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

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.

For more information, go to the Department of Labor, Employment and Training Administration website at 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.

<table>
<thead>
<tr>
<th>Employment Hiring Plan Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Has your Project team been apprised of the following:</td>
</tr>
<tr>
<td>(i) Goals of the PLA</td>
</tr>
<tr>
<td>(ii) Proper use of the Craft Request Form</td>
</tr>
<tr>
<td>(iii) Appropriate Hiring Hall to contact, and how to maintain verifiable documentation of the submission of the Craft Request Form</td>
</tr>
<tr>
<td>(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?</td>
</tr>
<tr>
<td>(v) Maintaining verifiable documentation:</td>
</tr>
<tr>
<td>• Outreach conducted</td>
</tr>
<tr>
<td>• Local residents or transitional workers referred by the Jobs Coordinator</td>
</tr>
<tr>
<td>• Reasons for not accepting or terminating employment of referred workers</td>
</tr>
</tbody>
</table>

| ☐ 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)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contractor’s State License No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contractor</td>
<td>Subcontractor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name and Address of Project</th>
</tr>
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<table>
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<tr>
<th>Estimated Start of Project</th>
<th>Approximate period of employment</th>
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<table>
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<tr>
<th>Occupation(s) required</th>
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</table>

<table>
<thead>
<tr>
<th>Estimated Number of Total Project hours</th>
<th>Estimated Number of Journeyman hours</th>
<th>Estimated Number of Apprentice hours</th>
</tr>
</thead>
</table>

My company’s project manager and hiring personnel are:

<table>
<thead>
<tr>
<th>Project Manager</th>
</tr>
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<table>
<thead>
<tr>
<th>Hiring Manager</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Other Staff involved with selection and hiring of personnel for this project</th>
</tr>
</thead>
</table>

☐ 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:
______________________________________________________________________

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.

\[
\text{_________ (Total Estimated Journeyman Hours) x 20% or more} = \text{_________ (Apprentice Hours)}
\]

\[
\text{_________ (Apprentice Hours) x 50% or more} = \text{_________ (Local Apprentice Hours)}
\]

☐ 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.

\[
\text{_________ (Total Estimated Hours) x 10% or more} = \text{_________ (Transitional Hours)}
\]

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 |  |

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Last 4 digits of SSN</th>
<th>Address</th>
<th>Classification</th>
<th>Date Employed</th>
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</thead>
<tbody>
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Targeted Hiring Guidelines

PLA 2015-2020
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.

### SAMPLE ANTICIPATED WORKFORCE SCHEDULE

<table>
<thead>
<tr>
<th>Month</th>
<th>Framing/Drywall (Estimated Worker Hours)</th>
<th>Plumbing (Estimated Worker Hours)</th>
<th>Electrical (Estimated Worker Hours)</th>
<th>Estimated Total Work Hours Per Month</th>
<th>Estimated Total Workers per Day</th>
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<tr>
<td>Totals</td>
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Targeted Hiring Guidelines

PLA 2015-2020

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# 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
- Prime Contractor
- Subcontractors strongly encouraged to attend
- BCA representatives
- Trade representatives

### When
- Prior to the start of work

### Topics Covered
- BCA will explain the PLA and required documentation
- Contractors may request for clarification or raise any concerns regarding the PLA.
- Trade representatives may discuss potential jurisdictional issues

### What
- Prepare list of subcontractors indicating work assignments, trade affiliation (if any), and dollar amount of subcontract
- Complete the attached pre job conference form
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

Project Labor Agreement 2015 – 2020
**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.

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>UNION HIRING HALL / JOBS COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong> Hire 1(^{st}) Core Worker</td>
<td></td>
</tr>
</tbody>
</table>
| **Step 2** Fax/Submit Craft Employee Request form for a Local and/or Transitional worker to the Union and concurrently to the designated Jobs Coordinator. | **Step 3** 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. |
| **Step 5** Hire Local and/or Transitional Worker from Union referral | **Step 4** Make Local and/or Transitional worker referral. |
| **HOWEVER** if Union Hiring Hall cannot dispatch a Local and/or Transitional Worker within 48 hours of the request… | |
| **Step 6** Request qualified Local and/or Transitional Worker from Jobs Coordinator | **Step 7** Jobs Coordinator shall refer Local and/or Transitional worker to Contractor within 48 hours. |
| **Step 8** Hire referred Local and/or Transitional Worker from Jobs Coordinator. | |
| **HOWEVER** if Jobs Coordinator cannot dispatch a Local and/or Transitional Worker within 48 hours of the request… | |
| **Step 9** Hire 2\(^{nd}\) Core Worker or any worker from any other source.* | |

*The above steps can be repeated as necessary to hire additional workers up to the total of 5 core workers.
Step 10 Go back to Step Two in the Hiring Process

Step 11 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.

