



# City of Los Angeles Department of Public Works Targeted Hiring Guidelines for Contractors

Project Labor Agreement  
2015 - 2020



**DISCLAIMER:** This is meant to be a guide, and should not be used as a replacement from reviewing and understanding the relevant bid specifications and terms of the signed DPW Project Labor Agreement and/or DPW-Policy for the applicable project.

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**Note:**

The Targeted Hiring Guideline is meant to be a guide, and should only be used as a supplement to your understanding of the DPW Project Labor Agreement and DPW Policy. **Review** the DPW-PLA and DPW-Policy. Copies may be obtained from the following sources

Bureau of Contract Administration's (BCA) website

[http://bca.lacity.org/index.cfm?nxt=DPW&nxt\\_body=dpw.cfm](http://bca.lacity.org/index.cfm?nxt=DPW&nxt_body=dpw.cfm)

Los Angeles/Orange Counties Building and Construction Trades Council  
AFL-CIO

1626 Beverly Boulevard  
Los Angeles, CA 90026-5784  
(213)483-4222 (Tel)  
(213)483-4419 (Fax)

**Contractor Information:**

Prime Contractor Name \_\_\_\_\_  
Prime Contractor Address \_\_\_\_\_  
Prime Contractor Contact Person \_\_\_\_\_  
Prime Contractor Contact Phone \_\_\_\_\_  
Prime Contractor Fax \_\_\_\_\_  
Prime Contractor Email \_\_\_\_\_

Sub-Contractor Name \_\_\_\_\_  
Sub-Contractor Address \_\_\_\_\_  
Sub-Contractor Contact Person \_\_\_\_\_  
Sub-Contractor Contact Phone \_\_\_\_\_  
Sub-Contractor Fax \_\_\_\_\_  
Sub-Contractor Email \_\_\_\_\_

## Pre-Construction Phase



### Local Hire Goals

The Prime Contractor and its C/S/Es (of any tier) are responsible for complying with the DPW-PLA and DPW-Policy requirements.

1. 30% of all hours worked shall be performed by local residents residing within Tier 1 and Tier 2 zip codes\*.
2. 20% of journeyman hours worked shall be performed by apprentices of which 50% of these apprentice work hours shall be performed by local apprentices residing within Tier 1 and Tier 2 zip codes.
3. 10% of all hours worked shall be performed by City of Los Angeles residents classified as “Transitional Workers” as described in the DPW-PLA and Policy.

#### NOTE:

The federal government is offering a tax credit to employers who hire individuals who are transitioning to good paying, steady jobs. The Work Opportunity Tax Credit (WOTC) not only helps provide opportunities for potential workers, but it can also result in significant financial benefits to employers.

By offering tax credits to employers who hire individuals from certain target groups who have consistently faced significant barriers to employment, employers can receive tax credits from \$1,200 to \$9,600 per individual, depending on the circumstances of the employee hired. An employer may claim a tax credit equal to between 25% and 40% of the individual’s first year wages up to the maximum credit. The targeted groups include veterans, ex-felons and individuals from certain economically challenged areas. These areas include many of the areas listed in the City PLA’s list of targeted zip codes.

Questions can be answered by emailing the Department of Labor at: [Ask.WOTC@dol.gov](mailto:Ask.WOTC@dol.gov).

For more information, go to the Department of Labor, Employment and Training Administration website at [www.doleta.gov/business/incentives/opptax/](http://www.doleta.gov/business/incentives/opptax/). Or, do a search on WOTC.

\*List of Tier 1 and Tier 2 zip codes (see page 19)



## **Documents to Submit for Approval**

**In order to be approved to be on the jobsite, submit the following documents to the BCA Labor Compliance analyst for approval along with the Jobs Coordinator Affidavit and Questionnaire**

- a) **Employment Hiring Plan (EHP) – provide at least 20 business days prior to start of work. Plan includes Core Workforce List and Sample Anticipated Workforce Schedule.**
- b) **Letter of Assent**

Department of Public Works  
Bureau of Contract Administration  
Attention: Inspector of Public Works  
John L. Reamer, Jr.  
1149 South Broadway St., Suite 300  
Los Angeles, CA 90015

# LETTER OF ASSENT

Each Contractors/Subcontractors/Employers (C/S/E) of any tier working on this project shall submit a **signed** Letter of Assent to the Department of Public Works, Bureau of Contract Administration (BCA) whereby they agree to comply with the terms of the DPW-PLA and Policy. **No C/S/E (of any tier) may start to work on the project until their signed Letter of Assent has been submitted and approved by the BCA**

## COMPANY LETTERHEAD

Date: \_\_\_\_\_

Mr. John L. Reamer, Jr., Inspector of Public Works  
City of Los Angeles  
Bureau of Contract Administration  
1149 S. Broadway, Suite 300  
Los Angeles, CA 90015

PROJECT NAME: \_\_\_\_\_

Dear Mr. Reamer:

This is to certify that the undersigned Contractor/Subcontractor/Employer (C/S/E) has read and understood the Project Labor Agreement (PLA) entered into by and between the City of Los Angeles Department of Public Works (DPW) and signatory Building and Construction Trades Council and Unions dated December 16, 2015 and the DPW Public Infrastructure Stabilization Policy (Policy). The undersigned C/S/E hereby agrees to comply with all of the terms and conditions of the aforementioned duly signed DPW-PLA and DPW Policy.

