



Sample View of form EEO-101-Construction: Section A

Section A (Contractor/Subcontractor Information)

Reporting Entity	<input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor	
Company Name		<b>6 Reporting Period - Select One</b> <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
Company Address		
FEIN / Vendor ID		<b>7 Workforce Identified in Report</b> <input type="checkbox"/> Workforce Utilized in the Performance of this Contract <input type="checkbox"/> Contractor/Subcontractor's Total Workforce
Project Location		
Additional Locations		
Contract Number		
Preparer's Name: <input type="text"/> Preparer's Title: <input type="text"/> Date: <input type="text"/>		<b>9</b> <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 like legal force and effect as if I had physically signed the document. <b>10</b> <input type="checkbox"/> Check this box if you are reporting that your firm had no workforce utilization for the reporting period. <b>11</b> <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)

- 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 reporting on.
- 6 Reporting Period:** Contractors and subcontractors are required to report this data **monthly** by the 10th day of the month. Select the month you are reporting.
- 7 Workforce Identified in Report:**
  - Option 1: “Workforce Utilized in Performance of this Contract” – Check this option if this report includes data only on employees who worked on this project.
  - Option 2: “Total Workforce” – Check this option if you are unable to report data only on employees who worked on this contract. In this 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.
- 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).

