



## Division of Labor Services

### FREQUENTLY ASKED QUESTIONS

#### General

**Q. My approval status is expiring; can I submit an employment report directly to DLS for recertification?**

A. No. You must submit your employment report with all supporting documentation to the City agency where you are bidding for the contract. Only participants of the Industrial and Commercial Abatement Program (ICAP) can submit employment reports directly to DLS.

**Q. My company has a valid Certificate of Approval and I was just awarded another contract; can I use this approval for the new contract?**

A. Although you have a valid approval you must submit a copy of the Certificate of Approval and the following sections of the employment report:

- General Information
- Part I – Contractor and Subcontractor Information
- Part II, Form B – Projected Workforce (Construction contractors only)
- Signature Page

#### Supply & Service

**Q: I am a prime contractor with less than 50 employees; do my subcontractors have to fill out an employment report?**

- If the value of the subcontract is in excess of \$100,000 and the subcontractor has more than 50 employees, they must fill out an employment report. However, if the value of the subcontract is in excess of \$100,000 and the subcontractor has less than 50 employees, then they must fill out a “Less than 50” certificate.
- **Where can I find my industry code?**
- A list of the [industry codes](#) can be accessed through the website.

#### Industrial and Commercial Abatement Program (ICAP)

**Q. I am a developer without a construction workforce applying for ICAP benefits; do I have to fill out an employment report?**

A. Yes. In order for you to receive the tax benefits, you must provide documentation that you are an Equal Employment Opportunity (EEO) employer pursuant to the rules of the ICAP.

**Q. I am a tenant in a building that qualifies for ICAP and am planning to apply for tax benefits; do I have to file an employment report?**

A. Yes. In order for you to receive tax benefits on the construction work you perform on the property, you must provide documentation that you are an EEO employer pursuant to the rules of the ICAP.