

Submit your project workforce – Subcontractors

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:

[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.](#)

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.

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Committed Project Workforce - Contractor Portal
 Projects for: *TestingSubContractor1*

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
545454	Linden Hills Library		2	1	4	50	20	17	32	0	0	2
Testing Project 001	Testing Construction Project		11	11	14	93	27	39	36	0	50	18

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

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

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Linden Hills Library

Female: Participation goal: **20%** BIPOC: **32** Participation goal:

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

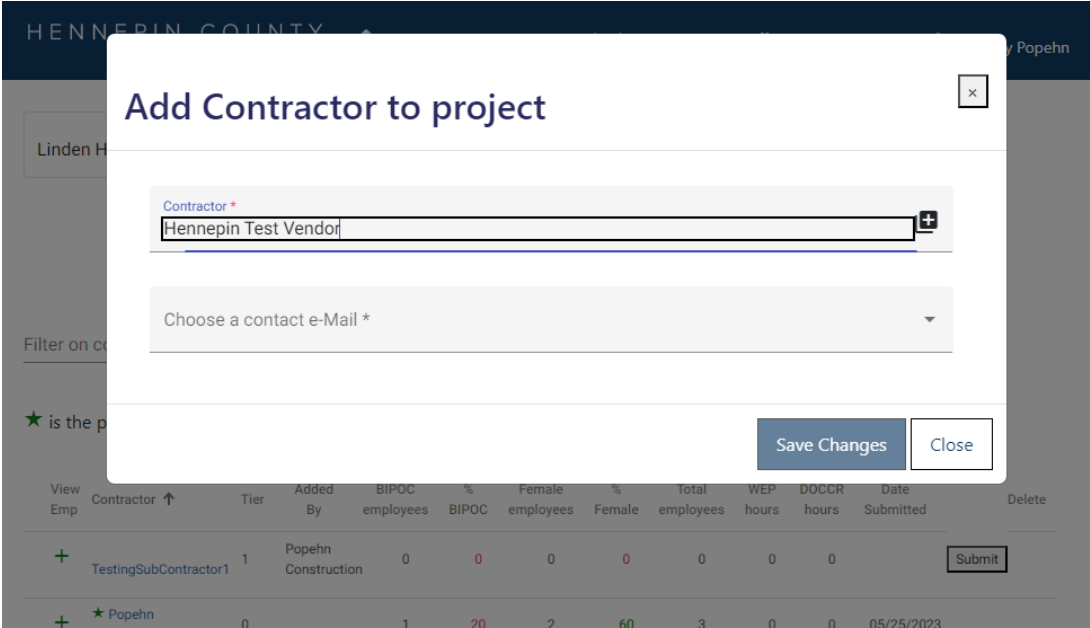
Filter on contractor name

Add Contractor to project

★ is the prime contractor

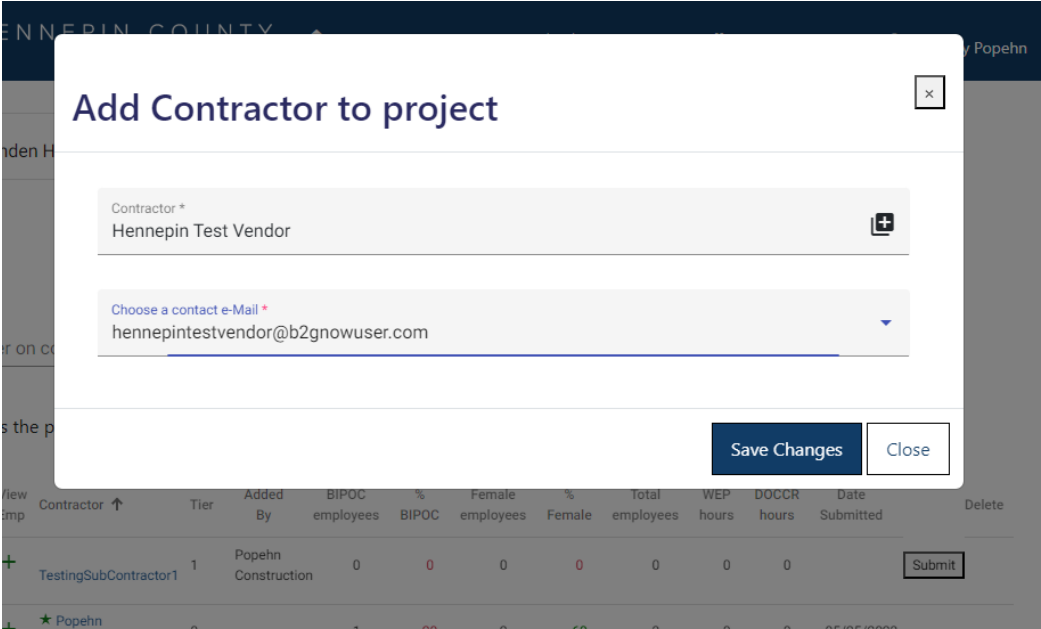
View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Delete
+	TestingSubContractor1	1	Popehn Construction	0	0	0	0	0	0	0		Submit
+	★ Popehn Construction	0		1	20	2	60	3	0	0	05/25/2023	

