

EEO Work Force Analysis – Form EEO 0003 Instructions



Purpose

The Illinois Tollway is committed to ensuring that Federal Equal Employment Opportunity (EEO) laws and policy are adhered to throughout the “Congestion Relief Project.” As such, U.S. Department of Labor standards related to the total number of hours worked by minority and women tradespersons must be collected and reviewed for the purpose of ensuring that these federal standards are met, if not exceeded.

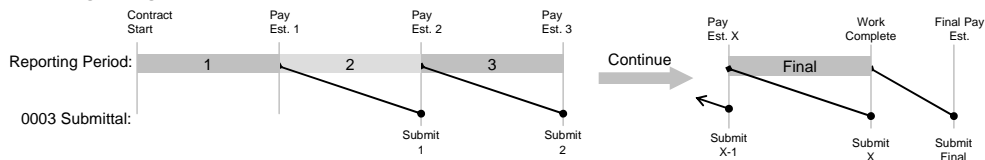
This form is part of a broader effort of the Tollway’s Diversity Program to increase the transparency of EEO work performed and to strengthen accountability during the course of a contract. Recognizing the importance of these matters, the information detailed herein is requested.

Form Completion/Submittal

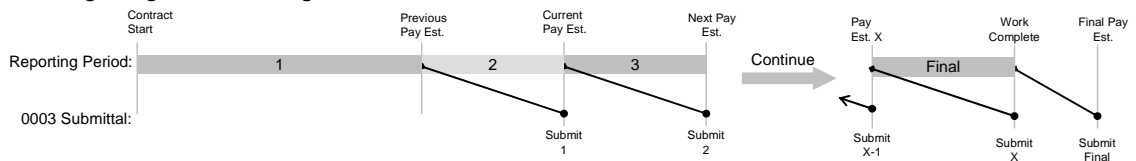
This form should be completed by the Prime Contractor and Subcontractor’s authorized representatives in conjunction with each Pay Estimate for each Contractor/Subcontractor that worked on any Tollway Project. Commencing with the 3rd Pay Estimate and every “odd number” Pay Estimate submitted thereafter, a completed EEO Report is a required attachment. The attachment must detail all work performed in the previous Pay Estimate periods. The EEO Workforce Analysis (Form 0003) must be completed in both hard copy formats as well as electronically through the Tollway’s web-based system, Capture database, for entering and tracking DBE/EEO data. The electronic version of the Diversity Section’s EEO Workforce Analysis Form 0003 allows data entry in certain fill-able fields only, which should minimize mistakes and allow for quicker processing.

The signed form should then be submitted to the Construction Manager’s Resident Engineer who will review the document and transfer it to the Tollway with the current Pay Estimate. For new contracts, the first submittal of this form should cover the period from the start of the Contract to the first Pay Estimate. For existing contracts, the first submittal of this form should cover from the start of the Contract to the previous Pay Estimate.

Submittal Timing Diagram (New Contracts):



Submittal Timing Diagram (Existing Contracts):



Supporting Documents

This form has been developed to summarize information pertinent to the Diversity Program’s management of EEO commitments. Relevant supporting documentation (pay stubs, certified payroll, receipts, etc.) should be kept in the Construction Manager and Contractor’s secure field files.

Affidavit

The affidavit must be read and reviewed prior to signing and electronically submitting forms. Unsigned forms will not be accepted.

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Payment

Pay Estimates submitted to the Tollway without Form EEO 0003 attached will be returned to the Construction Manager as incomplete.

