



Initial 60 Day Workforce Plan Instructions Building Construction & Non-Building Construction

Header Section

1. Enter the MSD Project Number
2. Enter the MSD Project Name
3. Enter the Prime Contractor's Name
4. Period Start Date: Enter the anticipated date for work to begin (boots on the ground).
5. Period End Date: Enter the last day of the 60 day period.

Employee Section

1. Company Name: Enter the name of the employee's company.
2. Company Role: Identify if the employee works for the Prime Contractor or a Sub Contractor.
3. Worker First Name: Enter the employee's first name.
4. Worker Last Name: Enter the employee's last name.
5. Trade/Craft: Enter the employee's occupational title (laborer, operator, etc.).
6. Work Level: Identify if the employee is an apprentice or journeyman.
7. Gender: Identify if the employee is male or female.
8. Ethnicity: Identify if the employee is African American, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native, or Caucasian.
9. Employment Status: Identify if the employee is a full time employee or part time employee. For any employees hired within the last three months, also identify if the employees were hired from a Union Hall, the First Source Hiring Program, or the BUD Training Program.
10. Length of Employment: Enter the employee's length of employment with the contractor.
11. Forecast of Work Hours: Enter the anticipated number of hours the employee will work within the first 60 days.
12. Repeat this process for each employee that is anticipated to work on this project within the first 60 days. This includes employees of the Prime contractor and all Subcontractors.

Journeyman & Apprentice Hours Section

1. Minority Forecast Hours: Enter the total anticipated minority hours calculated from the employee list. These hours include both minority male and minority female employees.
2. Female Forecast Hours: Enter the total anticipated female hours calculated from the employee list. These hours include both minority and non-minority female hours.

Apprentice Hours Section

1. Total Forecast Hours: Enter the total anticipated apprentice hours calculated from the employee list.
2. Minority Forecast Hours: Enter the total anticipated minority apprentice hours calculated from the employee list. These hours include both minority male and minority female apprentices.
3. Female Forecast Hours: Enter the total anticipated female apprentice hours calculated from the employee list. These hours include both minority and non-minority female apprentices.

Workforce Plan of Action for Achieving Project Workforce Goals Section

1. Projected Total Project Hours: Enter the total number of anticipated hours for the project.
2. Project Total Minority Hours: Enter the total number of anticipated minority hours for the project.
3. Projected Total Female Hours: Enter the total number of anticipated female hours for the project.

Signature/Final Section

1. Sign and Date the Workforce Plan.
2. Attached any additional documentation, such as Good Faith Effort documentation.
3. Submit the completed plan to MSD Diversity at diversity@stlmsd.com.