



Equal Employment Opportunity (EEO) Compliance Requirements For Non-Federally Funded Contracts

| | Requirements | Prime Contractor's Obligation | Subcontractor's Obligation | Response Period |
|---|--|---|---|---|
| 1 | Contractors and subs with aggregate construction contracts in excess of \$10,000 in one year are subject to EEO requirements as defined under the authority of your contract | <ul style="list-style-type: none"> Follow EEO requirements and bind Subcontractor(s) to same requirements | <ul style="list-style-type: none"> Follow EEO requirements | Duration of contract |
| 2 | <i>Certification of Non-Segregated Facilities</i> | <ul style="list-style-type: none"> Submit <i>Certification</i> to ISD Submit Subcontractor(s) <i>Certification</i> to ISD | <ul style="list-style-type: none"> Submit <i>Certification</i> to Prime Contractor | If not on file, submit before construction start and annually by March 10 |
| 3 | <i>Contractor Notification of Subcontracts Awarded</i> | <ul style="list-style-type: none"> Submit <i>Notification</i> to ISD Submit Subcontractor(s) <i>Notification</i> to ISD | <ul style="list-style-type: none"> Submit <i>Notification</i> to Prime Contractor | Submit within 10-business days of contract award |
| 4 | <i>Notice of Equal Employment Opportunity</i> | <ul style="list-style-type: none"> Submit <i>Notice(s)</i> to Unions or Worker's Representative and ISD Submit Subcontractor(s) <i>Notice(s)</i> to ISD | <ul style="list-style-type: none"> Submit <i>Notice(s)</i> to Unions or Worker's Representative and Prime Contractor | Submit before start of construction |
| 5 | Contractor Good Faith Efforts | <ul style="list-style-type: none"> Submit to ISD Submit Subcontractor(s) to ISD | <ul style="list-style-type: none"> Submit to Prime Contractor | If not on file, submit before construction start and annually by March 10 |
| 6 | EEO Posters | <ul style="list-style-type: none"> Post EEO Posters at construction site in conspicuous location | | Post before start of construction and for duration of contract |
| 7 | <i>Employment Utilization Report (EUR)</i> | <ul style="list-style-type: none"> Submit <i>EUR to ISD</i>. Submit Subcontractor(s) <i>EUR to ISD</i> | <ul style="list-style-type: none"> Submit <i>EUR</i> to Prime Contractor | If not on file, submit before construction start and on March 10 and September 10 of each year. Each report must cover the preceding month. Requirement is in effect for contract duration- no missing reports allowed. |
| 8 | <i>Contractor's List of Federal & Non-Federal Work in Bid Condition Area</i> | <ul style="list-style-type: none"> Attach <i>Contractor's List</i> to first EUR and submit to ISD Submit Subcontractor(s) <i>Contractor's List</i> to ISD | <ul style="list-style-type: none"> Attach Contractor's List to first EUR and submit to Prime Contractor. | Submit with first EUR and any subsequent reports when changes in construction work occur |

Submit all required documents to prime contractor

CERTIFICATION OF NON-SEGREGATED FACILITIES

The construction contractor certifies that s/he does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that s/he does not permit his/her employees to perform their services at any location under his/her control where segregated facilities are maintained. The construction contractor certifies further that s/he will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that s/he will not permit his/her employees to perform their services at any location under his/her control where segregated facilities are maintained. The construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract. As used in this certification, the term segregated facilities means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clock, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom, or otherwise. The construction contractor agrees that (except where s/he has obtained identical certifications from proposed subcontractors for specific time periods) s/he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts of \$10,000 and above are not exempt from the provisions of the Equal Opportunity clause, and that s/he will retain such certifications in his/her files.

