

EEO-101 Form Instructions

Workforce Utilization Reporting Form for Contractors and Subcontractors

The Hudson River Park Trust is required to submit your contract workforce data to the New York State Empire State Development (ESD) Division of Minority and Women’s Business Development office. To comply:

- ◆ All contractors and their subcontractors working for HRPT must submit the EEO-101 report throughout the duration of a contract.
- ◆ EEO-101 reports should be submitted in original Excel format via email to eeo101@hrpt.ny.gov and a hard copy should be included **with each application for payment.**
- ◆ Contractors should request each subcontractor used on a project to separately report its workforce using EEO-
- ◆ Contractors should not report on workers that are being reported by their subcontractors.
- ◆ Use the Excel EEO-101 form located at <https://hudsonriverpark.org/about-us/bids-b-usiness-opportunities>. Helpful tips & instructions are outlined in this document.
- ◆ “Save as” **Excel** file type

Sample View of the EEO-101 Form:

Section A (Contractor/Subcontractor/Reseller Information)

Reporting Entity: Contractor Subcontractor Reseller

Company Name: _____

Company Address: _____

FIRM / Vendor ID: _____

Project Location: _____

Additional Locations: _____

Contract Number: _____

Reporting Period - Select One

January 1 - March 31 April 1 - June 30
 July 1 - September 30 October 1 - December 31

Workforce Identified in Report

Workforce Utilized in the Performance of this Contract
 Contractor/Subcontractor/Reseller Their Workforce

Preparer's Name: _____

Preparer's Title: _____

Date: _____

By checking this box, I certify that I personally completed this document and I adopt the same typed above as my electronic signature under the E.O. Executive Signature and Records Act, with Storage forms and effect as if I had physically signed the document.

Check this box if you are reporting that your firm had no workforce utilization for the reporting period.

Check this box to request that the enclosed included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (Freedom of Information Law).

Section B (Number of Employees and Hours Worked by Race/Ethnic Identification)

EEO 1 Job Categories	SOC Job Title	SOC Job Code	Number of Employees and Hours Worked by Race/Ethnic Identification During Reporting Period																							
			White				Black/African American				Hispanic/Latino				Asian/Native Hawaiian or Other Pacific Islander				Native American/Alaskan Native							
			Male		Female		Male		Female		Male		Female		Male		Female		Male		Female					
No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages	No. of Employees	No. of Hours	Gross Wages						
Total			50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50				

Submit

When the workforce to be utilized on the contract cannot be separated out from the contractor's and/or subcontractor's total workforce, information on the contractor's and/or subcontractor's total workforce must be included in the report.

Need help?
 Contact: eeo101@hrpt.ny.gov

EEO-101 Form, Section A Instructions

EEO-101 Workforce Utilization Reporting Form

Section A (Contractor/Subcontractor Information)

<p>Reporting Entity 1 <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor</p> <p>Company Name 2 _____</p> <p>Company Address _____</p> <p>FEIN / Vendor ID _____</p> <p>Project Location 3 _____</p> <p>Additional Locations _____</p> <p>Contract Number 4 _____ 5</p>	<p style="text-align: center;">6 Reporting Period - Select One</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> January</td> <td><input type="checkbox"/> February</td> <td><input type="checkbox"/> March</td> </tr> <tr> <td><input type="checkbox"/> April</td> <td><input type="checkbox"/> May</td> <td><input type="checkbox"/> June</td> </tr> <tr> <td><input type="checkbox"/> July</td> <td><input type="checkbox"/> August</td> <td><input type="checkbox"/> September</td> </tr> <tr> <td><input type="checkbox"/> October</td> <td><input type="checkbox"/> November</td> <td><input type="checkbox"/> December</td> </tr> </table> <p style="text-align: center;">7 Workforce Identified in Report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Workforce Utilized in Performance of this Contract</td> </tr> <tr> <td><input type="checkbox"/> Contractor/Subcontractor's Total Workforce</td> </tr> </table>	<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December	<input type="checkbox"/> Workforce Utilized in Performance of this Contract	<input type="checkbox"/> Contractor/Subcontractor's Total Workforce	<p>Preparer's Name 8 _____</p> <p>Preparer's Title _____</p> <p>Date: _____</p> <p>9 <input type="checkbox"/> By checking this box, I certify that I personally completed this document and I adopt the name typed above as my electronic signature under the NYS Electronic Signatures and Records Act, with full legal force and effect as if I had physically signed the document.</p> <p>10 <input type="checkbox"/> Check this box if you are reporting that your firm had no workforce utilization for the reporting period.</p> <p>11 <input type="checkbox"/> Check this box to request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (Freedom of Information Law)</p>
<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March														
<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June														
<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September														
<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December														
<input type="checkbox"/> Workforce Utilized in Performance of this Contract																
<input type="checkbox"/> Contractor/Subcontractor's Total Workforce																

