



U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

FORM

**C-700(SL)** (07-25-2018)

## CONSTRUCTION PROGRESS REPORTING SURVEY STATE AND LOCAL GOVERNMENTS

OMB No. 0607-0153: Approval Expires 04/30/2019

**DUE DATE:**

**RETURN TO:**

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

**FAX:**

1-800-845-8245

**VIA INTERNET  
OR FOR HELP:**

[econhelp.census.gov/cprs](http://econhelp.census.gov/cprs)

Use your unique User ID  
and original password.

User ID:

Password:

**In any correspondence pertaining to this report, refer to the ID.**

**IMPORTANT**

**Please refer to the back of  
this form for more information  
and instructions for  
completing the survey.**

*(Please correct any errors above)*

**NOTICE** – Title 13 United States Code (U.S.C.), Sections 131 and 182, authorizes the Census Bureau to conduct this collection. These data are subject to provisions of Title 13, U.S.C., Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality. This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0153 and appears at the upper right of this page. Without this approval, we could not conduct this survey. We estimate this survey will take an average of 10–30 minutes to complete. More information about this estimate and an address where you may write with comments is on the back of this form.

**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 Sections A and B. If necessary, make your corrections in item 9, Remarks, or use a separate sheet. IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM, PLEASE CALL 1-800-845-8246.**

**1a. PROJECT DESCRIPTION**

**1b. PROJECT LOCATION**



**Section B PERSON TO CONTACT REGARDING THIS SURVEY – Please correct any errors below**

**2a. Name**

**b. Telephone**

**c. Fax**



**d. Email Address**

**e. Web Address**

**Continue with Section C on the next page**

**Section C OWNERSHIP, START AND PROJECTED COMPLETION DATES**

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

- Is this project  State Government or Agency  
 Privately owned OR Owned by:  Federal Government or Agency  
 Local Government or Agency

<b>4a. START DATE OF CONSTRUCTION</b> 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
<b>4b. PROJECTED COMPLETION DATE</b> When do you estimate it will complete? Enter month and year.	Month and year of expected completion date

**Section D COST ESTIMATES**

*INCLUDE*

- Site preparation and outside construction, such as sidewalks and roadways
- Mechanical and electrical installations which are integral parts of the structure, such as elevators, heating equipment, etc.

*EXCLUDE*

- Land and pre-existing structures
- Architectural, engineering, and owner’s overhead and miscellaneous costs – See item 6
- Movable machinery and equipment, furniture, and furnishings
- Contingency funds

**FOR HEAVY NONBUILDING PROJECTS SEE SPECIAL INSTRUCTIONS ON BACK**

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

<b>5a. CONTRACT CONSTRUCTION COST</b> (Amounts to be paid to contractors and subcontractors)	Construction costs (Thousands of dollars)
	\$ ,000.00
<b>5b. OWNER SUPPLIED MATERIALS AND LABOR</b> (Construction materials supplied by owner and the value of work done by project owner’s own <b>construction</b> employees assigned to the project.)	\$ ,000.00
<b>5c. TOTAL CONSTRUCTION COST</b> <b>(Sum of 5a + 5b)</b> →	\$ ,000.00

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

*If book figures are not available, reasonable estimates are acceptable.*

*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
- Fees and other miscellaneous costs allocated on owner’s books to this project

*EXCLUDE*

- Cost of movable machinery and equipment, land, furniture, and furnishings
- All interest to be paid directly by state or local governments

Architectural, engineering, and miscellaneous costs (Thousands of dollars)
\$ ,000.00

**7. Intentionally left blank**

**Continue with Section E on the next page**

**Section E MONTHLY CONSTRUCTION PROGRESS REPORT**

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

- Continue with item 8a if project has started.
- 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.
- If costs are not available, please leave the value blank.
- When project is completed, enter month and year in item 8b.

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

**If construction is complete except for some minor work or retainage (up to 3 percent of item 5c),** you may stop reporting on this project by entering the completion date in item 8b and indicating any remarks in item 9.

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

**8b. COMPLETION DATE**

**When was all construction actually completed?** *Enter month and year.*

Month and year of completion

**9. REMARKS**

## REPORTING INSTRUCTIONS FOR STATE AND LOCAL CONSTRUCTION PROJECTS

We estimate this survey will take an average of 30 minutes to complete for your first month of reporting and 10 minutes for subsequent months, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this voluntary collection of information, including suggestions for reducing this burden, to: EID CEB Survey Comments 0607-0153, U.S. Census Bureau, 4600 Silver Hill Road, Room EID-7K081, Washington, DC 20233. You may email comments to [eid.ceb.customer.service@census.gov](mailto:eid.ceb.customer.service@census.gov). Be sure to use "EID CEB Survey Comments 0607-0153" as the subject.

### ▶ Section A – PROJECT IDENTIFICATION

Correct any information in items 1a and 1b if necessary.

For the project described in item 1a to be government owned, it must be state, local, or federal 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 1a 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 9, Remarks, complete item 2, and return the form.

### ▶ Section B – PERSON TO CONTACT REGARDING THIS SURVEY

**Item 2** – Enter or correct the information for the person who can answer questions about this survey.

### ▶ Section C – OWNERSHIP, START AND PROJECTED COMPLETION DATES

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

**Item 4a** – The start date is defined as the date that actual construction work first began on the project described in item 1a. If the project is to start at some future date, please enter the date, complete item 2, and return the form.

**Item 4b** – The projected completion date is defined as the date the project described in item 1a is expected to be completed.

### ▶ Section D – 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 8a**, 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 the 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, furniture, and furnishings. If book figures are not available, reasonable estimates are acceptable.

**Item 7** – Intentionally left blank.

### ▶ Section E – MONTHLY CONSTRUCTION PROGRESS REPORT

**Item 8a** – 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 8a. 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. If costs are not available, please leave the value blank. In each month where there is no construction, enter a zero.

**Item 8b** – If construction is complete except for some minor work or retainage (up to 3 percent of item 5c), you may stop reporting on this project by entering the completion date in item 8b and indicating any remarks in item 9.