

Section A – Workforce Utilization Reporting Form Leases/Licenses/Permits/Transfers of Interest in Real Property Instructions

Sample View of Section A - Form EEO-101 Leases/Licenses/Permits or Other Transfers of Interests in Real Property

Reporting Entity	<input type="checkbox"/> Landlord <input type="checkbox"/> Licensor <input type="checkbox"/> Permitter <input type="checkbox"/> Tenant <input type="checkbox"/> Licensee <input type="checkbox"/> Permittee <input type="checkbox"/> Subcontractor	Preparer's Name:	<input type="text"/>
Company Name	<input type="text"/>	Preparer's Title:	<input type="text"/>
Company Address	<input type="text"/>	Date:	<input type="text"/>
FEIN / Vendor ID	<input type="text"/>	<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.	
Project Location	<input type="text"/>	<input type="checkbox"/> Check this box if you are reporting that your firm had no workforce utilization for the reporting period.	
Additional Locations	<input type="text"/>	<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)	
Lease/License/Permit or other Transfer of Interests in Real Property	<input type="text"/>	6 Reporting Period - Select One <input type="checkbox"/> January 1 - March 31 <input type="checkbox"/> April 1 - June 30 <input type="checkbox"/> July 1 - September 30 <input type="checkbox"/> October 1 - December 31	
		7 Workforce Identified in Report <input type="checkbox"/> Workforce Utilized in the Performance of this Contract <input type="checkbox"/> Contractor/Subcontractor's Total Workforce	

- 1 Reporting Entity:** Check if you are reporting as the Landlord, licensor, Permitter, Tenant Licensee, Permittee or Subcontractor.
- 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 Lease/License/Permit or other Transfer of Interests in Real Property**
- 6 Reporting Period:** Landlord/Licensor/Permitter/Tenant/Licensee/Permittee/Subcontractors are required to report this data **quarterly** by the 10th day of April, July, October, and January. Select the quarter 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: “Contractor/Subcontractor/Reseller’s Total Workforce” – Check this option if you are unable to report data only on employees who worked on this project. 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).