The undersigned C/S/E acknowledges that compliance with the provisions relating to Local Hire and Transitional Workers (Articles 7.3, 7.6, 7.7 & 7.10), Workforce Referral and Development (Articles 7.1, 7.4 & 7.10), and Apprenticeship Participation (Articles 7.7 & 7.11) is of particular importance.

It is understood that the signing of the Letter of Assent shall be as binding on the undersigned C/S/E as though the C/S/E had signed the DPW-PLA and shall require all its subcontractors, of whatever tier, to become similarly bound for all work within the scope of the DPW-PLA and the DPW Policy.

This further certifies (per Articles 3, 11.2 & DPW Policy) that the undersigned C/S/E understands that submission of this Letter of Assent and Employment Hiring Plan will be required prior to commencement of any work in relation to this contract. Non-submittal of this letter and all required hiring plan documentation **may preclude** the C/S/E from being approved to work on this project.

This Letter of Assent shall become effective and binding upon the undersigned C/S/E the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and shall remain in full force and effect until the completion of the above stated project.

Sincerely,

(Name of Construction Company)

By: \_\_\_\_\_

(Name and Title of Authorized Executive)

# EMPLOYMENT HIRING PLAN

A checklist to assist your company's proper planning, project scheduling timeline, and craft worker utilization to achieve your company's local, transitional and apprentice hiring requirements.

## Employment Hiring Plan Checklist

- Has your Project team been apprised of the following:
  - (i) Goals of the PLA
  - (ii) Proper use of the Craft Request Form
  - (iii) Appropriate Hiring Hall to contact, and how to maintain verifiable documentation of the submission of the Craft Request Form
  - (iv) Required outreach to Community Based Organizations (CBOs) or Faith Based Organizations (FBOs) when Hiring Halls are unable to provide Tier 1 or 2 Local and/or Transitional workers?
  - (v) Maintaining verifiable documentation:
    - Outreach conducted
    - Local residents or transitional workers referred by the Jobs Coordinator
    - Reasons for not accepting or terminating employment of referred workers
- Consider the following when completing your Sample Anticipated Workforce Schedule
  - (i) Schedule, scope of work and craft worker requirements to ensure completion of the project
  - (ii) Estimated number of journeypersons and apprentices and hours worked for each craft to be utilized in at least a weekly or monthly break down
- Have you completed the Core Workforce List?
  - (i) Have you identified Core Workers who reside in either Tier 1 or Tier 2 zip code areas? (Refer to Article 7 of the DPW-PLA.)
  - (ii) Identified and verified your company's Core Workers that you plan to bring into the project?
- Has your project team been apprised that within 60 days after concluding work on the project, that your company needs to provide the BCA with a verified statement of the number of journeypersons and apprentices and their hours worked on the contract? (Per State Labor Code 1777.5(e) and Policy)

## Employment Hiring Plan (EHP)

<b>Company Name</b>		<b>Contractor's State License No.</b>	
<b>Prime Contractor</b>		<b>Subcontractor</b>	
<b>Project Name</b>			
<b>Mailing Address</b>			
<b>Name and Address of Project</b>			
<b>Estimated Start of Project</b>		<b>Approximate period of employment</b>	
<b>Occupation(s) required</b>			
<b>Estimated Number of Total Project hours</b>		<b>Estimated Number of Journeyman hours</b>	<b>Estimated Number of Apprentice hours</b>

**My company's project manager and hiring personnel are:**

<b>Project Manager</b>	
<b>Hiring Manager</b>	
<b>Other Staff involved with selection and hiring of personnel for this project</b>	

**Complete and attach the Employment Hiring Plan Acknowledgement**

**DON'T FORGET TO SUBMIT YOUR LETTER OF ASSENT, ALONG WITH YOUR EHP PACKAGE TO THE BCA FOR APPROVAL PRIOR TO START OF WORK ON THE PROJECT!**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Employment Hiring Plan Acknowledgement

for Department of Public Works – Project Labor Agreement (DPW-PLA) projects

Project Name:

---

Contractor Name:

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I, \_\_\_\_\_, am authorized to represent the above named contractor, and have read and fully understand all the requirements set forth in the DPW-PLA and Public Works Infrastructure Stabilization Policy (Policy) concerning the PLA and Targeted Hiring Guidelines.

