

## **AFFIRMATIVE ACTION PLAN (AAP) FORMAT**

Effective April 2009

### **COVER PAGE**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

FAX No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

AAP Prepared By: \_\_\_\_\_

(Please Print)

\_\_\_\_\_  
(Please Print)

Name of AA/EOE Officer

\_\_\_\_\_  
(Please Print)

Name and Title of the Head of the Company

This Affirmative Action Plan is submitted for:

State Contract Number: \_\_\_\_\_

Awarding Agency: \_\_\_\_\_

Contract Value: \_\_\_\_\_

M/W/DisBE Value: \_\_\_\_\_

SBE Value: \_\_\_\_\_

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**Note: An Affirmative Action Plan (AAP) that meets all the requirements of the following sections, must be filed for each state project.**

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**SECTION 1**  
**Affirmative Action/Equal Opportunity Employment (AA/EOE) Policy Statement**

Point of Statutory and/or Regulatory Reference: Conn. Gen. Stat. Sections 4a-60(a)(1), 4a-60a(a)(1); 46a-68c, 46a-68d, P.A. 07-142, Contract Compliance Regulations Section 46a-68j-27(1)

Contractors shall create a policy statement that includes, but is not limited to, the following information:

- A. Identify the individual assigned affirmative action responsibilities;
  - B. Affirm the Contractor's commitment to achieve Equal Opportunity Employment through affirmative action for certain defined protected classes of persons;
  - C. Pledge the Contractor's best good faith efforts to attain the objectives of the plan [Sec 46a-68j-27(1)].
- 

**INSTRUCTIONS:**

On the next page is an EXAMPLE of an *Affirmative Action/Equal Opportunity Employment (AA/EOE) Policy Statement* that illustrates what may be included in your company's AA/EOE Policy Statement.

**NOTE:** If your company's AA/EOE Policy Statement lists the protected classes or if it lists each basis (that under Connecticut Law) an employer cannot discriminate then your lists must be inclusive (for an up to date listing of prohibited forms of employment discrimination, please refer to the *Discrimination Is Illegal* notice.)

This policy statement must be signed and dated by the head of the company. The signature must be original.

**SAMPLE**

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT**

It is the policy and practice of XYZ Company to assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in the areas of recruiting, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation.

XYZ Company is an Affirmative Action/Equal Opportunity Employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to age, ancestry, color, marital status (including civil union status), national origin, race, religious creed, sex, sexual orientation, mental retardation, learning disability, present or past history of mental disorder, or physical disability including, but not limited to, blindness, unless it is shown that such disability prevents performance of the work involved.

This policy and practice applies to all persons, particularly those who are members of the protected classes identified as being Black, Hispanic, Women and Persons with Disabilities and others such as Asian or Native American, etc.. XYZ Company will implement, monitor and enforce this *Affirmative Action/Equal Opportunity Employment Policy Statement* and program in conjunction with all applicable Federal and State laws, regulations and executive orders.

In order to implement our Affirmative Action/Equal Opportunity Employment Program, XYZ Company will develop written strategies and plans designated to correct any deficiencies identified. Furthermore, this policy statement, as well as the Labor and Antidiscrimination Poster, shall be posted and otherwise made known to all workers in the company's home office, each satellite office, and at each job site. Managers and supervisory staff will be advised of their responsibilities to ensure the success of this program.

Ultimate responsibility for this Affirmative Action/Equal Opportunity Employment Program will be with the (Insert Head of Company's Official Title). The day-to-day duties for the plan will be coordinated by (Insert the name of the company's Affirmative Action/Equal Opportunity Employment Officer), who is hereby designated the Affirmative Action/Equal Opportunity Employment Officer for XYZ Company.

I have expressly advised (Insert the name of the company's Affirmative Action/Equal Opportunity Employment Officer) of his/her legal responsibilities as XYZ Company's Affirmative Action/Equal Opportunity Employment Officer pursuant to the Contract Compliance Regulations Section 46a-68j-27(4).

This Affirmative Action Plan has my total support and XYZ Company pledges its best good faith efforts to achieve the objectives of this Affirmative Action Plan. I expect each manager, supervisor and employee of this Company to aid in the implementation of this program and be accountable for complying with the objectives of this Affirmative Action Plan.

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Date

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(Signature)

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Printed Name and Printed Title of Person Signing

**SECTION 2**  
**INTERNAL COMMUNICATIONS**  
**Information Provided to Employees/Work Force**

Point of Statutory and/or Regulatory Reference: Conn. Gen. Stat. Section 4a-60(a)(3); Contract Compliance Regulations Section 46a-68j-27(2)

The policy statement and a summary of the objectives of the plan shall be posted and otherwise made known to all workers. The plan shall indicate what steps the contractor undertook to make information on the plan available to its workforce [Sec. 46a-68j-27(2)].

An employer, employment agency or labor organization is required to post notices regarding statutory provisions, as the commission shall provide [C.G.S. Sec. 46a54(13)]

An employer with three or more employees is required to post in a prominent and accessible location a notice concerning the illegality of sexual harassment and the remedies available to victims of sexual harassment [C.G.S. § 46a- 54(15)]

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**INSTRUCTIONS:**

1. Describe in your Affirmative Action Plan (AAP) the specific actions your company takes to communicate its Affirmative Action/Equal Opportunity Employment (AA/EOE) Policy Statement (see Section 1) and its AA/EOE hiring commitment to its workers. For example, do you distribute your AA/EOE Policy Statement (found in Section 1) to your new hires during orientation? Do you include a copy of your AA/EOE Policy Statement to all your employees with their paycheck every month? Do you post your AA/EOE Policy Statement in prominent and accessible locations? Please describe the locations.

2. Demonstrate in your AAP, that your company complies with posting requirements prohibiting discrimination by describing in detail where in your business office, and on project sites your company posts the *Discrimination Is Illegal* notice. Please attach a copy of the notice your company posts.

3. Demonstrate in your AAP, that your company complies with posting requirements prohibiting sexual harassment by describing in detail where in your business office, and on project sites your company posts the *Sexual Harassment Is Illegal* notice. Please attach a copy of the notice your company.

**NOTE:** Please be sure the notices that your company posts are current. You may obtain updated notices on CHRO's website at [www.ct.gov/chro](http://www.ct.gov/chro) and clicking on *Publications* at the top of the site page.

**SECTION 3**  
**EXTERNAL COMMUNICATIONS**  
**Information Provided to the Public**

Point of Statutory and/or Regulatory Reference: Conn. Gen. Stat. Section 4a-60(a)(2), (3), 4a-60a(a)(2); Contract Compliance Regulations Sections 46a-68j-23(9), 46a-68j27(3)

The contractor shall, in all advertisements and business with the public, indicate that it is an affirmative action/equal opportunity employer. The plan shall include information on what steps the contractor undertook to advise the public concerning its affirmative action requirements; [Sec. 46a-68j-27(3)].

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**INSTRUCTIONS:**

1. In this section of the AAP, contractors should **include a statement** indicating that in all advertisements **and** business with the public, it will hold itself out as an

“Affirmative Action/Equal Opportunity Employer or AA/EOE.”

2. To demonstrate your company’s commitment to its statement, please attach examples of three different forms of external communication (e.g. letterhead, letters of transmittal, bid notification, purchase order, fax cover sheet, etc.) sent out by your company indicating that you are an AA/EOE.

**NOTE:** If your company’s forms of external communication do not currently indicate your company is an AA/EOE, and your company’s forms of external communication are not created in-house, please include a statement ensuring that upon reordering such forms; your company’s external communication will indicate it is an AA/EOE. Please include samples of how your revised forms of external communication will appear.