NAME OF CONTRACTOR

ADDRESS

PRINT NAME & TITLE OF CONTRACTOR REPRESENTATIVE

SIGNATURE OF CONTRACTOR REPRESENTATIVE

DATE

Email completed form to: CCCS_Clear@isd.lacounty.gov

CONTRACTOR NOTIFICATION OF SUBCONTRACTS AWARDED

PROJECT NUMBER _____ PROJECT NAME: _____

| SUBCONTRACTOR'S NAME, ADDRESS AND TELEPHONE NUMBER | EMPLOYER IDENTIFICATION NUMBER | CONTRACT AMOUNT | ESTIMATED DATES | | CRAFTS TO BE USED |
|--|--------------------------------|-----------------|-----------------|------------|-------------------|
| | | | START | COMPLETION | |
| | | | | | |
| | | | | | |
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Instructions: The above information is to be submitted by all contractors within 10 working days of contract award. Include information on all subcontracts, regardless of contract amount.

SELECT THE APPROPRIATE STATEMENT:

- The undersigned hereby certifies that each subcontractor or lower tier subcontractor has been notified in writing of their Equal Employment Opportunity and Non-Discrimination requirements.*
- The undersigned hereby certifies that there are no subcontracts on this project.*

COMPANY NAME _____ ADDRESS _____ PHONE # () _____
Street Number/Name City State Zip

SIGNATURE _____ NAME _____ TITLE _____ DATE _____
Print

NOTICE OF EQUAL EMPLOYMENT OPPORTUNITY

Project ID # or Spec. # _____

Project Name: _____

TO: _____
Name and Position/Title of Workers Representative or Name of Labor Union

Street Address, City, and Zip Code

The undersigned currently holds a contract with the County of Los Angeles involving funds or credits from Los Angeles County or a subcontract with a prime contractor holding such a contract.

You are advised that under the provisions of the above contract or subcontract, and in accordance with Executive Order 11246, the undersigned is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability in their practices of the following: hiring, placement, upgrading, transfer, or demotion; recruitment, advertising, or solicitation for employment; treatment during employment; rates of pay or other forms of compensation; selection for training, including apprenticeship; layoff, or termination.

This notice is furnished to you pursuant to the provisions of the above contract or subcontract and Executive Order 11246.

Copies of this notice will be posted by the undersigned Contractor in a conspicuous place available to employees or applicants for employment.

NAME OF CONTRACTOR

ADDRESS

PRINT NAME & TITLE OF CONTRACTOR REPRESENTATIVE

SIGNATURE OF CONTRACTOR REPRESENTATIVE

DATE

Contractor Good Faith Efforts

The County of Los Angeles requires all construction contractors and subcontractors to make good faith efforts that promote equal opportunity and achieve a work place that is free from discrimination. Contractor understands that the County of Los Angeles may conduct compliance checks and/or request documentation to verify the information certified herein, at any time during the term of their contract.

Good faith efforts by contractors include, but are not limited, to the general steps and employment practices listed below.

A. General steps that contractors must take include, but are not limited to:

1. Communicate commitment to EEO to all employees.
2. Ensure that employees are aware of nondiscrimination policies and procedures; post policies in a visible location.
3. Ensure that all processes, procedures, and systems are nondiscriminatory and free of bias.
4. Process and/or maintain EEO records.
5. Evaluate and document company good faith efforts in EEO.
6. Ensure that reasonable accommodations are made for disabled employees.
7. Promote employee development.
8. Take appropriate and timely action when there's been an allegation of sexual harassment.
9. Attend workshops to enhance company knowledge in this area.

B. Contractors must address the following employment practices:

1. Recruitment - Ensure opportunities for all qualified applicants.
2. Selection: Hire the most qualified applicant using a fair and nondiscriminatory process.
3. Promotional/Development Opportunities: Make career development and promotional opportunities available to interested and qualified employees.
4. Terminations: Ensure fairness and nondiscrimination in the termination process.

