



## West Virginia Division of Highways Contractor's Manpower Utilization Report

This form is to be submitted upon request for all Federal Aid Highway Construction Projects in West Virginia. It is imperative that contractors on these projects make a Good Faith Effort to address underutilization of women and minorities throughout the job classifications.

**E-Mail Completed Form to the WVDOH Civil Rights Compliance Division at [dot.eeo@wv.gov](mailto:dot.eeo@wv.gov)**

Contractor: \_\_\_\_\_ Federal Project Number: \_\_\_\_\_ County: \_\_\_\_\_

Reporting Month:	Total Employees		Mark if applicable No Work Performed This Month: _____ Final: _____						
Job Classifications	Male	Female	Total Minorities	Black/African American	Hispanic	American Indian/ Alaska Native	Asian/Pacific Islander	Trainees	Apprentices
Officials/Supervisors/Foremen									
Clerical									
Equipment Operators									
Mechanics									
Truck Drivers									
Ironworkers									
Carpenters									
Cement Masons									
Electricians									
Pipefitters/Plumbers									
Painters									
Piledrivers									
Laborers, Semi-Skilled									
Laborers, Unskilled									

List all new hires for the month by name, last 4 SSN, race, sex, & job classification:

List all women, minorities, trainees, & apprentices by name, last 4 SSN, race, sex, & job classification:

## Instructions for WVDOH Form CRCD-150

The purpose of WVDOH Form CRCD-150 is to randomly monitor the contractor's workforce on a per project basis. This form applies only to Federal-aid projects within the State of West Virginia. Upon request of the WVDOH Civil Rights Compliance Division, all active Federal-aid projects must be reported by submitting Form CRCD-150. Completed forms are to be e-mailed to [dot.eeo@wv.gov](mailto:dot.eeo@wv.gov).

### Instructions

- Employees are not to be double counted.
- If a contractor has multiple contracts and the same employees worked on more than one project in the reporting timeframe, the contractor should submit (in addition to the project report) a summary Form CRCD-150 showing the total number of employees that worked on all Federal-aid projects. This will ensure that the contractor's workforce representation is calculated correctly by the WVDOH Civil Rights Compliance Division.
- If no work was performed during the month on an on-going project, mark the "No Work Performed This Month" option and submit.
- If the project is complete, mark the "Final" option and submit.

### Directions for Completing Employee Data

- **Job Classifications:** The list contains the classifications typically used in highway construction. Only employees that worked at the physical location of the project are to be included. Office staff are not to be included on Form CRCD-150. The Clerical classification will only be counted if the contractor has clerical personnel on the project.
- **Total Employees:** All employees that worked on the project during the reporting period are to be listed in these columns, regardless of racial designation.
- **Total Minorities:** Indicate total number of minority employees within the classification. Total number should include both male and female minorities. **Reminder:** White females are not minorities and are counted for monitoring of the Federal Highway Administration female participation goal of 6.9%. Minority participation goal is based on US Census data for the project location.
- **Racial Designation Columns:** Complete using the racial identification reported by employee.
- **Census Definitions:**
  - **Black/African American:** All persons having origins in any of the Black/African racial groups not of Hispanic origin.
  - **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture/origin, regardless of race.
  - **Native American/Alaska Native:** All persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.
  - **Asian/Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
- **Trainees:** If the contractor has an On-The-Job Training (OJT) requirement on the project, indicate in which classification he/she is being trained. OJT trainees are those individuals enrolled in the WVDOH OJT Program. Enrollees may be, but are not required to be, apprentices.
- **Apprentices:** Indicate by classification the number of apprentices employed on the project. Apprentices are those employees enrolled in a US Department of Labor approved apprenticeship program. **Important:** Trainees are counted either as an OJT trainee or Apprentice, never both.