**SECTION 4**  
**ASSIGNMENT OF RESPONSIBILITY**  
**Duties of Designated Equal Opportunity/Affirmative Action Officer**

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-27(4)

The contractor shall designate affirmative action responsibilities to an affirmative action officer. In addition to his/her other duties, the affirmative action officer shall:

- A. Develop, implement and monitor progress on the contractor's affirmative action plan;
- B. Acquaint workers with their specific responsibilities under the plan;
- C. Initiate and maintain contact with unions, recruiting sources and organizations serving members of protected groups concerning the achievement of affirmative action requirements;
- D. Conduct meetings and orientation sessions, as necessary, to advise workers and management of the goals of the plan. [Sec. 46a-68j-27(4)].

**INSTRUCTIONS:**

This section of the AAP should identify who within the company has the day-to-day responsibilities to implement the company's AA/EOE Program. This section should also list the specific duties that the company AA/EOE Officer will undertake, including A-D above.

The individual named in this section as the company's AA/EOE Officer should be the same person named in Section 1 as the company's AA/EOE Officer.

The individual assigned to be the company's AA/EOE Officer should have sufficient authority within the company to carry out these tasks, and thus must be formally appointed to the position by written directive of the head of the company, and report directly to the head of the agency.

The head of the company's signature must therefore appear at the end of the written directive, as well as the signature of the company AA/EOE Officer. Both signatures must be original and dated.

X \_\_\_\_\_  
(Signature)  
Name, Head of Company's Title

---

Date \_\_\_\_\_

X \_\_\_\_\_  
(Signature)  
Name, AA/EOE Officer

Date \_\_\_\_\_

**NOTE:** If the head of the company and AA/EOE Officer are the same person, and your company employs twenty (25) or more employees, it is recommended that you appoint an individual other than the head of the company to perform the duties of the AA/EOE Officer.

## SECTION 5

### Organizational Analysis

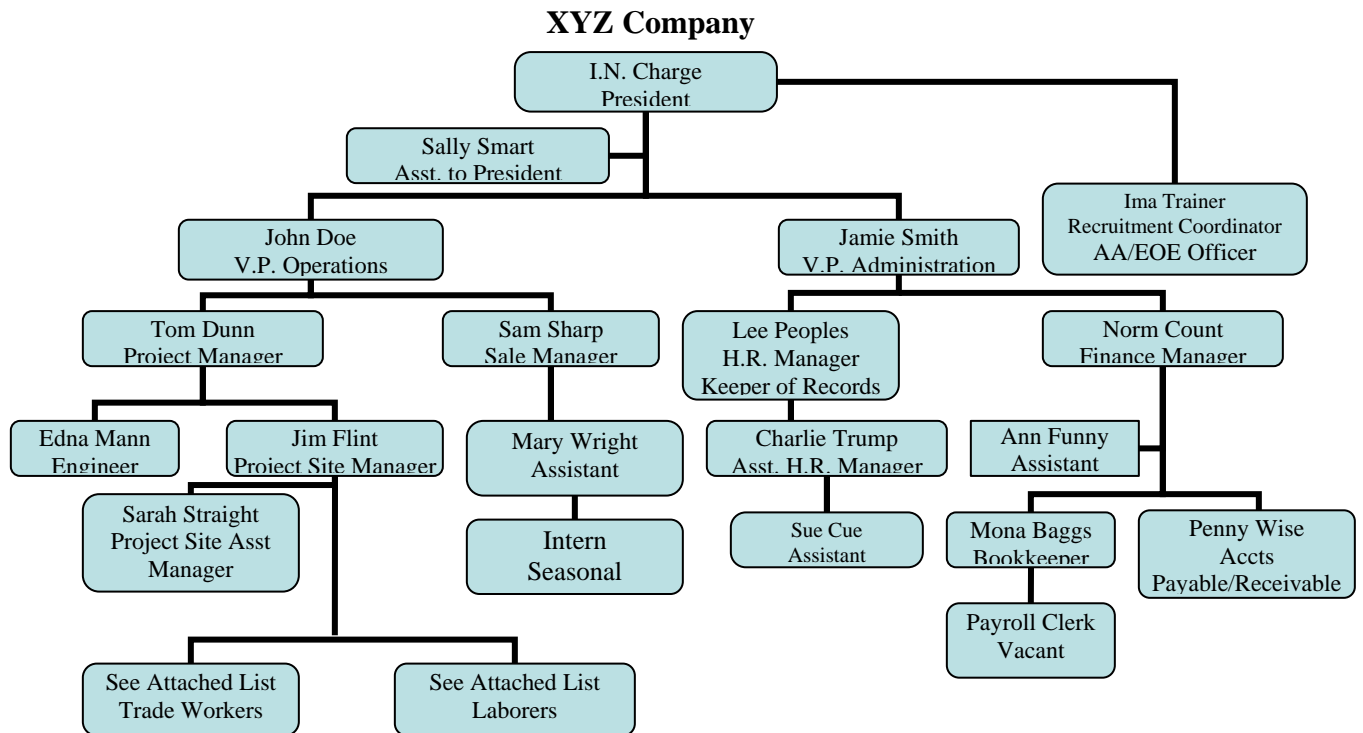
Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations  
Section 46a-68j-27(5)

The Contractor shall list each job title as it appears in collective bargaining agreements, job specifications or payroll records, ranked from the lowest to the highest paid. Job titles shall be listed by department or other organizational unit. For lines of progression, the plan shall indicate the order of jobs through which a worker may advance. Job titles without a line of progression shall be listed separately [Sec 46a-68j-27(5)].

### INSTRUCTIONS:

Please create an organizational chart for those employees on your day-to-day payroll. Each box should contain a job title and the name of each employee who holds that job title. Please do not attempt to fit more than four names into a box. Instead, attach a list of names for the people who hold the same job title.

On the organizational chart, please be sure to show that your company employs an AA/EOE Officer who reports directly to the head of the company.



**NOTE:** Please do not list a name more than once on the organizational chart. If an employee performs various jobs, only use one box to list that employee's name and that employee's job titles.



## SECTION 6 Work Force Analysis

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-27(6)

For each job title identified in the organizational analysis, the plan shall report:

- A) the total number of incumbents (employees);
- B) the total number of male and female incumbents;
- C) the total number of male and female incumbents in each of the following groups:
  - i. whites;
  - ii. blacks;
  - iii. Hispanics;
  - iv. Others [Sec. 46a-68j-27(6)].

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### **INSTRUCTIONS:**

Please fill out the attached *Workforce Analysis* Form in its entirety.

Use the job titles listed in Section 5's Organizational Analysis to complete the Job Title Column (first column).

To calculate the *% of Females* on your company's day-to-day payroll divide the number of females in that job title by the total number of employees (add male and female) in that job title and multiply by 100.

To calculate *Subtotal Minority Males* add the number of males listed under Black, Hispanic, or Other Races for that job title.

To calculate *% of Minority Males* divide the subtotal minority males in that job title by the total number of employees (add male and female) in that job title and multiply by 100.