### Prior to Start of Work

- I had/will have dialog with affected craft union(s) prior to commencement of work to determine craft personnel needs, schedule of work for the contract and all other matters as described in the DPW-PLA and Policy.

### Referral

- I understand that the Union(s), in conjunction with my core workforce list, shall be the primary source of all craft labor employed on the project. In the event that referral facilities maintained by the Unions are unable to fill the requisition based on the timeline set forth in the DPW PLA, Article VII, I shall be free to obtain work persons from any other source. I understand that I am still responsible for complying with the conditions of the Targeted Hiring Goals set forth in the DPW-PLA and Policy.
- I will only use the Craft Request Form in the DPW-PLA to request workers from the affected Union(s) and transmit a concurrent Craft Request transmittal to the Jobs Coordinator (if applicable) as mentioned in the DPW-PLA and Policy.
- I understand that I may employ my core worker(s) by the procedures set forth in the DPW-PLA, Article VII. One Core Worker shall be selected followed by one worker from the hiring hall of the effected trade or craft. This process shall repeat until my needs are met or until I have hired five (5) core workers for the craft, whichever occurs first. Thereafter, all additional employees in the affected craft will be requisitioned from the hiring hall.

### Targeted Hiring Goals

- I will keep detailed documentation of my compliance efforts for the Targeted Hiring Goals as mentioned in the DPW-PLA, Article VII.
- At least 30% of the total hours worked on the project will be performed by Local Residents. A Local Resident is defined as an individual living within the Tier 1 or Tier 2 zip codes. Before employing worker(s) from Tier 2 zip codes, the available pool of Local Residents whose primary place of residence is within Tier 1 zip codes must first be exhausted.

\_\_\_\_\_ (Total Estimated Hours) x 30% or more = \_\_\_\_\_ (Local Resident Hours)

- At least 20% of the total number of journeyman hours worked on the project shall be performed by apprentices; however the hours performed by apprentices in each individual craft shall not exceed the apprentice to journeyman ratio established by the California Division of Apprenticeship Standards. A minimum of 50% of all apprentice hours shall be performed by Local Residents.

\_\_\_\_\_ (Total Estimated Journeyman Hours) x 20% or more = \_\_\_\_\_ (Apprentice Hours)  
\_\_\_\_\_ (Apprentice Hours) x 50% or more = \_\_\_\_\_ (Local Apprentice Hours)

- At least 10% of total hours worked on each project shall be performed by City of Los Angeles residents classified as Transitional Worker as described in the DPW-PLA. Hours worked by a Transitional Worker who is also a Local Resident may be applied towards the 30% Local Resident goal.

\_\_\_\_\_ (Total Estimated Hours) x 10% or more = \_\_\_\_\_ (Transitional Hours)

By signing this document, I hereby affirm that the above named contractor will fully comply with all the local, apprenticeship and transitional hire requirements as set forth in this document.

---

Signature of Contractor Representative Title

---

Typed Name Date

## CORE WORKFORCE LIST

**Core Worker** is a craft employee who appears on the contractor’s active payroll for 60 of the 100 working days before award of the construction contract.

\*Union Contractors are not exempt from submitting a Core Workforce List.

Each Contractors/Subcontractors/Employers (C/S/E) of any tier working on this project shall submit a Core Workforce List. Submit the form below, and complete all the fields.

Upon request by BCA or its designated representative, certified payrolls must be submitted within 10 calendar days to verify Core Worker status.

Project Name: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Contact Number \_\_\_\_\_

Employee Name	Last 4 digits of SSN	Address	Classification	Date Employed

# **SAMPLE ANTICIPATED WORKFORCE SCHEDULE**

The contractor shall develop an Anticipated Workforce Schedule that establishes the estimated number of journeypersons and apprentices and hours worked for each craft to be utilized in at least a weekly or monthly breakdown. The Anticipated Workforce Schedule should provide an estimated timetable to be followed by the C/S/Es for construction hiring to meet the targeted hiring goals.

	<b>Trades</b>				
<b>Month</b>	<b>Framing/Drywall (Estimated Worker Hours)</b>	<b>Plumbing (Estimated Worker Hours)</b>	<b>Electrical (Estimated Worker Hours)</b>	<b>Estimated Total Work Hours Per Month</b>	<b>Estimated Total Workers per Day</b>
<b>Totals</b>					



## Pre Job Conference

The Prime Contractor and its C/S/Es (of any tier) shall conduct a pre-job conference prior to their start of work on the project.

The BCA will assist you in hosting and coordination of this meeting.

