

FIRST SOURCE HIRING ORDINANCE (FSHO)**FORM: FSHO-X
CITY OF LOS ANGELES****Departmental Application for Exemption**

*Awarding Departments: Please fill and submit this form to Attn: EEOE, **VIA FAX** at (213) 847-2777 or **SCAN/EMAIL** to bca.eeoe@lacity.org for review and approval.*

SECTION I. AWARDING DEPARTMENT/BID INFORMATION

Dept: _____ Contact Person: _____ Phone#: _____ Email: _____
Project Title (as listed in bid): _____ ID# _____

SECTION II. CONTRACTOR INFORMATION

Name of Contractor: _____ Contractor Phone#: _____
Designated Contractor Contact Person: _____ Email: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Federal ID (FEIN)#: _____

SECTION III. EXEMPTION INFORMATION

I am applying for this type of exemption (please use the same description you checked off on FSHO-D) then continue to Section IV.

Description

SECTION IV. EXPLANATION FOR EXEMPTION REQUEST

Please provide a detailed explanation of why this contract should be exempt from the FSHO. Attach additional sheets if necessary, then continue to Section V. You may also attach an Interdepartmental Memo in lieu of filling Section IV. BCA may require additional documentation to supplement this form.

SECTION V. SIGNATURE AND SUBMIT

Submit this request for exemption and all supporting documentation to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance (OCC). The OCC will make a determination within seven (7) working days of receipt of a request for exemption and all supporting documentation.

Department Contact Signature _____ Date _____

An approved exemption is valid only for the contract for which it was requested. It is not valid for any other contracts the contractor may have with the City.

SECTION VI. BCA INFORMATION NOT APPROVED (see attached memorandum for explanation). APPROVED based on Code Sections:

OCC Analyst Signature _____ Date _____