



## Best Efforts Plan

Bid Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Project Number: \_\_\_\_\_

Estimated Project Start Date: \_\_\_\_\_

Estimated Project End Date: \_\_\_\_\_

Community Benefits Goal for Project: **15%**

General Contractor Name: \_\_\_\_\_

General Contractor Address: \_\_\_\_\_

Subcontractors on project (attach on separate sheet if necessary):

\_\_\_\_\_

Do HUD Section 3 workforce requirements apply to this project? **Yes No**

Which trades/crafts will be involved in this project? Approximately how many journeypersons and apprentices will work on this project, in total?

Trade/Craft	Number of Journeypersons	Number of Apprentices	Timeline of Work

Do you anticipate hiring additional workers for this project? If so, how many workers do you plan to hire, at what level (apprentice/journey person) and which trade/craft?

Please describe your current process for recruiting and hiring workers, including any partner entities you work with to recruit applicants.

Do you require applicants to have access to their own transportation? **Yes No**

Do you perform a background check on all applicants? **Yes No**

Do you conduct a drug test before an individual may begin work? **Yes No**

Do you offer flexible start times to accommodate working parents? **Yes No**

Please describe your process for certifying which employees are Eligible Workers, and therefore whose work hours will be counted toward the Community Benefits Goal for this project as reported on your monthly reporting form. (**Note:** You may use existing EEO forms or the City of Duluth Community Benefits Self Attestation form for your workers on this project)

Please list, in detail, specific actions your company currently takes, or plans to take, to demonstrate your Best Efforts in working toward achieving the Community Benefits Goal for this project (See attached **Examples of Actions to Demonstrate Best Efforts**).

Please provide the name and contact information of the point person for questions related to Community Benefits.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Submit completed form to [CommunityBenefits@DuluthMN.gov](mailto:CommunityBenefits@DuluthMN.gov)



### **Examples of Actions to Demonstrate Best Efforts**

The actions outlined in the Best Efforts Plan are intended to create a lasting partnership between the City and the Contractor to help Eligible Workers develop life-long careers and increase the community's capacity to provide the appropriate workforce for future projects. The Best Efforts Plan can and should include ongoing efforts and those lasting beyond project completion, and may include but shall not be limited to the following commitments by the Contractor:

- Submit all monthly reports to Community Benefits on time. [CommunityBenefits@DuluthMN.gov](mailto:CommunityBenefits@DuluthMN.gov)
- Engage Subcontractors as partners in implementation of the Contractor's Best Efforts Plan. Collect and aggregate all subcontractor monthly reports and submit summary report to Community Benefits.
- Participate in local job fairs and hiring events, including those at high schools, and those organized by CareerForce and other partner organizations
- Proactively work with CareerForce, Native American tribes, and community organizations to recruit and retain Eligible Workers
- Notify Community Benefits staff when hiring, particularly when hiring new apprentices
- Proactively work with Duluth Workforce Development and its community partners, as well as local unions, to sponsor new Eligible Workers into apprenticeship programs
- Support and actively participate in apprenticeship preparation programs such as Tools of the Trade, as well as other construction career training opportunities
- Actively participate in the Duluth Workforce Development Board's Construction Working Group, which leads a variety of initiatives to expand our region's construction workforce pipeline
- Review application, hiring, and onboarding process to improve accessibility and remove opportunities for implicit bias
- Develop and implement efforts to retain and support advancement of women, people of color, and disadvantaged workers. For example, develop a mentoring program that pairs new hires with more experienced employees
- Develop and implement company policies and processes to facilitate reporting and resolution of discrimination, harassment, or bias complaints.