



**U.S. Department of Labor  
Monthly Employment Utilization Report**

This report is authorized by Executive Order 11246, Sec. 203. Read the instructions prior to completion. Marked optional.

Businesses with a federal construction contract or subcontract and/or federally assisted construction contract must submit a CC-257 report to the Office of Federal Contract Compliance Programs (OFCCP) on a monthly reporting period described below. If this date falls on a weekend or Federal holiday, the report is due on the next business day.

Submitting the form electronically is the preferred submission method. Directions for electronic submission are available at [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify). Businesses who prefer not to use this method have the option to send a PDF version of the report to the Office of Federal Contract Compliance Programs, Division of Program Management, 400 ...

**Provide the following information in the report:**

- 1. Name of Federal Contractor or Subcontractor** - Official name of the contractor or subcontractor as it appears on the contract or subcontract funded in whole or in part with Federal funds.
- 2. Employer Identification Number (EIN)** - Unique nine-digit numerical identifier used on the contract or subcontract.

**3. Unique Entity ID (UEI) or Data Universal Numbering System (DUNS) Number** – Provide the Unique Entity ID (UEI) or Data Universal Numbering System (DUNS) Number from the System for Award Management (SAM.gov). If the contractor or subcontractor has not yet completed the transaction, neither is available, state "unavailable."

**4. Reporting Period** – Contractors and subcontractors must report on the work hours and amount of work for the month covered by the report. The work hours provided in the report must cover this entire month and count on the last day of the month.

**5. Federal Funding Agency** – U.S. Government agency funding project (in whole or in part).

**6. Location of Contractor or Subcontractor** – Registered address of the business.

**7. Number of Covered Areas with Projects During the Reporting Period** – Identify the number of Covered Areas (EA) with projects during the reporting period. These are the geographic areas identified in the notice.

**8. Company Official Submitting Report** – Provide the first name, last name, title, phone number, and email address of the company official submitting the information.

**9. Signature of Company Official** – Provide the signature of the company official certifying the information.

**10. Date** – Provide the date the report is signed.

**Submit items 11 through 16 for each Covered Area where you have projects during the reporting period.**

**11. Covered Area (SMSA or EA)** – Geographic area identified in the notice required under the reporting period.

**12. Type of entity** - Indicate whether the entity providing the information is a prime contractor or subcontractor.

**13. OFCCP Megaproject in SMSA/EA** – Indicate whether the company performed work on a megaproject under the OFCCP Project Program in the Covered Area. Select one.

**14. Employee Counts** - Identify the various construction trades for work being performed in the Covered Area by racial group, gender and classification (foreperson, journey workers, apprentices, trainee, etc.) and non-binary employees reporting on non-binary employees.

**15. Work Hours** - Identify the various construction trades for work being performed in the Covered Area by trade employees by racial group, gender and classification (forepersons, journeymen, apprentices, trainees, etc.) and non-binary employees reporting on non-binary employees. For example, for 10 hours and 30 minutes, insert 10.5 hours. See comments section below.

**16. Comments (Optional)** – Optional field. The contractor or subcontractor may use this field for time-sensitive communications, communications regarding a compliance evaluation, or other information. Contractors and subcontractors may also voluntarily use this field to report the information in Item 14 and Item 15 for non-binary employees. Contractors and subcontractors that voluntarily choose to report non-binary employees in Item 14 and Item 15 may also voluntarily use this field to report non-binary employee classification, employee count, work hours, gender or race/ethnicity totals provided in Item 14 and Item 15.

Empty rectangular box for data entry.

**Public Burden :**

According to the Paperwork Reduction Act (PRA) of 1995, as amended, no persons are required to provide information unless it is necessary for the proper performance of the functions of the agency. Public reporting burden for this collection of information is estimated to average 1.5 hours, including reviewing instructions, searching existing data sources, gathering the data needed, reviewing the collection of information, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, please send them to the OFCCP, Division of Policy and Program Development, 200 Constitution Avenue, NE, Washington, DC 20002-4302, OMB Number 1250-0047.

**Department of Labor  
Construction Report (CC-257 Report)**

Completing the form. All fields are required, unless

**OMB Control Number: 1250-0NEW**  
**Expires: XX/XX/XXXX**

Construction contract or subcontract in excess of \$10,000 must complete and submit reports on a quarterly-basis. Each report is due on the 15th day of the month following the end of the reporting period. The report is due on the following business day.

Electronic submission are available at [Placeholder for link to OFCCP website].  
You may also report via email to [ofccp-construction@dol.gov](mailto:ofccp-construction@dol.gov) or via mail to the United States Department of Labor, Office of Federal Contract Compliance Programs, 200 Constitution Ave NW, Room C-3325, Washington, DC 20210.

Contractor who has a construction contract with the U.S. Government or a contract

with a contract value in excess of \$500,000 must also file an Employer's Quarterly Federal Tax Return (U.S. Treasury Department Form 941).

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**Monthly Employment Utilization I**

This report is authorized by Executive Order 11246, Sec. 203. Read the instructions prior to completing the f

<b>1. Name of Federal Contractor or Subcontractor:</b>	<b>2. Emplo</b>
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<b>3. Unique Entity ID (UEI) or Data Universal Numbering Systems (DUNS) Number, if UEI unavailable. State "unavailable" if neither available:</b>	<b>4. Reporti</b>
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<b>5. Federal Funding Agency (I</b>
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<b>6. Location of Contractor or Subcontra</b>
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<b>Address</b>	
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<b>City</b>	
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<b>7. Number of Covered Areas with projects during th</b> Note: If more than one covered area during the reporting period, you must add a new form for each
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<b>8. Company Official Subr</b>
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<b>First Name:</b>		<b>Title:</b>
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<b>Last Name:</b>		<b>Phone Nur (including Code):</b>
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<b>Email:</b>		
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I certify that the information, including any workforce demographic data, provided in this report is correct a forth in the form and accompanying instructions.

