

Employment Hiring Plan (EHP)

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

My company's project manager and hiring personnel are:

| | |
|---|--|
| Project Manager | |
| Hiring Manager | |
| Other Staff involved with selection and hiring of personnel for this project | |

YOUR EHP NARRATIVE SHOULD EXPLAIN HOW YOUR COMPANY PLANS TO FULFILL ALL ITS LOCAL HIRE GOALS.

AT A MINIMUM, THE FOLLOWING QUESTIONS SHOULD BE ADDRESSED

- **How many workers and man power hours are expected to complete the project?**
- **Of these workers and man power hours, what is the anticipated percentage for local hours worked?**
- **Has your company coordinated with the potential hiring sources (Unions, Jobs Coordinator, City Work Source Centers, Community and Faith Based Organizations etc.) about how to meet the local hire goals? If so, briefly describe some of the communication that has taken place and how they will assist your company in attaining the local hire goals.**
- **List your company's strategies that will assist in meeting your local hiring goals:**
 1. **What can your company do prior to the start of the project?**
 2. **As the project progresses, how do you intend to maintain your local hire goals?**
 3. **As the project comes to a close, how can the current local hire percentage be maintained?**

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:** _____