

Submit your project workforce – Prime

Step 1: Enter your subcontractors

1. You will receive an email from hc.mail.service@hennepin.us with directions to enter workforce information into Hennepin County's [Project Workforce System](#). Click the link in the email to get started.

Subject: Enter your committed project workforce for Hennepin County Project [Project name]

Body:

Hennepin County has assigned [Project name] to [Prime contractor name] in the Project Workforce System. Please click the link below to log into the Project Workforce System and invite your subcontractors to submit their workforce details and, if applicable, submit your own workforce details.

Overall committed project workforce details on the project are due by [due date and time]. You are responsible for making sure all subcontractors complete this task and that you are attaining overall project goals.

[Click here to submit your workforce details.](#)

[Click here for help guides.](#)

As a reminder, Hennepin County has the following workforce goals on all construction projects over \$100,000:

- People of Color: 33%
- Women: 23%

Please note that contract award is contingent upon approval of your D&I plan, which includes meeting workforce goals or submitting approved good faith efforts. See the [Construction Diversity and Inclusion Requirements](#).

Questions? Contact your Compliance Specialist.

2. Login to the Project Workforce System. If you do not have an account, create one – see [quick guide](#).

Sign in

Email

Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account?

[Create account](#)

3. Click **Project** title name.

Committed Project Workforce - Contractor Portal

Projects for: *Popehn Construction*

Filter on project name Filter on status Active Completed

Proj Nbr	Project ↑	PDF	Female	BIPOC	Total	% Female	Female Goal	% BIPOC	BIPOC Goal	WEP hours	DOCCR hours	Contractors Submitted
9718	Clomon Estate Renovations		2	3	4	60	21	80	32	60	0	4 2
01 James Bedroom Complete	James Bedroom Complete		3	7	8	18	20	52	32	120	80	6 2
3245	Ken test project		2	2	3	62	20	66	32	45	0	3 1
545454	Linden Hills Library		0	0	1	0	20	0	32	0	0	2 1
8675309	Popehn Test 2		1	2	3	9	20	48	32	0	0	1 1

Items per page: 5 1 - 5 of 7 < >

4. Click **Add Contractor to project** to start adding your subcontractors. Do not add material suppliers, only subcontractors that be paid prevailing wage.

Linden Hills Library

Female: Participation goal: **20%** Projected participation: **0%**
 BIPOC: **?** Participation goal: **32** Projected participation: **0**
 WEP: Hours goal:
 DOCCR Productive Day: Hours goal:

