



City of Tacoma
 Community & Economic Development
 Office of Small Business Enterprise
 747 Market Street, Room 900
 Tacoma, WA 98402
 253-591-5224 or 253-591-2435

MONTHLY EMPLOYMENT UTILIZATION REPORT

This report is required by Executive Order 11246, Sec. 203 and City of Tacoma Ordinance 26726. Failure to report can result in contracts being canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts or federally assisted construction contracts.

1. City of Tacoma Specification Number		2. Employer ID Number				3. Federal Aid Number (if applicable)					
4. Current Goals		5. Reporting Period		6. Contractor's Name and Address				7. Project Description			
Minority		From									
Female		To									

8.		9. Indicate Hours per Classification (columns 9a -9e)										10.	11.	12.		13.	
		9.a		9.b		9.c		9.d		9.e							
		Total All Employees by Trade		Black (Not of Hispanic Origin)		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic							
Construction Trades	Classifications	M	F	M	F	M	F	M	F	M	F	Percentage	Percentage	M	F	M	F
			Journey Workers														
	Apprentice																
	Trainee																
	Journey Workers																
	Apprentice																
	Trainee																
	Journey Workers																
	Apprentice																
	Trainee																
Total Journey Workers																	
Total Apprentices																	
Total Trainees																	
Grand Total all Workers																	

Telephone Number _____ Email Address _____ Date _____

Type or Print Name of Responsible Officer / Title _____ Signature of Responsible Officer _____

INSTRUCTIONS FOR FILING MONTHLY EMPLOYMENT UTILIZATION REPORT

The Monthly Utilization Report is to be completed by each subject contractor (both prime and sub) and signed by a responsible official of the company. The reports are to be filed by the 10th day of each month during the term of the contract, and they shall include the total work-hours for each employee classification in each trade in the covered areas for the monthly reporting period. All reports shall be submitted to the City of Tacoma SBE Office. Additional copies of this form may be obtained at

http://www.cityoftacoma.org/government/city_departments/community_and_economic_development/small_business_enterprise/forms/

- **THE PRIME CONTRACTOR SUBMITS A REPORT FOR ITS TOTAL CONSTRUCTION WORK FORCE.**
- **EACH SUBCONTRACTOR SEPARATELY SUBMITS A REPORT FOR ITS TOTAL CONSTRUCTION WORK FORCE.**

Company Reporting	Any company which has a construction contract with the City of Tacoma or a contract funded in whole or in part with City funds. Includes subcontractors on such contracts.
Minority	Includes Blacks, Hispanics, American Indians, Alaskan Natives, and Asian and Pacific Islanders – both men and women.
1. City of Tacoma Specification Number	The identifying number for the project bid specification.
2. Employers ID Number	Federal tax identification or social security number.
3. Federal Aid Number	Number identifies federal funding, included in bid specification.
4. Current Goals	Determined by City of Tacoma SBE staff.
5. Reporting Period	Timeframe for pay period, beginning and end dates.
6. Contractor's Name and Address	Contractor submitting the form for their work force, either prime or subcontractor.
7. Project Description	Title of project, address/location of work.
8. Construction Trades and Job Classifications	List the construction trade used (carpenter, mason, electrician, etc.) on the blank lines next to the appropriate classification (apprentice, journey, etc.).
9. Indicate hours worked per classification (columns 9a – 9e)	9a. List hours worked for each trade and classification for ALL employees. 9b-e. Then separate hours worked by ethnicity and gender.
10. Minority Percentage	Calculate percentage of total hours worked by minority employees.
11. Female Percentage	Calculate percentage of total hours worked by female employees.
12. Total Number of Minority Employees	Total minority employees both male and female.
13. Total Number of Employees	Total ALL employees, both male and females