OMB No. 0607-0153: Approval Expires 05/31/2019

FORM **C-700(R)** (11-23-2015)
U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

CONSTRUCTION PROGRESS REPORTING SURVEY

MULTIFAMILY RESIDENTIAL

NOTICE – Title 13, United States Code, Sections 131 and 182 authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. By Section 9 of Title 13, United States Code, your report is confidential. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information, and may be used only for statistical purposes. The law also provides that copies of your report retained in your files are immune from legal process. 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.

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

In any correspondence pertaining to this report, refer to the control number shown below.

DUE DATE:

RETURN FORM 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**

Use your unique User ID and original password.

User ID: Password:

(Please correct any error in name and address including ZIP Code, telephone and fax number)

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 items 1 and 2. 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.

1. PROJECT DESCRIPTION *see Section A on the back of the form.*

a. Name of project (if any)

b. Number of housing units →

c. Number of buildings →

2. PROJECT LOCATION

Section B OWNERSHIP, START AND PROJECTED COMPLETION DATES

3. TYPE OF OWNERSHIP – *Mark (X) one box.*
Will this project be privately or government owned during construction?
☐ **Privately owned** ☐ **Government owned –** *Skip to section E*

4a. START DATE OF CONSTRUCTION
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

4b. PROJECTED COMPLETION DATE
When do you estimate it will complete? *Enter month and year.*
Month and year of expected completion date

Section C COST ESTIMATES

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

EXCLUDE
- Land and pre-existing structures
- Architectural, engineering, and owner's overhead and miscellaneous costs – *See item 6*
- Furniture, furnishings, and other movable equipment
- Contingency funds

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

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

6. ARCHITECTURAL, ENGINEERING, AND MISCELLANEOUS COSTS

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
- Interest and taxes to be paid during construction
- Fees and other miscellaneous costs allocated on owner's books to this project

EXCLUDE
- Cost of land, furniture and furnishings

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

Section D MONTHLY CONSTRUCTION PROGRESS REPORT

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

- Continue with item 7 if project has started; otherwise, skip to section E.
- 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.
- When project is completed, enter month and year in item 8.

7. MONTHLY VALUE OF CONSTRUCTION PUT IN PLACE ON PROJECT DESCRIBED IN ITEM 1

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

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 8 and indicating any remarks in item 9.

8. COMPLETION DATE
Enter date when all construction is actually completed
Month and year of completion

NOTE: Be sure to complete section E on the back of the form.

INFORMATIONAL COPY DO NOT USE TO REPORT

REPORTING INSTRUCTIONS FOR RESIDENTIAL BUILDINGS CONTAINING 2 OR MORE HOUSING UNITS

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 collection of information, including suggestions for reducing this burden, to: ECON Survey Comments 0607-0153, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD-6K064, Washington, DC 20233. You may e-mail comments to ECON.Survey.Comments@census.gov. Be sure to use ECON Survey Comments 0607-0153 as the subject.

Section A – PROJECT IDENTIFICATION

Correct any information in items 1 and 2 if necessary.

For the project described in item 1 to be eligible for this survey, it must be privately owned **during construction** and involve the erection of a new residential building(s) containing 2 or more housing units. If the project is government owned during construction or involves only remodeling, maintenance or repairs, please note so in item 9, Remarks, complete item 10, and return the form.

If the project description does not include all the buildings and units being worked on at this site, please change the description to include them.

Exclude: Single-family homes/townhomes where: (1) each unit is separated from adjoining units by a wall that extends from ground to roof, (2) no unit is above or below another unit, and (3) each unit has separate heating and separate utility meters. If all of the units meet this definition of single-family homes/townhomes please note so in item 9, Remarks, complete item 10, and return the form.

Section B – OWNERSHIP, START AND PROJECTED COMPLETION DATES

Item 3 – As noted, this survey involves projects that are privately owned **during the construction phase.** If the project is government owned, check the appropriate box, note in item 9, Remarks, complete item 10, and return the form.

Item 4a – The start date is defined as the date that actual construction work first began on the project described in item 1. If the project is to start at some future date, please enter the date, complete item 10, and return the form.

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

Section C – COST ESTIMATES

"Construction," for purposes of this survey, is defined as the building of new fixed structures. This **INCLUDES:**

a. The erecting of the structure.

b. Mechanical and electrical installations – Plumbing, heating, electrical work, elevators, escalators, central air-conditioning, boilers, 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 to serve the major building. Also, sidewalks, roadways, parking lots, utility connections, outdoor lighting, swimming pools, and all similar auxiliary facilities.

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 7,** 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 his books to this project. Include the project owner's overhead and office costs, interest and taxes paid during construction, 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 land and furniture and furnishings.

Section D – MONTHLY CONSTRUCTION PROGRESS REPORT

Item 7 – 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 7. 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. In each month where there is no construction, enter a zero.

Item 8 – 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 indicating in item 9, Remarks, and entering the completion date in item 8.

Section E – PERSON TO CONTACT REGARDING THIS SURVEY

Item 10 – Enter the requested information for the person who can answer questions about this survey.

INFORMATIONAL COPY DO NOT USE TO REPORT

9. REMARKS

Section E **PERSON TO CONTACT REGARDING THIS SURVEY – *Please print or type***

10a. Name	**b.** Title	**c.** Telephone Area code Number	Extension
d. Organization	**e.** Address	**f.** Fax Area code Number	
g. Email Address	**h.** Web Address		