

MEUR INSTRUCTIONS

Form Number 731-0394

Filing Requirement - This report shall be submitted by the 10th of each month by each contractor with contract values of \$10,000 and above even if no work is performed during that month.

The prime contractor is responsible for collecting and submitting reports from each subcontractor beginning from the date the subcontract is approved throughout the life of the contract.

1. Complete name and address of firm submitting this report.
2. Reporting period beginning and end dates. Must be reporting a complete calendar month.
3. ODOT Contract Number.
4. OTIA III Bundle Number if applicable.
5. County project is located in. For projects spanning multiple counties, list county where the majority of the work was performed for this reporting period.
6. Trades are pre-printed on the form. For trades not listed, use blank rows at bottom of page two.
7. No entry required.
8. 8a thru 8e. Report total hours worked for each of the three levels of accomplishment by ethnicity and gender. An apprentice is an employee registered in a BOLI approved training program. An OJT Trainee is an employee registered in one of the standard training programs approved by ODOT and FHWA
9. Sub-total minority work hours (male and female) divided by sub-total all work hours (male and female).
10. Sub-total all female work hours divided by Sub-total Employee Work Hours.
11. Total number of male and female employees that performed the work hours reported this month.
12. Total number of male and female minority employees that performed the work hours reported this month.