

**CHRO Monthly Reporting Compliance
For The General Contractor**

Project Name – Project Location
Project Start Date – MM/DD/YYYY

Subcontractors, Suppliers & Service Providers Monthly Reporting Instructions:

- Reports are due at the General Contractor by the 15th of each month.
- Forms must contain original signatures, printed names & titles of persons signing.
- A copy must be kept at the Subcontractor, Supplier or Service Provider's office for reference when filing Form 257b.

The General Contractor Monthly Reporting Instructions:

- Form 257 (Monthly Employment Utilization Report)
 - Fill out every month from the date that the project started.(Job started MM/DD/YYYY).
 - For the months employee(s) did not work on the project site, fill out one form for each month & check the box marked “Did not perform work on this project for this month” which is located at the bottom of the form.
 - If employee(s) then returned to the project site and began working after the months they were not working at the project site, fill out a Form 257, one for each month.
 - Ex: If employee(s) did not work in Jan. fill out a Form 257 for the month of Jan. & check the “Did not perform work on this project for this month” box.
 - If employee(s) worked Feb & Mar fill out a Form 257, one for each month, indicating the hours these employees work during those months.
 - The last month any of the employee(s) worked on the job (i.e. the month the company walked off the project site) fill out a Form 257 & write at the bottom of the form in BIG BOLD letters **“FINAL”**.
- Form 257a (Monthly Employment Utilization Report)
 - Fill out every month from the date that the project started if “On Site Personnel (Other than Trade Workers)” worked on the job.
 - Follow instructions above for Form 257 when a non-trade worker employee is on the site.
 - If no non-trade worker employee(s) are on the site, do not submit Form 257a.
- Form 257b (Cumulative Employment Utilization Report)
 - The last month any of the employee(s) worked at the project site, the fill out a Form 257b (as well as the FINAL Form 257 mentioned above) & write at the bottom of the form in BIG BOLD letters **“FINAL”**.
 - Form 257b is a total of all the work hours the employees have worked on the project. Therefore, if you add up all of the hours for each of the Form 257's that have been filed for this project, that number should correspond with the number of total work hours reported on the Form 257b.
- Punch List Items or Other Events
 - If an employee returns to the job to do punch list items or other events after filling out FINAL filings a Revised FINAL Form 257 for the months that they worked on the punch list items, as well as a Revised FINAL Form 257b must be filed.
 - These revised reports should be marked in BIG BOLD letters “REVISED MM/DD/YYYY.”

The General Contractor Quarterly Reports to be sent to CHRO:

- Form 258 (Quarterly Small Contractor and Minority Business Enterprise Payment Status Report).
- Form 257 & Form 257a (Monthly Employment Utilization Report) from subcontractors.
- Form 257 & Form 257a (Monthly Employment Utilization Report) from the General Contractor .
- Form 257b (Cumulative Employment Utilization Report) from subcontractors & the General Contractor.
- Form 259 (Monthly Materials Consumption Report) from Material Suppliers & Service Providers.