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



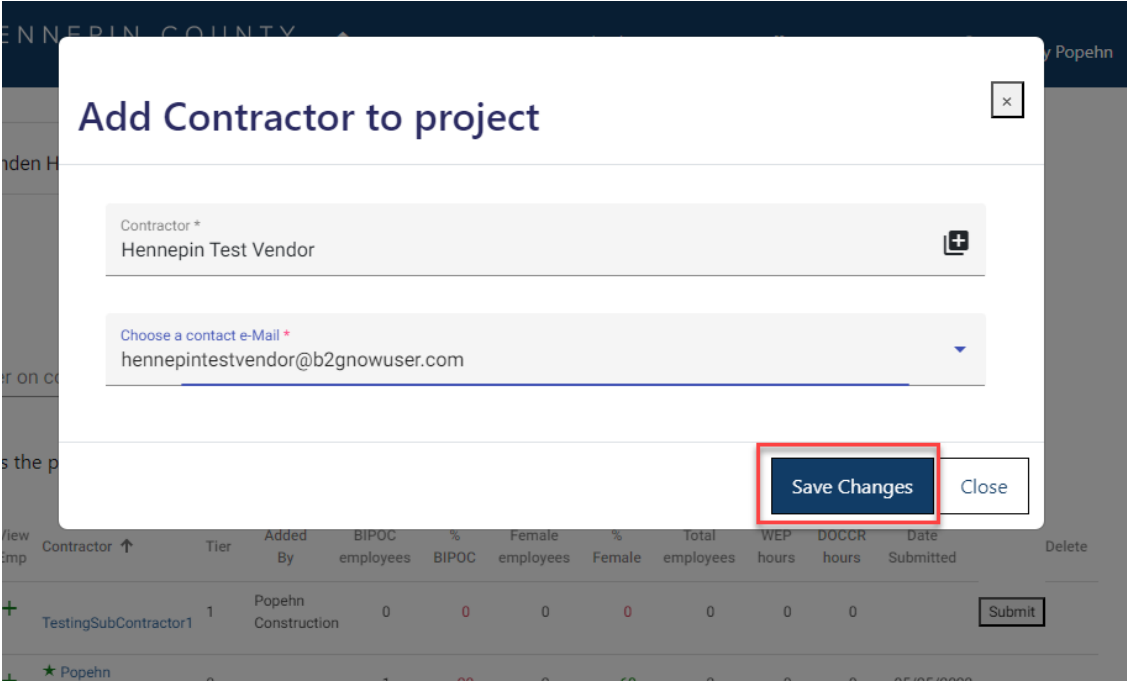
NOTE: If the name does not appear, contact your Hennepin County Compliance Specialist and they will add the contractor.

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



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.

7. Click **Save Changes**.



8. Repeat the steps above for all of your subcontractors.

9. 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. The prime contractor 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:

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

[Click here for help guides.](#)

Step 2: Enter your workforce information

10. After all your 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.

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View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Del
+	TestingSubContractor1	1	Popehn Construction	0	0	0	0	0	0	0		Submit
+	Hennepin Test Vendor	2	TestingSubContractor1	0	0	0	0	1	0	0	05/30/2023	
+	★ Popehn Construction	0		1	17	2	50	3	0	0	05/25/2023	

Items per page: 5 | 1 - 3 of 3

11. Click **Add Employee**

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View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	
-	TestingSubContractor1	1	Popehn Construction	0	0	0	0	0	0	0		Submit
Add Employee				Name	Category	Race	Gender	Hours				
+	Hennepin Test Vendor	2	TestingSubContractor1	0	0	0	0	1	0	0	05/30/2023	
+	★ Popehn Construction	0		1	17	2	50	3	0	0	05/25/2023	

