

Local Hiring Preference (LHP) Overview

The goal of the Local Hiring Preference Pilot Program is to promote hiring opportunities on three highway heavy construction projects for residents of Hennepin County.

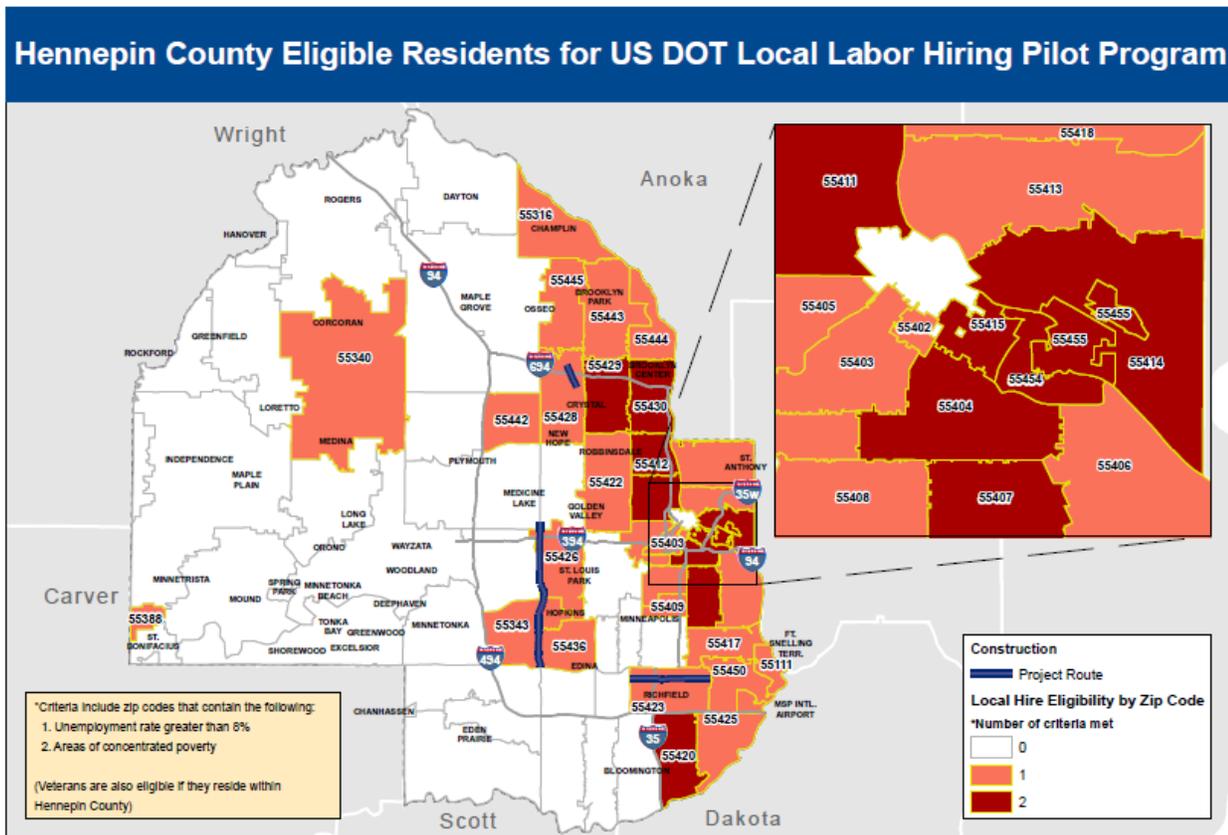
USDOT approved a pilot program on an experimental basis with a particular interest in contracts where state DOTs wish to use a local or other geographic labor hiring preference, an economic-based labor hiring preferences (i.e., low income workers), and/or a labor hiring preference for veterans. In the USDOT's view, such requirements can promote [Ladders of Opportunity](#) by ensuring that disadvantaged workers in the communities where the projects are located benefit from the economic opportunities those projects present.

Eligibility

Individuals that meet one or all of the following criteria are eligible for the program:

1. Residents of areas with an unemployment rate greater than 8% (Economic Preference),
2. Residents of areas that have a high concentration of poverty (Economic Preference), or
3. Veterans that reside in the County (Local Preference).

The map below identifies the boundaries of Hennepin County which establishes the local preference for veterans, and the areas within Hennepin County which meet the criteria for the economic preference.



