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 Proposition HHH Project Labor Agreement and/or Rules and Regulations Implementing the Permanent Supportive Housing and Facilities Infrastructure Stabilization Ordinance 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 Proposition HHH Project Labor Agreement (HHH-PLA) and Rules and Regulations Implementing the Permanent Supportive Housing and Facilities Infrastructure Stabilization Ordinance (Rules & Regulations) for the applicable project.

Review the HHH-PLA and Rules & Regulations. Copies may be obtained from the following sources:

Bureau of Contract Administration’s (BCA) website
<insert link>

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 HHH-PLA and Rules & Regulations requirements.

1. 30% of all hours worked shall be performed by local residents residing within Tier 1, Tier 2 and Tier 3 zip codes*.
2. 50% of apprentice work hours shall be performed by local apprentices residing within Tier 1, Tier 2 and Tier 3 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 HHH-PLA and Rules & Regulations.

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, Tier 2, and Tier 3 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) Letter of Assent – provide at least 20 business days prior to start of work.

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

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 HHH-PLA and Rules & Regulations. 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.

Page 6 contains the Letter of Assent template, which contains all of the letter’s official language and must be copied or transposed exactly on the affected C/S/E’s company letterhead. The information designated for the letter’s empty fields should be completed by the applicable contractor.

b) Employment Hiring Plan (EHP) – provide at least 20 business days prior to start of work.

The EHP includes Core Workforce List and Sample Anticipated Workforce Schedule. The EHP template may be found on Page 7.
LETTER OF ASSENT (TEMPLATE)

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

SUBJECT: LETTER OF ASSENT

PROJECT TITLE: ____________________________________________

Dear Mr. Reamer:

This is to certify that the undersigned Contractor/Subcontractor/Employer (C/S/E) has examined a copy of the subject Proposition HHH Project Labor Agreement (HHH-PLA) entered into by and between the City of Los Angeles and Los Angeles/Orange County Building and Construction Trades Council and the signatory unions dated July 3, 2018 and the Rules and Regulations Implementing the Permanent Supportive Housing and Facilities Infrastructure Stabilization Ordinance (Policy). The undersigned C/S/E hereby agrees to comply with all of the terms and conditions of the aforementioned Project Labor Agreement and Policy, with the understanding that as such Project Labor Agreement may, from time to time, be amended by the parties or interpreted pursuant to its terms.

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 above referred Project Labor Agreement and shall require all its subcontractors, of whatever tier, to become similarly bound for all work within the scope of the Project Labor Agreement.

This further certifies (per Articles 3, 11.2 & 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 HHH-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, 2 or 3 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 the Tier 1, Tier 2 or Tier 3 zip code areas? (Refer to Article 7 of the HHH-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>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Prime Contractor</th>
<th>Subcontractor</th>
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<tbody>
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</tbody>
</table>

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

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

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

My company’s project manager and hiring personnel are:

<table>
<thead>
<tr>
<th>Project Manager</th>
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<table>
<thead>
<tr>
<th>Hiring Manager</th>
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<table>
<thead>
<tr>
<th>Other Staff involved with selection and hiring of personnel for this project</th>
<th></th>
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</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
Proposition HHH – Project Labor Agreement (HHH-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 HHH-PLA and Rules and Regulations Implementing the Permanent Supportive Housing and Facilities Infrastructure Stabilization Ordinance (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 HHH-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 HHH 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 HHH-PLA and Policy.

☐ I will only use the Craft Request Form in the HHH-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 HHH-PLA and Policy.

☐ I understand that I may employ my core worker(s) by the procedures set forth in the HHH-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 HHH-PLA, Article VII.
Targeted Hiring Goals (cont.)

□ 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, Tier 2, or Tier 3 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.

\[
\text{\underline{Total Estimated Hours}} \times 30\% \text{ or more} = \text{\underline{Local Resident Hours}}
\]

□ Apprentices must be employed on each project in accordance with Section 1777.5 of the California Labor Code; 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.

\[
\text{\underline{Apprentice Hours}} \times 50\% \text{ or more} = \text{\underline{Local Apprentice Hours}}
\]

□ 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.

\[
\text{\underline{Total Estimated Hours}} \times 10\% \text{ or more} = \text{\underline{Transitional Hours}}
\]

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 and meets the required definition stated in Section 1.8 of the HHH-PLA.

*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.

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Contractor:</th>
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<tbody>
<tr>
<td>Contact Person:</td>
<td>Title:</td>
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<tr>
<td>Contact Number</td>
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<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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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.