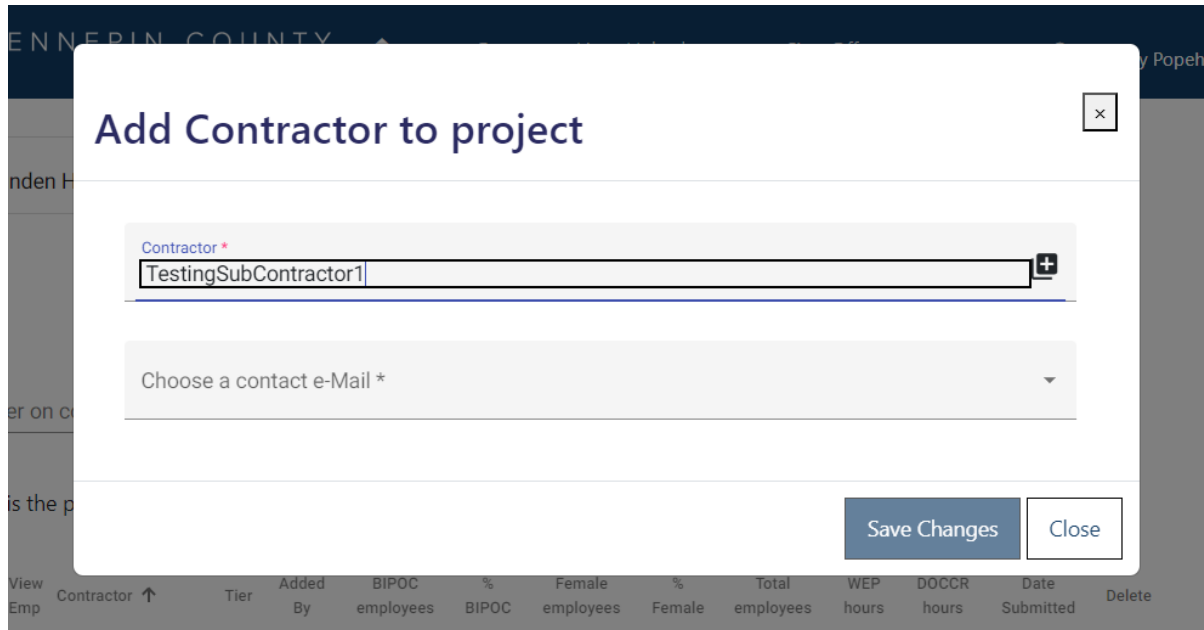
Filter on contractor name

Add Contractor to project Submit

★ is the prime contractor

View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
+	★ Popehn Construction	0		0	0	0	0	0	0	0	12/23/2022	

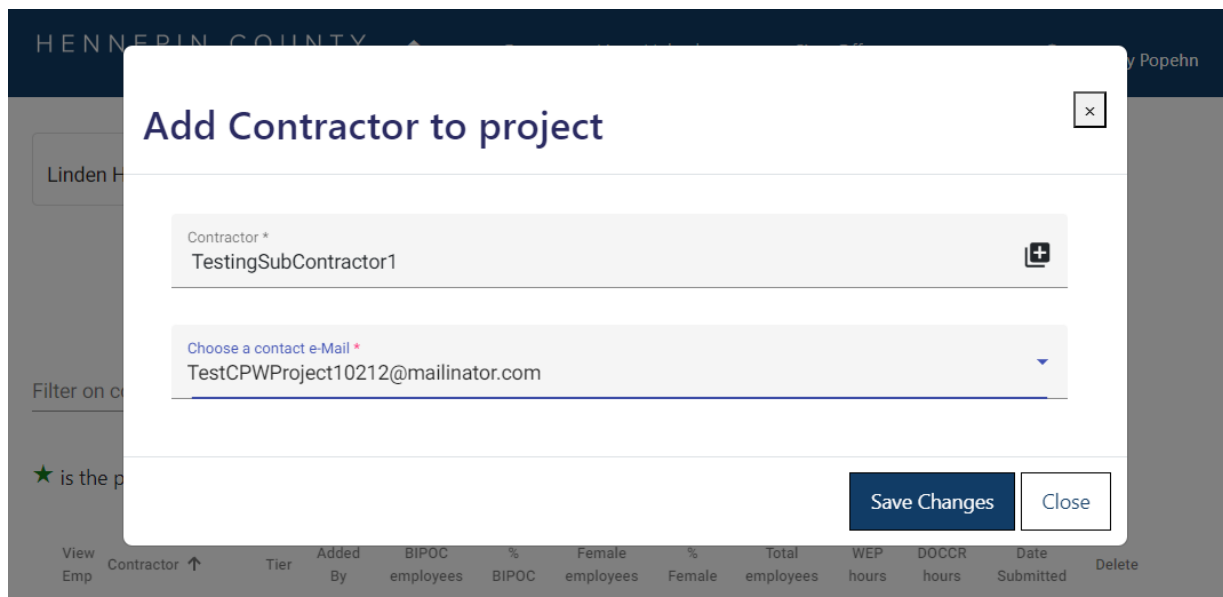
5. Start typing in your subcontractor's name in the **Contractor** field, then select their name from the drop-down.



The screenshot shows a modal window titled "Add Contractor to project" with a close button (X) in the top right corner. Below the title bar, there are two input fields. The first field, labeled "Contractor *", contains the text "TestingSubContractor1" and has a plus sign icon to its right. The second field, labeled "Choose a contact e-Mail *", is currently empty. At the bottom right of the modal, there are two buttons: "Save Changes" and "Close".

NOTE: If the name does not appear, contact your Hennepin County Compliance Specialist and they will add the contractor.