9. Signature of Company Official:

X

**Report (CC-257 Report)**

form. All fields are required, unless marked optional. **OMB Control Number: 1250-0NEW**  
**Expires: XX/XX/XXXX**

**Business Identification Number (EIN):**

<b>Reporting Period</b>	<b>From:</b>		<b>To:</b>	
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**Select all that apply):**

**Business Location (Registered Address):**

	<b>State</b>		<b>Zip Code + 4</b>	
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**Reporting period.**  
which covered area via the "Add SMSA/EA" button on the CC-257 tab. 1

**Submitting Report**

**Number of Areas**

I certify that the information provided is true to the best of my knowledge and was prepared in conformity with the directions set

	<b>Date:</b>	

This report is authorized by Executive Order 11246, Sec. 203. Read the instruction:

**11. Covered Area**

<b>Construction Trades</b> <i>(insert the construction trades being worked in the Covered Area. Include only one trade in each box).</i>	<b>Classification</b>	<b>Hispanic or Latino</b>	
		<b>M</b>	<b>F</b>
	Forepersons	0	0
	Journey Workers	0	0
	Apprentices	0	0
	Trainees	0	0
	Non-apprenticed Laborers or Helpers	0	0
	<b>Sub-Total</b>	<b>0</b>	<b>0</b>
		Forepersons	0
Journey Workers		0	0
Apprentices		0	0
Trainees		0	0
Non-apprenticed Laborers or Helpers		0	0
<b>Sub-Total</b>		<b>0</b>	<b>0</b>
	Forepersons	0	0
	Journey Workers	0	0
	Apprentices	0	0

	Trainees	0	0
	Non-apprenticed Laborers or Helpers	0	0
	<b>Sub-Total</b>	<b>0</b>	<b>0</b>
	Forepersons	0	0
	Journey Workers	0	0
	Apprentices	0	0
	Trainees	0	0
	Non-apprenticed Laborers or Helpers	0	0
	<b>Sub-Total</b>	<b>0</b>	<b>0</b>
<b>Total Forepersons</b>		<b>0</b>	<b>0</b>
<b>Total Journey Workers</b>		<b>0</b>	<b>0</b>
<b>Total Apprentices</b>		<b>0</b>	<b>0</b>
<b>Total Trainees</b>		<b>0</b>	<b>0</b>
<b>Total Non-apprenticed Laborers or Helpers</b>		<b>0</b>	<b>0</b>
<b>TOTAL NUMBER OF TRADE EMPLOYEES</b>		<b>0</b>	<b>0</b>
<b>TOTAL PERCENTAGE</b>		<b>#DIV/0!</b>	<b>#DIV/0!</b>

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<b>Construction Trades</b> (insert the construction trades being worked in the Covered Area. Include only one trade in each box).	<b>Classification</b>	<b>Hispanic or Latino</b>	
		<b>M</b>	<b>F</b>
	Forepersons	0.00	0.00
	Journey Workers	0.00	0.00
	Apprentices	0.00	0.00
	Trainees	0.00	0.00
	Non-apprenticed Laborers or Helpers	0.00	0.00
	<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>
	Forepersons	0.00	0.00
	Journey Workers	0.00	0.00
	Apprentices	0.00	0.00
	Trainees	0.00	0.00
	Non-apprenticed Laborers or Helpers	0.00	0.00
	<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>
	Forepersons	0.00	0.00
	Journey Workers	0.00	0.00
	Apprentices	0.00	0.00

	Trainees	0.00	0.00
	Non-apprenticed Laborers or Helpers	0.00	0.00
	<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>
	Forepersons	0.00	0.00
	Journey Workers	0.00	0.00
	Apprentices	0.00	0.00
	Trainees	0.00	0.00
	Non-apprenticed Laborers or	0.00	0.00
	<b>Sub-Total</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Forepersons</b>		<b>0.00</b>	<b>0.00</b>
<b>Total Journey Workers</b>		<b>0.00</b>	<b>0.00</b>
<b>Total Apprentices</b>		<b>0.00</b>	<b>0.00</b>
<b>Total Trainees</b>		<b>0.00</b>	<b>0.00</b>
<b>Total Non-apprenticed Laborers or Helpers</b>		<b>0.00</b>	<b>0.00</b>
<b>TOTAL NUMBER OF WORK HOURS</b>		<b>0.00</b>	<b>0.00</b>
<b>TOTAL PERCENTAGE OF WORK HOURS</b>		<b>#DIV/0!</b>	<b>#DIV/0!</b>


# Monthly Employment Utilization

Instructions: Complete this form for each month from 12 months prior to completing the form. All fields are required, unless marked optional.


**14. TOTAL NUMBER OF TRADE EMPLOYEES ON THE LAST DAY OF THE MONTH**

White (Not Hispanic or Latino)		Black or African American (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)
M	F	M	F	M
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

0	0	0	0	0
0	0	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

**15. TOTAL CONSTRUCTION WORK HOURS IN THE CC**

White (Not Hispanic or Latino)		Black or African American (Not Hispanic or Latino)		Asi (Not Hispan
M	F	M	F	M
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00