**NOTE:** The job titles in this section must be identical to the job titles listed on the *Organizational Analysis*. Similarly, the number of names provided in the *Organizational Analysis* must be identical to total number of employees listed in this section. *See attached example.*

**SECTION 6 CONT'D**

## COMPANY EMPLOYMENT STATISTICS REPORT

**STATE OF CONNECTICUT  
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**

COMPANY NAME	STREET ADDRESS	CITY, STATE, ZIP CODE
COMPANY OFFICIAL	TITLE	TELEPHONE NUMBER
PROJECT #:	PROJECT LOCATION	DATE

**This report should show the number of employees on your payroll on date of submission.**

[illegible]

## COMPANY EMPLOYMENT STATISTICS REPORT

COMPANY NAME \_\_\_\_\_

PROJECT # \_\_\_\_\_

JOB TITLE	TOTAL # OF EMPLOYEES		% OF FEMALES	TOTAL # OF WHITE EMPLOYEES		TOTAL # OF BLACK EMPLOYEES		TOTAL # OF HISPANIC EMPLOYEES		# OF OTHER RACE EMPLOYEES		SUBTOTAL MINORITY MALES	% OF MINORITY MALES
	Male	Female		Male	Female	Male	Female	Male	Female	Male	Female		
Total # of Employees:			XXXX										XXXXXX

# **SAMPLE**

## **COMPANY EMPLOYMENT STATISTICS REPORT**

### **STATE OF CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**

<b>COMPANY NAME</b>	<b>STREET ADDRESS</b>	<b>CITY, STATE, ZIP CODE</b>
<b>ACME CORP.</b>	<b>1263 Equal Opportunity Lane</b>	<b>Fair Dealing, CT 06000</b>
<b>COMPANY OFFICIAL</b>	<b>TITLE</b>	<b>TELEPHONE NUMBER</b>
<b>Ima Trainer</b>	<b>AA/EOE Officer</b>	<b>860-555-5555</b>
<b>PROJECT #:</b>	<b>PROJECT LOCATION</b>	<b>DATE</b>
<b>BI-29990-BI</b>	<b>University of Diversity Campus 1010 All Are Welcomed Drive New Haven, CT 06222</b>	<b>01/01/2009</b>

**This report should show the number of employees on your payroll on date of submission.**

<b>JOB TITLE</b>	<b>TOTAL # OF EMPLOYEES</b>		<b>% OF FEMALES</b>	<b>TOTAL # OF WHITE EMPLOYEES</b>		<b>TOTAL # OF BLACK EMPLOYEES</b>		<b>TOTAL # OF HISPANIC EMPLOYEES</b>		<b># OF OTHER RACE EMPLOYEES</b>		<b>SUBTOTAL MINORITY MALES</b>	<b>% OF MINORITY MALES</b>
	<b>Male</b>	<b>Female</b>		<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>	<b>Male</b>	<b>Female</b>		
President	1					1						1	100%
Asst. to Pres		1	100%		1								
V.P. Operat.	1			1									
Proj. Manager	1							1					100%
V.P. Admin		1	100%								1 (Chinese)		
AA/EOE Off.		1			1								
Finance Man.	1					1							100%
Sales Manager	1									1			100% (Pakistani)
H.R. Manager	1			1									
Assistant		3	100%				3						

SECTION 6 SAMPLE CONT'D

## COMPANY EMPLOYMENT STATISTICS REPORT

COMPANY NAME \_\_\_\_ACME CORP.\_\_\_\_\_

PROJECT # \_\_\_\_\_BI-29990-BI\_\_\_\_\_

JOB TITLE	TOTAL # OF EMPLOYEES		% OF FEMALES	TOTAL # OF WHITE EMPLOYEES		TOTAL # OF BLACK EMPLOYEES		TOTAL # OF HISPANIC EMPLOYEES		# OF OTHER RACE EMPLOYEES		SUBTOTAL MINORITY MALES	% OF MINORITY MALES
	Male	Female		Male	Female	Male	Female	Male	Female	Male	Female		
Asst. H.R. Manager	1			1									
Engineer		1	100%				1						
Proj. Site Manager	1							1				1	100%
Proj. Site Asst. Man.		1	100%								1 (Native Amer.)		
Bookkeeper		1	100%						1				
Accts Pay/Rec.		1	100%		1								
Trade Workers	27	10	27%	10	5	10	5	7				17	45%
Laborers	18	9	33%	3	2			9	4	6 (3 Asian)	3 (Indian)	15	55%
Total # of Employees: 82	53	29	XXXXXXX	16	10	12	9	18	5	7	5	34	XXXXXXX

## SECTION 7

### Availability and Utilization Analysis

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-27(7); 46a-68j-27(8); 46a-68j-27(9)

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#### **INSTRUCTIONS:**

##### **Part A:**

On this page of CHRO's format, you will find three columns. In the first column labeled *Job Titles*, you must list the job titles, from Sections 5 and 6 (i.e. employees on your regular day-to-day payroll), you will have working at the project site.

In the second column, labeled *Number of Employees*, you must list how many of your employees (on your day-to-day payroll and accounted for in Section 5 and Section 6), with the listed job title, will be on the project site.

In the third column labeled *Job Category*, you must look to the *Description of Job Categories* provided on pages 17 and 18 of CHRO's format, and determine in which category the job titles listed in the first column belong.

The job categories (not job titles) listed in the third column and the number of employees you list on this page must mirror those you list on the next page's *Availability Worksheet*. Thereby converting job titles into job categories.

It is imperative for CHRO to see this progression of job titles and number of employees from Section 5 carry over into Section 6 and then over into this section, Section 7.

#### CONVERSION CHART

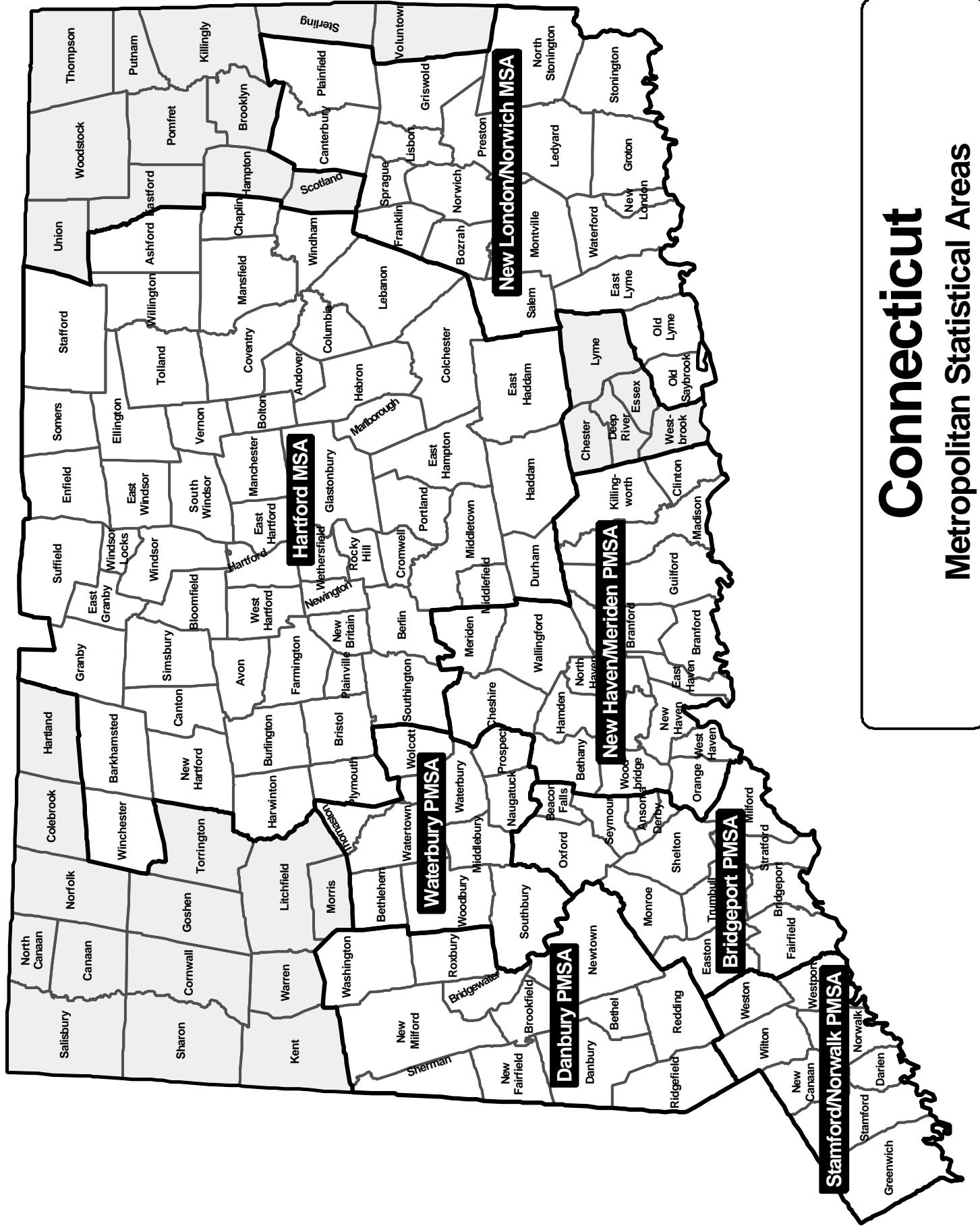
Job Title	# of Employees	Job Category

**NOTE:** To complete Section 7, the Contractor should submit this page and the *Availability Worksheet* on the page 18.

**SAMPLE**

**CONVERSION CHART**

<b>Job Title</b>	<b># of Employees</b>	<b>Job Category</b>
President	1	Management
Project Manager	1	Management
Project Site Manager	1	Construction & Extraction
Trade Workers	30	Construction & Extraction
Laborer	20	Construction & Extraction



