

MAXIMUM EFFORTS FORM

Project:

Subcontractor:

Date:

Requirements:	Action Steps undertaken	Person responsible for compliance	Date accomplished	Outcome measurement
Contractor will require each subcontractor to submit written documentation detailing practices towards diversifying its workforce. Contractor will require each subcontractor to take appropriate steps to meet compliance goals.				
Contractor will require each subcontractor to appoint someone to handle compliance requirements. This appointee will meet regularly with the Compliance Unit.				
Each subcontractor will reach out to the Unions, community, apprentice programs, Youth build, Community Works, Future Works, Craigslist, women's organizations, and others as needed				
Contractor will meet regularly with subcontractor and Compliance Unit to monitor and ensure that action steps are being followed and efforts are being documented. If a contractor cannot meet the requirements and reaches out to unions or the like, they should supply the union responses as part of their maximum effort.				