis, enter your best estimate of the final cost. Construction costs (Thousands of dollars) **5a. CONTRACT CONSTRUCTION COST** \$ ,000.00 (Amounts to be paid to contractors and \$ .000.00 \$ ,000.00 5b. OWNER SUPPLIED MATERIALS AND LABOR \$ ,000.00 (Construction materials supplied by owner and the value of work done by project owner's own construction employees assigned to the project.) \$ .000.00 \$ .000.00 **5c. TOTAL CONSTRUCTION COST** \$ .000.00 (Sum of 5a + 5b) .000.00 ARCHITECTURAL, ENGINEERING, AND MISCELLANEOUS COSTS – \$ ,000.00 INCLUDE • All fees for architectural and engineering services. If contractor was authorized to "design and construct" this project, such cost \$ .000.00 should be included in item 5a. Cost of design work by owner's staff • Project owner's overhead and office costs · Fees and other miscellaneous costs allocated on owner's books to this project Architectural, engineering, **EXCLUDE** • Cost of movable machinery and equipment, land, and furniture and furnishings Month and year and miscellaneous costs 9. COMPLETION DATE (Thousands of dollars) Enter date when all All interest to be paid directly by State or local governments construction is .000.00 actually completed

In any correspondence pertaining to this report, refer to the control number shown below.

# REPORTING INSTRUCTIONS FOR STATE AND LOCAL CONSTRUCTION PROJECTS

#### ► Section A - PROJECT IDENTIFICATION

Correct any information in items 1 and 2 if necessary.

For the project described in item 1 to be government owned, it must be State or local government owned **during construction** and involve the erection of a new structure(s) or improvements to an existing structure(s) as defined below.

For the project described in item 1 to be privately owned, it must be privately owned **during construction** and involve the erection of a new structure(s) or improvements to an existing structure(s) as defined below.

If the project is only maintenance and repairs, please note so in item 10, Remarks, complete item 11, and return the form.

### ► Section B - OWNERSHIP AND START DATE

**Item 3** – As noted, "ownership" for purposes of this survey, depends on the owner **during the construction phase**. Check the appropriate box.

**Item 4** – The start date is defined as the date that actual construction work first began on the project described in item 1. If the project is to start at some future date, please enter the date, complete item 11, and return the form.

#### **▶ Section C - COST ESTIMATES**

"Construction," for purposes of this survey, is defined as the building of and/or improvements to fixed structures. This **INCLUDES:** 

- a. New structures, additions, alterations, conversions, expansions, rebuilding, reconstruction, renovations, rehabilitations and major replacements (such as the complete replacement of a roof or heating system).
- b. Mechanical and electrical installations Plumbing, heating, electrical work, elevators, escalators, central air-conditioning, and other similar building services.
- c. Outside construction Clearing and grading of undeveloped land and the fixed, auxiliary structures which the project owner builds within the property lines. Also, roadways, bridges, parking lots, utility connections, outdoor lighting, pools, athletic fields, piers, wharves and docks, and all similar auxiliary facilities.

### FOR HEAVY NONBUILDING PROJECTS

In addition to a, b, and c, construction INCLUDES:

- **d.** Fixed works, such as power plants, dams, highways, bridges, reservoirs and sewer and water facilities.
- e. Machinery and equipment which are integral parts of structures. Also fixed, largely site-fabricated equipment such as storage tanks.
- **f.** The following types of equipment: boilers, towers and fixtures.

**EXCLUDE: Movable** machinery and equipment which are not integral parts of structures. Also, for power generation plants, exclude primary power producing machinery such as generators, reactors, and steam engines.

**Item 5a** – Estimate the total amount to be paid to construction contractors by the project owner for work done on this project.

**Item 5b** – Estimate the total cost of labor by the owner's construction employees working on the project, including supervisory personnel assigned to the project. Include the total cost of all construction materials supplied by the owner, including those the owner expects to supply to the contractor for installation in this project.

**Item 5c** – Sum of values reported in items 5a and 5b. **This is the value to be reported in item 8,** monthly value of construction put in place.

Item 6 – Estimate the total amount of fees which the project owner has paid or will pay to architectural and engineering firms for work on this project. Also estimate the total cost of all other construction items which the project owner will allocate on his books to this project. Include the project owner's overhead and office costs, the cost of design work by the owner's staff, and other miscellaneous construction fees and costs allocated on the owner's books. DO NOT include the cost of movable machinery and equipment, land, and furniture and furnishings. If book figures are not available, reasonable estimates are acceptable.

# ► Section E - MONTHLY CONSTRUCTION PROGRESS REPORT

**Item 8** – Report the monthly value of construction put in place for **the costs associated with item 5c**. These costs include:

- a. Work done by contractors and/or subcontractors, including any retainage being withheld until the work is complete.
- **b.** The cost of any materials installed which were provided by the owner.
- c. The work done by the project owner's own construction employees, including supervisory personnel assigned to this project.

Initially, report monthly values from the start month to the most current month shown in item 8. Then each month, when the form is returned to you, report for the month shown and any revisions which you might have. When entering monthly data, be sure to report the costs in the month in which the work was done rather than in the month in which payment was made.

If the contractor's bills are for periods other than monthly, estimate a monthly amount. In each month where there is no construction, enter a zero.

**Item 9** – If construction is complete except for some minor work (up to 3 percent of item 5c), you may stop reporting on this project by indicating in item 10, Remarks, and entering the completion date in item 9.

# ► Section F – PERSON TO CONTACT REGARDING THIS REPORT

**Item 11** – Enter the name, title, address, telephone and fax number of the person who can answer questions about this report.

### 10. REMARKS

Section F PERSON TO CONTACT REGARDING THIS REPORT - Please print or type		
11a. Name	<b>b.</b> Title	<b>c.</b> Telephone
		Area code Number Extension
d. Organization	e. Address	<b>f.</b> Fax
		Area code Number