

INSERT COMPANY LOGO

Equal Employment Opportunity Plan

Preliminary: Yes No

Revision #: ____

Equal Employment Opportunity Plan

Nick Shattuck
Michigan State Housing Development Authority
P.O. Box 30044
Lansing, MI 48909

Date: _____

Re: Equal Employment Opportunity Plan for MSHDA # _____

Project Name: _____

Project Address: _____

Mr. Shattuck:

_____, as General Contractor, hereby submits our Equal Employment Opportunity Plan for the above referenced development. For this plan, our Trade Payment Breakdowns is estimated, and a contract has not been executed between the Owner and Builder: _____.

BASIC PROJECT INFORMATION

Project Summary:

LABOR MARKET

_____ County, Michigan is the construction labor market area from which the primary labor workforce will be solicited. The minorities' percentage is _____ % and the female percentage is _____ %.

EQUAL OPPORTUNITY OFFICER

The following individual(s) has been appointed by our company to act as the company's equal employment opportunity officers: _____, _____, or their designee, has the responsibility of negotiating with all bidders, and has the exclusive authority to execute all subcontracts, purchase orders, and service agreements for this project. They will also be responsible for the implementation and reporting construction information for this project.

Builder's Address: _____

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of our company to comply with the provisions of all federal laws covering equal employment opportunity, discrimination and harassment including but not limited to the Equal Pay Act of 1963, Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246, Age Discrimination in Employment Act of 1967, Title XI of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Titles I and II of the Americans with Disabilities Act of 1990 and Civil Rights Act of 1991. It is the policy of our company to comply with the provisions of all Michigan Laws covering equal employment opportunity, discrimination and harassment including but not limited to the Elliot-Larsen Civil Rights Act (1976) and the Michigan Persons with Disabilities Civil Rights Act of 1976. Our company, as an equal employment opportunity employer, acknowledges its obligation to implement an Equal Employment Opportunity Plan under Section 46 of Act No. 346 of the Public Acts of 1966, as amended (which is the State Housing Development Authority Act.) Our company's EEO Policy is as follows:

Builder: _____ will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, height, weight, disability, arrest record, veteran service, gender identity, sexual orientation, familial status, or marital status. This policy relates to all our company's employment practices including hiring, transfers, promotions, compensation, benefits and training.

REPORTING REQUIREMENTS

Builder: _____ will comply with MSHDA's equal employment opportunity compliance reporting requirements, as implemented by the Authority. Our staff has been trained to prepare, review and process the requisite equal employment opportunity and minority/female utilization documents and complete the General Contractor's Compiled Monthly Workers Utilization Reports.

PREVIOUS EQUAL EMPLOYMENT OPPORTUNITY PLANS (APPENDIX A)

Builder: _____ has operated under MSHDA-approved EEO plans for numerous developments; see **Appendix A** for the achievements for these projects or the results are available on file at MSHDA or the other agencies.

OUR COMPANY'S WORKFORCE (APPENDIX B)

The following is a breakdown of the workforce presently employed by our company:

UTILIZATION OF GOALS — MINORITY AND FEMALE

Contractor: _____ commits our company to provide a total workforce integration of total hours worked of _____ minority and **6.9%** women in skill trades utilized by our company during the construction of this development. Emphasis on achieving the minority and female utilization goals will be stressed in all subcontractor negotiations and stipulated in each subcontract agreement with our company. We also have developed an on-going self-evaluation program for the purpose of complying with the Americans with Disabilities Act of 1990. This program includes regularly, scheduled staff meetings where discussions are held regarding our company's policies and practices; and if needed, suggestions for activities and services. A physical evaluation of our company's office/ground facilities is conducted on a regular basis.

MINORITY & FEMALE WORKFORCE UTILIZATION COMMITMENT FORM (APPENDIX C)

Our company has executed the Minority and Female Workforce Utilization Commitment of the General Contractor (Tab F - EEO-009), which is attached hereto and made a part of this plan.

SUBCONTRACTOR LANGUAGE

Our company will include our Equal Employment Opportunity Plan as an exhibit to all subcontracts with subcontractors. Failure on the part of a subcontractor to implement the Plan requirements will be considered a material breach of the subcontract and may be considered cause for removal from the project. MSHDA's "Employment Practices Provisions" will be incorporated into all subcontractor agreements. In addition, we will include the following language in all subcontract agreements:

"Failure on the part of the subcontractor(s) to (1) implement the Equal Employment Opportunity Plan requirements or (2) to demonstrate a good faith effort to comply with Equal Employment Opportunity Plan requirements will be considered a material breach of this subcontract and this failure may be considered cause for removal from the construction of the development."