6. Choose a **contact e-Mail** from the drop-down. This contact will enter the subcontractor's workforce details for the project.



This screenshot shows the same "Add Contractor to project" modal window. The "Contractor *" field still contains "TestingSubContractor1". The "Choose a contact e-Mail *" field now displays "TestCPWProject10212@mailinator.com" with a downward arrow on the right side, indicating it is a dropdown menu. The "Save Changes" and "Close" buttons remain at the bottom right.

NOTE: If the email you need is not in the dropdown, contact your Hennepin County Compliance Specialist and they will add a new contact for your subcontractor.

- Click **Save Changes**.

The screenshot shows a modal window titled "Add Contractor to project". Inside the modal, there are two main input fields. The first is labeled "Contractor *" and contains the text "TestingSubContractor1". The second is labeled "Choose a contact e-Mail *" and contains the email address "TestCPWProject10212@mailinator.com". At the bottom right of the modal, there are two buttons: "Save Changes" (highlighted with a red box) and "Close". The background shows a table with columns for Contractor, Tier, Added By, BIPOC employees, % BIPOC, Female employees, % Female, Total employees, WEP hours, DOCCR hours, Date Submitted, and Delete.

- Repeat the steps above for all of your subcontractors. **Do not click submit until all subcontractors have entered their workforce details AND you have entered your own workforce details (see Step 2).**
- Your subcontractors will receive an email from hc.mail.service@hennepin.us with directions to login to the Project Workforce System to submit their workforce details. You will receive an email each time a subcontractor has submitted.

You are responsible for making sure all subcontractors have submitted their workforce details.

Subject: Enter your committed project workforce for Hennepin County Project [Project name]

Body:

[Prime contractor name] has assigned [Subcontractor name] as a subcontractor on [Project name]. Hennepin County has the following workforce goals on all construction projects over \$100,000:

- People of Color: 34%
- Women: 23%

To assist [Prime contractor name] in attaining the workforce goals, please log into the Project Workforce System and submit your workforce details. Please note that [Prime contractor name] must submit overall project workforce details by [due date and time]. **Submit your workforce details as soon as possible, preferably 2 days before the prime's due date.**

[Click here to submit your workforce details.](#)

[Click here for help guides.](#)

Step 2: Enter your workforce information

10. After all subcontractors have submitted workforce data, enter your own workforce data. Include all apprentices (e.g. Community Productive Day Apprentice, WEP Apprentice, etc.) Click the **green plus sign** next to your company name.

★ is the prime contractor

View Emp	Contractor ↓	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
+	★ Popehn Construction	0		0	0	0	0	1	0	0		
+	TestingSubContractor1	1	Popehn Construction	0	0	0	0	1	0	0	05/25/2023	

Items per page: 5 1 – 2 of 2 |< < > >|

11. Click **Add Employee**

★ is the prime contractor

View Emp	Contractor ↓	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
-	★ Popehn Construction	0		0	0	0	0	1	0	0		
Add Employee			Name	Category	Race	Gender	Hours					

12. Enter the employee’s name in the **Employee** field, if known. If you do not know the name, leave this field blank.

Add Employee ✕

Employee
Tom Brady

Skill level * ▼

Trade *

Gender * ▼

Race * ▼

Hours *

Save Changes Close

13. Select **Skill level** for the employee/apprentice from the drop-down menu.

A screenshot of a web form. At the top, there is a field labeled "Employee" with the text "Tom Brady". Below it is a dropdown menu for "Skill level" which is open, showing four options: "Journeyworker", "Apprentice", "WEP Apprentice", and "Community Productive Day Apprentice". A red rectangular box highlights the entire dropdown menu area.

14. Select from the **Trade** drop-down menu, or type in a keyword to refine the list.

A screenshot of a web form. The "Skill level" dropdown is set to "Journeyworker". Below it is a text input field for "Trade" with the text "Reinforcing iron and rebar workers" entered. A red rectangular box highlights the text input field.

15. Select from the **Gender** and **Race** drop down menus and enter the number of hours they will perform on the project in the **Hours** field.

