



**New York State**  
**Homes and Community Renewal**  
*Office of Fair Housing and Equal Opportunity*  
 Website: [www.nyshcr.org](http://www.nyshcr.org)  
 Email: [OFHEO@nyshcr.org](mailto:OFHEO@nyshcr.org)

## EEO EMPLOYMENT REPORT

(Instructions on Next Page)

<b>Project Name:</b>		<b>Reporting Period:</b>	From:	To:
<b>LPA Name:</b>		<b>Address:</b>		
<b>Federal ID/SS#:</b>		<b>SHARS #:</b>	<b>Location of Work:</b>	
<b>Labor Amount:</b>	\$	<b>Construction Start Date:</b>		<b>Percent of Job Complete:</b>

TOTAL NUMBER OF EMPLOYEES FOR THIS REPORTING PERIOD												
Job or Trade Category	Total Number of Employees		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		Native American or Alaskan Native		Asian	
	M	F	M	F	M	F	M	F	M	F	M	F
Professionals												
Technicians												
Office/Clerical												
<b>Construction Trade - List Each</b>												
<b>Grand Totals</b>												

Company Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**NOTE: Failure to submit this form will result in non-compliance.**

### **INSTRUCTIONS FOR FILING MONTHLY EMPLOYMENT UTILIZATION REPORT**

This report covers all hourly workers, including foremen, supervisors or crew chiefs, journey workers and apprentices or trainees working on the project. Professionals, technicians and office clerical field office staff working on the contract should also be reported.

- Name of Project: Indicate the Name of Assigned Project
- Reporting Period: Indicate reported month and year.
- Contractor or  
Subcontractor Name: Indicate name, address, city and zip code.
- Federal ID Number: If Federal ID # not assigned, provide Social Security # of the owner.
- Labor Amount: Indicate dollar amount allocated for labor on the Detailed Estimate.
- SHARS Number: Indicate HCR assigned SHARS #.
- Location of Work: Indicate county where project is located.
- Contract Start Date: Indicate date construction actually began.
- Percent of Job Complete: Indicate the estimated percentage of job completed.
- Job or Trade Category: Indicate the total number of employees for the field office staff, including supervisory personnel and administrative staff at the job site. Indicate the number of employees for each construction trade.
- Total Number of  
Employees: Indicate the total number of **all** employees, regardless of ethnicity, under each trade category for all males (M) and all females (F). ***Note: These two columns include the number of employees for the entire workforce.***
- Total Number of Employees  
Minority & Females: Indicate the total number of employees for each minority group member(s) under each trade category for all minority males (M) and all females (F). ***Note: These columns include only the minority workforce.***
- Grand Totals: Total of columns under each trade category for all males (M) and all females (F).

**The company official's name, title and telephone number should be printed or typed at the bottom of the form.**