

FORM **C-700(R)**  
(1-14-2004)

# CONSTRUCTION PROJECT REPORT

## MULTI-FAMILY RESIDENTIAL

**NOTICE** – Your report to the Census Bureau is **confidential** by law (title 13, U.S. Code). It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

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

**IMPORTANT**

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

**DUE DATE:**

**RETURN  
FORM TO**  
**FAX**

**U.S. Census Bureau**  
1201 East 10th Street  
Jeffersonville, IN 47132-0001  
1-800-845-8245

*(Please correct any error in name and address including ZIP Code, telephone and fax number)*

**Section A PROJECT IDENTIFICATION**

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.**

**1. PROJECT DESCRIPTION**

a. Name of project (if any)

b. Number of housing units →

c. Number of buildings →

**2. PROJECT LOCATION**

**Section B OWNERSHIP AND START DATE**

**3. TYPE OF OWNERSHIP** – Mark (X) one box.

Will this project be privately or government owned during construction?

Privately owned       Government owned – Skip to section F

**4. START DATE OF CONSTRUCTION**  
When did actual construction work on the site start, or when do you estimate it will start? Enter month and year.

Month and year of actual or expected start date

**Section C COST ESTIMATES**

- INCLUDE**
- Site preparation and outside construction such as sidewalks and roadways
  - Mechanical and electrical installations which are integral parts of the structures, such as elevators, heating equipment, etc.
- EXCLUDE**
- Land and pre-existing structures
  - Furniture, furnishings, and other movable equipment
  - Contingency funds
  - Architectural, engineering, and owner's overhead and miscellaneous costs – See item 6

**NOTE:** If project is on a "cost plus" basis, enter your best estimate of the final cost.

**5a. CONTRACT CONSTRUCTION COST**

(Amounts to be paid to contractors and subcontractors)

Construction costs  
(Thousands of dollars)

\$ ,000.00

**5b. OWNER SUPPLIED MATERIALS AND LABOR**

(Construction materials supplied by owner and the value of work done by project owner's own construction employees assigned to the project.)

\$ ,000.00

**5c. TOTAL CONSTRUCTION COST**  
(Sum of 5a + 5b) →

\$ ,000.00

**6. ARCHITECTURAL, ENGINEERING, AND MISCELLANEOUS COSTS**

- INCLUDE**
- All fees for architectural and engineering services. If contractor was authorized to "design and construct" this project, such cost should be included in item 5a.
  - Cost of design work by owner's staff
  - Project owner's overhead and office costs
  - Interest and taxes to be paid during construction
  - Fees and other miscellaneous costs allocated on owner's books to this project

Architectural, engineering, and miscellaneous costs  
(Thousands of dollars)

**EXCLUDE** • Cost of land, furniture and furnishings

\$ ,000.00

**Section D SQUARE FEET**

**7. Based on exterior dimensions, how many square feet of enclosed floor area (including basements) will be created by this project?**

Square feet

**Section E MONTHLY CONSTRUCTION PROGRESS REPORT**

**This form will be returned to you EACH MONTH until the project is completed.**

- 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.
- Report costs in the month in which work was done (including any monthly retainage being withheld from contractors) rather than in the month in which payment was made.
- When project is completed, enter month and year in item 9.

**8. MONTHLY VALUE OF CONSTRUCTION PUT IN PLACE ON PROJECT DESCRIBED IN ITEM 1**

Month and year report period (a)	Value of construction put in place during month as defined in item 5c (Thousands of dollars) (b)
	\$ ,000.00
	\$ ,000.00
	\$ ,000.00
	\$ ,000.00
	\$ ,000.00
	\$ ,000.00
	\$ ,000.00
	\$ ,000.00
	\$ ,000.00
	\$ ,000.00

**9. COMPLETION DATE**  
Enter date when all construction is actually completed

Month and year of completion

**NOTE: Be sure to complete section F on the reverse side.**

## REPORTING INSTRUCTIONS FOR RESIDENTIAL BUILDINGS CONTAINING 2 OR MORE HOUSING UNITS

### ▶ Section A – PROJECT IDENTIFICATION

Correct any information in items 1 and 2 if necessary.

For the project described in item 1 to be eligible for this survey, it must be privately owned **during construction** and involve the erection of a new residential building(s) containing 2 or more housing units. If the project is government owned during construction or involves only remodeling, maintenance or repairs, please note so in item 10, Remarks, complete item 11, and return the form.

If the project description does not include all the buildings and units being worked on at this site, please change the description to include them.

### ▶ Section B – OWNERSHIP AND START DATE

**Item 3** – As noted, this survey involves projects that are privately owned **during the construction phase**. If the project is government owned, check the appropriate box, note in item 10, Remarks, complete item 11, and return the form.

**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 fixed structures. This **INCLUDES**:

- a. The erecting of the structure.
- b. Mechanical and electrical installations – Plumbing, heating, electrical work, elevators, escalators, central air-conditioning, boilers, 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 to serve the major building. Also sidewalks, roadways, parking lots, utility connections, outdoor lighting, swimming pools, and all similar auxiliary facilities.

**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, interest and taxes paid during construction, 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 land and furniture and furnishings.

### ▶ 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. Title	c. Telephone		
		Area code	Number	Extension
d. Organization	e. Address	f. Fax		
		Area code	Number	