

# Revise your plan and resubmit

1. If you receive a notification to revise your Committed Project Workforce Form, login to the [Project Workforce System](#).
2. Click **Project** title name.

**HENNEPIN COUNTY MINNESOTA** Home Contractor List Help document Sign Off Zachary Popehn

**Committed Project Workforce - Contractor Portal**  
Projects for: *Popehn Construction*

Filter on project name \_\_\_\_\_ Filter on status  Active  Completed

Proj Nbr	Project ↑	PDF	Female	BIPOC	Total	% Female	Female Goal	% BIPOC	BIPOC Goal	WEP hours	DOCCR hours	Contractors Submitted
9718	Clomon Estate Renovations		2	3	4	60	21	80	32	60	0	4 2
01James Bedroom Complete	James Bedroom Complete		3	7	8	18	20	52	32	120	80	6 2
3245	Ken test project		2	2	3	62	20	66	32	45	0	3 1
545454	<b>Linden Hills Library</b>		0	0	1	0	20	0	32	0	0	2 1
8675309	Popehn Test 2		1	2	3	9	20	48	32	0	0	1 1

Items per page: 5 1 - 5 of 7

3. Make the necessary revisions then continue to step 4. To revise your answers to good faith efforts, go directly to step 4.

For help with the following revisions, visit the [help guide page](#):

- Add, edit or delete an employee
- Add a subcontractor - prime
- Delete a subcontractor

4. Click **Submit**.

**HENNEPIN COUNTY MINNESOTA** Home Contractor List Help document Sign Off Zachary Popehn

Linden Hills Library

Female: Participation goal: **20%** Projected participation: **50%**

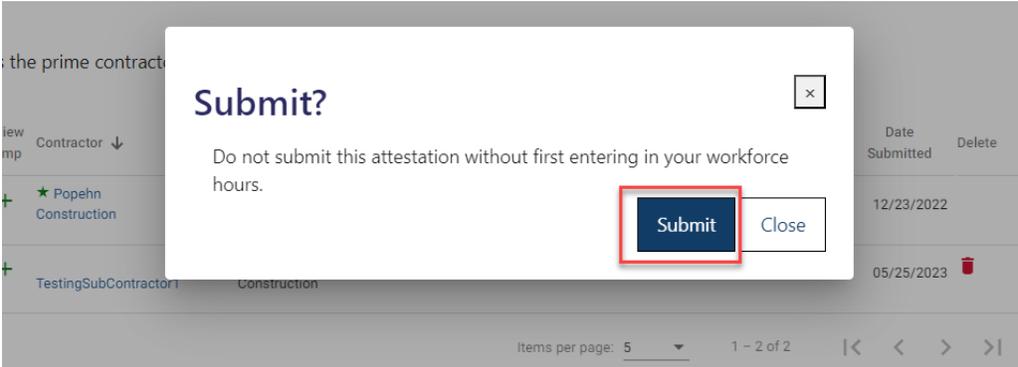
BIPOC: Participation goal: **32** Projected participation: **17**

WEP: Hours goal: DOCCR Productive Day: Hours goal:

Filter on contractor name \_\_\_\_\_ Add Contractor to project **Submit**

★ is the prime contractor

5. Click **Submit** in the pop-up box.



6. Revise the **EEO Info** section if necessary. Click **Next**.

**Generate PDF**

EEO Policy Sample affirmative action policy LCP Tracker

1 Fill out the EEO Info 2 Fill out the good faith questions 3 Fill out the attestation 4 Done

Address:  
12345 ABCD ST NE

City:  
Johndoeville

State:  
Minnesota

Zip code:  
54545

Company Phone:  
(242) 424-2424

EEO Coordinator:  
John Doe

EEO Coordinator Phone:  
(255) 353-3535

EEO E-mail:  
Johndoe@yahoo.com

**Next**

7. Make changes to the **good faith questions** section if necessary. Click **Next**.

EEO Policy    Sample affirmative action policy    LCP Tracker

1 Fill out the EEO Info    2 Fill out the good faith questions    3 Fill out the attestation    4 Done

1. Tell us about the racial and gender diversity of your current workforce in the construction trades, including how many employees you have in each of the trades in your permanent team.

Type your comment here (1000 characters max)

0/1000

2. What specific strategies are you using to retain women, people of color, and indigenous people in the trades? Provide examples like skill enhancement, promotions, mentoring and similar efforts:

Type your comment here (1000 characters max)

0/1000

3. Provide examples of how you are addressing workplace culture to ensure a welcoming and respectful environment for women, people of color, and indigenous people. Tell us about your trainings, policies, and procedures related to ending sexual harassment, addressing implicit bias and racial equity, equal employment opportunity, and similar efforts.

Type your comment here (1000 characters max)

0/1000

4. What partnerships have you developed with unions, professional associations, community-based organizations, colleges/vocational programs, and job fairs to identify and sponsor women, people of color and indigenous people into the trades?

