



# Equal Employment Opportunity (EEO) Documentation Form



SRF Project Number \_\_\_\_\_

Project Name \_\_\_\_\_ Division \_\_\_\_\_

Project Sponsor \_\_\_\_\_

*This form is required of Prime Contractors and any Subcontractors with subcontracts valued at \$10,000 or greater for SRF equivalency projects only.*

1. Proposed Prime Contractor or Subcontractor: \_\_\_\_\_

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

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

2. Fill out and attach "Certification by Proposed Prime or Subcontractor Regarding Equal Employment Opportunity" (DHEC Form 3592). \_\_\_\_ Attached

3. Attach a copy of the Employer Information Report EEO-1 (also known as Standard Form 100) if the firm meets the criteria outlined on page 3. \_\_\_\_ Attached, **or** \_\_\_\_ N/A (Check N/A if the firm does not meet the EEO-1 Report criteria.)

4.a. Name of company official responsible for EEO: \_\_\_\_\_

b. Attach a copy of the contractor's Affirmative Action Plan. \_\_\_\_ Plan attached, **or** \_\_\_\_ Letter attached stating subcontractor will be using the prime's Affirmative Action Plan

5.a. List current construction contracts, with dollar amount: (Attach a separate sheet if needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. List contracting federal agencies, if applicable:

\_\_\_\_\_  
\_\_\_\_\_

6. Detail the sex and race/ethnic composition of the company's workforce, temporary and permanent, by job category. List statistics by percent or number.

Job Category	Male	Female	African American	Asian	Hispanic	Native American	White

Number of Disabled: \_\_\_\_\_

7. Check applicable employment sources:

- |  |   |
|--|---|
| <input type="checkbox"/> Newspaper Advertisement | <input type="checkbox"/> Trade Schools      |
| <input type="checkbox"/> Job Service             | <input type="checkbox"/> Trade Associations |
| <input type="checkbox"/> Walk-In Applications    | <input type="checkbox"/> Other: _____       |
| <input type="checkbox"/> Employee Referrals      |   |

8. List anticipated employment needs for this project, indicating percentage or number of female/minority participation in each trade:

Trade	Female	African American	Asian	Hispanic	Native American

OR

Check here if you plan to only use your existing workforce.

9. **Prime Contractors Only:** Fill out and attach "Prime Contractor's Subagreement Certification" (DHEC Form 3591).  Attached

10. Contract Price: \$ \_\_\_\_\_

11. Duration of Contract: \_\_\_\_\_

12. **All Prime Contractors and Subcontractors** when the subcontract equals or exceeds \$25,000: Fill out and attach "Certification Regarding Debarment, Suspension and Other Responsibility Matters" (DHEC Form 3590).  Attached, or  NA (Subcontract is < \$25,000)

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Printed Name and Title of Authorized Official

\_\_\_\_\_  
Date

Submit by email to DHEC project manager or by mail to:  
State Revolving Fund Division, S.C. DHEC, 2600 Bull Street, Columbia, SC 29201

## Instructions – DHEC 2323

**PURPOSE:** The *EEO Documentation Form* is used to document compliance with Equal Employment Opportunity (EEO) requirements, which prohibit discrimination in employment practices on the basis of race, color, religion, national origin, sex, age or handicap. The affirmative action program is designed to enhance hiring, training, and promotion opportunities for minorities and women and is governed by Executive Order 11246. EEO compliance applies to State Revolving Fund (SRF) projects designated as equivalency projects.

**INSTRUCTIONS:** This form must be completed by each prime contractor and any subcontractor whose contract amount exceeds \$10,000 for SRF equivalency projects only.

Enter the requested project information and answer each question. Submit any requested attachments with this form.

**DHEC REVIEW AND FILING:** The SRF Division will use this form to document prime contractor and subcontractor compliance with the EEO requirements. The form will be kept in the DBE/EEO file for the named project and will be retained for three years following the final SRF disbursement to the project's Sponsor - per Retention Schedule 15795.

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### RE: Employer Information - Report EEO-1

Under the direction of the U.S. Equal Employment Opportunity Commission (EEOC), the Joint Reporting Committee (JRC) is responsible for the full-length, multi-phase processing of employment statistics collected on the Employer Information Report EEO-1. This report, also known as Standard Form 100, details the sex and race/ethnic composition of an employer's work force by job category.

The Employer Information EEO-1 survey is conducted *annually* under the authority of Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972. All employers with 15 or more employees are covered by Public Law 88-352 and are required to keep employment records as specified by Commission regulations. Based on the number of employees and federal contract activities, certain large employers are required to file an EEO-1 Report on an annual basis.

The EEO-1 Report must be filed by:

- (A) All private employers who are: (1) subject to Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972) with 100 or more employees EXCLUDING State and local governments, primary and secondary school systems, institutions of higher education, Indian tribes and tax-exempt private membership clubs other than labor organizations; OR (2) subject to Title VII who have fewer than 100 employees if the company is owned or affiliated with another company, or there is centralized ownership, control or management (such as central control of personnel policies and labor relations) so that the group legally constitutes a single enterprise and the entire enterprise employs a total of 100 or more employees.
- (B) **All federal contractors (private employers)** who: (1) are not exempt as provided for by 41 CFR 60-1.5; (2) have 50 or more employees, **and** (a) are prime contractors or first-tier subcontractors, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; or (b) serve as depository of Government funds in any amount; or (c) is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Notes.

**When filing the EEO-1 Report for the first time,** go to the EEOC website at: <https://www.eeoc.gov/employers/eo-1-survey> and select "First Time Filers". **If you have previously registered,** you should receive a notification letter by mail prior to the survey opening, and will be informed when and how to file your report.