

WORKFORCE AND TRAINING UTILIZATION SCHEDULE

14. Training Programs and Starting Dates

Construction Craft/Trade	Title and Number of the Training Program From Construction Catalog	Starting Date

Proposal to Train Apprentice *(Only for contracts containing the Training Special Provision)*

15. Minority or Woman indentured Apprenticeship Name (Last, First, MI)	Craft/Trade
--	-------------

Instructions for Completing the Workforce and Training Utilization Schedule

1. Insert Contract number.
2. Insert county where project is located.
3. Indicate the minority and female goals per construction project.
4. Insert the year of construction.
5. Insert Contractor name.
6. Insert Contractor address.
7. The Workforce Training and Utilization Schedule is to be completed by the Prime Contractor and all the Subcontractors prior to the Preconstruction Meeting and each time there is a significant change in the contract schedule. A separate report is required for each year the contract is in effect.
8. Insert Federal Aid Project number.
9. Construction Crafts/Trades: Enter the name of all trades to be employed on the contract during the construction year. Use addition pages if necessary.
10. Estimated Average Monthly Contract Workforce: Enter the average number of employees in each trade expected to work on the contract for each month. Include all classifications, (i.e., journeyworker, apprentice), for the Prime Contractor and all Sub Contractors (on separate forms). Do not include the initial indentured apprentice or trainee required by the Training Special Provisions. Do not include laborers. They are estimated separately.
11. Preparer's signature and title.
12. Insert telephone number.
13. Insert date signed.
14. Training Program and Starting Date: Enter the approved training program the Prime Contractor would use to train the employees for journeyworker status in each of the trades listed under 9. Enter the earliest date the construction year when training in that trade could commence.
15. Proposal to Train Apprentice: Complete only for contracts containing the Training Special Provision. Where the Prime Contractor has identified a specific minority or woman indentured apprentice to employ, enter the name, trade and apprenticeship program of the minority or woman indentured apprentice to be trained on the contract.