



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 can be counted toward the Community Benefits Goal for this project. \_\_\_\_\_

---

Please list, in detail, specific actions you currently take, or plan to take, to demonstrate your Best Efforts in working toward achieving the Community Benefits Goal for this project. \_\_\_\_\_

---

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:

- Engage Subcontractors as partners in implementation of the Contractor's Best Efforts Plan
- Participate in local job fairs and hiring events, including those at high schools, those organized by CareerForce and other partner organizations, and those organized by area community and technical colleges
- Proactively work with CareerForce, Native American tribes, and community organizations to recruit and retain Eligible Workers when hiring
- 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.