Who	<ul style="list-style-type: none"><li>• Prime Contractor</li><li>• Subcontractors strongly encouraged to attend</li><li>• BCA representatives</li><li>• Trade representatives</li></ul>
When	<ul style="list-style-type: none"><li>• Prior to the start of work</li></ul>
Topics Covered	<ul style="list-style-type: none"><li>• BCA will explain the PLA and required documentation</li><li>• Contractors may request for clarification or raise any concerns regarding the PLA.</li><li>• Trade representatives may discuss potential jurisdictional issues</li></ul>
What	<ul style="list-style-type: none"><li>• Prepare list of subcontractors indicating work assignments, trade affiliation (if any), and dollar amount of subcontract</li><li>• Complete the attached pre job conference form</li></ul>

## PRE-JOB CONFERENCE

\_\_\_\_\_  
(Job Reference / Project Title)

General Contractor: \_\_\_\_\_

California State License Number: \_\_\_\_\_

Meeting: \_\_\_\_\_

(Date)

(Time)

(Place)

Present: *(See attendance list)*

Job Description: \_\_\_\_\_

Job Location: \_\_\_\_\_

Job Phone: \_\_\_\_\_ Cost of Job: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Job Superintendent: \_\_\_\_\_ Craft Hiring Rep: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Shifts: \_\_\_\_\_ Payday: \_\_\_\_\_ Pay Period Ends: \_\_\_\_\_

Insurance Provider: Disability: \_\_\_\_\_

Compensation: \_\_\_\_\_

First-Aid Provider: \_\_\_\_\_ Hospital: \_\_\_\_\_

Safety Representative: \_\_\_\_\_

Parking: \_\_\_\_\_

Drinking Water To Be Provided By: General Contractor \_\_\_\_\_ Subcontractors \_\_\_\_\_

Sanitation Facilities To Be Provided By: \_\_\_\_\_

Number of Men/Crafts Expected: \_\_\_\_\_

Contract Exclusions: \_\_\_\_\_

Prime Contractor & Subcontractors List:  *Please attach list*

# Hiring Process

## Article VII Referral Process

The PLA requires that a contractor use the Referral Process to hire workers. A contractor is allowed a total of 5 core workers. **However**, workers must be brought onto the jobsite at a ratio of 1 core worker to 1 dispatched worker as described below.

<b>CONTRACTOR</b>	<b>UNION HIRING HALL / JOBS COORDINATOR</b>
<b>Step 1</b> Hire 1 <sup>st</sup> Core Worker	
<b>Step 2</b> Fax/Submit Craft Employee Request form for a Local and/or Transitional worker to the Union and concurrently to the designated Jobs Coordinator.	<b>Step 3</b> Hiring Hall shall fax response back to contractor within 48-hours if request is for Local and/or Transitional Worker.  Fax response back to contractor within 48-hours for all other non-Local or non-Transitional worker type requests.
	<b>Step 4</b> Make Local and/or Transitional worker referral.
<b>Step 5</b> Hire Local and/or Transitional Worker from Union referral	
<b>HOWEVER if Union Hiring Hall cannot dispatch a Local and/or Transitional Worker within 48 hours of the request...</b>	
<b>Step 6</b> Request qualified Local and/or Transitional Worker from Jobs Coordinator	
	<b>Step 7</b> Jobs Coordinator shall refer Local and/or Transitional worker to Contractor within 48 hours.
<b>Step 8</b> Hire referred Local and/or Transitional Worker from Jobs Coordinator.	
<b>HOWEVER if Jobs Coordinator cannot dispatch a Local and/or Transitional Worker within 48 hours of the request...</b>	
<b>Step 9</b> Hire 2 <sup>nd</sup> Core Worker or any worker from any other source.*	

<b>Step 10</b> Go back to Step Two in the Hiring Process	
<b>Step 11</b> Process is repeated until 5 Core Workers are hired. All additional employees shall be hired from the Union Hiring Hall.	

**\*Upon documented proof that the Unions, Jobs Coordinator, City Work Source Centers, Community or Faith Based Organizations are unable to provide a Local and/or Transitional worker, you are free to obtain employees from your workforce or any other source.**

**Things to Remember:**

- Keep all documentation to show proof of requests for workers.
- The Union has 48 hours to respond to the Craft Request Form for a Local and/or Transitional worker.
- Tier 1 zip code areas have priority over Tier 2 zip code areas.
- If the Jobs Coordinator cannot provide a referral from Tiers 1 or 2 zip code areas, you are still responsible for meeting the targeted hiring requirements.
- The following (but not limited to) Community Based Organizations (CBOs) are available to assist you as Jobs Coordinator.