<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>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Who</th>
<th>Subcontractors strongly encouraged to attend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Contractor</td>
<td>BCA representatives</td>
</tr>
<tr>
<td>Subcontractors</td>
<td>Trade representatives</td>
</tr>
</tbody>
</table>

| When                     | Prior to the start of work                   |

| Topics Covered           | BCA will explain the HHH-PLA and required    |
|                         | documentation                               |
|                         | Contractors may request for clarification or |
|                         | raise any concerns regarding the HHH-PLA    |
|                         | or Rules & Regulations                      |
|                         | 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

Proposition HHH Project Labor Agreement 2018
**Hiring Referral Process**

*HHH-PLA Article VII Referral Process*

The HHH-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 1st Core Worker</td>
<td></td>
</tr>
<tr>
<td><strong>Step 2</strong> Fax/Submit Craft Employee Request form for a Local and/or Transitional worker to the Union and concurrently to the designated Jobs Coordinator.</td>
<td><strong>Step 3</strong> 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.</td>
</tr>
<tr>
<td><strong>Step 5</strong> Hire Local and/or Transitional Worker from Union referral</td>
<td><strong>Step 4</strong> Make Local and/or Transitional worker referral.</td>
</tr>
<tr>
<td><strong>Step 5</strong> Hire Local and/or Transitional Worker from Union referral</td>
<td></td>
</tr>
<tr>
<td><strong>Step 6</strong> Request qualified Local and/or Transitional Worker from Jobs Coordinator</td>
<td><strong>Step 7</strong> Jobs Coordinator shall refer Local and/or Transitional worker to Contractor within 48 hours.</td>
</tr>
<tr>
<td><strong>Step 8</strong> Hire referred Local and/or Transitional Worker from Jobs Coordinator.</td>
<td></td>
</tr>
<tr>
<td><strong>Step 8</strong> Hire referred Local and/or Transitional Worker from Jobs Coordinator.</td>
<td><strong>Step 9</strong> Hire 2nd Core Worker or any worker from any other source.*</td>
</tr>
<tr>
<td><strong>Step 9</strong> Hire 2nd Core Worker or any worker from any other source.*</td>
<td><strong>Step 10</strong> Go back to Step Two in the Hiring Process</td>
</tr>
<tr>
<td><strong>Step 10</strong> Go back to Step Two in the Hiring Process</td>
<td><strong>Step 11</strong> Process is repeated until 5 Core Workers are hired. All additional employees shall be hired from the Union Hiring Hall.</td>
</tr>
</tbody>
</table>

**HOWEVER if Union Hiring Hall cannot dispatch a Local and/or Transitional Worker within 48 hours of the request…**

**HOWEVER if Jobs Coordinator cannot dispatch a Local and/or Transitional Worker within 48 hours of the request…**
*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 first priority over Tier 2 and Tier 3 zip code areas; Tier 2 zip code areas have priority over Tier 3 zip code areas.
- If the Jobs Coordinator cannot provide a referral from Tiers 1, 2 or 3 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 a Jobs Coordinator.

**2nd Call**
Skipp Townsend
Executive Director
Post Office Box 191476
Los Angeles, CA 90019
626-420-8152
Skipp@2ndcall.org

**Career Expansion, Inc.**
Jason Vogel
Chief Executive Officer
904 North La Brea Avenue
Inglewood, CA 90302
310-975-4026
jason@careerexpansion.net

**Harris Consulting Group**
John W. Harris, Principal
865 South Figueroa Street
Suite 2750
Los Angeles, CA 90017
(213) 489-9833
(213) 489-3761
faxjohn@jharrislaw.com

**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
(323) 224-2562 fax
qJimenez@lacorps.org
www.lacorps.org

**LET/CJCC/South Los Angeles Crenshaw WorkSource Center**
Laura McNeil
Director
(323) 730-7900
lmcneill@letc.com

**Modern Times, Inc.**
Veronica Diaz
Jobs Coordinator
1892 East Altadena Drive
Altadena, CA 91001
(213) 810-6100 cell
(626) 316-7103 fax
veronica@moderntimesinc.com
www.ModernTimesinc.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 Solis 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
6109 South Western Avenue
#308
Los Angeles, CA 90047
(323) 305-6470
(323) 305-6471 fax
jhenderson@transcalservices.com

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**Targeted Hiring Guidelines**
Proposition HHH-PLA 2018

Page 16 of 27
## 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>Requirement</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Assent</td>
<td>6</td>
</tr>
<tr>
<td>Employment Hiring Plan and Employment Hiring Plan Acknowledgment</td>
<td>7</td>
</tr>
<tr>
<td>Core Workforce List</td>
<td>11</td>
</tr>
</tbody>
</table>

### Compliance Documents

- Craft Request Form: 18
- Local Recruitment Source Contact Log: 23
- Hire/Refusal of Craft Employees: 25
- 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.
- 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)).
**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.

<table>
<thead>
<tr>
<th>To:</th>
<th>Local</th>
<th>Fax# ( )</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>From – Company Name</td>
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<td></td>
<td></td>
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<tr>
<td>Person Sending:</td>
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</tbody>
</table>

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 local metropolitan area zip codes listed below. If unavailable, can be dispatched from any one of the Citywide zip codes listed in Attachment).
- **10% “Transitional Worker” Requirement** (Union craft employees, including apprentices, who live in one of the Citywide zip codes listed in Attachment, 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Craft Employees Requested**

<table>
<thead>
<tr>
<th>Job/Craft Description</th>
<th>Journeyman / Apprenticeship Level</th>
<th>Number(s) Requested</th>
<th>Report Date</th>
<th>Report Time</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>30% Local</td>
<td>10% Transitional</td>
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</tbody>
</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>Requested Dispatch</th>
<th>Available for Dispatch</th>
<th>Unavailable for Dispatch</th>
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</thead>
<tbody>
<tr>
<td>30% Local</td>
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<tr>
<td>50% Local Apprentice</td>
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<tr>
<td>10% Transitional</td>
<td></td>
<td></td>
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<tr>
<td>General Dispatch</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: ____________________________

Targeted Hiring Guidelines
Proposition HHH-PLA 2018
HHH-PLA Zip Codes

Tier 1 Zip Codes

Tier 1 means the zip codes within a 5-mile radius surrounding the project’s location, containing qualified workers where either the zip code’s annual household income or the qualified worker’s annual household income is less than the County of Los Angeles’ median annual household income.