Contractor (Company) Complete Name

Contractor (Company) Address

Contractor Authorized Representative (Printed Name and Official Company Title)

Official's Signature

Date

Email completed form to: CCCS_Clear@isd.lacounty.gov

SAMPLE

EMPLOYMENT UTILIZATION REPORT FOR NON-FEDERALLY FUNDED CONTRACTS

| | | | | | | | | | | | | | | | | | |
|--|---|---|--------|------------------------------------|-------|--|--------|--|-----|---------------------------------------|-------------------------------------|------------------------|----------------------|---------------------------|----------|------------------------------------|----------|
| This report is required by the County of Los Angeles under the authority of your construction contract. Contractors and subcontractors with aggregate construction contracts in excess of \$10,000 in one year must complete this form, submit the original and maintain copies for three years. | | | | | | | | | | | 2. EMPLOYERS I.D. # 95-000112345 | | | | | | |
| 3 | 4. Report Period From 8/1/14 To: 8/31/14 | NAME AND ADDRESS OF CONTRACTOR: Special Construction, Inc. 1234 West Profit Street Anytown, California | | | | | | 1. COVERED AREA (SMSA OR EA) COUNTY OF LOS ANGELES | | | | | | | | | |
| 5. | 6. CONSTRUCTION WORK HOURS (TOTAL WORKFORCE HOURS OF ALL CONTRACTOR'S PROJECTS IN LOS ANGELES COUNTY) | | | | | | | | | | | 9. | | 10. | | | |
| CONSTRUCTION TRADE | CLASSIFICATIONS | 6a. Total Hours All Employees by Trade | | 6b. Black (Not of Hispanic Origin) | | 6c. Hispanic | | 6d. Asian or Pacific Islander | | 6e. American Indian or Alaskan Native | | 7. Minority Percentage | 8. Female Percentage | Total Number of Employees | | Total Number of Minority Employees | |
| | | M | F | M | F | M | F | M | F | M | F | | | M | F | M | F |
| LABORERS | Journey Worker | 37698.0 | 1650.0 | 1092.0 | | 33438.0 | 1554.0 | 840.0 | | | | | | 50 | 2 | 47 | |
| | Apprentice | | | | | | | | | | | | | | | | |
| | Trainee | | | | | | | | | | | | | | | | |
| | Sub Total | 39348.0 | | 1092.0 | | 34992.0 | | 840.0 | | 0.0 | | 93.8% | 4.2% | 50 | 2 | 47 | 2 |
| OPERATING ENGINEERS | Journey Worker | 7842.0 | 1800.0 | | 978.0 | 3792.0 | | | | | | | | 9 | | 3 | |
| | Apprentice | 2064.0 | | | | | | | | | | | | 2 | | 1 | |
| | Trainee | | | | | | | | | | | | | | | 0 | |
| | Sub Total | 11706.0 | | 978.0 | | 3792.0 | | 0.0 | | 0.0 | | 40.7% | 15.4% | 11 | 0 | 4 | 0 |
| CARPENTERS | Journey Worker | 15708.0 | | | | 7866.0 | | | | | | | | 13 | | 6 | |
| | Apprentice | 912.0 | | | | 912.0 | | | | | | | | 3 | | 1 | |
| | Trainee | | | | | | | | | | | | | | | | |
| | Sub Total | 16620.0 | | 0.0 | | 8778.0 | | 0.0 | | 0.0 | | 52.8% | 0.0% | 16 | 0 | 7 | 0 |
| TEAMSTERS | Journey Worker | 7080.0 | | | | 5310.0 | | | | | | | | 6 | | 4 | |
| | Apprentice | | | | | | | | | | | | | | | | |
| | Trainee | | | | | | | | | | | | | | | | |
| | Sub Total | 7080.0 | | 0.0 | | 5310.0 | | 0.0 | | 0.0 | | 75.0% | 0.0% | 6 | 0 | 4 | 0 |
| CEMENT MASONS | Journey Worker | 1152.0 | | | | 192.0 | | | | | | | | 3 | | 1 | |
| | Apprentice | | | | | | | | | | | | | | | | |
| | Trainee | | | | | | | | | | | | | | | | |
| | Sub Total | 1152.0 | | 0.0 | | 192.0 | | 0.0 | | 0.0 | | 16.7% | 0.0% | 3 | 0 | 1 | 0 |
| Total Journey Workers | | 69480.0 | 3450.0 | 1092.0 | 978.0 | 50598.0 | 1554.0 | 840.0 | 0.0 | 0.0 | 0.0 | | | 81 | 2 | 61 | 0 |
| Total Apprentices | | 2976.0 | 0.0 | 0.0 | 0.0 | 912.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 5 | 0 | 2 | 0 |
| Total Trainees | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0 | 0 | 0 | 0 |
| Grand Total | | 75906.0 | | 2070.0 | | 53064.0 | | 840.0 | | 0.0 | | 73.7% | 4.5% | 86 | 2 | 63 | 0 |
| 11. I HAVE REVIEWED THE INFORMATION ON THIS FORM AND I, AUTHORIZED AGENT, SIGN UNDER PENALTY OF PERJURY CERTIFYING THAT ALL INFORMATION IS COMPLETE AND CORRECT Signature, _____ Print or Type Title President | | | | | | 12. Telephone Number (Include Area Code) (562) 555-2345 | | | | 13. Date Signed 9/1/14 | | | | Page; 1 of 1 | | | |