**Connecticut**  
Metropolitan Statistical Areas



## DESCRIPTION OF JOB CATEGORIES

**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, cost estimators, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists.

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters.

Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category.

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and off bearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PART B:**

**To Complete Part B:** Contractors should provide the following information on the *Availability Worksheet* on page 17.

1. In column 1 list each job category (not job title) from the chart you completed on page 14.
2. In column 2 determine how many employees within the job category will be at the project site.
3. In column 3 determine how many employees within the job category are minority males.
4. In column 4 determine the % of minority males by dividing the total minority males in that job category by the total number of employees (in column 2) within the job title and multiply by 100.
5. In column 5 determine how many female employees within the job category will be at the project site.
6. In column 6 determine the % of females by dividing the total minority females in that job category by the total number of employees (in column 2) within the job title and multiply by 100.
7. In columns 7 and 8, insert the PMSA/MSA minority male and female percentages as listed on pages 21-22 for the job category within that row.

## AVAILABILITY WORKSHEET

STATE PROJECT # \_\_\_\_\_

Circle the project location identified in Part A:

Bridgeport PMSA

New London/Norwich CT-RI MSA

Danbury PMSA

Stamford/Norwalk PMSA

New Haven/Meriden PMSA

Waterbury PMSA

Hartford MSA

Balance of State of Connecticut

JOB CATEGORIES	PROJECT STATISTICS (employees on site)					CT SITE STATISTICS (Insert PMSA/MSA)	
	Total # of Employees	Total # of Minority Males	% of Minority Males	Total # of Females	% of Females	% of Minority Males*	% of Females*

**1                      2                      3                      4                      5                      6                      7                      8**

**NOTE:** By comparing the % from columns 4 & 6 with the % from columns 7 & 8 within each Job Category, the contractor can determine if the workforce is at parity or if there is underutilization (the company's % are lower than the area %) or over utilization (the company's % are higher than the area %).

Contractors with less than 25 employees on their day-to-day payroll working at the project site are not required to discuss the differences between the company's % listed in the columns. Contractors with 25 or more employees on their day-to-day payroll working at the project site whose company's % listed in the columns shows underutilization, must attach a signed statement pledging its best good faith efforts to meet or surpass the CT Site Stats. if the need to hire more employees for the purposes of this project arises.

Where there is a significant difference, the contractor's statement should also discuss action that the company may take to move toward greater parity within their workforce. For example, the contractors may discuss a strategy that involves hiring employees from under utilized groups if or when there are hiring opportunities on this project. The statement must bear the signatures of the head of the company and AA/EOE Officer and they must be original and dated.

**CONNECTICUT OCCUPATIONAL STATISTICS  
PRIMARY METROPOLITAN STATISTICAL AREAS AND  
METROPOLITAN STATISTICAL AREAS**

<b>OCCUPATION CATEGORIES</b>	<b>BRIDGEPORT PMSA</b>		<b>DANBURY PMSA</b>		<b>NEW HAVEN/ MERIDEN PMSA</b>		<b>HARTFORD MSA</b>	
	<b>Minority Male Workers</b>	<b>Female Workers</b>	<b>Minority Male Workers</b>	<b>Female Workers</b>	<b>Minority Male Workers</b>	<b>Female Workers</b>	<b>Minority Male Workers</b>	<b>Female Workers</b>
Management	6.5	36.7	4.5	30.4	6.9	35.5	5.4	36.9
Business & Financial Operations	6.4	51.2	3.3	44.7	4.9	52.6	4.8	54.8
Computer Specialist	14.6	30.3	14.2	25.8	13.7	29.5	9.3	33.0
Architecture & Engineering	11.6	9.3	7.4	11.1	11.4	12.4	10.1	11.6
Building & Grounds Cleaning & Maintenance	27.4	34.1	22.9	32.9	24.0	33.3	21.1	31.3
Office & Administrative Support	7.0	76.1	3.2	77.2	6.5	74.2	6.1	74.5
Construction & Extraction	22.7	1.4	18.1	20.6	17.9	3.1	13.7	2.1
Installation Maintenance & Repair	22.6	4.1	10.7	3.8	14.9	5.1	14.1	4.4
Material Moving Workers	31.8	24.2	24.1	18.2	35.7	23.7	25.8	20.2

\* Note: Balance of State Statistics are an average of the statistics from Litchfield, Middlesex and Windham Counties, the three counties that encompass the major areas not included within MSA or PMSA

**CONNECTICUT OCCUPATIONAL STATISTICS  
PRIMARY METROPOLITAN STATISTICAL AREAS AND  
METROPOLITAN STATISTICAL AREAS**

OCCUPATION CATEGORIES	NEW LONDON/NOR WICH CT-RI MSA		STAMFORD/ NORWALK PMSA		WATERBURY PMSA		BALANCE OF THE STATE	
	Minority Male Workers	Female Workers	Minority Male Workers	Female Workers	Minority Male Workers	Female Workers	Minority Male Workers	Female Workers
Management	3.8	37.3	7.4	33.7	3.6	35.2	3.1	37.9
Business & Financial Operations	2.6	54.0	6.5	42.5	2.8	44.4	2.0	55.3
Computer Specialist	5.9	28.4	19.9	31.4	14.8	24.5	7.0	30.2
Architecture & Engineering	5.9	11.7	13.8	15.8	9.1	8.4	3.6	14.0
Building & Grounds Cleaning & Maintenance	14.4	36.7	38.4	38.1	18.6	30.8	6.4	32.6
Office & Administrative Support	2.7	75.7	8.2	74.2	5.1	73.6	2.0	76.5
Construction & Extraction	7.4	3.1	33.2	2.1	12.4	1.6	4.3	1.8
Installation Maintenance & Repair	9.5	4.2	31.4	3.1	12.4	2.8	5.3	3.0
Material Moving Workers	14.0	20.5	38.6	29.5	25.9	26.2	8.3	23.1

**NOTE:** Balance of State Statistics are an average of the statistics from Litchfield, Middlesex and Windham Counties, the three counties that encompass the major areas not included within MSA or PMSA

# **SAMPLE**

## **AVAILABILITY WORKSHEET**

STATE PROJECT # \_\_\_\_\_BI-29990-BI\_\_\_\_\_

Circle the project location identified in Part A:

Bridgeport PMSA

New London/Norwich CT-RI MSA

Danbury PMSA

Stamford/Norwalk PMSA

**New Haven/Meriden PMSA**

Waterbury PMSA

Hartford MSA

Balance of State of Connecticut

<b>JOB CATEGORIES</b>	<b>PROJECT STATISTICS (employees on site)</b>					<b>CT SITE STATISTICS (Insert PMSA/MSA)</b>	
	Total # of Employees	Total # of Minority Males	% of Minority Males	Total # of Females	% of Females	% of Minority Males*	% of Females*
Management	2	2	100%	0	0%	6.9%	35.5%
Construction & Extraction	51	24	47%	4	7.8%	17.9%	3.1%

XYZ Corp realizes that females are underutilized in the category of management. We will employ our best good faith efforts to employ females in the category of management, if the need to hire more managers for the purpose of this project arises.

