



**NEW CONTRACT COMPLIANCE  
EQUAL OPPORTUNITY ASSURANCES**

Firm's Name	Trade
Address	City State Zip
Phone	Fax Number
EEO Officer or Contact Person	Project Number and Name
Email Address	

**The undersigned Bidder and/or Recipient of City Tax Incentives or Credits agrees:**

To complete and submit all required affirmative action forms included in this Instructions to Bidders packet or as required by The City of Springfield, Ohio. The undersigned further agrees to fully comply with the provisions of Springfield City Ordinance Chapter 155, as amended.

If additional information is needed, a copy of the ordinance is available upon request.

\_\_\_\_\_  
*Authorized Representative*

\_\_\_\_\_  
*Date*

**CHECK ONE:**

\_\_\_\_\_ Submitting new A.A.P.  
 \_\_\_\_\_ Renewing approved A.A.P. on file (See Supplement #2)  
 \_\_\_\_\_ Current A.A.P. Contract # \_\_\_\_\_

\_\_\_\_\_ Submitting City's A.A.P. format (See Supplement #3)

\_\_\_\_\_ Submitting Certification of Compliance (See Supplement #2)

\_\_\_\_\_ Not applicable - Reason: \_\_\_\_\_

**\*Please note that: All A.A.P Applications MUST include a CURRENT WORKFORCE BREAKDOWN, unless otherwise expressed by The City of Springfield. A "Current Total Workforce Breakdown" form is included in this packet (Pg 7).**

INFORMATION FOR BIDDERS & RECIPIENTS OF CITY TAX INCENTIVES OR CREDITS

*SUPPLEMENT #1*

**EQUAL EMPLOYMENT OPPORTUNITY**

Bidders and recipients of city tax incentives/credits must ensure non-discrimination in employment based on race, religion, creed, color, sex, ancestry, or national origin.

To comply, **prime contractors, subcontractors, and recipients employing four or more people must develop a written Affirmative Action Program**, including a Current Total Workforce Breakdown.

Under **Springfield City Ordinance Chapter 155**, this requirement applies to:

- **Bidders & Contractors:** Those seeking prime or subcontracts must submit a written Affirmative Action Program. Pursuant to Section 9.17 of the Ohio Revised Code, any bid meeting the monetary threshold established by state law must include this document. The successful bidder must also make a good faith effort to solicit bids from minority subcontractors and provide notice to relevant minority contractor associations.
- **Recipients of City Tax Incentives or Credits:** Must submit a written Affirmative Action Program to the Economic Development Department and follow Ordinance Chapter 155 to promote equal employment opportunities.

The **Minority Business Coordinator** is available for guidance. For more details, a copy of the ordinance is available upon request.

**Questions concerning the City's Equal Employment Opportunity Policy and the required written Affirmative Action Program should be directed to:**

**The City of Springfield  
Minority Business Coordinator  
76 E. High St.  
Springfield, Ohio 45502  
937-324-7379 Office  
937-328-3497 Fax**

**INFORMATION FOR BIDDERS & RECIPIENTS OF CITY TAX INCENTIVES OR CREDITS**

**SUPPLEMENT #2**

**PREVIOUSLY SUBMITTED AFFIRMATIVE ACTION PROGRAMS & BIDDERS OR RECIPIENTS  
WHOSE PROGRAMS HAVE BEEN APPROVED BY ANOTHER CONTRACTING AGENCY**

**Contractors and recipients of city tax incentives or credits** who have filed or become a signatory to a government-recognized **Affirmative Action Program** in another jurisdiction may comply with the requirements of **Chapter 155 of the City of Springfield's Codified Ordinances** by:

1. Obtaining a certificate from the previous contracting agency verifying that the contractor or recipient is in compliance with their Affirmative Action Program.
2. Submitting both the certificate and a copy of the City of Springfield's Affirmative Action Program to the City's Contracts Compliance Officer for review.

**Contractors and recipients of city tax incentives or credits** who have previously submitted **Affirmative Action Programs** to the **City of Springfield, Ohio**, and whose programs were approved by the **City's Contract Compliance Officer** within six months of the date of this bid or incentive agreement, should update their programs to reflect any changes since submission. These individuals or entities may forego re-submitting their Affirmative Action Programs with their new bids or incentive applications.

In lieu of re-submitting an Affirmative Action Program, such bidders or recipients should sign the following statement:

As officer(s) and representative(s) of: \_\_\_\_\_  
(Name of Firm)

We the undersigned, state that we are fully implementing the Affirmative Action Program previously submitted to and approved by the City of Springfield, Ohio.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

# INFORMATION FOR BIDDERS & RECIPIENTS OF CITY TAX INCENTIVES OR CREDITS

## SUPPLEMENT #3 - AFFIRMATIVE ACTION PROGRAM FORMAT

### I. Equal Employment Opportunity Policy

\_\_\_\_\_  
(Name of Contractor)

Agrees that recruiting, hiring, training, pay job classification, promotions, and termination of employment shall be accomplished without regard to race, religion, color, sex, ancestry or national origin. The standards for recruiting, hiring, placement, training, pay, job classification, promotion, termination of employment and all other terms and conditions of employment shall not draw a distinction based upon race, religion, color, sex, ancestry or national origin, nor may they be applied inconsistently to deny any person equality or opportunity on these basis.