EMPLOYMENT UTILIZATION REPORT NON-FEDERALLY FUNDED CONTRACTS

This report is required by the County of Los Angeles under the authority of your construction contract. Contractors and subcontractors with aggregate construction contracts in excess of \$10,000 in one year must complete this form, submit the original and maintain copies for three years.

2. EMPLOYERS I.D. #

| | | | |
|----------|--|---------------------------------|---|
| 3 | 4. Report Period From ___/___/___ To: ___/___/___ | NAME AND ADDRESS OF CONTRACTOR: | 1. COVERED AREA (SMSA OR EA) <h2 style="text-align: center;">COUNTY OF LOS ANGELES</h2> |
|----------|--|---------------------------------|---|

| 5. CONSTRUCTION TRADE | 6. CONSTRUCTION WORK HOURS (TOTAL WORKFORCE HOURS OF ALL CONTRACTOR'S PROJECTS IN LOS ANGELES COUNTY) | 6a. Total Hours All Employees by Trade | | 6b. Black (Not of Hispanic Origin) | | 6c. Hispanic | | 6d. Asian or Pacific Islander | | 6e. American Indian or Alaskan Native | | 7. Minority Percentage | 8. Female Percentage | 9. Total Number of Employees | | 10. Total Number of Minority Employees | |
|------------------------------|---|--|-----|------------------------------------|-----|--------------|-----|-------------------------------|-----|---------------------------------------|-----|------------------------|----------------------|------------------------------|----------|--|----------|
| | | M | F | M | F | M | F | M | F | M | F | | | M | F | M | F |
| | | Journey Worker | | | | | | | | | | | | | | | |
| Apprentice | | | | | | | | | | | | | | | | | |
| Trainee | | | | | | | | | | | | | | | | | |
| Sub Total | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | | | 0 | 0 | 0 | 0 |
| Journey Worker | | | | | | | | | | | | | | | | | |
| Apprentice | | | | | | | | | | | | | | | | | |
| Trainee | | | | | | | | | | | | | | | | | |
| Sub Total | | 0.0 | | 0.0 | | | | | | | | | | 0 | 0 | 0 | 0 |
| Journey Worker | | | | | | | | | | | | | | | | | |
| Apprentice | | | | | | | | | | | | | | | | | |
| Trainee | | | | | | | | | | | | | | | | | |
| Sub Total | | 0.0 | | 0.0 | | | | | | | | | | 0 | 0 | 0 | 0 |
| Journey Worker | | | | | | | | | | | | | | | | | |
| Apprentice | | | | | | | | | | | | | | | | | |
| Trainee | | | | | | | | | | | | | | | | | |
| Sub Total | | 0.0 | | 0.0 | | | | | | | | | | 0 | 0 | 0 | 0 |
| Total Journey Workers | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0 | 0 | 0 | 0 |
| Total Apprentices | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0 | 0 | 0 | 0 |
| Total Trainees | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0 | 0 | 0 | 0 |
| Grand Total | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | | | 0 | 0 | 0 | 0 |