X \_\_\_\_\_  
Signature of the Head of the Company Date

\_\_\_\_\_  
Printed Name and Title

X \_\_\_\_\_  
Signature of the AA/EOE Officer Date

\_\_\_\_\_  
Printed Name

## **SECTION 8**

### **Project Description, Timeline, and Trades Involved**

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#### **INSTRUCTIONS:**

This section of the AAP should list the trade categories that will be needed to perform the work of this specific project (include those to be employed by your Company and all subcontractors).

1. Briefly describe the work involved in this project.
  
2. Estimate (mm/dd/yyyy) when construction will commence.
  
3. Estimate (mm/dd/yyyy) when construction will be completed.
  
4. List all trades your company will hire a subcontractor to perform (do not provide the name of the subcontractor, just the trade).
  
5. List all materials specifically for this project your company will hire a vendor to supply (do not provide the name of the vendor just the type of supplies/materials to be provided).
  
6. List all trades that will be performed by your company.



## **SECTION 9**

### **Employment Analysis**

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-28(1), 46a-68j-28 (4), Conn. Gen. Stat. Section 46a-54(15)

Employment Analysis: The contractor shall undertake a comprehensive review of its company's employment process and day-to-day operations for the purposes of identifying policies and practices that build in or perpetuate barriers to Equal Opportunity Employment. Where applicable, the following factors shall be addressed:

job qualifications;	training and apprenticeship programs;
job specifications;	subcontracting practices;
recruitment practices;	layoff and termination policies;
personnel policies;	job structuring;

The plan shall report what activities were undertaken to identify barriers to Equal Opportunity Employment [Sec. 46a-68j-28(1)].

Program Goals and Timetables: Where the employment analysis has identified barriers to Equal Opportunity Employment, the contractor shall design specific corrective measures in the form of program goals to eliminate the barriers. Goals shall be accompanied by timetables designed to achieve compliance with affirmative action objectives within the shortest reasonable limits possible. The plan shall describe all actions taken to identify problems areas and realize program goals [Sec. 46a-68j-28(4)].

Sexual Harassment: An employer having fifty (50) or more employees must also provide two hours of sexual harassment prevention training and education to all supervisory employees in the state of Connecticut within six months of their assumption of a supervisory position. [Sec. 46a-54(15)]

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### **INSTRUCTIONS:**

**Part A:** After a comprehensive review of your company's employment process, the Contractor should identify examples for each of the practices listed below for both union and nonunion personnel, as-well-as office and field staff.

**NOTE:** If any of the following company policies or practices, subtitled 1-8 in this section, are administered by the union(s) your company utilizes; then please provide a statement signed and dated by the head of your company and by your company's AA/EOE Officer declaring the company will not knowingly do business with any union(s) that discriminates in the administration of its employment practices and/or day-to-day operations. The signatures on the statement must be original and dated.

1. **Job Qualifications** – what skills, experience, certifications or education do you require your job applicants to have? Use the job title with the most employees to answer this question.
2. **Job Specifications** – provide a few examples of general requirements for the job title with the most employees. Such as special license (i.e. E2), commercial driver’s license, or the ability to lift 30lbs and ability to bend and reach.
3. **Recruitment Practices** –
  - a. how do you recruit new employees?
  - b. Explain in brief detail what resources your company utilizes to recruit new employees (not subcontractors/vendors). Where does your company post its vacancies to ensure a diverse group of candidates apply for the vacancy posted?  
Ex: Provide a complete list of comprehensive and diverse recruitment resources such as newspapers, unions, technical schools, organizations, professional recruiters and other types of recruitment resources your company utilizes or will utilize in the future to post its job vacancies targeted toward the protected classes per C.G.S. Sec. 46a-58.; Sec. 46a-59.; Sec. 46a-60; Sec. 46a-81c & Sec. 32-9n. Each recruitment resource listed must include its name, address, contact person, contact number, and website.  
**NOTE:** The Connecticut Job Service must be on this list.
  - c. All recruiting notices posted by your company must state “Affirmative Action/Equal Opportunity Employer” or “AA/EOE.” Please confirm that your company is in compliance by attaching copies of your company’s most recent job postings. Please be sure the attached posting shows the name of the resource and the date of the posting. If you do not have any recent job postings indicating that your company is both an AA **and** an EOE, then please attach a statement ensuring your company will indicate such in all of its future job postings.
4. **Personnel Policies** – Please attach copies of 3-4 of your personnel policies from your Employee Handbook. If your company does not have an Employee Handbook then please briefly, describe 3-4 of your personnel policies, specifically compensation (e.g. salaried or hourly wages); benefits (e.g. vacations or holidays); work environment (e.g. hours of work).
5. **Job Structuring** – does the company have jobs that require the tasks be performed in a specific way? For example, a material handler must grasp material by the right hand and arm, balance it on the right shoulder, and use the left hand/arm to balance the material.
6. **Training and Apprenticeship Programs** –
  - a. Does your company offer on-the-job training or participate in apprenticeship and other training programs with unions, technical schools, or other work force training programs?

- b. Companies with 50 employees or more must provide two (2) hours of sexual harassment training to all of its managerial and supervisory personnel. To document compliance to the training provision, please provide specific information as to:
- 1) date (if training has yet to be conducted, please provide the date within the next six (6) months in which your company has scheduled training);
  - 2) place;
  - 3) agenda (i.e. topics covered during the training);
  - 4) qualification of presenters; and
  - 5) names of employees in attendance or that will attend.

If training has not yet been provided then please provide the same information requested above, as training must take place within the next six (6) months. Further information, regarding these provisions can be found at the CHRO website [www.ct.gov/chro](http://www.ct.gov/chro) under the heading “Legal Issues,” then by clicking on “Legal Links.”

7. **Subcontracting Practices** – Please briefly explain when and how your company solicits S/M/W/DisBEs to utilize as subcontracting/vending. Provide a complete list of comprehensive and diverse subcontracting/vending sources such as newspapers, unions, technical schools, organizations, professional recruiters and other media that help members of the protected classes (per C.G.S. Sec. 46a-58.; Sec. 46a-59.; Sec. 46a-60; Sec. 46a-81c & Sec. 32-9n) find work as a subcontractor/vendor. Each resource listed must include its name, address, contact person, contact number, and website if applicable.  
**NOTE:** The Department of Administrative Services (DAS) Supplier Diversity Program must be included on your list.
8. **Layoff and Termination Policies** – Please attach a copy of your company’s layoff and termination policies from your Employee Handbook. If you do not have an Employee Handbook please briefly describe what criteria is used by your company to determine how and who is laid off and terminated? For example, does your company use the “last in, first out” approach to layoffs?

**Part B:** If any barrier(s) to protected classes are found in any of your company’s preceding employment practices and policies and/or day-to-day operations, then please indicate:

1. If any barriers were found within your company’s employment and business practices.
2. If so, how the barrier(s) will be eliminated, and
3. The estimated time needed to eliminate the barrier(s) and establish a new policy or practice.

**SECTION 10**  
**Special Provision-Apprenticeship Training Program**

Point of Statutory and/or Regulatory Reference: Equal Opportunity Employment in Apprenticeship Training Regulations Section 46a-68-5

FOR STATE CONTRACTS VALUED IN EXCESS OF \$10.0 MILLION  
AND A PROJECTED DURATION  
OF EIGHTEEN (18) MONTHS OR MORE

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**INSTRUCTIONS:**

A Contractor to be awarded a state contract valued in excess of \$10.0 million and with projected duration of eighteen (18) months or more must report in the AAP:

1. Whether the Company has, or is a signatory to, a collective bargaining agreement that sponsors a state registered apprenticeship program; and,
2. What “good faith effort” the Company will make to include registered apprentices in its direct workforce and/or in the workforce of project subcontractors during the course of the project.