Qualified workers living in these zip codes will receive priority over those living within Tier 2 and Tier 3 zip codes below.

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<td>91402</td>
<td>91402</td>
<td>91402</td>
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</tbody>
</table>

Tier 2 Zip Codes

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 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 3 zip codes below.

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<td>91607</td>
<td>91607</td>
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</tr>
</tbody>
</table>

Tier 3 Zip Codes

Tier 3 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.
Construction Trade Unions Contact Numbers

Asbestos Heat & Frost Insulators (Local 5)
3833 Ebony St. Ontario, CA.
Tel: (909) 390-3401
Fax: (909) 390-3405

Boilermakers (Local 92)
2260 S. Riverside Avenue
Bloomington, CA 92316
Tel: (909) 877-9382
Fax: (909) 877-8318

Bricklayers & Allied Craftworkers (Loc. 4)
11818 Clark St., Suite A
Arcadia, CA 91706
Tel: (626) 739-5600
Fax: (626) 739-5610

Drywall Finishers Local 1136
Corporate Center Drive
Monterey Park, CA 91754
Tel: (626) 296-8003
Fax: (626) 296-8076

Electricians (Local 11)
297 N. Marengo Avenue
Pasadena, CA 91101
Tel: (626) 243-9700
Fax: (626) 793-9743

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

Glaziers (Local 636)
1155 Corporate Center Dr.
Monterey Park, CA 91754
Tel: (626) 448-1565
Fax: (626) 797-8395

Gunite Workers (Local 345)
P.O. Box 3339
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 Local 1309
3971 Pixie Ave.
Lakewood, CA 90712
Tel: (562) 421-9346
Fax: (562) 421-5964

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

Laborers Local 1184
1128 La Cadena Dr.
Riverside, CA 92507
Tel: (951) 684-1484
Fax: (951) 779-1445

Painters & Allied Trades DC 36
1155 Corporate Center Drive
Monterey Park, CA 91754
Tel: (626) 584-9925
Fax: (626) 584-1949

Plaster Tenders
1055 W. Second Street
Pomona, CA
Tel.: (909) 622-8500
Fax: (909) 623-5244
Plumbers (Local 78)
1111 West James Wood Boulevard
Los Angeles, CA 90015
(213) 688-9090
(213) 627-4624

Plumbers (Local 761)
1305 N. Niagara St.
Burbank, CA 91505
(818) 843-8670
(818) 843-5209

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

Plasterers (Local 200)
1610 W. Holt Ave.
Pomona, CA 91768
Tel: (909) 865-2240
Fax: (909) 865-9392

Cement Masons #500
1012 E. Cooley Dr., Suite A
Colton, CA 92324
Tel: (714) 554-0730
Fax: (714) 265-0780

Cement Masons #600
5811 E. Florence Ave.
Bell Gardens, CA 90201
Tel: (323) 771-0991
Fax: (323) 771-2631

Resilient Floor & Dec. Cov. (Local 1247)
1155 corporate Center Dr.
Monterey Park, CA 91754
Tel: (626) 296-8058
Fax: (626) 296-8048

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

Southwest Regional Council of Carpenters
533 S. Freemont Avenue, 10th Floor
Los Angeles, CA 90071
Tel: (213) 385-1457
Fax: (213) 385-3759

Teamsters (Local 986)
1198 Durfee Avenue
So. El Monte, CA 91733
Tel: (626) 350-9860
Fax: (626) 448-0986

Tradeshow and Sign Crafts
1155 Corporate Center Drive
Monterey Park, CA 91754
Tel: (626) 296-8086
Fax: (626) 584-1949
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>
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<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.
JOB 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 Regulation 8(a) & (b) of the Rules and Regulations Implementing the Permanent Supportive Housing and Facilities Infrastructure Stabilization Ordinance (Rules & Regulations).

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 Rules & Regulations. 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 Rules & Regulations 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 ______________________, ______________________.

____________________  ______________________
Signature  Mailing Address

____________________  ______________________
Name of Signatory (please print)  City, State, Zip Code

____________________  ______________________
Title  City of Los Angeles BTRC
PROPOSITION HHH-PLA
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 \textit{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 Proposition HHH Project Labor Agreement and Rules and Regulations Implementing the Permanent Supportive Housing and Facilities Infrastructure Stabilization Ordinance, visit our website at http://bca.lacity.org.