

**Minority and Women-Owned Business Enterprises (M/WBE)
/Equal Employment Opportunity (EEO)**

Pursuant to Article 15-A of the Executive Law, and any applicable regulations promulgated there under, applicants for state assistance programs must implement a comprehensive Minority and Women-Owned Business Enterprises-Equal Employment Opportunity (M/WBE-EEO) program when the requested assistance amount equals or exceeds \$25,000 for equipment, services and supplies; or if the requested assistance amount equals or exceeds \$100,000 for the acquisition, construction, major repair or renovation of real property.

Additionally, applicants will ensure to the fullest extent possible that the Affirmative Action and EEO requirements of Title VI of the Civil Rights Act of 1964 and any applicable federal rules and regulations are applied to federal funds for prime contracts or subcontracts for construction, equipment, supplies and services. The M/WBE-EEO goals are required to be placed on the entire project cost, not only on the State/Federal assistance being provided. All contracts that are funded with Federal monies are required to have M/WBE-EEO goals regardless of the expected value.

A list of Certified M/WBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <http://205.232.252.35/>.

The following M/WBE-EEO “Fair Share” goals have been established as follows:

Minority Business Enterprise (MBE) Participation Goals

<u>Location/Commodity Group</u>	<u>MBE Goals</u>
New York City Region (DEC Regions 1 & 2)	
Construction/Engineering	21.5%
Commodities	18.8%
Services/Technologies	18.8%
Upstate Region (DEC Regions 3-9)	
Construction/Engineering	6.0%
Commodities	8.8%
Service/Technologies	8.8%

Women’s Business Enterprise (WBE) Participation Goals

<u>Location/Commodity Group</u>	<u>WBE Goals</u>
New York City Region (DEC Regions 1 & 2)	
Construction/Engineering	13.7%
Commodities	20.5%
Services/Technologies	20.5%

Upstate Region (DEC Region 3-9)	
Construction/Engineering	6.0%
Commodities	8.8%
Services/Technologies	8.8%

Equal Employment Opportunity (EEO) Participation Goals

EEO Minority Workforce Participation Goals

(DEC Regions 1- 9) 10%

EEO Female Workforce Participation Goals

(DEC Regions 1-9) 10%

Affirmative Action Representative

The local government is responsible for administering a comprehensive M/WBE-EEO program and must designate someone to serve as the Affirmative Action (A.A.) representative. The governing body should make the designation through resolution or other official means.

Project Description

The program applicant is to identify the nature of work involved in the project funded by the state assistance contract. A brief description of the component parts of the project to be funded will satisfy this element of the project workplan. It is important that the Engineering/Construction components be included in the project description.

Contact Person

Juan Abadia
Affirmative Action Administrator 3
NYS Department of Environmental Conservation
Bureau of Affirmative Action and Minority/Women’s Business Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Phone: (518) 402-9311
Fax: (518) 402-9023

**MINORITY AND WOMEN'S BUSINESS-EQUAL EMPLOYMENT
OPPORTUNITY PROGRAM WORKPLAN**

Policy Statement

The _____ commits to carrying out the intent of the New York State
(Name of Recipient)

Executive Law, Article 15-A which assures the meaningful participation of minority and women's business enterprises in contracting and the meaningful participation of minorities and women in the workforce on activities financed by public funds.

Minority Business Officer

_____ is designated as the Minority Business Enterprise Officer
(Name of Designated Officer)

responsible for administering the Minority and Women's Business-Equal Employment Opportunity (M/WBE-EEO) program.

M/WBE Contract Goals

_____ % Minority Business Enterprise Participation

_____ % Women's Business Enterprise Participation

EEO Contract Goals

10% Minority Labor Force Participation

10% Female Labor Force Participation

(Authorized Representative)

Title: _____

Date: _____

**MBE/WBE-EEO WORKPLAN
NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION**

Municipality/or Contractor		Project Number	
Address		City	Zip Code
Authorized Representative		Authorized Signature	
Address	City	Zip Code	Phone No.
Minority Business Enterprise Officer			Fax No.
Project Description (list separate contracts & estimates)			
Contract No(s).	Description	Estimate	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

PROJECTED EEO AND M/WBE CONTRACT SUMMARY

	%	Amount		%	No./Employees
1. Total Project Dollar Value			5. Total Employees		
2. MBE Project Goal			6. Total Minority Employees/Goal		
3. WBE Project Goal			7. Total Female Employees/Goal		
4. M/WBE Totals Combined			8. EEO Total Combined		

OFFICE OF MINORITY & WOMEN'S BUSINESS PROGRAMS USE ONLY

Proposed Goals		Date Approved	Date Disapproved	Initials
MBE (%)	EEO-Minorities (%)			
WBE (%)	EEO-Women (%)			

Number/Types of Contracts	Contract Breakdown	Amount

SAMPLE

Number/Types of contracts	Contract Breakdown	Amount
<u>General Construction.</u> (Contract No. 1)	Paving Demolition Paining Masonry Miscellaneous Metals Glazing Excavation and Backfill Fencing Concrete Finishing Reinforcing Steel Roofing Waterproofing	\$150,000 30,000 200,000 260,000 50,000 3,000 210,000 12,000 20,000 240,000 658,000 30,000 <hr/> \$1,273,000
<u>Electrical</u> (Contract No. 2)	Underground Duct Banks Equipment Supply Lightening Protection	110,000 260,000 20,000 <hr/> 390,000
<u>H.V.A.C.</u> (Contract No. 3)	Electrical Wiring Ductwork Controls Equipment Supply	10,000 45,000 25,000 60,000 <hr/> 140,000
<u>Plumbing</u> (Contract No. 4)	Underground Piping Equipment Supply	20,000 25,000 <hr/> 45,000
<u>Sewer Rehabilitation</u> (Contract No. 5)	Cleaning & TV Inspection Joint Testing & Sealing Chemical Root Treatment Manhole Rehabilitation Excavation & Backfill Pavement Replacement Material Supply	35,000 45,000 4,000 8,000 6,000 12,000 5,000 <hr/> 115,000
<u>Sewer Rehabilitation</u> (Contract No. 6)	Cleaning & TV Inspection Joint Testing & Sealing Chemical Root Treatment Manhole Rehabilitation Excavation & Backfill Pavement Replacement Material Supply	58,000 126,000 3,000 15,000 3,000 2,800 1,000 <hr/> 208,800
	Total	\$2,171,000