NO WORK PERFORMED IN LOS ANGELES COUNTY

| | | | |
|--|---|-------------------------------|-----------------------------|
| <p>11. I HAVE REVIEWED THE INFORMATION ON THIS FORM AND I, AUTHORIZED AGENT, SIGN UNDER PENALTY OF PERJURY CERTIFYING THAT ALL INFORMATION IS COMPLETE AND CORRECT</p> <p>Signature _____ Print or Type Title _____</p> | <p>12. Telephone Number (Include Area Code)</p> <p style="text-align: center;">7/10/2017</p> | <p>13. Date Signed</p> | <p>Page: _____ of _____</p> |
|--|---|-------------------------------|-----------------------------|

EMPLOYMENT UTILIZATION REPORT NON-FEDERALLY FUNDED CONTRACTS

This report is required by the County of Los Angeles under the authority of your construction contract. Contractors and subcontractors with aggregate construction contracts in excess of \$10,000 in one year must complete this form, submit the original and maintain copies for three years.

2. EMPLOYERS I.D. #

| | | | |
|----------|--|---------------------------------|--|
| 3 | 4. Report Period From ___/___/___ To: ___/___/___ | NAME AND ADDRESS OF CONTRACTOR: | 1. COVERED AREA (SMSA OR EA) <div style="text-align: center; font-size: 1.2em;"><i>COUNTY OF LOS ANGELES</i></div> |
|----------|--|---------------------------------|--|

| 5. CONSTRUCTION TRADE | 6. CONSTRUCTION WORK HOURS (TOTAL WORKFORCE HOURS OF ALL CONTRACTOR'S PROJECTS IN LOS ANGELES COUNTY) CLASSIFICATIONS | 6a. Total Hours All Employees by Trade | | 6b. Black (Not of Hispanic Origin) | | 6c. Hispanic | | 6d. Asian or Pacific Islander | | 6e. American Indian or Alaskan Native | | 7. Minority Percentage | 8. Female Percentage | 9. Total Number of Employees | | 10. Total Number of Minority Employees | | | |
|------------------------------|--|--|----------------|------------------------------------|-----|--------------|-----|-------------------------------|-----|---------------------------------------|-----|------------------------|----------------------|------------------------------|----------|--|----------|---|---|
| | | M | F | M | F | M | F | M | F | M | F | | | M | F | M | F | M | F |
| | | | Journey Worker | | | | | | | | | | | | | | | | |
| | Apprentice | | | | | | | | | | | | | | | | | | |
| | Trainee | | | | | | | | | | | | | | | | | | |
| | Sub Total | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | #DIV/0! | #DIV/0! | 0 | 0 | 0 | 0 | | |
| | Journey Worker | | | | | | | | | | | | | | | | | | |
| | Apprentice | | | | | | | | | | | | | | | | | | |
| | Trainee | | | | | | | | | | | | | | | | | | |
| | Sub Total | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | #DIV/0! | #DIV/0! | 0 | 0 | 0 | 0 | | |
| | Journey Worker | | | | | | | | | | | | | | | | | | |
| | Apprentice | | | | | | | | | | | | | | | | | | |
| | Trainee | | | | | | | | | | | | | | | | | | |
| | Sub Total | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | #DIV/0! | #DIV/0! | 0 | 0 | 0 | 0 | | |
| | Journey Worker | | | | | | | | | | | | | | | | | | |
| | Apprentice | | | | | | | | | | | | | | | | | | |
| | Trainee | | | | | | | | | | | | | | | | | | |
| | Sub Total | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | #DIV/0! | #DIV/0! | 0 | 0 | 0 | 0 | | |
| | Journey Worker | | | | | | | | | | | | | | | | | | |
| | Apprentice | | | | | | | | | | | | | | | | | | |
| | Trainee | | | | | | | | | | | | | | | | | | |
| | Sub Total | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | #DIV/0! | #DIV/0! | 0 | 0 | 0 | 0 | | |
| | Journey Worker | | | | | | | | | | | | | | | | | | |
| | Apprentice | | | | | | | | | | | | | | | | | | |
| | Trainee | | | | | | | | | | | | | | | | | | |
| | Sub Total | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | #DIV/0! | #DIV/0! | 0 | 0 | 0 | 0 | | |
| | Total Journey Workers | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0 | 0 | 0 | 0 | | |
| | Total Apprentices | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0 | 0 | 0 | 0 | | |
| | Total Trainees | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0 | 0 | 0 | 0 | | |
| | Grand Total | 0.0 | | 0.0 | | 0.0 | | 0.0 | | 0.0 | | #DIV/0! | #DIV/0! | 0 | 0 | 0 | 0 | | |