## SECTION 11

### Subcontractor Availability Analysis

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-28(2)

When a contractor intends to subcontract all or part of the work to be performed under a state contract to one or more subcontractors, the contractor shall consult the listing of minority business enterprises maintained by the department of Administrative Services, the practical experience of other contractors, contacts developed by the contractor itself, trade publications and similar sources to develop a base from which the contractor might reasonably be expected to draw minority business enterprises. The plan shall indicate what sources were consulted and whether the enterprise was ready and able to perform the required work or supply necessary materials [Sec. 46a-68j-28(2)].

---

#### **INSTRUCTIONS:**

**PART A:** List all the sources used by the company to find S/M/W/DisBE subcontractors and/or vendors for this project only. Please note, the sources you list should be included on your list of resources provided in response to Section 9, #7.

**PART B:** List every S/M/W/DisBE subcontractors and/or vendors your company solicited to bid on this contract. Please indicate whether the listed subcontractors and/or vendors are a current DAS certified S/M/W/DisBE.

Ex:	ABC Construction	SBE
	XYZ Material Suppliers	WBE
	123 Electrical	MBE
	Best Floor Co.	DisBE

**PART C:** Indicate what became of the S/M/W/DisBE subcontractors and/or vendors you listed in Part B during the bidding process.

Ex:	ABC Construction	no bid received
	XYZ Material Suppliers	scheduling conflict
	123 Electrical	awarded subcontract
	Best Floor Co.	awarded subcontract

## SECTION 12

### Minority Business Enterprise Goals and Timetables.

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-28(3)

Based upon the availability of minority business enterprises calculated in Sec 46a-68j-28(2), the contractor shall set goals for awarding all or a reasonable portion of the contract to qualified minority business enterprises. The Plan shall detail what steps it took to make such opportunities available (Sec. 46a-68j28(3)).

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#### **INSTRUCTIONS:**

On Attachment III (A):

- In the first column, provide a the name of the MBE, WBE or DisBE subcontractor/vendor you will use on this project.
- In the second column, provide the subcontractor /vendor's entire physical address.
- In the third column, identify if they are MBE, WBE, or DisBE. **NOTE:** Use WBE for woman-owned and MBE for a business owned by an ethnic minority.
- In the fourth column, provide the expiration date as listed on the subcontractor's/vendor's DAS Certification.
- In the fifth column, provide the dollar amount of the MBE's, WBE's and DisBE's subcontract on this project.
- Total the contracts in (A) and divide the total by the project value to calculate what percentage of the total project is subcontracted to these minority enterprises.

On Attachment III (B):

- In the first column, provide a list of the SBE subcontractor/vendor you will use on this project.
- In the second column, provide the subcontractor /vendor's entire physical address.
- In the third column, identify the subcontractor /vendor's SBE status.
- In the fourth column, provide the expiration date as listed on the subcontractor's/vendor's DAS Certification.
- In the fifth column, provide the dollar amount of the SBE's subcontract on this project.
- Total the contracts in (A) and divide the total by the project value to calculate what percentage of the total project is subcontracted to these small business enterprises.

**NOTE:** A current copy of the DAS certificate must be attached to this section for each subcontractor/vendor listed on Attachment III. ***Without a copy of the subcontractor/vendor's current DAS certification the value of the contract will not be taken into account for the determination of whether your company has met its set-aside goals.***

**For projects with the Connecticut Department of Public Works (DPW), the general contractor cannot utilize its DAS Certification for the purpose of satisfying the set-aside goals.**

**Attachment III**  
**Small Contractor and Minority Business Enterprise Goals and/or**  
**“Good Faith Effort” Contractor Participation**

Total Project Value is \$ \_\_\_\_\_. Project has SBE requirement of \_\_\_\_\_ %, which include MBE requirement of \_\_\_\_\_%; OR, Project requires only “good faith effort” for MBE contractors \_\_\_\_\_.

A. Please identify MBE/WBE/DisBE subcontractors who will participate on the project.

Company Name	Address	DAS Certification Type (MBE/WBE/DisBE)	DAS Certification Expiration Date	Contract Value
				= _____ % of Project Value

B. Please identify SBE contractors who will participate on the project.

Company Name	Address	DAS Certification Type (SBE)	DAS Certification Expiration Date	Contract Value
				= _____ % of Project Value
Total SBE/MBE/WBE/DisBE contract value =				= _____ % of Project Value

*Please use additional sheets if necessary*

**\*\*\*\* CHRO encourages your company to not just meet its set-aside goals, but to surpass them in order to ensure project circumstances (i.e. delays, change orders, decrease between estimate amount and contract amount, etc.) does not cause your company to fall below its set-aside goals achieved in its approved Affirmative Action Plan. \*\*\*\***

Attachment IIIa  
**For Design/Build (multi-phase contract) Only**  
 Small Contractor and Minority Business Enterprise Goals and/or  
 “Good Faith Effort” Contractor Participation

Date Submitted: \_\_\_\_\_ Project Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_

Total Project Value is \$ \_\_\_\_\_. Project has SBE requirement of \_\_\_\_\_ %, which includes MBE requirement of \_\_\_\_\_ %; OR, Project requires only “good faith effort” for MBE contractors \_\_\_\_\_.

The head of the company has read this Attachment IIIa and confirms that its information is true and correct to the best of his or her knowledge and belief. The general contractor pledges its best good faith efforts to achieve the set-aside goals outlined in this Attachment IIIa. Furthermore, the general contractor is aware of its continuing obligation to remain vigilant in filing an Attachment IIIa on a **monthly bases**, unless new developments require an additional filing of an amended Attachment IIIa prior to the monthly filing due date.

\_\_\_\_\_  
 Signature of the Head of the Company/Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of the AA/EOE Officer

\_\_\_\_\_  
 Date

A. Please identify MBE/WBE/DISBE subcontractors/vendors who will participate on the project.

Company Name	Address	DAS Certification Type (MBE/WBE/DisBE)	DAS Certification Expiration Date	Contract Value
				= ____ % of Project Value

B. Please identify SBE contractors/vendors who will participate on the project.

Company Name	Address	DAS Certification Type (SBE)	DAS Certification Expiration Date	Contract Value
				= ____ % of Project Value
Total SBE/DisBE/WBE/MBE contract value =				= ____ % of Project Value

*Please use additional sheets if necessary*



**SECTION 13**  
**Minority Business Enterprise Assistance and Innovative Programs**

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Sections 46a-68j-21(17), 46a-68j-21(22), 46a-68j-28(5)

Consistent with Sec. 46a-68j-21(17) and Sec 46a-68j-21(22), the contractor shall develop programs to assist minority business enterprises in entering the economic mainstream. The plan shall detail what programs the contractor has created to accomplish this endeavor [**Sec. 46a-68j-28(5)**].

---

**INSTRUCTIONS:**

Contractors should discuss any actions taken to help small and minority owned businesses. This can be a formal program or it can be an informal policy such as helping MBE and WBE complete paperwork related to state contracts or certification from DAS. Other possibilities include co-signing for rental of equipment for the project or allowing small contractors to order supplies with your discount rate.

## SECTION 14

### Project Reporting and Monitoring Procedures

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-23(6), 46a-68j-23(8), Conn. Gen. Stat. Section 4a60(a)(5), 46a-68e

Each contractor shall file, and shall cause each of his subcontractors to file, with the commission such compliance reports at such times as the commission may direct. Compliance reports shall contain such information as to the practices, policies, programs, and employment policies, employment programs, and employment statistics of the contractor and each subcontractor and be in such form as the commission may prescribe (C.G.S. Sec. 46a-68e).

