

Instructions for Filing CHRO Reporting Forms

Please note, all reports filed with CHRO must have the original signature (blue ink preferred) and official title of the company's authorized agent. A copy must be sent to the Awarding Agency/CMR and a copy should be kept for your records.

Form 257	<p>Monthly Employment Utilization Report</p> <ul style="list-style-type: none"> To be completed every month from the date that the project started. For the months employee(s) did not work on the project site, fill out one form for each month & check the box located at the bottom of the form marked, "Did not perform work on this project for this month." The last month the employee(s) worked on the job (i.e. the month the company walked off the project site) please fill out a Form 257 & write at the bottom of the form in BIG BOLD letters "FINAL".
Form 257a	<p>Monthly Employment Utilization Report for non-trade workers on site (i.e. Bookkeeper, Project Manager, Receptionist)</p> <ul style="list-style-type: none"> To be completed every month from the date that the project started only if "On Site Personnel (Other than Trade Workers)" worked on the job. Follow instructions above for Form 257 when a non-trade worker employee is on the site. If there are no non-trade worker employee(s) on the site, do not submit Form 257a.
Form 257b	<p>Cumulative Employment Utilization Report</p> <ul style="list-style-type: none"> The last month the employee(s) worked at the project site, please fill out a Form 257b (as well as the FINAL Form 257 mentioned above) & write at the bottom of the form in BIG BOLD letters "FINAL". Form 257b is a total of all the work hours the employees have worked on the project. Therefore, if you add up all of the hours from each of the Form 257's that have been filed for this project, that number should correspond with the number of total work hours reported on the Form 257b.
Revised Forms 257 & 257b	<p>Punch List Items or Other Events</p> <ul style="list-style-type: none"> If a sub returns to the job to do punch list items or other events after filling out FINAL filings, a Revised Final Form 257 for the months that they worked on the punch list items, as well as a Revised Form 257b must be filed. These revised reports should be marked in BIG BOLD letters "REVISED MM/DD/YYYY."
Form 258	<p>Quarterly Payment Status Report (project > 12 months)</p> <ul style="list-style-type: none"> Effective January 1, 2017, the Commission has suspended the use of Form 258 Quarterly Payment Status Report. Thereafter, only Form 258a Monthly Payment Status Report will be used for all projects, regardless of their duration. Going forward, all reporting requirements will be on a monthly basis. This measure is being implemented to facilitate the reporting requirements.
Form 258a	<p>Monthly Payment Status Report</p> <ul style="list-style-type: none"> Effective January 1, 2017, Form 258a Monthly Payment Status Report is required for all projects. If you are filling out a Form 258a for the last month of the project, write at the bottom of the form in BIG BOLD letters "FINAL".
Form 259	<p>Monthly Materials Consumption Report</p> <ul style="list-style-type: none"> Material/Service Supplier submits every month from the date that the project started until the final delivery of material/service. The officer of the company signs in the box that corresponds as to whether they "Did Supply Materials" that month or they "Did Not Supply Materials" that month. At the end of the last month in which the material/service provider provided material or service for this project, write at the bottom of the form in BIG BOLD letters "FINAL".

Copies of CHRO reports can be obtained by logging onto www.ct.gov/chro and go to "Forms" and select the required form under the second heading "Forms and Reports for Construction Workers."