NSP3 Vicinity Hiring	
Existing Core Workforce and Sub-Contractors List	

«Bid_»

The purpose of NSP3 Vicinity Hiring is to encourage contractors to take actions to hire employees who reside in the vicinity of NSP3-funded projects, and provide contracting opportunities to small businesses that are owned and operated by residents in this vicinity. This form is provided to the General Contractor (GC) prior to the Pre-Construction Meeting. <u>GC is also required to provide this form to any subcontractors they hire for this project.</u>
Part Two and Three must be completed by the NSP3 general contractor prior to execution of Notice of Commencement.

Part One (Completed by Volusia County)

Contractor Name: «Contractor_Name»

Project Address: «Project_Address»

NSP3 Target Area Vicinity: «NSP3_Target_Area_Vicinity»

Work Order Award Date: «Work_Order_Award_Date»

Part Two (Completed by Contractor)
The following is a list of our "Existing Core Employees." These employees have been on the active payroll prior to the bid advertisement for contract award. The contractor must submit this form prior to commencing work on the project.

Employee Name	Job Classification	Hire Date	Date Last Employed	Vicinity Employee Yes/No

Part Three (Completed by Contractor)

The following is a list of our "Existing Sub-Contractors." These businesses have been active in contracting with the contractor prior to the Work Order Award Date for the project award. The contractor must submit this form prior to commencing work on the project.

Sub-Contractor Name	Nature of Work to be Performed	Contract Date	Date of Contract	Small Business Owned and Operated by Vicinity Employees Yes/No

By my signature below I am certifying the information provided herein is true and correct to the best of my knowledge.

_____   _____
Print Name and Title   Contractor Name

_____   _____
Signature   Date

NSP3 Vicinity Hiring
Compliance Report and Final Core Employees List

«Bid_Number»

The purpose of NSP3 Vicinity Hiring is to encourage contractors to take actions to hire employees who reside in the vicinity of NSP3-funded projects, and provide contracting opportunities to small businesses that are owned and operated by residents in this vicinity.

Contractor Name: «Contractor_Name»
Project Address: «Project_Address»; «PA_City_St_Zip»
NSP3 Target Area Vicinity: «NSP3_Target_Area»
Work Order Award Date: «Work_Order_Award_Date»
Project Completion Date:

The following is a list of our "Final Core Employees." These employees were either on the active payroll prior to the bid advertisement for contract award, or were hired during the term of the project. The contractor must submit this form along with its final invoice for the project. **You must include the most current payroll list of with this form.**

Employee Name	Job Classification	Hire Date	Date Last Employed	Vicinity Employee Yes/No

Review the information below and check all that apply:

_____ We have not hired any new employees since the Work Order Award Date.

_____ We have hired _____ employees who live within this NSP3 Target Area Vicinity.

_____ We have hired _____ employees who do not live within this NSP3 Target Area Vicinity,   but who live within the _____ NSP3 Target Area Vicinity.

_____ We have hired _____ employees who do not live within any NSP3 Target Area.

NSP3 Vicinity Hiring
Compliance Report and Final Core Employees List

«Bid_Number»

We have taken one or more of the following recruitment steps to hire employees who live within the NSP3 Target Area Vicinity criteria: (check all that apply)

___ We have advertised to fill vacancies at the site, where work is taking place, in connection with this project.

___ Place signs or posters in prominent places within the target area vicinity.

___ Distribute employment flyers in locations accessible to NSP3 vicinity residents.

___ Post employment flyers in various locations within the NSP3 vicinity area.

___ Kept a log of all applicants and indicated the reasons NSP3 vicinity area residents who applied were not hired

___ Retain copies of any employment applications completed by Section 3 residents

___ Requested training on NSP3 Vicinity Hiring requirements

___ Notified employment agencies of need to hire Target Area Vicinity employees

___ Other actions taken

Print Name and Title   Contractor Name

_____   _____

_____   _____
Signature   Date