



TOWN OF LAKE PARK, FLORIDA

DBE AFFIRMATIVE ACTION PLAN

**FOR USE IN THE OVERSIGHT AND MANAGEMENT OF
COMMUNITY DEVELOPMENT BLOCK GRANT WORK PROGRAMS
CDBG MITIGATION (MIT)**

October 3, 2022

DBE AFFIRMATIVE ACTION PLAN

DBE Affirmative Action Policy Statement:

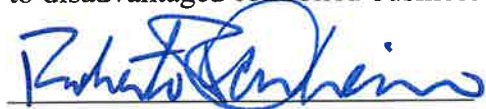
It is the policy of the Town of Lake Park that disadvantaged businesses, as defined by 49 CFR Part 26, Subpart D and implemented under Rule Chapter 14-78, F.A.C., shall have the opportunity to participate as subcontractors and suppliers on all contracts awarded by the Florida Department of Economic Opportunity.

The requirement of Rule Chapter 14-78, F.A.C., shall apply to all contracts entered into between the Florida Department of Economic Opportunity and the Town of Lake Park. Subcontractors and/or suppliers to the Town of Lake Park will also be bound by the Rule Chapter 14-78, F.A.C.

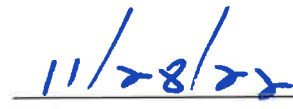
The Town of Lake Park and its subcontractors shall take all necessary and reasonable steps in the accordance with Rule Chapter 14-78, F.A.C., to ensure that disadvantaged businesses have the opportunity to complete and perform work contracted with the Florida Department of Economic Opportunity.

The Town of Lake Park and its subcontractors shall not discriminate on the basis of race, color, religion, national origin, disability, sex or age in the administration of contracts with the Department of Economic Opportunity.

The Town of Lake Park has designated and appointed a liaison officer to develop, maintain and monitor the DBE Affirmative Action Plan implementation. The Liaison officer will be responsible for disseminating this policy statement throughout the Town of Lake Park and to disadvantaged controlled businesses.



Roberto Travieso – Director of Public Works



Date

Town of Lake Park
640 Old Dixie Highway
Lake Worth, Florida 33403

Designation of Liaison Officer:

The Town of Lake Park will aggressively recruit qualified disadvantaged businesses as subcontractors and suppliers for all contracts with the Florida Department of Economic Opportunity.

The liaison officer will have primary responsibility for developing, maintaining and monitoring the company's utilization of disadvantaged subcontractors in addition to the following specific duties:

- 1) The liaison officer shall aggressively solicit bids from qualified disadvantaged business subcontractors for all Florida Department of Economic Opportunity contracts.
- 2) The liaison officer will submit all records, reports and documents required by the Florida Department of Economic Opportunity and shall maintain such records for a period of not less than three years or as directed by any specific contractual requirements of the Florida Department of Economic Opportunity.

The following individual has been designated liaison officer:

*John Wille
Capital Projects Manager
640 Old Dixie Highway
Lake Park, Florida 33403*

Affirmative Action Methods:

The Town of Lake Park has identified the following known barriers to participation by disadvantaged subcontractors.

- 1) Lack of qualified disadvantaged sub-contractors in our geographical area.
- 2) Lack of certified disadvantaged sub-contractors in our geographical area.
- 3) Lack of interest in performing the work for the Department of Economic Opportunity.
- 4) Lack of response to bid requests.
- 5) Lack of knowledge of the Florida Department Economic Opportunity project plans specifications to prepare a responsible bid.

It shall be the policy of the Town of Lake Park to provide opportunity by utilizing the following affirmative action methods to ensure participation on the contracts with the Florida Department of Economic Opportunity. The Town will:

- 1) Provide written notice to all certified DBE subcontractors in the geographical area where the work is to be sub-contracted
- 2) Advertise in minority focused media concerning subcontract opportunities.
- 3) Select portions of the work to be performed by DBE's in order to increase the likelihood of meeting contract goals, (including, where appropriate, breaking down contracts into economically feasible units to facilitate participation).

- 4) Provide adequate information about the plans, specifications and requirements of the contact, not rejecting sub-contractors without sound reasons based on thorough investigation of their capabilities.
- 5) Waive requirements of performance bonds where it is practical to do so.
- 6) Follow-up on initial solicitations to interest to DBE subcontractors to determine with certainty whether the DBE company is interested in the subcontract opportunity.

The Town of Lake Park understands that this list of affirmative action methods is not exhaustive and will include additional approaches after having established familiarity with the disadvantaged sub-contracting community and/or determined the stated approached to be ineffective.

Implementation:

On contracts with specific DVBE goals, the Town of Lake Park will make every effort to meet the contract goals as stated by utilizing its affirmative action methods. On projects with no specific goals, the Town will, as an expression of good faith, see to utilize DBE sub-contractors where work is to be sub-contracted.

Reporting:

The Town of Lake Park shall keep and maintain such records as are necessary to determine the Town's compliance with its Affirmative Action Plan.

The Town will design its record keeping system to indicate:

- 1) The number of DBE subcontractors and suppliers used by the Town, identifying the items of work and materials and services provided.
- 2) The efforts and progress being made in obtaining DBE sub-contractors through local and community sources.
- 3) Documentation of all contracts, to include correspondence, telephone calls, newspaper advertisements, etc. to obtain DBE participation on all Florida Department of Economic Opportunity projects.
- 4) The Town will comply with Florida Department of Economic Opportunity requirements regarding payments to sub-contractors, including DBE's for each month (estimated period) in which the companies have worked.

Approved Plan:

The Town of Lake Park agrees that it shall carry out pursuant to DEO's specifications an Affirmative Action Program that is in compliance with the President's Executive Order 11246 of September 24, 1965, as amended, and implementing regulations at 41 CFR 60, Obligations of Contractors and Sub-Contractors.

Town of Lake Park Equal Employment Opportunity Policy Statement:

The Town of Lake Park adheres to a policy of non-discrimination in employment to provide equal opportunity for all as required by state and federal laws. The Town attempts to identify and overcome real and potential artificial barriers to employment, training or promotional opportunities for its employees and applicants.

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age national origin, disability, veteran status sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation or training.

The Town strives to ensure highly qualified staff in terms of educational background and experience which reflects the overall diversity in terms of factors such as race, ethnicity, and gender of the pool of qualified candidates.

In recruiting applicants for Town positions, the Town encourages men and women to enter non-traditional occupational areas where their gender is under-represented.

The Town continually develops and reviews job descriptions and entry qualifications in order to ensure that the tasks and duties required are reasonable and do not impose artificial barriers to qualified applicants.

The Human Resource Department will conduct job advertising and recruitment activities in a manner designed to apprise persons of diverse backgrounds

Merit principles will be followed in the hiring, promotion and retention of Town employees.