LHP Projects

- 1) [SP 027-681-034](#): The reconstruction of CSAH 81 Bottineau Boulevard from 63rd to CSAH 8.
- 2) [SP 027-653-021](#): The reconstruction of CSAH 53 from 66th St. west of Washburn Avenue to 16th Avenue South, Xerxes Avenue to Cedar Avenue.
- 3) [SP 2772-113](#): Hwy 169 between Hwy 55 and just north of Hwy 62.

Reimbursement

The prime contractor will receive an incentive of \$5 per hour for hours worked by an individual who meets 1 or all of the LHP eligibility criteria. Any individual working on an LHP project is eligible for the incentive (prime or subcontractor's workforce). The amount reimbursed is not to exceed the dollar amount identified below for each project, see table below.

Project Number	Location	Maximum Reimbursement Amount	LHP Hours Goal
027-681-034	CSAH 81	\$15,149.65	3,029.93
027-653-021	CSAH 53	\$45,392.20	9078.44
2772-113	Hwy 169	\$90,324.80	18064.96

Contractor Requirements and Timeline

There are separate reporting requirements for each project, please see detailed information below.

SP 027-681-034 (CSAH 81) and SP 027-653-021 (CSAH 53):

- A *Local Hire Residency and Veteran Certification Form* must be completed for each qualified individual prior to construction or within 30 days of the employee's start date.
 - Subcontractors: email the *Local Hire Residency and Veteran Certification Form* and supporting documentation to the prime contractor.
 - Prime Contractor: review the *Local Hire Residency and Veteran Certification Form* and supporting documentation.
 - Prime Contractor: email the *Local Hire Residency and Veteran Certification Form* to the MnDOT Office of Civil Rights (OCR) at: OCRFormSubmissions.DOT@state.mn.us.
 - Prime Contractor: maintain all supporting documentation and provide to OCR upon request.
- MnDOT OCR will send a *Local Hiring Preference Approval Letter* to the prime contractor after receipt of the *Local Hire Residency and Veteran Certification Form*.
- The Prime Contractor will receive a *Local Hiring Preference Tracking Log Template* from MnDOT OCR to complete and maintain as qualified individuals are added to the workforce. Alternative forms to capture the required information are acceptable for use.
- Prime Contractors are required to submit the LHP EEO-13s (Monthly Employment Compliance Report) to MnDOT OCR by the 15th day of the subsequent month.
 - Subcontractors: email the LHP EEO-13 to the prime contractor.
 - Prime Contractor: review the LHP EEO-13 and send approved LHP EEO-13 to MnDOT OCR at: OCRFormSubmissions.DOT@state.mn.us.
- The designated project engineer will provide LHP reimbursement as a back sheet item.
- MnDOT OCR Contract Compliance Specialist will conduct periodic on-site interviews with the qualified employees.
- MnDOT OCR will interview the prime contractor at the end of the project to gather feedback about the Local Hiring Preference Pilot Project Program.

SP 2772-113 (Hwy 169):

- A *Local Hire Residency and Veteran Certification Form* must be completed for each qualified individual prior to construction or within 30 days of the employee's start date.
 - Subcontractors: email the *Local Hire Residency and Veteran Certification Form* and supporting documentation to the prime contractor.
 - Prime Contractor: review the *Local Hire Residency and Veteran Certification Form* and supporting documentation.
 - Prime Contractor: email the *Local Hire Residency and Veteran Certification Form* to the MnDOT Office of Civil Rights (OCR) at: OCRFormSubmissions.DOT@state.mn.us.
 - Prime Contractor: maintain all supporting documentation and provide to OCR upon request.
- MnDOT OCR will send a *Local Hiring Preference Approval Letter* to the prime contractor after receipt of the *Local Hire Residency and Veteran Certification Form*.
- The Prime Contractor will receive a *Local Hiring Preference Tracking Log Template* from MnDOT OCR to complete and maintain as qualified individuals are added to the workforce. Alternative forms to capture the required information are acceptable for use.
- Prime Contractors are required to submit certified payrolls into the AASHTOWare Project Civil Rights and Labor (CRL) system within 7 days after the employee has been paid. The employee must be paid unconditionally and not less often than once a week. MnDOT OCR will be gather workforce hours based off of the submitted payrolls.
- The designated project engineer will provide LHP [reimbursement as a back sheet item/non-bid line item](#).
- MnDOT OCR Contract Compliance Specialist will conduct periodic on-site interviews with the qualified employees.
- MnDOT OCR will interview the prime contractor at the end of the project to gather feedback about the Local Hiring Preference Pilot Project Program.