Further,

\_\_\_\_\_  
(Name of Contractor)

Agrees to implement the following specific affirmative action steps directed at increasing minority manpower utilization: The company agrees to implement specific affirmative action steps to increase minority workforce participation.

#### A. **Recruiting**

- Job openings will be posted internally and shared with minority and women's organizations.
- Professional recruitment efforts will be inclusive of diverse groups.
- All job postings will indicate the company is an "Equal Opportunity Employer."

#### B. **Hiring**

- The company will actively recruit and hire qualified women and minorities to reflect community workforce demographics.
- Applications will exclude race, religion, sex, ancestry, or national origin unless legally required.
- Applicants will be considered until a final hiring decision is made, with written explanations available upon request.
- Adverse recommendations from former employers may be contested before hiring decisions.
- Criminal records will only impact hiring if relevant to job responsibilities; garnishment records will not be considered.
- Job descriptions and hiring criteria will be clearly outlined and accessible.
- Interviews will focus only on application details, qualifications, availability, compensation, and job duties.

#### C. **Terms & Conditions of Employment**

- Pregnancy and childbirth qualify for leave under sick leave policies.
- Pay disparities will only exist based on service and merit.
- Employees will be informed of promotion policies and educational opportunities annually.
- Women and minority employees with leadership potential will be encouraged to pursue training.
- The company will participate in local workforce training programs.
- The affirmative action policy will be publicized internally and reviewed with minority employees.
- Harassment or discrimination based on race, religion, sex, ancestry, or national origin will result in disciplinary action.
- Employees may seek remedies through grievance procedures and will be protected from retaliation.

**D. Promotions**

- Promotion opportunities will be posted according to company policies.
- Qualified women and minority employees will receive training for advancement.
- The company may partner with external training programs to provide specialized workforce development.

**E. Labor Contracts & Bargaining Agreements**

- The company will notify the City’s Contracts Compliance Officer or HUD if a union hinders minority hiring efforts.
- Listed below is the name, title, address, and phone number of the representative submitting the Monthly Manpower Utilization Report:

**F. Goals and Timetables**

Every effort shall be directed to increase, materially, the number of minorities and females at all levels and in all segments of the workforce where few, if any, minority and female persons are employed. Goals and timetables shall be part of the company’s Affirmative Action Program and shall be maintained on a year-to-year basis. If we cannot meet the established goals and timetables, it will be evaluated on its good faith efforts.

In Table I, we set forth a minority and female breakdown by job category of our present workforce on a company-wide basis covering all contracts.  
In Table II, we set forth our company’s goals and timetables for minority utilization, if our company's utilization goals have not been met.

**(MUST BE SIGNED)**

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As an Officer and/or Representative of: \_\_\_\_\_  
(Name of Contractor)

**We, the undersigned, have read and fully agree to this Affirmative Action Program, and become a party to the full implementation of this program.**

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Please complete the **Current Total Workforce Breakdown** located on the following page. In an attempt to find out how many Springfield, Ohio residents are working for your company, include the Springfield Residents portion located at the bottom of the **Workforce Breakdown form**.

# CURRENT TOTAL WORKFORCE BREAKDOWN

NAME AND LOCATION OF FIRM

COVERED AREA OF DATA

Compiled By \_\_\_\_\_

Date \_\_\_\_\_

JOB CATEGORY CLASSIFICATION	1. TOTAL NUMBER OF EMPLOYEES		2. TOTAL NUMBER OF MINORITY EMPLOYEES		3. MINORITY GROUP EMPLOYEES										4. MINORITY PERCENT	5. FEMALE PERCENT		
					A. BLACK (NOT OF HISPANIC ORIGIN)		B. HISPANIC		C. ASIAN OR PACIFICA ISLANDERS		D. AMERICAN INDIAN OR ALASKA NATIVE		E. 2 or More Races					
	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
OFFICERS/MANAGERS																		
PROFESSIONALS																		
TECHNICIANS																		
SALES WORKERS																		
OFFICE/CLERICAL																		
SERVICE WORKERS																		
OTHERS																		
<b>TOTAL</b>																		
<b>TRADE NAME:</b>																		
JOURNEYMAN																		
APPRENTICE																		
TRADESMAN																		
<b>TOTAL</b>																		
<b>TRADE NAME:</b>																		
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<b>TOTAL</b>																		
<b>TRADE NAME:</b>																		
JOURNEYMAN																		
APPRENTICE																		
TRADESMAN																		
<b>TOTAL</b>																		
<b>GRAND TOTAL</b>																		
SPRINGFIELD RESIDENTS																		

# GOALS AND TIMETABLES FOR MINORITY UTILIZATION

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Job Category for Skilled Trade	Contractor's Minority Utilization Commitment	Estimated Total Employees	Estimated Minority Employees	Date Commitment to be Achieved

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(Company)

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(E.E.O. Officer Signature)