**For Municipal Public Works Projects with ≥$1,000,000 in State Funding**

Company Name

Street Address

City, State, ZIP Code

RE: Project number and name

Project location

Contract award amount

State funded portion of contract value

25% for SBE contractors of which 25% (or 6.25% of project total) is for SMBE contractors

Attn: Bidder Company Official

Date: Date of transmittal

Subject: Affirmative Action Plan Requirements / Intent to Award Contract

Dear Bidder Company,

Your company has been identified as the bidder of choice for the above-referenced project. This project falls under the provisions of General Statutes §§ 46a-68c and 46a-68d, which require that, prior to the award of this contract, your company must have its [Affirmative Action Plan](https://portal.ct.gov/-/media/CHRO/CC-Documents/AAP-Format.docx) approved by the Commission on Human Rights and Opportunities (“CHRO”). For assistance with the preparation of your company’s Affirmative Action Plan, please attend a CHRO [Technical Assistance session](https://portal.ct.gov/CHRO/Contract-Compliance/Contract-Compliance/Technical-Assistance-TA-Sessions).

A copy of your company’s plan must be submitted to the CHRO within 30 days of receiving this letter. Within 120 days of submission, the CHRO will review and formally approve, conditionally approve, or disapprove your company’s Plan. When the plan is approved, the CHRO will notify you and this agency so the contract can be awarded. Please send your company’s Plan to:

Contract Compliance Unit

Commission on Human Rights and Opportunities

450 Columbus Boulevard, Suite 2

Hartford, CT 06103

Optional: You are also instructed to send a copy of the letter transmitting your plan to the Commission on Human Rights and Opportunities to:

Contract Awarding Agency Name

If you have any other questions concerning this matter, please contact the undersigned at (your contact information).

Sincerely,

Your Name

cc: CHRO.AwardNotification@ct.gov