Type your comment here (1000 characters max)

0/1000

5.a Provide pertinent language from your subcontractor agreements that address Workforce Goals as a requirement of the contract:

Type your comment here (1000 characters max)

0/1000

5.b Share any related terms detailing how the subcontractors will be held accountable for helping meet the Workforce Goals during the project, such as regular meetings with subcontractors to report workforce goals, resources provided to increase workforce participation, warnings, and terminations of contracts if subcontractors fail to show good faith efforts:

5.b Share any related terms detailing how the subcontractors will be held accountable for helping meet the Workforce Goals during the project, such as regular meetings with subcontractors to report workforce goals, resources provided to increase workforce participation, warnings, and terminations of contracts if subcontractors fail to show good faith efforts:

Type your comment here (1000 characters max)

0/1000

6. Check all the recruitment sources you contacted to recruit workers for this project, notified of the Workforce Goals for women, people of color, and Indigenous people, and sought relevant referrals.

- Recruitment of women, people of color, and Indigenous people (including, but not limited to):**
- Unions
  - Community-based organizations
  - Educational and/or training institutes
  - Workforce centers
  - Job fairs
  - Business-sponsored recruiting events
  - Building trades councils
- Other
- 0/200

7. Check all the organizations, colleges, partnerships, and/or recruitment initiatives you developed to recruit women, people of color, and Indigenous people:

- Construction Training/Recruitment Resources (including, but not limited to):**
- |   |  |
|---|--|
| <p><b>Non-profit organizations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Goodwill/Easter Seals</li> <li><input type="checkbox"/> Merrick Community Services</li> <li><input type="checkbox"/> Summit Academy OIC</li> <li><input type="checkbox"/> Twin Cities Rise</li> </ul> <p><b>Tribal organizations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tribal Employment Rights Offices (TEROs): Red Lake, Bois Forte, White Earth, Mille Lacs and/or Leech Lake Bands of Ojibwe</li> </ul> <p><b>Government</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MN Dept. of Employment &amp; Economic Development (DEED)</li> </ul> | <p><b>Colleges</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dunwoody College of Technology</li> <li><input type="checkbox"/> Hennepin Technical College</li> <li><input type="checkbox"/> North Hennepin Community College</li> <li><input type="checkbox"/> Northland Community and Technical College</li> <li><input type="checkbox"/> Rochester Community and Technical College</li> <li><input type="checkbox"/> St. Paul College</li> <li><input type="checkbox"/> Saint Cloud Technical and Community College</li> </ul> <p>Other Colleges <input type="text" value=""/></p> <p>0/200</p> |
|---|--|

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8. Complete the **attestation** section. Read each item and check the boxes to confirm your agreement. All boxes must be checked to complete your submission.

Fill out the EEO Info   
  Fill out the good faith questions   
  **3 Fill out the attestation**   
  **4 Done**

**\* All of the following boxes must be checked in order to continue**

We will keep a project file containing the items below, to be made available to the county upon request:

- A list of all bids solicited on all tiers of subcontracts; and
- A list and copies of all bids solicited from firms owned by women and people of color; and
- Copies of responses from all companies that declined to bid on subcontracts; and
- Copies of the subcontractor agreements with terms outlining workforce goals as a labor performance item.

We agree to the following regarding our Equal Employment Opportunity (EEO) Policy:

- We will complete and post the EEO Policy at all worksites; and
- We will disseminate our EEO Policy to all tiers of subcontractors; and
- We will discuss the EEO policy with other contractors and subcontractors with whom we anticipate doing business on this project.

We agree to the following regarding our affirmative action policy (AA Policy):

- We have adopted or will adopt an AA Policy that contains the same policies as the county's sample affirmative action policy; and
- We will notify all employees and job applicants of our AA Policy and have a grievance process in place; and
- We will notify all subcontractors and vendors in writing of our AA Policy and require supportive action on their part.

We agree to hold our subcontractors accountable to meet workforce goals on this project by:

- Including workforce goals for this project in our subcontractor agreements as a labor performance item; and
- Having subcontractors provide the estimated hours and percentages of women and people of color to help the prime meet its workforce goals; and
- Holding regular meetings with subcontractors to discuss their contribution to workforce goals and providing them recruitment resources; and
- Ensuring that all subcontractors are discussing and displaying the EEO policy at their worksites.

We agree to the following:

- We conducted or will conduct an annual review/training with construction personnel, including Project Managers, Supervisors, and Forepersons on our EEO and affirmative action obligations; and
- We will keep records of the above, including dates, sign-in lists of attendees, a copy of the agenda, copies of EEO Policy dissemination, and related communications; and
- We will provide monthly reports to the county containing our workforce participation data through LCP Tracker, and will notify it of delays, amendments, change orders, extensions, and/or completion of the project.

9. Read the blue box text and enter your name below.
10. Click **Finish**. If the **Finish** button is grayed out, review the page to make sure all boxes are checked and your name is entered.

We will provide monthly reports to the county containing our workforce participation data through LCP Tracker, and will notify it of delays, amendments, change orders, extensions, and/or completion of the project.

By typing anything in the text box below and clicking the Finish button, you represent that:

- You are authorized on behalf of your company to submit this information
- You agree that you are electronically signing this form
- You understand and agree that your electronic signature is the legal equivalent of a manual signature and that the Hennepin County may rely on it as such in connection with any and all agreements that you may enter into with respect to this form

Type your name below

Enter your name \*

John Doe

**Back** **Finish**

11. You will receive a new email from [hc.mail.service@hennepin.us](mailto:hc.mail.service@hennepin.us) with your revised Committed Project Workforce Form PDF. Resubmit it in the [Contract Compliance System](#) (see guide).