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#### **INSTRUCTIONS:**

**Contractors should state their intention to file all monthly and quarterly reports as directed by CHRO, as well as state their intention to have their subcontractors and/or vendors do likewise. Furthermore, contractors should affirm in their statement that the original reports will be sent directly to CHRO and copies will be sent to the awarding agency.**

#### **How to Complete the Monthly Utilization Forms.**

Please file all monthly and quarterly reports (Form 257, 257a, 257b, 258a, 258, and 259) for your company and all monthly reports for each set-aside subcontractor/vendor listed in Section 12's Attachment III/IIIa of your approved Affirmative Action Plan.

When work begins on the project site, please promptly advise the HRO Representative managing this project's compliance of the project's start date. All monthly reports (Forms 257, 257a, 258a) are due one (1) month after the project's start date. All quarterly reports (Form 258) are due each quarter (three (3) months) after the project's start date. ***If the duration of the project is twelve months or less, then it is necessary for your company to file Form 258a on a monthly basis and Form 258 on a quarterly basis.*** If you wish to file your monthly and quarterly reports at a more convenient time, please contact the HRO representative managing this project's compliance.

A monthly report must still be filed for subcontractors who did not work during a particular month. In such instances, it is necessary for the subcontractor to check the box at the bottom of the 257, thus indicating that the subcontractor did not perform work on the project for the month specified on the 257. Vendors must complete CHRO Form 259. For the last month the subcontractor/vendor worked on the project, please prominently indicate, "FINAL" on the monthly report.

Upon the submission of the "FINAL" 257s, the *Cumulative Employment Utilization Report (257b)* must be filed. There is no need to file subsequent monthly reports once the "FINAL" monthly report and the *Cumulative Employment Utilization Report (257b)* has been received by CHRO, unless punch list or other events require a subcontractor/vendor to return to the project. In such instances, it is necessary for the company returning to the project to file a Revised "FINAL" 257 **and** a *Revised Cumulative Employment Utilization Report (257b)*.

**NOTE:** All monthly and quarterly reports filed with CHRO must have the original signature and title of the head of the company or its authorized agent on the monthly report. Contractors should use CHRO 257, CHRO 257a, CHRO 257b, CHRO 258, and CHRO 258a, CHRO 259 that are attached. A copy must be sent to the awarding agency and a copy should be kept in your company's internal records.

**Workforce Goals:**

The Company will submit a monthly report to the Contract Awarding Agency and to the Commission on Human Rights and Opportunities on behalf of itself and all subcontractors/vendors who perform work on the project during the given month to report the work hour participation of minority and female workers in each trade category on the project. The report will be submitted on CHRO form 257, 257a, 257b, 258a, 259.

**Small Contractor Set Aside Goals:**

On state contracts that include small contractor set aside goals, pursuant to CONN. GEN. STAT. Section 4a-60g, the Company will submit to the Contract Awarding Agency and to the Commission on Human Rights and Opportunities a quarterly small contractor and minority business enterprise payment status report. The report will be submitted on CHRO form 258.

**Design/Build Projects:**

When projects are design/build (or similar as in multi-phase contracts) where subcontractors are solicited for bids at different stages of the project, Contractors must file Attachment IIIa see Section 12) by week, month, or quarter (as determined by CHRO) listing all S/M/W/DisBEs subcontractors with whom contracts have been signed during that period. These reports must be filed until the Contractor has provided evidence that the set-aside requirements for the project have been met.

**Additional copies of CHRO forms and further instructions can be obtained by logging onto [www.ct.gov/chro](http://www.ct.gov/chro) and clicking on "Forms" and then selecting the required form under the second heading "Form and Reports for Construction Workers."**

Commission on Human Rights and Opportunities Contract Compliance Unit 21 Grand Street Hartford, CT 06106				1. MONTHLY EMPLOYMENT UTILIZATION REPORT <i>(FORM chro cc-257)</i>				PROJECT AREA (MSA): <hr/> 2. EMPLOYERS FEIN NO.				3. PROJECT AAP GOALS MINORITY: _____ FEMALE: _____				4. REPORTING PERIOD FROM: _____ TO: _____					
PROJECT NAME: CONTRACT NUMBER:						NAME AND LOCATION OF CONTRACTOR (submitting report):						STATE AWARDING AGENCY:									
5.  CONSTRUCTION TRADE (please identify)		6. WORK HOURS OF TRADE WORKERS EMPLOYED ON PROJECT												9.  TOTAL NUMBER OF EMPLOYEES		10.  TOTAL NUMBER OF MINORITY EMPLOYEES					
		CLASSIFICATION		6a.		6b.		6c.		6d.		6e.						7.		8.	
				TOTAL HOURS BY TRADE		BLACK (Not of Hispanic Origin)		HISPANIC		ASIAN OR PACIFIC ISLANDERS		AMERICAN INDIAN OR ALASKAN NATIVE						MINORITY PERCENT		FEMALE PERCENT	
				M	F	M	F	M	F	M	F	M	F			M	F			M	F
		Journey Worker																			
		Apprentice																			
		Trainee																			
		SUB-TOTAL																			
		Journey Worker																			
		Apprentice																			
		Trainee																			
		SUB-TOTAL																			
		Journey Worker																			
		Apprentice																			
		Trainee																			
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		Trainee																			
		SUB-TOTAL																			
		Journey Worker																			
		Apprentice																			
		Trainee																			
		SUB-TOTAL																			
		TOTAL JOURNEY WORKERS																			
		TOTAL APPRENTICES																			
		TOTAL TRAINEES																			
		GRAND TOTAL																			
11. COMPANY OFFICIALS SIGNATURE , PRINTED NAME AND PRINTED TITLE						12. TELEPHONE NUMBER (Including area code)						13. DATE SIGNED				PAGE  _____ OF _____					
<input type="checkbox"/> Did not perform work on this project for this month (Please place an "X" in the box if your company did not perform work on this project for this month only.)																					

Form CHRO 257

Commission on Human Rights and Opportunities Contract Compliance Unit 21 Grand Street Hartford, CT 06106				1. MONTHLY EMPLOYMENT UTILIZATION REPORT <b>(FORM chro cc-257A)</b>				PROJECT AREA (MSA): _____ 2. EMPLOYER FEIN NO. _____				3. PROJECT AAP GOALS MINORITY: _____ FEMALE: _____				4. REPORTING PERIOD FROM: _____ TO: _____			
PROJECT NAME: CONTRACT NUMBER:						NAME AND LOCATION OF CONTRACTOR (submitting report):						STATE AWARDING AGENCY:							
5. ON SITE PERSONNEL (OTHER THAN TRADE WORKERS) <i>(please identify          specific job title)</i>		6. WORK HOURS OF WORKERS <i>(OTHER THAN TRADE WORKERS)</i> EMPLOYED ON PROJECT										9. TOTAL NUMBER OF EMPLOYEES M      F		10. TOTAL NUMBER OF MINORITY EMPLOYEES M      F					
		6a. TOTAL HOURS BY TRADE M      F		6b. BLACK (Not of Hispanic Origin) M      F		6c. HISPANIC M      F		6d. ASIAN OR PACIFIC ISLANDERS M      F		6e. AMERICAN INDIAN OR ALASKAN NATIVE M      F						7. MINORITY PERCENT		8. FEMALE PERCENT	
GRAND TOTAL WORKERS																			
11. COMPANY OFFICIALS SIGNATURE , PRINTED NAME AND PRINTED TITLE						12. TELEPHONE NUMBER (Including area code)						13. DATE SIGNED				PAGE _____ OF _____			
<input type="checkbox"/> <b>Did not perform work on this project for this month (Please place an "X" in the box if your company did not perform work on this project for this month only.)</b>																			

