



May 18, 2005

Dear

Contractor/Subcontractor/Business

Agent:

At this time, the NJSDA Division of Contractor and Workforce Compliance would like to introduce to you our Good Faith Documentation Letter (form AA-204). This form will go into effect on **June 1, 2005** and supersede any and all previous versions.

The form was designed to replace the existing procedure where the Contractor sends a letter to the Union Hall **requesting** Minorities and Women for a particular phase of the project and waits for the Union Hall to respond as to the availability of the requested workforce. This form will capture both the request from the Contractor (including **all subs regardless of the tier**), as well as the response from the Union Hall with the availability for the particular trade requested, and **will be the only form** of Good Faith Documentation that will be accepted, from **June 1, 2005** forward, by New Jersey Schools Development Authority.

Once the Contractor and/or subcontractors receive this form back from the Union Hall, copies should be forwarded to the following within 24 hours:

- a) NJSDA Workforce Compliance Inspector assigned to the project.
- b) General Contractor (from Subcontractor if applicable) for the project.
- c) Project Management Firm (PMF) or Construction Manager (CM) for the project.

Any questions regarding this letter, and/or procedures, should be directed to the **NJSDA _____ Workforce Compliance Inspector** for the project. We appreciate your cooperation in helping to facilitate this process.

Sincerely,

New Jersey Schools Development Authority
Division of Contractor and Workforce Compliance

MAILING ADDRESS PO Box 991 TRENTON, NJ 08625-0991

32 EAST FRONT STREET, TRENTON, NJ 08625 609 943-5955 email: schools@njsda.com WEBSITE: www.njsda.com



GOOD FAITH DOCUMENTATION FORM AA 204

Part A - Contractor/Subcontractor Request for Personnel

Project #: _____ **School:** _____
To: _____ **From:** _____
Union BA/Agency Authorized Representative Contractor Authorized Representative

As stated in the pre-bid documents for **all** New Jersey Schools Development Authority (SDA) projects, all contractors/subcontractors are required to meet affirmative action workforce compliance obligations under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) and the Project Labor Agreement.

_____ requires {total # of **Women**, **Minority**, or **Apprentice**} workers from your Labor Organization in the trade/skill and categories noted in the chart below:

To Comply with County Goals		Trade/Skill	Anticipated Date For Compliance	Total # Women (W)	Total # Minorities (M)	Total # Apprentices (A)	Total # of (W) (M) (A) Personnel
Female	Minority						
6.9							
6.9							

Please complete **Part B (Labor Organization Reply)** below, indicating your ability or inability to comply with **Part A (Request for Personnel)**, within **3 days** of receipt of this form. Fax entire form (Parts A and B).

To: _____ **and** _____
Workforce Compliance Inspector's Name and Fax Number Contractor's Name/Fax Number

Signature: _____ **Date:** _____
Contractor's Authorized Representative

Part B - Labor Organization Reply

To: _____ **From:** _____
Contractor Authorized Representative Union /Agency Authorized Representative

By signing below, the local union/agency representative certifies that:

will or will not provide Minority _____ on
will or will not provide Women _____ on
will or will not provide Apprentices _____ on

Trade

If 'will not' please provide specific reason(s) for your inability to provide the requested workers:

When the requested worker(s) become available they will be referred directly

to: _____ **for SDA:** _____
Contractor Name Project No./School

Signature: _____ **Date:** _____
Union/Agency Authorized Representative