<table>
<thead>
<tr>
<th>JC Consulting Services</th>
<th>Modern Times, Inc.</th>
<th>The Solís Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roy Kim</td>
<td>Veronica Diaz</td>
<td>Gary A. Hamm</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Jobs Coordinator</td>
<td>Senior Vice President</td>
</tr>
<tr>
<td>655 South Santa Fe Avenue</td>
<td>1892 E. Altadena Dr.</td>
<td>131 North El Molino Avenue</td>
</tr>
<tr>
<td>Suite 277</td>
<td>Altadena, CA 91001</td>
<td>Suite 100</td>
</tr>
<tr>
<td>Los Angeles, CA 90021</td>
<td>(213) 810-6100 cell</td>
<td>Pasadena, CA 91101</td>
</tr>
<tr>
<td>(323) 514-0796</td>
<td>(626) 316-7103 fax</td>
<td>(626) 685-6989</td>
</tr>
<tr>
<td><a href="mailto:rbkim.jccs@gmail.com">rbkim.jccs@gmail.com</a></td>
<td><a href="mailto:veronica@moderntimesinc.com">veronica@moderntimesinc.com</a></td>
<td>(626) 685-6985 fax</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ModernTimesInc.com">www.ModernTimesInc.com</a></td>
<td><a href="mailto:ghamm@thesolisgroup.com">ghamm@thesolisgroup.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LA Conservation Corps</th>
<th>Playa Vista Jobs</th>
<th>TransCal Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaby Jimenez</td>
<td>Erik L. Miller</td>
<td>Jeffrey Henderson</td>
</tr>
<tr>
<td>Program Manager</td>
<td>Executive Director</td>
<td>Program Manager</td>
</tr>
<tr>
<td>PO Box 15868</td>
<td>4112 South Main Street</td>
<td>17216 Saticoy Street, #629</td>
</tr>
<tr>
<td>Los Angeles, CA 90015</td>
<td>Los Angeles, CA 90037</td>
<td>Van Nuys, CA 91406</td>
</tr>
<tr>
<td>(323) 224-2550 voice</td>
<td>(323) 432-3955</td>
<td>(818) 453-1222 voice</td>
</tr>
<tr>
<td>(323) 224-2562 fax</td>
<td>(323) 432-3995 fax</td>
<td>(818) 419-2581 cell</td>
</tr>
<tr>
<td><a href="mailto:gjimenez@lacorps.org">gjimenez@lacorps.org</a></td>
<td><a href="mailto:emiller@pvjobs.org">emiller@pvjobs.org</a></td>
<td>(818) 453-1803 fax</td>
</tr>
<tr>
<td><a href="http://www.lacorps.org">www.lacorps.org</a></td>
<td></td>
<td><a href="mailto:Jhenderson@transcalservices.com">Jhenderson@transcalservices.com</a></td>
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<td><a href="http://www.transcalservices.com">www.transcalservices.com</a></td>
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</table>
## 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Page</th>
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<tbody>
<tr>
<td>Letter of Assent</td>
<td>6</td>
</tr>
<tr>
<td>Employment Hiring Plan (must be submitted 20 business days prior to the start of work) and Employment Hiring Plan Acknowledgment</td>
<td>7</td>
</tr>
<tr>
<td>Core Workforce List</td>
<td>11</td>
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### Compliance Documents

<table>
<thead>
<tr>
<th>Item</th>
<th>Page</th>
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<tbody>
<tr>
<td>Craft Request Form</td>
<td>18</td>
</tr>
<tr>
<td>Local Recruitment Source Contact Log</td>
<td>24</td>
</tr>
<tr>
<td>Hire/Refusal of Craft Employees</td>
<td>25</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Submitted verified statement of the journeyperson 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)</td>
<td></td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Address</th>
<th>Zip Code</th>
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</thead>
</table>

Craft Employees Requested

<table>
<thead>
<tr>
<th>Job/Craft Description</th>
<th>Journeyman/ Apprentice- ship Level</th>
<th>Number Requested 30% Local</th>
<th>Number Requested 10% Transitional</th>
<th>Number Requested General Dispatch</th>
<th>Report Date</th>
<th>Report Time</th>
</tr>
</thead>
</table>

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)

<table>
<thead>
<tr>
<th>Reception Date:_________</th>
<th>Dispatch Date:_________</th>
<th>Received By:_________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Dispatch</td>
<td>Available for Dispatch</td>
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</tr>
<tr>
<td>30% Local</td>
<td>□</td>
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<tr>
<td>10% Transitional</td>
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<td>□</td>
</tr>
<tr>
<td>General Dispatch</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Comments:________________</td>
<td>______________________</td>
<td>______________________</td>
</tr>
</tbody>
</table>

Targeted Hiring Guidelines
PLA 2015-2020
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.

<table>
<thead>
<tr>
<th>90001</th>
<th>90012</th>
<th>90023</th>
<th>90043</th>
<th>90089</th>
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<tr>
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<td>90038</td>
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</tbody>
</table>

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.

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<thead>
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<td>90042</td>
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<td>90272</td>
<td>91040</td>
<td>91335</td>
<td>91505</td>
<td></td>
</tr>
</tbody>
</table>
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., 4th 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

Gunité 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 Cleta 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


**LOCAL RECRUITMENT SOURCE CONTACT LOG**

All C/S/E’s shall document their contact with local recruitment sources such as City Work Source Center, Community Based Organizations (CBO), Faith Based Organizations (FBO), or other non-profit organizations. Contractor should demonstrate outreach efforts for instances when the contractor was not dispatched a local and/or transitional worker by the Union hiring hall and/or Jobs Coordinator.

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Caller</th>
<th>Recruitment Source</th>
<th>Phone Number</th>
<th>Contact Person</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
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</table>
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.
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](http://bca.lacity.org).