A screenshot of a web form. The "Trade" field is set to "Reinforcing iron and rebar workers". Below it are two dropdown menus: "Gender" set to "Male" and "Race" set to "White". At the bottom is a text input field for "Hours" with the number "100" entered. A red rectangular box highlights the "Gender", "Race", and "Hours" fields.

16. Click **Save Changes**. This will save the data and clear the data fields so can add more employees.

Add Employee

Employee
Tom Brady

Skill level *
Journeyworker

Trade *
Reinforcing iron and rebar workers

Gender *
Male

Race *
White

Hours *
100

Save Changes Close

17. Once you are done adding employees, click **Close**. Click the plus sign to review your employee details and make sure they are complete.

★ Popehn Construction		0	1	12	2	38	3	0	0	05/25/2023
Add Employee	Name	Category	Race	Gender	Hours					
	Tom Brady	Journeyworker	White	Male	100					

Step 3: Review your project goal participation

18. At the top of your project page, review the goals section. Here you will see the set goals for BIPOC (Black, Indigenous, People of Color) and female workforce and your participation based on what you and subcontractors have already submitted. After all subcontractors have submitted, if either goal is below the county goals (text will be red) your attestation will include a section where you will be required to answer all good faith effort questions.

HENNEPIN COUNTY MINNESOTA | Home Contractor List Help document Sign Off | Zachary Popehn

Linden Hills Library

Female:	20%	BIPOC: ?	32
Participation goal:		Participation goal:	
Projected participation:	50%	Projected participation:	17

WEP: DOCCR Productive Day:
Hours goal: Hours goal:

Filter on contractor name | Add Contractor to project | Submit

Step 4: Submit

19. After all subcontractors have entered and submitted their workforce hours, click **Submit**. (Double check the “Total Employees” column to confirm subcontractors have added employees).

HENNEPIN COUNTY MINNESOTA | Home Contractor List Help document Sign Off | Zachary Popehn

Linden Hills Library

Female:	20%	BIPOC: ?	32
Participation goal:		Participation goal:	
Projected participation:	50%	Projected participation:	17

WEP: DOCCR Productive Day:
Hours goal: Hours goal:

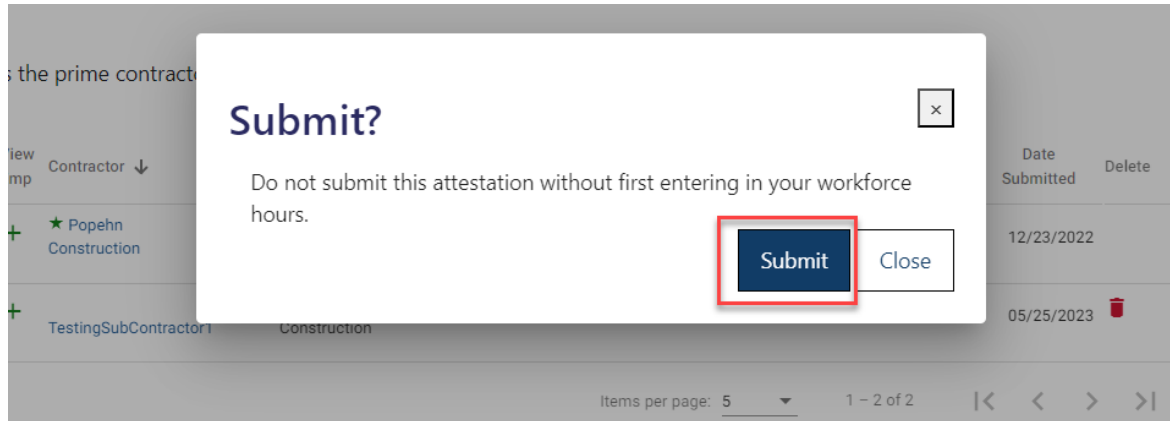
Filter on contractor name | Add Contractor to project | **Submit**

★ is the prime contractor

View Emp	Contractor ↓	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
+	★ Popehn Construction	0		1	17	2	50	3	0	0	12/23/2022	
+	TestingSubContractor1	1	Popehn Construction	0	0	0	0	1	0	0	05/25/2023	

Items per page: 5 | 1 - 2 of 2

20. Click **Submit** in the pop-up box. **Do not click submit until all subcontractors have entered their workforce details AND you have entered your own workforce details**



Step 5: Complete the attestation

21. Fill out the **EEO Info** section. This is contact information for your equal employment opportunity coordinator (e.g. person responsible for this compliance plan). Click **Next**.