Items per page: 5 | 1 - 3 of 3

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 *

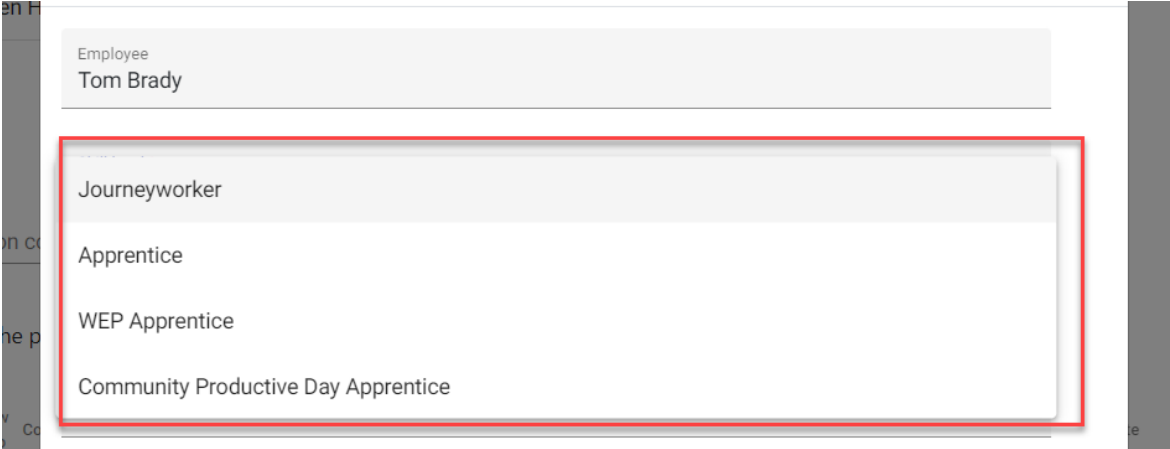
Gender *

Race *

Hours *

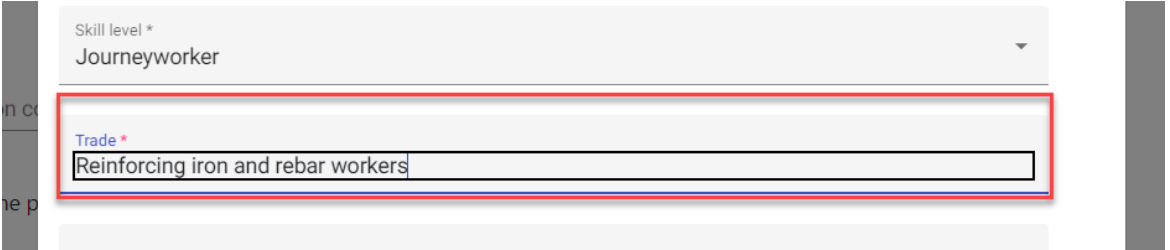
Save Changes Close

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



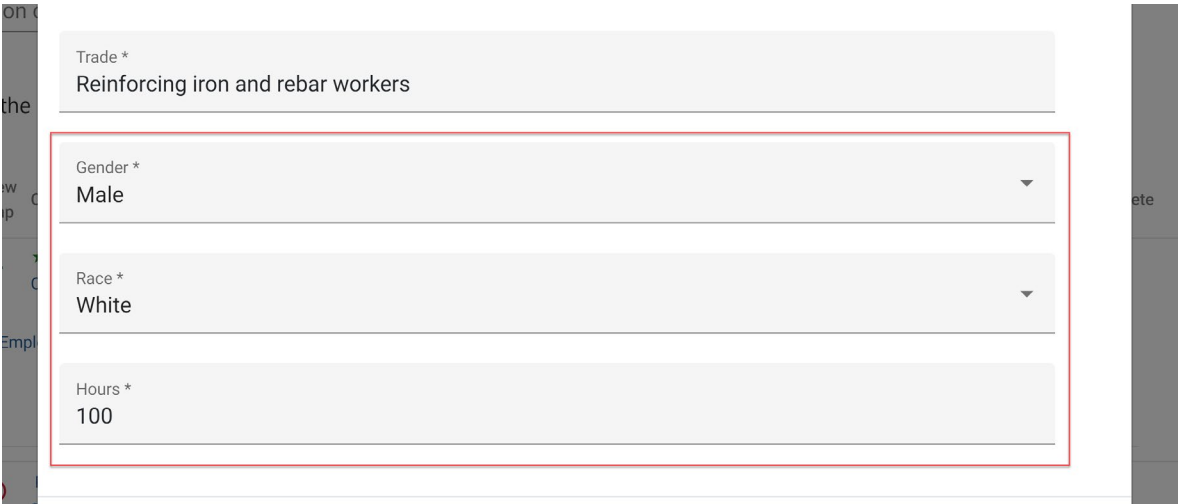
A screenshot of a web form showing a dropdown menu for 'Skill level'. The menu is open, displaying a list of options: 'Employee', 'Tom Brady', 'Journeyworker', 'Apprentice', 'WEP Apprentice', and 'Community Productive Day Apprentice'. The 'Journeyworker' option is highlighted with a red border.

