

## CDBG Contractor Outreach Policy

When compiling bidders lists, the City will advertising in the Herald Star newspaper and will place the advertisement on the City's website: [www.cityofsteubenville.us](http://www.cityofsteubenville.us).

This will be done in an attempt to maximize contractor involvement and recruit MBE/WBE contractors. The advertisement will include the following language: "Small companies, minority and female owned companies are encouraged to respond. The City of Steubenville is an equal opportunity employer." See attached Exhibit "A".

When advertising projects for bids, the following language will be included in the ads: "...the Contractor must insure that employees and applicants for employment are not discriminated against because of their race, color, creed, sex or national origin."

Each bidder must submit a written Affirmative Action Program with his or her bid. The Affirmative Action Program must include fifteen percent (15%) minority workers of the total work force. In addition, the Minority/Women's Business Enterprise Program of the City of Steubenville requires that at least fifteen percent (15%) of the total cost of the project will be allocated to MBE/WBE contractors and subcontractors, or for the purchase of materials from MBE/WBE suppliers. If the above work force breakdown is not enumerated, specified goals and timetables for the employment and training of minority and lower income residents of the project area must be included. Compliance with Section 3 of the Housing and Urban Development Act of 1968, as amended, regarding hiring and employment shall be required. Failure to comply with MBE/WBE and Section 3 requirements could constitute grounds for bid rejection. "...the City of Steubenville is an equal opportunity employer." See attached Exhibit "B".

Letters will be sent to known MBE/WBE's and minority organizations notifying them when bidding opportunities exist.

The City will provide technical assistance in the form of guidance with contractor requirements and following CDBG program regulations to any contractor requesting such assistance.