**JC Consulting Services**  
 Roy Kim  
 Executive Director  
 655 South Santa Fe Avenue  
 Suite 277  
 Los Angeles, CA 90021  
 (323) 514-0796  
 rbkim.jccs@gmail.com

**LA Conservation Corps**  
 Gaby Jimenez  
 Program Manager  
 PO Box 15868  
 Los Angeles, CA 90015  
 (323) 224-2550 voice  
 (323) 224-2562 fax  
 gjjimenez@lacorps.org  
 www.lacorps.org

**Modern Times, Inc.**  
 Veronica Diaz  
 Jobs Coordinator  
 1892 E. Altadena Dr.  
 Altadena, CA 91001  
 (213) 810-6100 cell  
 (626) 316-7103 fax  
 veronica@moderntimesinc.com  
 www.ModernTimesInc.com

**LETC/AJCC/South Los Angeles Crenshaw WorkSource Center**  
 Laura McNeil  
 Director  
 (323) 730-7900  
 lmneil@letc.com

**Playa Vista Jobs**  
 Erik L. Miller  
 Executive Director  
 4112 South Main Street  
 Los Angeles, CA 90037  
 (323) 432-3955  
 (323) 432-3995 fax  
 emiller@pvjobs.org

**The Solís Group**  
 Gary A. Hamm  
 Senior Vice President  
 131 North El Molino Avenue  
 Suite 100  
 Pasadena, CA 91101  
 (626) 685-6989  
 (626) 685-6985 fax  
 ghamm@thesolisgroup.com

**TransCal Services**  
 Jeffrey Henderson  
 Program Manager  
 17216 Saticoy Street, #629  
 Van Nuys, CA 91406  
 (818) 453-1222 voice  
 (818) 419-2581 cell  
 (818) 453-1803 fax  
 Jhenderson@transcalservices.com  
 www.transcalservices.com



## Being in Compliance Checklist

**No Contractor/Subcontractor/Employer (C/S/E) of any tier may start to work on a covered project until the following three items have been submitted and approved by the BCA.**

- |   |    |
|---|----|
| <input type="checkbox"/> Letter of Assent   | 6  |
| <input type="checkbox"/> Employment Hiring Plan (must be submitted 20 business days prior to the start of work) and Employment Hiring Plan Acknowledgment | 7  |
| <input type="checkbox"/> Core Workforce List  | 11 |

### Compliance Documents

- |  |    |
|--|----|
| <input type="checkbox"/> Craft Request Form  | 18 |
| <input type="checkbox"/> Local Recruitment Source Contact Log  | 24 |
| <input type="checkbox"/> Hire/Refusal of Craft Employees   | 25 |
| <input type="checkbox"/> Other documentation (ex. emails) with City Work Source Center, Community Based Organizations (CBO), Faith Based Organizations (FBO), or other agencies relating to targeted hiring efforts.                                     |    |
| <input type="checkbox"/> Submitted verified statement of the journey person and apprentice hours worked on the Covered Project within 60 days after concluding work on said Covered Project (Per State Labor Code 1777.5(e) and Article 11.3 of the PLA) |    |

**CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
BUREAU OF CONTRACT ADMINISTRATION  
REQUEST/VERIFICATION FOR CRAFT EMPLOYEES**

Please complete and fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the City of Los Angeles project. A concurrent copy of this request should be sent to the jobs coordinator. After faxing your request, call the Local to verify receipt and substantiate their capacity to furnish local, transitional or general dispatch as requested. Contact information for Locals is listed on back of form. Please print your Fax Transmission Verification Report and keep a copy of this request for your records.

(PROJECT NAME \_\_\_\_\_)

**INSTRUCTIONS**

**To the Contractor:**

Please complete and fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the City of Los Angeles project. After faxing your request, call the Local to verify receipt and substantiate their capacity to furnish local, at-risk or general dispatch as requested. Contact information for Locals is listed on back of form. Please print your Fax Transmission Verification Report and keep a copy of this request for your records.

**To the Union:**

Please complete the "Union Use Only" section and fax form back to the requesting contractor. Retain form for your records.

To: _____	Local _____	Fax# ( ) _____ - _____	Date: _____
From – Company Name	_____	_____	_____
Person Sending:	_____	Contact Phone: ( ) _____	_____

Please provide me with union craft workers per the City of Los Angeles PLA that fulfills the requirements for this project as defined below:

**30% Local Requirement** (Union craft employees, including apprentices, who reside in the attached zip codes. **Tier 1 zip codes must first be exhausted prior to utilizing the Tier 2 zip codes**)

**10% "Transitional Worker" Requirement** (Union craft employees, including apprentices, who reside in the **Citywide** zip codes, and are certified to fulfill the "transitional worker" hiring requirement).

