# WORKFORCE UTILIZATION REPORT FORMS

The required Workforce Utilization Report Forms are posted on the DASNY website ([www.DASNY.org](http://www.DASNY.org)) and can be found by going to either the MWSBE - Forms or Design & Construction Tools - Forms pages of the website.

Please note that the forms maintained on the website are the current versions of forms required and previous versions of these forms will not be accepted.

* Workforce Utilization Monthly Report
* Workforce Utilization Quarterly Report

Workforce Utilization Reporting must be submitted on DASNY forms which have been specifically developed by DASNY. All Workforce Utilization Reports are to be submitted within 10 days of the end of each month or quarter, whichever is applicable. The reports are to be submitted to the Opportunity Programs Group by emailing the completed Excel workbook files to [opgworkforcereporting@dasny.org](mailto:opgworkforcereporting@dasny.org). Hard copies of the reports will not be accepted.

General form questions and assistance in completing a specific MWSBE form should be directed to the Opportunity Programs Group Analyst. For specific form technical issues and problems, questions should be emailed to [KKRESKI@DASNY.org](mailto:KKRESKI@DASNY.org) (Upstate projects) or [njackson@DASNY.org](mailto:njackson@DASNY.org) (Downstate projects).

**MONTHLY WORKFORCE UTILIZATION REPORTING**

Monthly Workforce Utilization Reports are required for Construction Contracts and JOC/CMM Contracts inclusive of all Job Orders for the reporting period. The Monthly Workforce Utilization Reports are to be submitted starting with site mobilization (Notice to Proceed) and shall be submitted for each monthly reporting period through substantial completion (Notice of Substantial Completion). Workforce Utilization Reports are to be submitted each reporting period regardless of workforce being utilized during the reporting period. When no workforce is being reported for the reporting period, please identify in the report by checking the box that "No Workforce Utilization is being reported for this reporting period."

**Construction Contracts**

Monthly Workforce Utilization Reports are required for all Construction Contracts for contract amounts of $100,000 and greater. The Prime Contractor and each Subcontractor regardless of dollar value must submit individual Monthly Workforce Utilization Reports for workforce utilized in performance of the DASNY Construction Contract.

**JOC/CMM Contracts**

Monthly Workforce Utilization Reports are required for each JOC/CMM Contract issued by DASNY inclusive of all Job Orders issued. The Prime Contractor may incorporate the subcontractors’ workforce utilized in performance of each Job Order issued; as part of their Workforce Utilization Report by identifying the workforce being reported as the “Total Prime and Subcontractor Workforce.”

**QUARTERLY WORKFORCE UTILIZATION REPORTING**

A Quarterly Workforce Utilization Report is required for Professional Service Contracts, Term Contracts inclusive of all Work Authorizations for the reporting period and Purchasing (non-Professional Services) Purchase Orders. Workforce Utilization Reports are to be submitted each reporting period regardless of workforce being utilized during the reporting period. When no workforce is being reported for the reporting period, please identify in the report by checking the box that "No Workforce Utilization is being reported for this reporting period."

**Professional Service Contracts**

Quarterly Workforce Utilization Reports are required for all Professional Service Contracts valued at $25,000 and greater. The Prime Consultant and each Subconsultant regardless of dollar value must submit individual Quarterly Workforce Utilization Reports, for workforce utilized in performance of the DASNY contract.

**Term Contracts**

Quarterly Workforce Utilization Reports are required for each Term Contract inclusive of all work authorizations issued. The Prime Consultant may incorporate the subconsultants’ workforce utilized in performance of each Work Authorization issued; as part of their Workforce Utilization Report by identifying the workforce being reported as the “Total Prime and Subconsultant Workforce.”

**Purchasing (Commodities & Services)**

Quarterly Workforce Utilization Reports are required for all Purchasing, Commodities & Services Purchase Orders of $25,000 and greater. The Prime Vendor/Consultant may incorporate the subconsultants’ workforce utilized in performance of the PO or services by identifying the workforce being reported as the “Total Prime and Subconsultant Workforce.”

**INSTRUCTIONS FOR COMPLETING WORKFORCE UTILIZATION REPORTS**

1. Check off the appropriate box to indicate if the entity completing the Report is the Contractor; Subcontractor; Consultant; Subconsultant or a Vendor/Supplier.
2. Enter all the Contractor; Consultant/Vendor information including the Contract Number. Check off the box that corresponds to the applicable quarterly or monthly reporting period for this Report.
3. Check off the appropriate box to indicate if the workforce being reported is for the “Total Prime and Subcontractor/Subconsultant workforce” or the “Prime or Subcontractor/Subconsultant workforce”.
4. Each employee of a contractor/subcontractor performing work for the reporting period must be designated under an assigned Occupation Classification and SOC Job Title.
5. You must first select the Occupation Classification (SOC Major Group) in Column A from the dropdown menu.
6. Once the Occupation Classification selection is made then the corresponding SOC Job Titles in column B will be populated and can be selected.
7. Upon selecting the SOC Job Title then the EEO Job Title Column C and SOC Job Code Column D fields will automatically populate.
8. For each job title in the SOC Job Title column, the employees must be identified by Racial/Ethnic and gender status for the number of employees and hours worked.
9. In the first group of boxes, identify the number of persons identifying with each racial/ethnic category by gender for each job title in the SOC Job Title column.
10. In the second group of boxes, identify the number of hours worked by persons identifying with each racial/ethnic category by gender for each job title in the SOC Job Title column.
11. Enter the name and title for the person completing the form, enter the date upon which the Report was completed, and check the box accepting the name entered into the Report as the digital signature of the preparer.

**OCCUPATION CLASSIFICATIONS and SOC JOB TITLES**

Occupation Classifications and SOC Job titles are derived from the Bureau of Labor Statistics, *"Standard Occupational Classification"* and should be identified as follow:

* Occupations are classified based on work performed and, in some cases, on the skills, education and/or training needed to perform the work at a competent level.
* When workers in a single job could be designated in more than one occupation, they should be designated under the occupation that requires the highest level of skill.  If there is no measurable difference in skill requirements, workers should be designated under the occupation in which they spend the most time.
* SOC Job Titles for workers in Occupation Classification (SOC Major Group) that spend 80 percent or more of their time performing supervisory activities, should be identified as a first-line supervisor for the designated occupation. When workers spend less than 80 percent of their time performing supervisory activities, they should be identified by the SOC Job Title of the workers they supervise.
* When the SOC Job Title for the work activity being performed is not described in any of the listed Job Titles, the SOC Job Title should be identified as "Managers, All Other" for the designated occupation. *Note: “All Other” appears at the end of the job title.*
* SOC Job Titles for licensed and non-licensed workers performing the same work should be identified the same as for the job title for which they are performing the work activity, except where the job title is specified otherwise.
* SOC Job Titles for apprentices and trainees are to be identified the same as for the job titles for which they are being trained.
* SOC Job Titles for helpers and aides are to be identified using one of the listed "Helper" job titles for which they are helping.

**RACE/ETHNIC IDENTIFICATION**

For the purposes of this Report, an employee must be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The race/ethnic categories for this Report are:

* **WHITE:** (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
* BLACK/AFRICAN AMERICAN: a person, not of Hispanic origin, who has origins in any of the black racial groups of the original peoples of Africa.
* HISPANIC/LATINO: a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
* ASIAN, NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
* NATIVE AMERICAN/ALASKAN NATIVE: a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.