Generate PDF

EEO Policy Sample affirmative action policy LCP Tracker

- 1 Fill out the EEO Info 2 Fill out the good faith questions 3 Fill out the attestation 4 Done

Address:
12345 ABCD ST NE

City:
Johndoeville

State:
Minnesota

Zip code:
54545

Company Phone:
(242) 424-2424

EEO Coordinator:
John Doe

EEO Coordinator Phone:
(255) 353-3535

EEO E-mail:
Johndoe@yahoo.com

Next

22. If you are not meeting goals, you will see a **good faith questions** section (if required). Click **Next**.

EEO Policy Sample affirmative action policy LCP Tracker

1. Fill out the EEO info 2. Fill out the good faith questions 3. Fill out the attestation 4. Done

1. Tell us about the racial and gender diversity of your current workforce in the construction trades, including how many employees you have in each of the trades in your permanent team.

Type your comment here (1000 characters max)

0/1000

2. What specific strategies are you using to retain women, people of color, and indigenous people in the trades? Provide examples like skill enhancement, promotions, mentoring and similar efforts.

Type your comment here (1000 characters max)

0/1000

3. Provide examples of how you are addressing workplace culture to ensure a welcoming and respectful environment for women, people of color, and indigenous people. Tell us about your trainings, policies, and procedures related to ending sexual harassment, addressing implicit bias and racial equity, equal employment opportunity, and similar efforts.

Type your comment here (1000 characters max)

0/1000

4. What partnerships have you developed with unions, professional associations, community-based organizations, colleges/vocational programs, and job fairs to identify and sponsor women, people of color and indigenous people into the trades?

Type your comment here (1000 characters max)

0/1000

5.a Provide pertinent language from your subcontractor agreements that address Workforce Goals as a requirement of the contract.

Type your comment here (1000 characters max)

0/1000

5.b Share any related terms detailing how the subcontractors will be held accountable for helping meet the Workforce Goals during the project, such as regular meetings with subcontractors to report workforce goals, resources provided to increase workforce participation, warnings, and terminations of contracts if subcontractors fail to show good faith efforts:

0/1000

5.b Share any related terms detailing how the subcontractors will be held accountable for helping meet the Workforce Goals during the project, such as regular meetings with subcontractors to report workforce goals, resources provided to increase workforce participation, warnings, and terminations of contracts if subcontractors fail to show good faith efforts:

Type your comment here (1000 characters max)

0/1000

6. Check all the recruitment sources you contacted to recruit workers for this project, notified of the Workforce Goals for women, people of color, and Indigenous people, and sought relevant referrals.

Recruitment of women, people of color, and Indigenous people (including, but not limited to):

- Unions
- Community-based organizations
- Educational and/or training institutes
- Workforce centers
- Job fairs
- Business-sponsored recruiting events
- Building trades councils

Other

0/300

7. Check all the organizations, colleges, partnerships, and/or recruitment initiatives you developed to recruit women, people of color, and indigenous people:

Construction Training/Recruitment Resources (including, but not limited to):

Non-profit organizations

- Goodwill/Easter Seals
- Merrick Community Services
- Summit Academy OIC
- Twin Cities Rise

Tribal organizations

- Tribal Employment Rights Offices (TEROs): Red Lake, Bois Forte, White Earth, Mille Lacs and/or Leech Lake Bands of Ojibwe

Government

- MN Dept. of Employment & Economic Development (DEED)

Colleges

- Dunwoody College of Technology
- Hennepin Technical College
- North Hennepin Community College
- Northland Community and Technical College
- Rochester Community and Technical College
- St. Paul College
- Saint Cloud Technical and Community College

Other Colleges

0/300

Back

Next

23. Complete the **attestation** section. Read each item and check the boxes to confirm your agreement. All boxes must be checked to complete your submission.