| | | | |
|---|---|--|-----------------------------|
| <p>11. I HAVE REVIEWED THE INFORMATION ON THIS FORM AND I, AUTHORIZED AGENT, SIGN UNDER PENALTY OF PERJURY CERTIFYING THAT ALL INFORMATION IS COMPLETE AND CORRECT</p> <p>Signature _____</p> <p style="text-align: center;">Print or Type Title _____</p> | <p>12. Telephone Number (Include Area Code)</p> <p>_____</p> | <p>13. Date Signed</p> <p>_____</p> | <p>Page: _____ of _____</p> |
|---|---|--|-----------------------------|

CONTRACTOR LIST OF FEDERAL AND NON-FEDERAL WORK IN BID CONDITION AREA

Bid Condition Area LOS ANGELES COUNTY

Name of Contractor _____

Date _____

Address _____

I. FEDERALLY-ASSISTED CONTRACTS

| NAME OF FEDERAL AGENCY FUNDING PROJECT | PROJECT NAME AND LOCATION* | PROJECT NO. | DOLLAR AMOUNT | CONSTRUCTION START | PERCENTAGE COMPLETE | PROJECTED COMPLETION |
|--|----------------------------|-------------|---------------|--------------------|---------------------|----------------------|
| (1) | | | | | | |
| (2) | | | | | | |
| (3) | | | | | | |
| (4) | | | | | | |

II. NON-FEDERAL CONTRACTS

| NAME OF LOCAL AGENCY OR CONTRACTOR | PROJECT NAME & LOCATION* | PROJECT NO. | DOLLAR AMOUNT | CONSTRUCTION START | PERCENTAGE COMPLETE | PROJECTED COMPLETION |
|------------------------------------|--------------------------|-------------|---------------|--------------------|---------------------|----------------------|
| (1) | | | | | | |
| (2) | | | | | | |
| (3) | | | | | | |
| (4) | | | | | | |

*LOCATION MUST INCLUDE STREET ADDRESS AND CITY

INSTRUCTIONS:

- List **all** Projects (Public and Private) within Geographical Boundaries of Los Angeles County (include current project).
- Attach and submit with each required Employment Utilization Report (EUR).
- Submit an update of this list **ONLY** if there are substantial changes to the information provided.

Email completed form to: CCCS_Clear@isd.lacounty.gov

Instructions for Filing Employment Utilization Report (EUR)

The Employment Utilization Report (EUR) is to be completed by all contractors (prime and each subcontractor with aggregate construction contracts in excess of \$10,000 in one year) during the term of the contract. Contractors or subcontractors that do not have a current EUR on file with ISD, submit report before construction begins and on March 10 and September 10 of each year. Each EUR report must cover the previous month and must be signed by a responsible official of the company.

The information required on this report is for the contractors' aggregate workforce - total workforce within the geographical boundaries of the County of Los Angeles – not only County contracts or this specific County project. The report shall include the total work hours for each employee classification in each trade in the covered area for the reporting period.

The prime contractor is responsible for collecting and reviewing the EURs for all subcontractors before submitting them. These reports for the prime and subcontractors shall be submitted to the County of Los Angeles, Internal Services Department. Incomplete or erroneous forms will be returned to the contractor and will not be considered in compliance until corrected and re-submitted. Additional copies of this form may be obtained from the Deputy Compliance Officer monitoring the project.

| | |
|-------------------|---|
| Compliance Agency | Government agency assigned responsibility for equal employment opportunity (Secure this information from the contracting officer). |
| Federal Funding | Agency Government agency funding project (in whole or in part) if more than one agency, list all. |
| Contractor | Any contractor who has a construction contract with a Government Agency or a contract funded in whole or in part with Federal funds. |
| Minority | Includes African Americans, Hispanics, American Indians, Alaskan Natives, Asians and Pacific Islanders — both men and women of these ethnicities. |