**General Dispatch** (Union craft employees dispatched per normal dispatch procedures, not including the 30% Local or 10% Transitional Worker requirements)

Employee Name	Address	Zip Code

**Craft Employees Requested**

Job/Craft Description	Journeyman/ Apprentice- ship Level	Number Requested	Number Requested	Number Requested	Report Date	Report Time
		30% Local	10% Transitional	General Dispatch		

Total Workers Requested \_\_\_\_\_

Please have worker(s) report to the following address indicated below:

Site Address: _____	Report to (On-Site Contact): _____
On-Site Tel.#: ( ) _____	Fax: ( ) _____

Comments or special requirements:

**Union Use Only**

**(Fax the Completed Form Back to Contractor)**

Reception Date: \_\_\_\_\_ Dispatch Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Requested Dispatch    Available for Dispatch    Unavailable for Dispatch

- |                  |                          |                          |
|------------------|--------------------------|--------------------------|
| 30% Local        | <input type="checkbox"/> | <input type="checkbox"/> |
| 10% Transitional | <input type="checkbox"/> | <input type="checkbox"/> |
| General Dispatch | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

## PLA Zip Codes

### Tier 1 Zip Codes (primary)

Tier 1 means the zip codes within the City, having at least 2 census tracts (or portion thereof) in which the median household income is less than 50% of the County of Los Angeles' median annual household income, and/or where the unemployment rate exceeds 200% of the County of Los Angeles' unemployment rate as reported by the most recent available U.S. Census Bureau data.

Qualified workers living in these zip codes will receive priority over those living in Tier 2 zip codes below.

90001	90012	90023	90043	90089	91411
90002	90013	90024	90044	90731	91605
90003	90014	90026	90047	90744	91606
90004	90015	90027	90057	91331	
90005	90016	90028	90058	91342	
90006	90017	90029	90059	91343	
90007	90018	90031	90061	91401	
90008	90019	90033	90062	91402	
90010	90020	90037	90063	91405	
90011	90021	90038	90065	91406	

### Tier 2 Zip Codes (secondary)

Tier 2 means the zip codes within the City, having at least 2 census tracts (or portion thereof) in which the median household income is less than the County of Los Angeles' median annual household income, and/or where the unemployment rate exceeds 100% of the County of Los Angeles' unemployment rate as reported by the most recent U.S. Census Bureau data.

90025	90048	90305	91042	91340	91601
90032	90064	90405	91302	91344	91602
90034	90066	90501	91303	91345	91604
90035	90068	90502	91304	91352	91607
90036	90230	90710	91306	91356	
90039	90232	90717	91311	91364	
90041	90247	90745	91316	91367	
90042	90248	90810	91324	91403	
90045	90265	90813	91325	91423	
90046	90272	91040	91335	91505	

## Construction Trade Unions Contact Numbers

### **Asbestos Heat & Frost Insulators (Local 5)**

670 E. Foothill Blvd.  
Azusa, CA 91702  
Tel: (626) 815-9794  
Fax: (626) 815-0165

### **Boilermakers (Local 92)**

2260 S. Riverside Avenue  
Bloomington, CA 92316  
Tel: (909) 877-9382  
Fax: (909) 877-8318

### **Bricklayers & Allied Craftworkers (Local 4)**

11818 Clark St., Suite A  
Arcadia, CA 91006  
Tel: (626) 739-5600  
Fax: (626) 739-5610

### **Carpenters – Local 409**

533 S. Fremont Ave., 4<sup>th</sup> Floor  
Los Angeles, CA 90071  
Tel: (213) 385-3510  
Fax: (213) 488-1697

### **Drywall – Local 1506**

5164 Santa Monica Blvd.  
Los Angeles, CA 90029  
Tel: (323) 660-1506  
Fax: (323) 660-0382

### **Electricians (Local 11)**

297 N. Marengo Avenue  
Pasadena, CA 91101  
Tel: (626) 243-9700  
Fax: (626) 793-9743

Electricians District No. 1  
6023 S. Garfield Avenue  
City of Commerce, CA 90040  
Tel: (323) 517-9610  
Fax: (323) 726-0623

Electricians District No. 2  
8333 Airport Blvd.  
Los Angeles, CA 90045  
Tel: (310) 645-5269  
Fax: (310) 645-5289

Electricians District No. 3  
8333 Airport Blvd.  
Los Angeles, CA 90045  
Tel: (310) 645-3637  
Fax: (310) 645-0308

Electricians District No. 4  
400 Chatsworth Drive  
San Fernando, CA 91340  
Tel: (818) 361-7774  
Fax: (818) 361-0606

Electricians District No. 5  
1817 East Ave Q, Suite A16  
Palmdale, CA 93550  
Tel: (661) 274-9461  
Fax: (661) 274-9503

Electricians District No. 6  
1510 N. Peck Road  
So. El Monte, CA 91733  
Tel: (626) 443-6946  
Fax: (626) 443-7720

### **Elevator Constructors (Local 18)**

100 S. Mentor Avenue  
Pasadena, CA 91106  
Tel: (626) 449-1869  
Fax: (626) 577-1055

### **Operating Engineers (Local 12)**

150 E. Corson  
Pasadena, CA 91103  
Tel: (626) 792-8900  
Fax: (626) 792-9039

Operating Engineers District No. 1  
150 E. Corson  
Pasadena, CA 91103  
Tel: (626) 792-2519  
Fax: (626) 792-2635

Operating Engineers District No.1 (SubOffice)  
44250 No. Division  
Lancaster, CA 93534  
Tel: (661) 942-1175  
Fax: (661) 949-0209