1 Fill out the EEO Info — 2 Fill out the good faith questions — **3 Fill out the attestation** — 4 Done

*** All of the following boxes must be checked in order to continue**

We will keep a project file containing the items below, to be made available to the county upon request:

- A list of all bids solicited on all tiers of subcontracts; and
- A list and copies of all bids solicited from firms owned by women and people of color; and
- Copies of responses from all companies that declined to bid on subcontracts; and
- Copies of the subcontractor agreements with terms outlining workforce goals as a labor performance item.

We agree to the following regarding our Equal Employment Opportunity (EEO) Policy:

- We will complete and post the EEO Policy at all worksites; and
- We will disseminate our EEO Policy to all tiers of subcontractors; and
- We will discuss the EEO policy with other contractors and subcontractors with whom we anticipate doing business on this project.

We agree to the following regarding our affirmative action policy (AA Policy):

- We have adopted or will adopt an AA Policy that contains the same policies as the county's sample affirmative action policy; and
- We will notify all employees and job applicants of our AA Policy and have a grievance process in place; and
- We will notify all subcontractors and vendors in writing of our AA Policy and require supportive action on their part.

We agree to hold our subcontractors accountable to meet workforce goals on this project by:

- Including workforce goals for this project in our subcontractor agreements as a labor performance item; and
- Having subcontractors provide the estimated hours and percentages of women and people of color to help the prime meet its workforce goals; and
- Holding regular meetings with subcontractors to discuss their contribution to workforce goals and providing them recruitment resources; and
- Ensuring that all subcontractors are discussing and displaying the EEO policy at their worksites.

We agree to the following:

- We conducted or will conduct an annual review/training with construction personnel, including Project Managers, Supervisors, and Forepersons on our EEO and affirmative action obligations; and
- We will keep records of the above, including dates, sign-in lists of attendees, a copy of the agenda, copies of EEO Policy dissemination, and related communications; and
- We will provide monthly reports to the county containing our workforce participation data through LCP Tracker, and will notify it of delays, amendments, change orders, extensions, and/or completion of the project.

By typing anything in the text box below and clicking the Finish button, you represent that:

24. Read the blue box text and enter your name below.

25. Click **Finish**. If the **Finish** button is grayed out, review the page to make sure all boxes are checked and your name is entered.

We will provide monthly reports to the county containing our workforce participation data through LCP Tracker, and will notify it of delays, amendments, change orders, extensions, and/or completion of the project.

By typing anything in the text box below and clicking the Finish button, you represent that:

- You are authorized on behalf of your company to submit this information
- You agree that you are electronically signing this form
- You understand and agree that your electronic signature is the legal equivalent of a manual signature and that the Hennepin County may rely on it as such in connection with any and all agreements that you may enter into with respect to this form

Type your name below

Enter your name *

John Doe

Back Finish

Step 6: Submit Committed Project Workforce Form to the county's [Contract Compliance System](#).

26. You will receive an email from hc.mail.service@hennepin.us with the Committed Project Workforce form PDF.

Subject: Complete the last step in submitting your workforce details for [Project name]

Body:

Attached are the committed workforce details for [Prime contractor name] on [Project name]. To complete the submission of your workforce details:

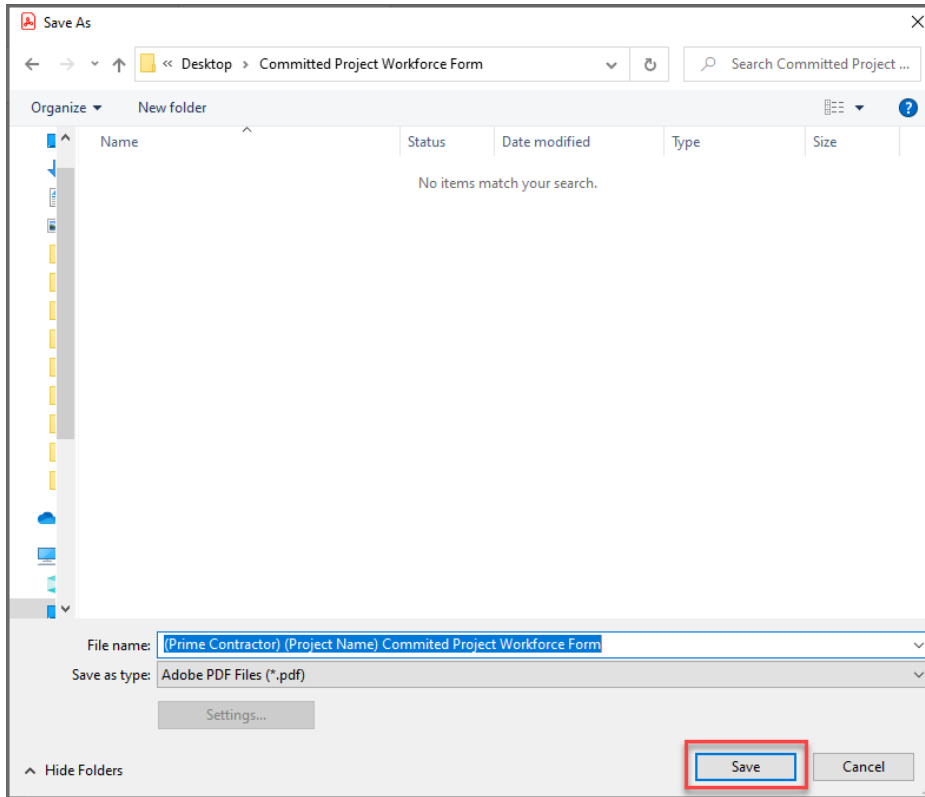
1. Download the attached pdf (Committed Project Workforce Form).
2. Login to Hennepin County's [Contract Compliance System](#).
3. Locate your Utilization Plan for [Project name].
4. Upload the document to your Utilization Plan and submit the plan for approval.

See [help guide](#) for more detailed instructions.

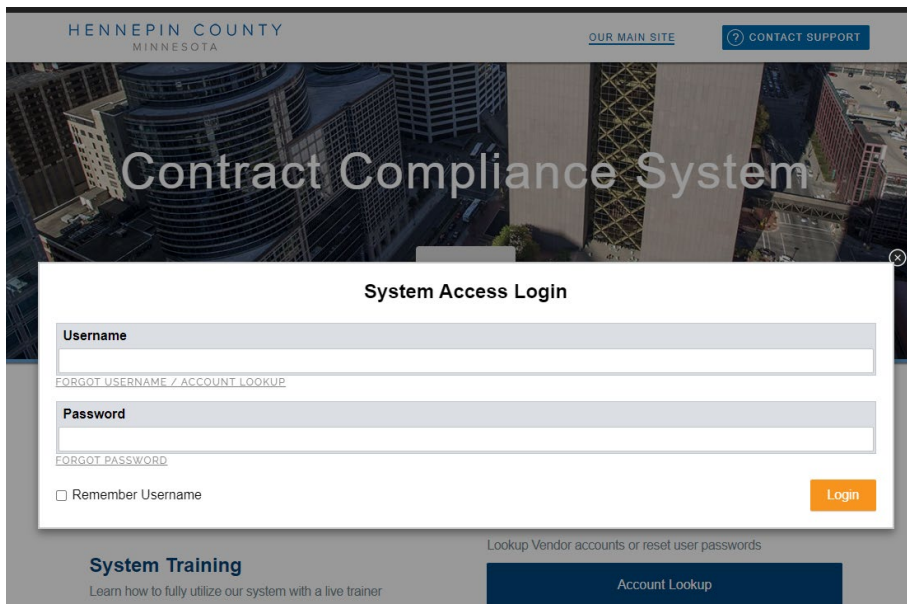
After you submit in the [Contract Compliance System](#), your compliance specialist will review your overall Diversity and Inclusion plan for this project (which includes the Utilization Plan and Workforce Plan) and approve or return the plan to you for corrections. See the [Construction Diversity and Inclusion Requirements](#).

Questions? Contact your Compliance Specialist.

