

CITY OF NEW HAVEN

COMMISSION ON EQUAL OPPORTUNITIES



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July 1st, 2024

Notification of the City of New Haven EEOC Fees.

Dear Contractors,

In accordance with our City Charter, per the approved BOA budget for the Fiscal Year 2024-2025 and adopted by Mayor Elicker, we are pleased to inform you of the new fees associated with the Commission's Prevailing & Living Wage EEOC packages process. These packages are required by law to be submitted before any work can be conducted on projects within New Haven. The fees will be applied to all developers, prime contractors, subcontractors, and tier-sub working on City projects beginning July 1, 2024.

As of July 1, 2024, the following fees will be applicable for the submission of EEOC Packages:

Contract Amount:		Fee Amount:
All Contracts \$1	To \$10,000.00	\$100.00
All Contracts \$10,001	To \$50,000.00	\$250.00
All Contracts \$50,001	To \$100,000.00	\$500.00
All Contracts \$100,001	To \$300,000.00	\$750.00
All Contracts \$300,001	To \$500,000.00	\$1,000.00
All Contracts \$500,001	To \$1,000,000.00	\$1,500.00
All Contracts \$1,000,001	To \$3,000,000.00	\$2,500.00
All Contracts \$3,000,001	To \$ 5,000,000.00	\$3,000.00
All Contracts \$5,000,001	To \$10,000,000.00	\$3,500.00
All Contracts \$10,000,001	And over	\$4,000.00

Section 12 ½-5 Powers and duties.

The Commission shall have the power and duty:

(L) Upon the approval of the mayor and the board of aldermen, to accept outside funds, gifts, or bequests, public or private, to help finance its activities under this chapter.

(M) To recommend to the mayor and the board of aldermen legislation or policies which will aid in carrying out the purposes and provisions of this chapter.

Section 12 ½-6 (1) (q) Procedures

(Q) The Commission shall adopt rules and regulations governing its process for receiving and acting upon complaints. Such rules and regulations shall be reviewed biennially by the commission, and such rules and regulations shall be subject to the approval of the board of aldermen.

Section 12 ½-26. Pre-Award Conference

- (A) Following receipt and review of the employment information (EEOC Packet) required by the contract compliance division and prior to award of a contract, the successful bidder (General Contractor) and all contractors/subcontractors shall be required to attend a pre-award conference.

Please note these fees are **non-refundable**. A check must be made out to the **City of New Haven Treasurer's Office** and paid within seven (7) business days of the in-person/Zoom pre-award scheduled meeting; this includes DocuSign. **Credit Card submissions are NOT available at this time**; only business checks, cashier checks, and personal checks are accepted. Please mail the check to the ***Commission on Equal Opportunities, 200 Orange Street, 2nd floor, room 203, New Haven CT 06510.***

The City of New Haven determines the fee structure, **which is non-negotiable**. The City Treasurer's Office works in conjunction with the accounting division of the Department of Finance and the Office of Management and Budget to ensure the accuracy of deposits and accounting on the city ledger.

We understand that completing the EEOC package and scheduling the Pre-Award Meeting is crucial to contractor operations, and we are committed to facilitating this process. To ensure a smooth process, we recommend that you:

- Review the updated fee schedule in detail.
- Prepare the necessary documentation in advance as required.
- Submit the EEOC package.

Should you have any questions or require further clarification regarding the new EEOC fee structure, please do not hesitate to contact our office at 203-946-6112. Our team is here to assist you in any way possible.

Thank you for your attention to this matter and your continued cooperation.

Sincerely,

Maurice Ramos

Contract Compliance Director

cc: Nichole Jefferson, Executive Director
Lisa M. Wilson, Regulatory Compliance Coordinator
John Hayward, CEO Inspector
Melissa Cotton, Administrative Assistant
File