1. **Reporting Entity:** Check if you are reporting as the contractor or as a subcontractor. Contractors should request each subcontractor used on a project to separately report its workforce.
2. **Company Name and Address:** Type in the business name and address.
3. **Project Location:** Select the county location of the project from the drop-down list.
4. **Additional Locations:** If the project is in multiple locations, type in the name of all counties the project is located in.
5. **Contract Number:** Type in the contract number of the project being reported on.
6. **Reporting Period:** Contractors and subcontractors are required to report this data with each application for payment. Select the month for which you are reporting.
7. **Workforce Identified in Report:**
 - Option 1: "Workforce Utilized in Performance of this Contract" - Check if this report includes data only on employees who worked on this project.
 - Option 2: "Total Workforce"- Check if you are unable to report data only on employees who worked on this contract.

In such case, you must report data on your entire company workforce, regardless of whether or not all employees worked on this project.
8. Enter the preparer's name, title, and the date of preparation.
9. Check the box next to the electronic signature attestation (if applicable).
10. Check the box if you are reporting that your firm had no workforce utilization data for the reporting period.
11. Check the box if you request that the material included herein be withheld from disclosure pursuant to Article 6 of the Public Officers Law (FOIL).

EEO-101 Form, Section B Instructions

Section B (Hours Worked by Race/Ethnic Identification)

EEO Job Category	SOC Job Title	SOC Job Code	Number of Employees and Hours Worked by Race/Ethnic Identification During Reporting Period																																
			WEOs						Black/AFRICAN AMERICAN						Hispanic/LATINO						ASIAN/PACIFIC ISLANDER or OTHER PACIFIC ISLANDER						NATIVE AMERICAN/ALASKAN NATIVE								
			Male		Female		Total		Male		Female		Total		Male		Female		Total		Male		Female		Total										
No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked	No. of employees	Hours worked												
1	2	3	4	5	6																														

When the worksheet is set up, the contract cannot be regenerated out from the contractor's and/or subcontractor's total information. Information on the contractor's and/or subcontractor's total workforce must be included in the report.

Submit

Section B: You are required to report on the number of employees and the number of hours worked by each race / ethnic identification. There are 11 rows in this section. Rows 1-10 are drop-down lists; the 11th row allows type-in information, if necessary. If there are more than 11 entries, please submit an additional form.

1. **EEO Job Categories** – Select from dropdown list
2. **SOC Job Title** – Select from dropdown list
3. **SOC Job Code** – Auto-completes based on SOC Job title selection.
4. **# Employees:** Across each row, enter the total number of employees within that job category/title/code by each race/ethnic/gender group.
5. **# Hours Worked:** Across each row, enter the total number of hours worked within that job category/title/code by each race/ethnic/gender group.
6. **Gross Wages:** Enter the total gross wages paid for work on the identified Contract, to all employees for each job code and each gender and racial/ethnic group, identified in the Report. Contractors and subcontractors should report only gross wages for work on the contract paid to employees during the period covered by the Report. Gross wages are those reported by employers to employees on their wage statements.
For salaried employees: the contractor shall first determine the average hourly gross wages of such employees by dividing the employees’ gross wages by the estimated number of hours worked by such employees during the period covered by the Report. After determining the average hourly gross wages of salaried employees, contractors shall report the product of such employees’ average hourly wage and the number of hours worked on the Contract during the period covered by the Report.
7. **Total # Employees, Hours Worked, and Gross Wages:** Add all rows above for a total number of employees, hours, and gross wages.

How to Submit:

- ◆ “Save as” Excel file with the following naming convention:
BusinessName_Contract #_MonthYearReported
(Ex. ABC Inc X1234 Jan2018)
- ◆ Send the report as an Excel document - do not convert to a PDF or other file format.
- ◆ Contractors / subcontractors must submit an EEO form with each application for payment.
- ◆ Email completed form to: eeo101@hrpt.ny.gov