Form CHRO 257a

Commission on Human Rights and Opportunities Contract Compliance Unit 21 Grand Street Hartford, CT 06106				1. <b>CUMULATIVE EMPLOYMENT UTILIZATION REPORT</b> (FORM chro cc-257b)				PROJECT AREA (MSA): _____ 2. EMPLOYERS FEIN NO.				3. PROJECT PLAN GOALS  MINORITY: _____  FEMALE: _____				4. PROJECT DURATION  START DATE: _____  END DATE : _____			
PROJECT NAME: CONTRACT NUMBER:								NAME AND LOCATION OF CONTRACTOR (submitting report):								STATE AWARDING AGENCY:			
5.  CONSTRUCTION TRADE  (please identify)		CLASSIFICATION		6. CUMULATIVE WORK HOURS OF TRADE WORKERS EMPLOYED ON PROJECT								9.  CUMULATIVE NUMBER OF EMPLOYEES		10.  CUMULATIVE NUMBER OF MINORITY EMPLOYEES					
				6a. CUMULATIVE HOURS BY TRADE		6b. BLACK (Not of Hispanic Origin)		6c. HISPANIC		6d. ASIAN OR PACIFIC ISLANDERS						6e. AMERICAN INDIAN OR ALASKAN NATIVE		7. CUMULATIVE MINORITY PERCENT	
				M	F	M	F	M	F	M	F	M	F						
Journey Worker Apprentice Trainee CUMULATIVE TOTAL																			
Journey Worker Apprentice Trainee CUMULATIVE TOTAL																			
Journey Worker Apprentice Trainee CUMULATIVE TOTAL																			
Journey Worker Apprentice Trainee CUMULATIVE TOTAL																			
Journey Worker Apprentice Trainee CUMULATIVE TOTAL																			
CUMULATIVE TOTAL JOURNEY WORKERS																			
CUMULATIVE TOTAL APPRENTICES																			
CUMULATIVE TOTAL TRAINEES																			
CUMULATIVE GRAND TOTAL																			
11. COMPANY OFFICIALS SIGNATURE , PRINTED NAME AND PRINTED TITLE								12. TELEPHONE NUMBER (Including area code)				13. DATE SIGNED				PAGE ____ OF ____			

**\*\* NOTE:** The purpose of this report is to be a **CUMULATIVE** Employment Utilization Report (257b); cumulative meaning the total sum of all the 257s filed by your company throughout the duration of this project. Please submit this *Cumulative Employment Utilization Report* (257b) with your *FINAL* 257 filing. If punch list items or other events require your company to return to the project after such filings, then please submit a *Revised 257b* with your *Revised FINAL* 257.

**MONTHLY SMALL CONTRACTOR AND  
MINORITY BUSINESS ENTERPRISE  
PAYMENT STATUS REPORT**

Month Ending \_\_\_\_\_

- 1) General Contractor Name
- 2) State Contract Number
- 3) State Contract Award Agency
- 4) Project Name                      5) Estimated Completion Date \_\_\_\_\_
- 6) Project Value                      7) Percent Completed to Date \_\_\_\_\_  
(Include all change orders)
- 8) Listing of all small contractors and minority business enterprise contractors on the project to comply with contractual small business set aside provisions:

Company Name	Total Contract Amount (Indicate & Include all change orders)	Total Payment this Month	Total Payment to Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Date of Report

\_\_\_\_\_  
Printed Name and Printed Title of Person Signing

Copy: 1) Contract Awarding Agency  
2) Commission on Human Rights & Opportunities, 21 Grand Street, Hartford, CT 06106

Form CHRO 258a (for projects less than 12 months or as directed by CHRO).

QUARTERLY SMALL CONTRACTOR AND  
MINORITY BUSINESS ENTERPRISE  
PAYMENT STATUS REPORT

Quarter Ending \_\_\_\_\_

- 1) General Contractor Name
- 2) State Contract Number
- 3) State Contract Award Agency
- 4) Project Name                      5) Estimated Completion Date \_\_\_\_\_
- 6) Project Value                      7) Percent Completed to Date \_\_\_\_\_  
(Include all change orders)
- 8) Listing of all small contractors and minority business enterprise contractors on the project to comply with contractual small business set aside provisions:

Company Name	Total Contract Amount (Indicate & Include all change orders)	Total Payment this Quarter	Total Payment to Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Date of Report

\_\_\_\_\_  
Printed Name and Printed Title of Person Signing

Copy: 1) Contract Awarding Agency  
2) Commission on Human Rights & Opportunities:  
21 Grand Street, Hartford, CT 06106

Form CHRO 258



**MONTHLY MATERIALS CONSUMPTION REPORT**  
**(CHRO FORM-259)**

<p>The State of Connecticut Commission on Human Rights and Opportunities Affirmative Action/Contract Compliance Unit Central Office 21 Grand Street, 4<sup>th</sup> FL Hartford, CT 06106</p>	<p><b><u>MONTHLY MATERIALS CONSUMPTION REPORT</u></b>  <b>(CHRO FORM-259)*</b></p> <p>* TO BE FILLED OUT BY SBE/MBE/WBE/DIS CONTRACTORS/VENDORS WHOSE SOLE ROLE IN THE CONTRACT DESCRIBED BELOW IS THAT OF A "SUPPLIER OF MATERIALS."</p>
<p>NAME AND ADDRESS OF SBE/MBE/WBE/DIS CONTRACTOR/VENDOR (submitting report):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>STATE CONTRACT NUMBER: _____</p> <p>PROJECT NAME: _____</p> <p>STATE AWARDING AGENCY _____</p> <p>REPORTING PERIOD FROM: _____ TO: _____</p>
<p>The SBE/MBE/WBE/DIS Contractor / Vendor, submitting this report, <b><u>DID SUPPLY MATERIALS</u></b> to the General Contractor, or its Subcontractors, for the monthly reporting period listed above and for use in the aforesaid contract.</p> <p>I Agree: _____ Signature of President/C.E.O. of Company</p> <p>Date: _____</p> <p>Printed Name: _____</p> <p>Printed Title: _____</p>	<p>The SBE/MBE/WBE/DIS Contractor / Vendor, submitting this report, <b><u>DID NOT SUPPLY</u></b> <b><u>MATERIALS</u></b> to the General Contractor or its Subcontractors, for the monthly reporting period listed above and for use in the aforesaid contract.</p> <p>I Agree: _____ Signature of President/C.E.O. of Company</p> <p>Date: _____</p> <p>Printed Name: _____</p> <p>Printed Title: _____</p>

**SECTION 15**  
**Concluding Statement**

Point of Statutory and/or Regulatory Reference: Contract Compliance Regulations Section 46a-68j-27(10)

Affirmative action plans shall contain a concluding provision signed and dated by the contractor stating that the contractor:

- A) has read the plan and that the contents of the plan are true and correct to the best of his or her knowledge and belief;
  - B) pledges his or her best good faith efforts to achieve the objectives of the plan within established timetables.
- 

**INSTRUCTIONS:**

**The *Concluding Statement* must be signed and dated by the head of the company and by the AA/EOE Officer. The signatures must be original and the dates must be current.**

**SAMPLE**

**CONCLUDING STATEMENT**

I have read and pledge my full support to all sections of this Affirmative Action Plan. The Plan, and the commitments therein, are true and correct to the best of my knowledge and I pledge my “best good faith efforts” to achieve the objectives of the Plan within the established time frames.

The implementation of the goals in this Plan will be evidence that XYZ Company is willing to cooperate with the Commission on Human Rights and Opportunities in its effort to promote Equal Opportunity Employment and affirmative action in the State of Connecticut. I will continue my commitment and total support to the principles of a strong Affirmative Action Plan for this Company.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name and Printed Title of Person Signing Above

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name and Printed Title of Person Signing Above