

Explanation of Form

(Part of Wage Decision Packet)

<i>What it is Used For:</i>	This is required to assure that all required Equal Opportunity requirements are explained and all appropriate forms are conveyed to the Contractor and subcontractors.
<i>When it is Used:</i>	During the Pre-construction Conference.
<i>Where it Goes:</i>	To Grantee's Equal Opportunity project file.
<i>Instructions:</i>	<p>Part of the 'wage decision packet' sent by DHCD with the Wage Decision applicable to the activity(s) being contracted. Use the checklist to check off equal opportunity items as they are addressed at the Pre-construction Conference. Have the Contractor and any known subcontractors sign this checklist after completing review of items. Any subcontractors hired subsequent of the Pre-construction Conference must also sign the checklist.</p> <p>See also "Equal Opportunity Requirements," as found in Chapter 8: Federal Labor Standards and Equal Opportunity Requirements.</p>

EQUAL OPPORTUNITY CHECKLIST
(TO BE COMPLETED INITIALLY AT PRE-CONSTRUCTION CONFERENCE)

- ☐ The Prime Contractor and all Sub-contractors have reviewed and understand Equal Opportunity/Section 3 contract provisions.
- ☐ Contractors must inform unions or other source of workers of Equal Opportunity requirements such as:
 - a) Taking applications at jobsite; and
 - b) Advertising in local or appropriate media.
- *☐ Contractors have received DHCD forms "Register of Assigned Employees" and "Register of Contractors, Subcontractors and Suppliers"; and have been instructed to submit initial forms at Start of Construction and every month or part of month during the course of the contract.
- ☐ Contractors know goals for using minority and female workers
- ☐ Contractors are aware that they are obligated to the greatest extent feasible to hire lower income residents of the project_area as workers and trainees and to utilize businesses owned by lower-income residents of the project area.
- ☐ Prime contractor has been given Equal Opportunity poster and will display it in prominent place at jobsite(s).
- *☐ If contractors employ more than 50 persons and a contract amounting to \$50,000 or more, they have submitted the EEO-1 Report, formally known as the "Employer Information Report" to the Joint Reporting Committee, P. O. Box 779, Norfolk, Virginia 23501; 804/461-1213. For more information, see <http://www.eeoc.gov/eo1survey/index.html>.

* Denotes those items which must be submitted by the Contractor.

(Public Body):

Signature

Title

(Prime Contractor):

Signature

Title

Company

(Subcontractor):

Signature

Title

Company

(Subcontractor):

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