Operating Engineers District No. 7  
3311 W. Ball Road  
Anaheim, CA 92804  
Tel: (714) 827-4591  
Fax: (714) 827-0498

**Glaziers (Local 636)**

2333 No. Lake Avenue, Unit F  
Altadena, CA 91001  
Tel: (626) 448-1565  
Fax: (626) 797-8395

**Gunite Workers (Local 345)**

P.O. Box 3345  
Burbank, CA 91508  
Tel: (818) 846-1303  
Fax: (818) 846-1226

**Iron Workers (Reinforced – Local 416)**

13830 San Antonio Dr.  
Norwalk, CA 90650  
Tel: (562) 868-1251  
Fax: (562) 868-1429

**Iron Workers (Structural – Local 433)**

17495 Hurley St. East  
City of Industry, CA 91744  
Tel: (626) 964-2500  
Fax: (626) 964-1754

**Laborers (City of LA Areas – Local 300)**

Local 300 (Main Office)  
2005 W. Pico Blvd.  
Los Angeles, CA 90006  
Tel: (213) 385-9212  
Tel: (213) 385-3550  
Fax: (213) 385-6985

Local 300 (Branch Office)  
14800 Devonshire  
Mission Hills, CA 91340  
Tel: (818) 891-1702

Local 300 (Branch Office)  
511 W. Avenue Q  
Palmdale, CA 93550  
Tel: (661) 273-3891

Local 300 (Branch Office)  
11346 E. Ramona Blvd.  
El Monte, CA 91731  
Tel: (626) 448-0144 or  
Tel: (626) 448-7826

**Laborers (San Pedro/Port of LA – Local 802)**

3919 Paramount Blvd.  
Lakewood, CA 90712  
Tel: (562) 421-9346  
Fax: (562) 421-5964

**Painters & Allied Trades DC 36**

2333 N. Lake Avenue, Unit H  
Altadena, CA 91001  
Tel: (626) 584-9925  
Fax: (626) 584-1949

**Painters & Allied Trades (Local 95)**

8658 Cleto Street  
Downey, CA 90241  
Tel: (562) 861-9616  
Fax: (562) 861-6549

**Painters & Allied Trades (Local 1595)**

2333 N. Lake Avenue, Unit E  
Altadena, CA 91001  
Tel: (626) 304-9640  
Fax: (626) 797-1564

**Pipe Trades (Plumbers – Local 78)**

1111 W. James Wood Blvd.  
Los Angeles, CA 90015  
Tel: (213) 688-9090  
Fax: (213) 627-4624

**Pipe Trades (Local 250)**

*Steamfitters/Air Conditioning/  
Refrigeration / Industrial Pipefitters*  
18355 S. Figueroa St.  
Gardena, CA 90248  
*Steamfitters:* Tel: (310) 660-0035  
Fax: (310) 329-2465  
*AC/Refrig.* Tel: (310) 660-0045  
FAX: (310) 329-2465

**Pipe Trades (Local 345)**

*Landscape, Irrigation, Underground & Specialty Piping*

1430 Huntington Dr.  
Duarte, CA 91010  
Tel: (626) 357-9345  
Fax: (626) 359-0359

**Pipe Trades (Sprinkler Fitters – Local 709)**

12140 Rivera Road  
Whittier, CA 90606  
Tel: (562) 698-9909  
Fax: (562) 698-7255

**Pipe Trades (Plumbers/Fitters Local 761)**

1305 N. Niagara Street  
Burbank, CA 91505  
Tel: (818) 843-8670  
Fax: (818) 843-5209

**Plasterers & Cement Masons (Local 200)**

*Plasterers*

1610 W. Holt Avenue  
Pomona, CA 91768  
Tel: (909) 865-2240  
Fax: (909) 865-9392

**Plasterers & Cement Masons (Local 600)**

5811 E. Florence Avenue  
Bell Gardens, CA 90201  
Tel: (323) 771-0991  
Fax: (323) 771-2631

Local 600 (Suboffice)