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



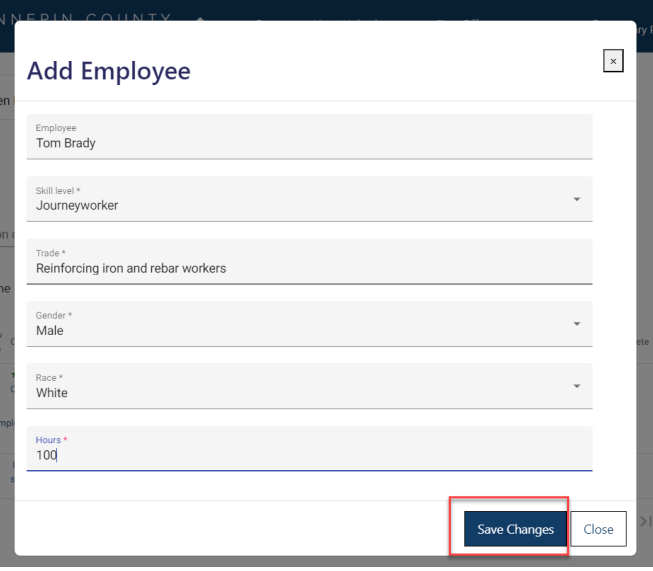
A screenshot of a web form showing a dropdown menu for 'Skill level' with 'Journeyworker' selected. Below it is a search input field for 'Trade' with the text 'Reinforcing iron and rebar workers' entered. The search input field is highlighted with a red border.

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 showing three fields: 'Trade *' with 'Reinforcing iron and rebar workers', 'Gender *' with 'Male', and 'Race *' with 'White'. Below these is an 'Hours *' field with '100' entered. The 'Gender *', 'Race *', and 'Hours *' fields are highlighted with a red border.

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



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: Submit

18. After you have submitted your workforce hours, scroll all the way to the right to click **Submit**.

Filter on contractor name Add Contractor to project

★ is the prime contractor

View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	Del
+	TestingSubContractor1	1	Popehn Construction	0	0	0	0	1	0	0		Submit
+	Hennepin Test Vendor	2	TestingSubContractor1	0	0	0	0	1	0	0	05/30/2023	
+	★ Popehn Construction	0		1	12	2	38	3	0	0	05/25/2023	

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Step 4: Complete the attestation

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

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Sub contractor attestation

You must complete all of the fields below to confirm attestation

Do not submit this attestation without first entering in your workforce hours.

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

- A list of all bids solicited on 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 workites; 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 the following regarding our role in assisting the prime contractor to meet workforce goals set for this project:

- We have accurately identified the number hours we can contribute toward women and people of color goals; and
- We will provide monthly reports to the county containing our workforce participation data through LCP Tracker; and
- We will assist the prime contractor in its good faith efforts to meet workforce goals by conducting recruitment and outreach for women and people of color; and
- We will cooperate with the prime contractor to monitor all tiers of subcontractors' participation of women and people of color in meeting workforce goals.

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20. Read the blue box text and click **Confirm**.

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Sub contractor attestation

You must complete all of the fields below to confirm attestation

- 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.

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- We will cooperate with the prime contractor to monitor all tiers of subcontractors' participation of women and people of color in meeting workforce goals.

By clicking confirm, 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

Confirm Cancel

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21. Once you submit, you will see a confirmation message on your screen.

Sub contractor attestation

Success! You have successfully attested to this project!

We will notify all subcontractors and vendors in writing of our AA Policy and require supportive action on their part.

We agree to the following regarding our role in assisting the prime contractor to meet workforce goals set for this project:

- We have accurately identified the number of hours we can contribute toward women and people of color goals; and
- We will provide monthly reports to the county containing our workforce participation data through [LCP Tracker](#); and
- We will assist the prime contractor in its good faith efforts to meet workforce goals by conducting recruitment and outreach for women and people of color; and
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Close

22. Click **Close** and return to project home page to confirm you entered employees and submitted. Your prime contractor will receive an email notifying them that you submitted.

★ is the prime contractor

View Emp	Contractor ↑	Tier	Added By	BIPOC employees	% BIPOC	Female employees	% Female	Total employees	WEP hours	DOCCR hours	Date Submitted	De
+	TestingSubContractor1	1	Popehn Construction	0	0	0	0	1	0	0	05/30/2023	Submit
+	Hennepin Test Vendor	2	TestingSubContractor1	0	0	0	0	1	0	0	05/30/2023	
+	★ Popehn Construction	0		1	12	2	38	3	0	0	05/25/2023	

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Your prime contractor will contact you if any discrepancies require resubmittal.