



**CITY OF SAINT PAUL
SUB-CONTRACTOR SECTION 3 ACTION PLAN
MANDATORY SUBMISSION**

Contractors and subcontractors receiving contracts in excess of \$100,000 must complete and submit this Action Plan - failure to do so could result in a finding of non-compliance and may result in penalties or other remedies.

PROJECT NAME: _____ CONTRACT AWARD: _____

SUB-CONTRACTOR NAME: _____

SUB-CONTRACTOR CONTACT: _____
(Company's Section 3 compliance contact)

ADDRESS: _____ TELEPHONE: _____

EMAIL: _____ FAX NUMBER: _____

Contractors and Sub-Contractors receiving contracts in excess of \$100,000 must satisfy the following contracting and hiring/training goals.

- **10%** of total dollar amount of all sub-contracts for building trades work (construction) must be awarded to Section 3 businesses
- **3%** of total dollar amount of all other sub-contracts (professional services and other soft costs) must be awarded to Section 3 businesses
- **30%** of all new hires employed must be Section 3 residents

Part 1. **Contracting Activity.** Provide the following information on this project (if none, enter "0"):

- A. Estimated total dollar amount that Sub-Contractor will award in labor sub-contracts: _____
- B. Est. dollar amount of labor sub-contracts that Sub-Contractor will award to Sec. 3 businesses: _____
- C. Est. total dollar amount that Sub-Contractor will award for professional services (soft costs): _____
- D. Est. dollar amount of professional (soft cost) contracts that Sub-Contractor will award to Sec. 3 businesses: _____
- E. Est. total dollar amount that Sub-Contractor will award to material suppliers: _____

What Section 3 and non-Section 3 sub-contractors have you contacted for this work, what was their response, and who do you expect to utilize? Include type of work and estimated dollar amounts. Attach additional pages if necessary.			
Contractor Name	Response	Type of Work	Est. Dollar Amount

Part 2. **Hiring & Training Activity.** Provide the following information (if none, enter "0"):

- A. Est. number of new job/training opportunities that Sub-Contractor will generate with project: _____
- B. Est. number of new job/training opportunities that Sub-Contractor will fill with Section 3 residents: _____



CITY OF SAINT PAUL
SECTION 3 ACTION PLAN – MANDATORY EFFORTS

Contractors and subcontractors must also engage in and submit documentation of the mandatory efforts listed in Parts 3 and 4. Documentation of mandatory compliance efforts may be submitted after award is made.

Part 3. Mandatory Contracting Efforts

Mandatory Sub-Contractor Efforts: Awarding Contracts
Designate a Section 3 compliance Officer for the project
Obtain a list of certified Section 3 business concerns from the City
Attend all pre-bid and pre-construction conferences to obtain information about Section 3 and its goals
Where appropriate break out contract work items into economically feasible units to facilitate inclusion
Arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of Section 3 business concerns
Provide plans and specifications or information regarding the location of plans and specifications to Section 3 business concerns
Include Section 3 Contract Clauses in all covered contracts and all solicitations for work Solicit at least 3 bids from the City's Section 3 business list for each service that requires subcontracts*
Advertise subcontracting opportunities in at least 2 community newspapers*
Provide bid preference for Section 3 businesses in accordance with the Section 3 regulations*
Document the efforts taken and the impediments encountered in trying to satisfy Section 3 requirements*

*Require submission of documentation

Part 4. Mandatory Hiring/Training Efforts

Mandatory Sub-Contractor Efforts: New Hires/Training Opportunities
Provide list of Gen. Contractors' core workforce (on-site labor and office/administrative personnel)*
Provide contact information for Union Representative or Dispatcher from applicable Union Hall*
Provide notice to the local bargaining unit (Union Halls) of Section 3 hiring obligations*
Submit the Worker Request Form for Union members to the Union and City*
Erect weatherproof signage at the job site that is visible from the street and provides information on job opportunities, including the number and type of positions available, contact information, and instructions on how to apply*
Advertise job openings on Ramsey County Job Connect (www.jobconnect.com)*
Develop and implement efforts to conduct aggressive outreach and notification of opportunities
Document the efforts taken and the impediments encountered in trying to satisfy Section 3 requirements *

*Require submission of documentation



CITY OF SAINT PAUL
SECTION 3 ACTION PLAN – OPTIONAL EFFORTS

The City of Saint Paul encourages Sub-Contractors to be creative and make additional efforts to direct economic opportunities to Section 3 businesses and residents. Parts 5 and 6 provide examples of additional efforts.

Part 5. Optional Contracting Efforts

Optional Sub-Contractor Efforts: Awarding Contracts	Yes/No?
Notify business assistance agencies, minority contractor associations, and community organizations of contracting opportunities and collaborate to identify Section 3 businesses to solicit bids or proposals	
Consider record of Section 3 compliance in determining responsibility of potential contractors	
Provide additional information to Section 3 businesses that have expressed interest in opportunities	
Carry out workshops on contracting procedures and opportunities in a timely manner so that Section 3 businesses can take advantage of opportunities	
Provide information on contracting procedures and opportunities in languages other than English	
Advise Section 3 businesses as to where to find assistance in obtaining bonding, lines of credit, financing, or insurance	
Notify HUD Youthbuild programs of contracting opportunities	
Other (specify):	

Part 6. Optional Hiring/Training Efforts

Optional Sub-Contractor Efforts: New Hires/Training Opportunities	Yes/No?
Conduct job interviews within the neighborhood or service area of the section 3 covered project	
Advertise the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and radio advertising	
Maintain a file of qualified section 3 residents for future employment positions	
Other (specify):	

A Sub-Contractor having completed this questionnaire accurately and in full agrees to meet its obligations to the City of Saint Paul’s Section 3 policies and procedures. You will be required to provide documentation of the above listed efforts to the City of Saint Paul.

Send Action Plan & Documentation of efforts to:
 Dept. of Human Rights & Equal Economic Opportunity – Contract Compliance
 15 W. Kellogg Blvd – 280 City Hall
 Saint Paul, MN 55102
Section3program@stpaul.gov
 Phone: 651-266-8900 Fax: 651-266-8919

Signature of Sub-Contractor Representative

Date



**CITY OF SAINT PAUL
EXISTING CORE WORKFORCE LIST
SECTION 3 COMPLIANCE DOCUMENTATION**

This form must be completed by all contractors and sub-contractors prior to issuance of Notice to Proceed. Please include a certified payroll list with this form. If a certified payroll will be submitted to the City’s Labor Standard Compliance Officer, then you are not required to submit a duplicate certified payroll list.

Company Name: _____

Project: _____ Project No.: _____

Submitted by: _____ Telephone No.: _____

The following is a list of “Core Employees.” These employees, in accordance with the definition of an Existing Core Workforce, have been on the active payroll for fifty (50) out of the last one hundred (100) business days prior to the award. **The Contractor, at any tier, must submit this form prior to commencing work on the project.**

The Contractor shall provide to the Section 3 Administrator or designee proof of their “Core Workforce” upon request. Alternative worksheets may be submitted only if it contains at minimum the same information show below.

Employee Name	SSN (last 4 digits only)	Job Classification	Hire Date	Date Last Employed	Office Use Only

Employee Name	SSN (last 4 digits only)	Job Classification	Hire Date	Date Last Employed	Office Use Only

If you require additional space, please attach sheets with the appropriate information.