

**Minnesota Board on Aging**

**State of Minnesota – Affirmative Action Data Page-Grant RFP**

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes, section 363A.36) certification requirement, and provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

**Section A:** For companies that have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to Section B.

Your response will be rejected unless your business:

has a current certificate of compliance issued by the Minnesota Department of Human Rights (MDHR) **–or–** has submitted an affirmative action plan to the MDHR, which the department received prior to the date the responses are due.

Place an check in front of one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

We have a current certificate of compliance issued by the MDHR. Proceed to Section C. Include a copy of your certificate with your response.

We do not have a current certificate of compliance. However, we submitted an affirmative action plan to the MDHR for approval, which the department received on \_\_\_\_\_ (date). **Proceed to Section C.**

We do not have a certificate of compliance, nor has the MDHR received an affirmative action plan from our company. We acknowledge that our response will be rejected. Proceed to Section C. Contact the Minnesota Department of Human Rights for assistance. (See below for contact information.)

**1. Please note:** Certificates of compliance must be issued by the Minnesota Department of Human Rights. Affirmative action plans approved by the federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

**Section B:** For those companies not described in Section A

Place an check in front of the statement below.

We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. Proceed to Section C.

**Section C:** For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

|                       |        |                   |
|-----------------------|--------|-------------------|
| NAME OF COMPANY:      |        | DATE:             |
| AUTHORIZED SIGNATURE: |        | TELEPHONE NUMBER: |
| PRINTED NAME:         | TITLE: |                   |

For assistance with this form, contact: **Minnesota Department of Human Rights, Compliance Services**

Mail: **The Freeman Building, 625 Robert Street North, Saint Paul, MN 55155** Twin Cities metro: 651-296-5663; toll free: 800-657-3704  
Website: <http://mn.gov/mdhr/> Fax: 651-296-9042 TTY: 651-296-1283 Email: [compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us)

**This information is available in accessible formats for individuals with disabilities by calling 651-431-3612 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.**