Refer to the numbered areas on the EUR:

| | |
|---|--|
| 1. Covered Area | County of Los Angeles |
| 2. Employer Identification Number | Federal Social Security Number used on Employer's Quarterly Federal Tax Return (U. S. Treasury Department Form 941). |
| 3. Leave Blank | |
| 4. Reporting Period | Contractors or subcontractors that do not have a EUR on file with ISD, submit report before construction begins and again on March 10 and September 10 of each year. |
| 5. Construction Trade | Only those construction crafts which contractor employs in the County of Los Angeles. |
| 6. Construction Work Hours (See 6a thru 6e) | These work hours should reflect the hours of <u>all</u> contractor construction employees working within the geographical boundaries of the County of Los Angeles: a. The total number of male-hours and female-hours worked by all employees in each classification. b–e The total number of male-hours and female-hours worked by each specified group of minority employees in each classification. |
| Classification | The level of accomplishment or status of the worker in the Trade, i.e., Journey Worker, Apprentice, Trainee. |
| 7. Minority Percentage | The percentage of total minority work-hours (the sum of columns 6b, 6c, 6d, and 6e divided by column 6a; result reported should be percentage for entire trade, not classifications within each construction trade). |
| 8. Female Percentage | For each trade, the F number reported in 6a divided by the sub total reported in 6a (M and F). |
| 9. Total Number of Employees | Total number of male and female minority employees working in each classification of each trade in the contractor's aggregate work force during reporting period. |
| 10. Total Number of Minority Employees | Total number of male minority employees and total number of female employees working in each classification in each trade in the contractor's aggregate work force during reporting period. |

**COUNTY OF LOS ANGELES
EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS
EMPLOYMENT UTILIZATION**

The enclosed Equal Employment Opportunity (EEO) forms are provided for your use in complying with the EEO Clause, found in the Special Provisions Section of the specifications for this project. EEO Compliance is required from all construction contractors.

1. **"Employment Utilization Report"** This form is largely self-explanatory, however, you may refer to the "Instructions for filing Employment Utilization Report" (EUR) attached.

Submission Deadline Date:

Contractors or subcontractors that do not have a current EUR on file with ISD, submit report before construction begins and on March 10 and September 10 of each year. Each report must cover the previous month.

Data Required:

- Report should show work hours, for all company projects throughout Los Angeles County, by trade.
 - Hours are to be shown separately for journey workers, apprentices and trainees as indicated on the form.
 - A report that states **"No Work Performed in Los Angeles County"** should be submitted ONLY if the company has not worked for anyone within the geographic area of Los Angeles County during February and August.
2. **"Contractor's List of Federal and Non-Federal Work in Bid Condition Area"** Each contractor/subcontractor submitting a EUR must complete and attach this form to the first EUR. When there are substantial changes, an updated form must be submitted.
 3. **Notice of Subcontracts Awarded (Required of all Contractors)** Provide information on all subcontracts regardless of contract amount or tier. Information should be provided within 10 working days of preconstruction meeting. Complete and sign the bottom portion of the form.
 4. **Notice of Equal Employment Opportunity** This report must be completed by the Prime Contractor and all subcontractors, both union and non-union. Union contractors will send this notice to the union(s) with which they have a collective bargaining agreement or understanding. Non-union contractors will list the name and title of the company's Worker Representative. The Notice must indicate a Contractor representative and also be signed by the representative. All contractors will post a copy of this notice at the construction site. The originals of each must be forwarded to the address below.

The Prime contractor is responsible for collecting required EEO documents and reports from all subcontractors and forwarding the reports to the following address:

County of Los Angeles, Internal Services Department
1000 South Fremont Avenue
Bldg. A-9 East, 1st Floor, Unit #24
Alhambra, CA 91803
ATTN: Countywide Contract Compliance Section

Questions or requests for additional copies of form can be directed to the Internal Services Department Countywide Contract Compliance Section at (626) 943-5622.