TRADESPERSONS (APPENDIX D)

The following is our estimate of the number of workers, trade by trade, that will be required to complete the construction of this development: This total of ____ tradespersons represents an estimated total during the entire construction period and does not reflect the daily totals of individuals on the job site. Our company will perform some or none of the trade line work during the construction period.

PAYROLL AND PROJECT RECORDS REVIEW

Our company agrees to maintain accurate payroll and project records, and with adequate notice, to provide copies of these records to MSHDA at no cost. Our company agrees to inform all subcontractors who have a subcontract on this development that even if this development is not being governed by the Federal Davis-Bacon Act (prevailing wages), at its discretion, MSHDA may exercise its options to review payroll and project records. We will require our subcontractors to maintain accurate payroll and project records, and with adequate notice, to provide copies of these records to MSHDA at no cost.

MINORITY BUSINESS ENTERPRISE GOAL

Our company will use MSHDA's criteria for determining a subcontractor's ability to qualify as a minority owned company. Upon acceptance by our company and approval by MSHDA of MBE status, we commit to subcontracting _____ % of the total project construction contract or \$_____ to minority owned businesses.

(Contract amount minus allowable soft costs * MBE%)

WOMEN OWNED BUSINESS ENTERPRISE GOAL

Our company will use MSHDA's criteria for determining a subcontractor's ability to qualify as a female owned business. Upon acceptance by our company and approval by MSHDA of WBE status, we commit to subcontracting _____ % of the total project construction contract or \$_____ to women owned businesses.

(Contract amount minus allowable soft costs * WBE%)

RESOURCES (APPENDIX E)

It is our intent to work with qualified minority-and-women-owned subcontractors with whom we have had success on other construction developments. In addition, we will work to expand our subcontractor base by soliciting information and assistance from the following organizations:

INCREASE IN MINORITY / FEMALE UTILIZATION

Prior to the start of construction, we will encourage our subcontractors to reach out to the various trade organizations and apprenticeship training facilities applicable to this job and notify them of our need for qualified tradespersons, particularly minorities and females. We will include the EEO policy statement in all the written outreach communications, which we will use in our implementation of the Plan.

SOLICITATION / ACCEPTANCE OF BIDS

For our company to meet our stated MBE and WBE goals, our EEO officer will discuss the equal employment opportunity compliance requirements with all subcontractors and all suppliers to determine if the firm will be able to meet the stated utilization goals. Responsive bids will be reviewed, and our company intends to award subcontracts to the lowest bidder, provided the lowest bidder is qualified to perform to the terms and conditions of the subcontract. It is the procedure of our company to actively seek qualified subcontractors and suppliers and to diligently seek participation of minority, women, and other disadvantaged owned businesses in the bid and construction process. We will work with all qualified contractors, especially with minority or women bidders whose bids are 5% higher - to enable them to bring their bid proposals into line with the general contract. We will maintain a written file of all contacts made and the results of such contracts.

WAGE RIGHTS DATA

Our company will post in an easily accessible, conspicuous location at this development's construction site all signs and wage rights data sheets issued and or required by MSHDA, and all applicable state and federal agencies employment information.

SUMMARY

Builder: _____ through its EEO Officer has carefully reviewed and understands MSHDA's equal employment opportunity requirements as contained in MSHDA's letter requesting submission of an EEO Preliminary Plan, the MSHDA form Construction Contract, and MSHDA's Tab F Certificate. Based on those reviews we have formulated our company's Equal Employment Opportunity Plan. We understand that failure to comply with the stated requirements and/or achieve the project goals incorporated herein may result in debarment from future participation in MSHDA housing financing program.

Respectfully submitted,

Company's EEO Officer: _____ Signature::

Company: _____

Email: _____

Phone: _____

REQUIRED APPENDICES

Please attach the following appendices to this document:

Appendix A: The results of any MSHDA EEO plans in which your company has participated.

Appendix B: Our companies workforce organized by race and gender.

Appendix C: Minority & Female Utilization Commitment of the General Contractor

Appendix D: Our company workforce for this project organized by trade name.

Appendix E. List of organizations and resources that will be employed to meet the EEO goals.

Appendix F: Status of bidding process.

Appendix G: Tentative list of MBE/WBE subcontracts to be awarded with anticipated amounts.

Appendix H: Construction Cost Trade Payments Breakdown