3921 Burbank Blvd., Burbank, CA 91505  
Tel: (818) 845-2431  
Fax: (818) 845-2496

**Plasterers & Cement Masons (Local 500)**

1605 N. Susan St.  
Santa Ana, CA 92703  
Tel: (714) 554-0730  
Fax: (714) 265-0780

**Resilient Floor & Dec. Cov. (Local 1247)**

8051 Pioneer Blvd.  
Whittier, CA 90606  
Tel: (562) 695-7402  
Fax: (562) 695-6337

**Roofers & Waterproofers (Local 36)**

5380 Poplar Blvd.  
Los Angeles, CA 90032  
Tel: (323) 222-0251  
Fax: (323) 222-3585

**Sheet Metal Workers (Local 105)**

2120 Auto Centre Dr., Suite 105  
Glendora, CA 91740  
Tel: (909) 305-2800  
Fax: (909) 305-2822

**Teamsters (Local 848)**

818 Oak Park Road, Suite 200  
Covina, CA 91724  
Tel: (626) 732-4700  
Fax: (626) 732-4707

**Teamsters (Local 986)**

1198 Durfee Avenue  
So. El Monte, CA 91733  
Tel: (626) 350-9860  
Fax: (626) 448-0986

**Tile, Marble & Terrazo Layers (Local 18)**

9732 E. Garvey Ave., Suite 200  
So. El Monte, CA 91733  
Tel: (626) 329-0369  
Fax: (626) 329-0374

## Additional Labor Resources Contact Numbers

### **WINTER**

#### **Women In Non Traditional Employment Roles**

3655 South Grand Avenue, Suite 210

Los Angeles, CA 90007

Tel: 213-749-3970

Fax: 213-749-3918





## **HIRE/REFUSAL OF CRAFT EMPLOYEES**

All C/S/Es retain authority in making individual hiring decisions. However, in the event that a referred worker is refused, the contractor should document the type of worker referred (e.g. local, transitional) and describe the reason(s) why the worker was refused.

**City of Los Angeles**  
Department of Public Works  
Bureau of Contract Administration / Office of Contract Administration / Labor Compliance Section  
1149 S. Broadway, Suite 300, Los Angeles, CA 90015  
Phone: (213) 847-2629 – Fax: (213) 847-2722

**JOBS COORDINATOR AFFIDAVIT**

The Jobs Coordinator plays an integral part in the success of their partner(s) in obtaining the targeted hiring percentages (based on construction hours worked) of 30% Local Hire / 50% of the apprentice hours required by state law will be performed by Local residents / 10% Transitional Worker Hire.

**SECTION 1. PRIME CONTRACTOR INFORMATION**

Project Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION 2. JOBS COORDINATOR INFORMATION**

Jobs Coordinator Name: \_\_\_\_\_

Jobs Coordinator Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION 3. DECLARATION**

The Prime Contractor certifies that its designated Jobs Coordinator possesses, but not limited to, the following demonstrable experience and qualifications as outlined in Section 4(a) & (b) of the City's Public Works Infrastructure Stabilization Policy (DPW-Policy).

I understand that I am required to permit the City of Los Angeles access to and upon request, must provide documentation of its Jobs Coordinator experience and qualifications for the purpose of ascertaining compliance with the DPW-Policy. Furthermore, I understand that failure to comply may be deemed a material breach of any City contract by the Awarding Authority; or the Awarding Authority may cancel, terminate or suspend in whole or in part, the contract; or monies due or to become due under a contract may be retained by the City until compliance is achieved. The City may also pursue any and all other remedies at law or in equity for any breach. The City may use the failure to comply with the DPW-Policy as evidence against the Contractor in actions taken pursuant to the provisions of the Los Angeles Administrative Code Section 10.40, et seq., Contractor Responsibility Ordinance.

I certify that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Name of Signatory (please print)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Title

\_\_\_\_\_  
City of Los Angeles BTRC

**JOBS COORDINATOR QUESTIONNAIRE.** Please complete the following questionnaire by listing your experience in each of the following criteria.

**If more than one organization will be providing the jobs coordinator efforts, the experience for each of the organizations involved must be identified. The applicant or principal organization applying to perform the jobs coordinator functions must have *DEMONSTRABLE* experience in criteria nos. 1, 2, 4, 5, and 6.**

- 1) Developing, creating, designing and marketing specific programs targeting Local Residents and/or Transitional Workers for construction opportunities at the Covered Project. Include purpose of these programs. Indicate the results of these efforts.
- 2) Coordinating services to assist contractors in their efforts to employ local workers and transitional workers, and in their utilization of apprentices. INCLUDE: Project Name, Awarding Body, Length of Project, and Dates of Employment with the client.
- 3) Educating and assisting contractors regarding incentives provided by state or federal programs for On-the-Job Training and employer tax credits. How were these services provided?
- 4) Conducting orientations, job fairs and community outreach meetings to the local community. List events by these categories. Indicate the resulting outcome if known.
- 5) Providing supportive services such as skills training, child care, transportation, education remediation, assistance with union fees and tools. To whom are these supportive services made available?
- 6) Screening and certifying the transitional status of workers. Include awarding body(ies), dates of project(s), and date(s) of involvement.
- 7) Establishing a referral and retention tracking mechanism for placed local and/or transitional workers and apprentices.
- 8) Networking with the various Work Source Centers, community and faith based organizations and other non-profit entities that provide qualified local workers and/or transitional workers.
- 9) Liaising with the various building trades crafts for referral and placement of local hire and/or transitional workers.

**For more information about the Department of Public Works Project Labor Agreement and Public Works Infrastructure Stabilization Policy, visit our website at <http://bca.lacity.org>.**