

City of Rochester  
Professional Consultant Services Workforce Utilization Report

PROJECT NAME:						FOR WORK DONE FROM: ___/___/___ TO ___/___/___			MINORITY GOAL		FEMALE GOAL	
CONSULTANT:						AGREEMENT NUMBER:			20.00%		6.90%	
TRADE	EMPLOYEES WORKING ON PROJECT (NUMBER OF EMPLOYEES / HOURS WORKED)										MINORITY %	FEMALE %
	TOTAL			MINORITY			NON-MINORITY					
	M	F	Non-Binary	M	F	Non-Binary	M	F	Non-Binary			
<b>Officials, Administrators</b>	Employees											
	Hours											
<b>Professionals</b>	Employees											
	Hours											
<b>Technicians</b>	Employees											
	Hours											
<b>Sales Workers</b>	Employees											
	Hours											
<b>Office, Clerical</b>	Employees											
	Hours											
<b>Craft Workers</b>	Employees											
	Hours											
<b>Laborers</b>	Employees											
	Hours											
<b>Temporary, Apprentices</b>	Employees											
	Hours											
<b>Other (Specify)</b>	Employees											
	Hours											
<b>TOTAL WORKFORCE</b>	Employees											
	Hours											

Prepared by (Signature):	Title:	Phone:
Printed Name:	Date:	Email:

*Consultants shall submit this form at least quarterly (i.e. every three (3) months after the start of the agreement), or as otherwise requested by MWBE Officer. Reports shall be submitted with each invoice if filed more frequently than once per quarter.*