Questions/Concerns

If you have any questions or concerns regarding this form, please contact: The Diversity Staff

Email: form0003wfa@getipass.com

Instructions for submitting into Capture Database

(Incomplete or incorrect information will not be accepted by the capture data base)

1. **Contract No.:** Full contract number – Required field
(Example: I-05-5339)
2. **Pay Estimate No.:** Enter the Pay Estimate No. of the associated/current Pay Estimate- Required field
3. **Reporting Period:** Start and end dates for the reporting period. If this is the first form submitted on a contract, include from contract start to the end of previous Pay Estimate. Otherwise, the start and end dates should match those on the previous Pay Estimate. Required Field
Example: 10/1/06 - 11/1/06
4. **Company Name:** Company name of contractor/subcontractor- Required field
5. **Address:** Primary address of Company(4)
6. **City, State, Zip:** City, State and Zip Code of address(5)
7. **Contact:** Full name of person to contact if there are questions about the form. Must be an authorized representative of the company listed in (4). -Required field
8. **Contractor Type:** Select "General Contractor" or "Subcontractor"
9. **Percent Complete:** Total Paid-to-Date to contractor/subcontractor
Value of work committed to DBE contractor/subcontractor- Required field
10. **Mobilization Date:** Date of Project Inception for contractor/subcontractor- Required field
11. **Work Performed:** One line overview statement of work on contract- Required field
Example: *Install communications tower, install drainage structures, etc.*

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12. **Total Employees:** Total hours will be generated as hours are entered for employees of the contractor/ subcontractor on the contract (1). Separate by gender and specific trade.
13. **Total Minorities:** Total hours will be generated as entered for all minority employees of the contractor/ subcontractor on the contract (1). Separate by gender and specific trade.
14. **Job Categories:** The paper form EEO Form 0003 – Workforce Analysis list the most frequently used job categories and provides three blank lines on which you can add trades not listed.
- a) The category “working foreman” should only be used for hourly wage foreman working on the jobsite. Hours for managers, supervisors, foremen and clerical personnel are not included in the Total Hours by Trade accumulation.
 - b) Hours for job categories: “Material Tester”, QC Inspectors, or Technician can continue to be aggregated under the Laborer category.
15. **African American:** Enter total hours worked by African American employees of the contractor/subcontractor on the contract (1). Separate by gender and specific trade.
16. **Asian/Pacific Islander:** Enter the total hours worked by Asian/Pacific Islander employees of the contractor/subcontractor on the contract (1). Separate by gender and specific trade
17. **American Indian/AK Native:** Enter the total hours worked by American Indian/ AK Native employees of the contractor/subcontractor on the contract(1). Separate by gender and specific trade.
18. **Hispanic/Latinos:** Enter the total hours worked by Hispanic/ Latino employees of the contractor/subcontractor on the contract (1). Separate by gender and specific trade.
19. **White:** Enter the total hours worked by White employees of the contractor/subcontractor on the contract (1). Separate by gender and specific trade.
20. **Apprentices (App):** Enter the total hours worked by Apprentice employees (regardless of race) of the contractor/subcontractor on the contract (1). Separate by gender and specific trade.

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21. **Apprentices:** In table B enter the total hours worked by Apprentice employees. Separate by gender and race.
22. **Narrative Box:** Summarize efforts taken to meet EEO goals during current reporting period.

Once the data has been entered, click the "Save and Edit Totals" button to save the information in the data-base. Proceed to the next screen to enter information about the contractors who contributed to this report and the total EEO hours they reported for the period, click "Submit." If you do not want the information saved, click the "Cancel" button to return to the list page.

Affidavit

Please read and review the Affidavit carefully prior to signing and electronically submitting.

23. **Prepared by:** Provide full name and title of person preparing form. Must be an authorized representative of the contractor/subcontractor. Required field
24. **E-mail:** Email address of Preparer(7)
25. **Phone No.:** Phone number of Preparer(7)

The most current EEO Form 0003 – Workforce Analysis is available on Proliance and the Tollway Website.

Use of prior versions and/or outdated forms will result in the form being returned to the contractor. Completed forms must be entered into the Capture Database prior to the hardcopy being submitted to the Tollway – otherwise the completed form will be rejected and returned.

Hard copies that are unsigned will not be accepted and will be returned upon receipt.

Please refer to the Training manual under Help for additional questions regarding electronic submittal.