27. Open the PDF and save to your computer.



28. Log into the [Contract Compliance System](#).



29. Go to your project’s Utilization plan. (Assigned Utilization Plans are displayed on the dashboard in the Utilization Plans section. All current and previous plans will be listed along with their corresponding status. Plans requiring action are in red. You can also access your Utilization Plans by selecting **View** from the left menu, then **My Utilization Plans**.)

The screenshot shows a dashboard header with 'Dashboard' and 'Displaying records assigned to your company'. Below is a table with columns: Utilization Plans, Total, < 7 days, and > 7 days. The rows are 'Pending Submission' (Total: 1, < 7 days: 0, > 7 days: 1) and 'Submitted' (Total: 1, < 7 days: 0, > 7 days: 1).

Utilization Plans	Total	< 7 days	> 7 days
Pending Submission »	1	0	1
Submitted »	1	0	1

30. Click **Utilization Plans**.

This screenshot is identical to the previous one, but the 'Utilization Plans' link in the table header is highlighted with a red box.

Utilization Plans	Total	< 7 days	> 7 days
Pending Submission »	1	0	1
Submitted »	1	0	1

31. Select the project.

32. In the “Step 1: Provide Utilization Plan Information” box, click **Fill in Utilization Plan Details**.

The screenshot shows a form titled 'Step 1: Provide Utilization Plan Information'. It contains a text input field for 'Utilization Plan Information' with the value '\$1,000,000'. Below the field is a button labeled 'Fill In Utilization Plan Details', which is highlighted with a red box.

Use this section to provide information on the plan. Click the button to **Fill in Utilization Plan Details**.

Utilization Plan Information	
Estimated Bid/Transaction Amount	\$1,000,000

Fill In Utilization Plan Details

33. Click **Attach File**.

Utilization Plan: Enter Plan Details

Help & Tools

In this section provide comments and attach files related to the plan as required by the organization. You may also be required to enter the estimated bid/transaction amount if not already entered by the organization.

* required entry

Utilization Plan Details

Estimated Bid/Transaction Amount *

Utilization Plan Details

Attached File(s) Attach File

Comments

34. Click **Choose Files** and select the Committed Project Workforce form PDF you saved to your computer.

Utilization Plan: Enter Plan Details CLOSE WINDOW

Attach Files CLOSE WINDOW

Select File(s)

Click **Choose Files** or drag files to **Drop Files Here**. The maximum permissible size per file is **500.0 MB**.

No file chosen

Drop Files Here

File Attachments

The following file(s) are attached. When finished uploading files, close this window.

1	FILE TITLE	Prime Contractor Project Name Committed Project Workforce Form.pdf
	FILENAME	Prime_Contractor_Project_Name_Committed_Project_Workforce_Form_20230525132411_2777.pdf
	FILE SIZE	205.60 KB
	FILE DESCRIPTION	

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35. Click **Save**.

Utilization Plan: Enter Plan Details

Help & Tools

In this section provide comments and attach files related to the plan as required by the organization. You may also be required to enter the estimated bid/transaction amount if not already entered by the organization.

* required entry

Utilization Plan Details

Estimated Bid/Transaction Amount *

Utilization Plan Details

Attached File(s)

Comments

36. Scroll to bottom and click **Submit Utilization Plan**.

Step 4: Sign and Submit Utilization Plan

To submit this plan click the button below. You will be asked to provide your full name as your signature, title, company name, and check the affirmation box. If any warnings are listed, you must address them before submitting the plan.

Fill in the required fields below, check the box to affirm your resubmission, and click **Submit Utilization Plan**.

Sign & Submit This Utilization Plan

Type your full, legal name* Type your title*

Type the legal name of your organization* Enter today's date* (mm/dd/yyyy)

By checking the box I affirm that the information provided in this utilization plan is true and accurate. Making false representations or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward MWBE utilization.

Your Diversity and Inclusion plan is now submitted.

If your Diversity and Inclusion plan is returned for deficiencies, you will receive an email from the Contract Compliance System. Click the Utilization Plan link in the email and check the "Reviewer Comments" in the Utilization Plan Summary box.