



**CONTRACTOR & WORKFORCE COMPLIANCE**

*ATTN: Risk Management and Vendor Services Division*

32 EAST FRONT STREET, P.O. BOX 991

TRENTON, NJ 08625-0991

**INITIAL PROJECT WORK FORCE REPORT (AA201) - CONSTRUCTION**

*(Completed form must be returned with Form AA201a within seven (7) business days of Notice to Proceed. Instructions for completion are on the reverse side of this form.)*

Fed ID or SSN #:

NJSDA Contract #:

Prime Contractor Name:

Award Date:  Award Amt:

Address:

School:

City:

State:  Zip:

Code: Project Labor Agreement (PLA):  Yes  No

Phone Number

PMF/CM:

Trade/Craft	Projected Total # of Employees			Projected Employees Minority			Projected Employees Female			Projected Phase - In Date	Projected Completion Date
	F	J	AP	F	J	AP	F	J	AP		
Asbestos Worker											
Bricklayer/Mason											
Carpenter											
Electrician											
Glazier											
HVAC Mechanic											
Ironworker											
Operating Engineer											
Painter											
Plumber											
Roofer											
Sheet Metal Worker											
Sprinkler Fitter											
Steamfitter											
Surveyor											
Tiler											
Truck Driver											
Laborer											
Other (Specify):											
Other (Specify):											

Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

Date Submitted \_\_\_\_\_

Phone Number with Area Code and Extension \_\_\_\_\_

E-mail Address \_\_\_\_\_

**NOTE: These numbers should represent the total of the Prime Contractor's workforce, plus workforces of all sub-contractors.**

**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

**CONTRACTOR & WORKFORCE COMPLIANCE**

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**TRENTON, NJ 08625-0991**

**Instructions for completing the Initial Project Work Force Report (AA201) – Construction Only**

*(THIS FORM MUST BE COMPLETED AND RETURNED WITH FORM AA201a WITHIN SEVEN (7) BUSINESS DAYS OF THE NOTICE TO PROCEED. MAKE A COPY FOR YOUR OWN RECORDS AND SEND THE ORIGINAL TO SDA.)*

**FED ID OR SSN#**

The Federal Identification Number assigned by the US Internal Revenue Service. If an FID Number is not received or not required for your business, enter the Social Security Number for the owner, or for one partner if the business is a partnership.

**NJSDA CONTRACT #**

The Contract Number assigned by the NJ Schools Development Authority

**AWARD DATE**

The date the contract was awarded to the Prime Contractor

**AWARD AMT**

The amount for which the contract was awarded

**PROJECT LABOR AGREEMENT**

Is there a PLA in place?

**PROJECT MANAGEMENT FIRM**

Full name of PMF

**PROJECTED TOTAL # OF EMPLOYEES**

For each trade/craft listed, enter the number of employees and their level of expertise. \*\* These numbers should represent the **total** of the Prime Contractor's workforce, plus workforces of all sub-contractors.

**Projected Employees**

For each trade/craft listed, enter the total minority and female employees, and their level of expertise.

\*\* Minority employees include Black, Hispanic, American Indian, Asian.

\*\*F = Foreman, J = Journeyman, AP = Apprentice

These numbers should represent the total of the Prime Contractor's workforce, **plus workforces of all sub-contractors regardless of the tier.**

**FORM SHOULD BE SIGNED BY PRIME CONTRACTOR REPRESENTATIVE WHO WILL BE RESPONSIBLE FOR SUPPLYING NJSDA WITH INFORMATION REGARDING MINORITY AND FEMALE EMPLOYEES.**

*(THIS FORM MUST BE COMPLETED AND RETURNED WITH THE NJSDA CONTRACT WITHIN SEVEN (7) BUSINESS DAYS OF THE NOTICE TO PROCEED.)*