

SUBCONTRACTOR APPROVAL REQUEST - Community Development Block Grant Program

Any substitution of subcontractors must be approved by Hamilton County Community Development.

REMINDER: If the contract is over \$25,000, the prime must make efforts to contract with MBE firms. If the contract is over \$50,000, the prime must make efforts to contract with MBE and Section 3 firms.



HAMILTON COUNTY
Planning +
Development

Project Name: _____

Subcontractor 1: _____ Phone: _____

Subcontractor Representative: _____ Title: _____

Is firm certified as an MBE/WBE? Yes ___ No ___ Is firm a Section 3 business? Yes ___ No ___

Description of Work: _____ Subcontract Amount: _____ % of total subcontracts: ___

Subcontractor 2: _____ Phone: _____

Subcontractor Representative: _____ Title: _____

Is firm certified as an MBE/WBE? Yes ___ No ___ Is firm a Section 3 business? Yes ___ No ___

Description of Work: _____ Subcontract Amount: _____ % of total subcontracts: ___

Subcontractor 3: _____ Phone: _____

Subcontractor Representative: _____ Title: _____

Is firm certified as an MBE/WBE? Yes ___ No ___ Is firm a Section 3 business? Yes ___ No ___

Description of Work: _____ Subcontract Amount: _____ % of total subcontracts: ___

Please attach agreements with subcontractors.

If none of the above subcontractors are MBE firms, please describe the effort and outreach you made to attempt to subcontract with MBE firms:

Name of MBE firm: _____ Type of Work: _____ Date & Method Contacted: _____

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I hereby acknowledge my understanding of the Minority Business Enterprise requirements for this project and certify that information provided is an accurate account of my firm's efforts to secure MBE participation for this project. I further understand that should my firm be the lowest and best bidder, we will be required to secure Minority Business Enterprise participation of 10% or more in the project or demonstrate a good faith effort by outreaching MBE's for subcontracts, materials and supplies. Failure to achieve 10% MBE participation or to document a good faith effort will result in the firm being ineligible for contract award.

Prime Contractor Signature: _____ Date: _____