

**Instructions for Completing an Employment Compliance Report (EEO-13)**  
**Local Hiring Preference Pilot Project**

1. Indicate if the project is a State Project (SP) or State Aid Project (SAP) by selecting the appropriate box.
2. Type the SP or SAP number of the project.
3. Contractor Name: name of the company submitting the form.
4. Select prime contractor or subcontractor for the company submitting the form.
5. Address, City, State and Zip Code: address of the company submitting the form.
6. Federal Tax ID: the federal tax ID of the company submitting the form.
7. Contract Dollar Amount: contract dollar amount of the company submitting the form.
8. City or County: location of the project.
9. Reporting period: submitted monthly, ***except for the month of July when the form should be submitted weekly.***
10. Percent Complete: the estimated percentage of work completed from the start of the project through this reporting period.
11. Employment Data: information will coincide with your employment records. All professional, supervisory and managerial hours actually worked on the project site must be included, whether or not they appear on the certified payroll.
  - Name: must be listed Last Name, First Name, and Middle Initial.
  - Social Security Number: include full social security number with no dashes. This information is required to input the employee into the database.
  - New Hire: from the dropdown select Yes or No. A “New Hire” is an employee who has not worked for the company in any capacity or on any other project within the current calendar year.
  - Ethnicity: from the dropdown select Black, Hispanic, American Indian/Alaskan Native, Asian/Pacific Islander, or White.
  - Gender: from the dropdown select Male or Female.
  - Trade/Foreman, Supervisors, Managers: list the specific trade that applies to the employee.
  - Local Hiring Preference:
    - B-VET/UNEMPLY
    - C-VET/POV
    - POV
    - UNEMPLY
    - VET
  - Level:
    - Apprentice
    - Journey
    - MnDOT Trainee
  - Hours Worked for This Period: all hours worked by the individual, for each trade, during the reporting period.
12. Prepared by: the contractor’s EEO officer or designated representative.
13. Reviewed by: the County Representative monitoring the project.

If you have questions about filling out this form, contact the Office of Civil Rights at (651) 366-3073.