



LOS ANGELES COMMUNITY COLLEGE DISTRICT COMMUNITY ECONOMIC DEVELOPMENT PROGRAM

BOARD POLICIES, REQUIRED FORMS AND CONTRACT SPECIFICATIONS

Updated 07/08/15

I. BOARD POLICIES

On October 17, 2001, the Los Angeles Community College District (“LACCD”) Board of Trustees (“Board”) established a Community Economic Development Program (“CED Program”) to maximize local economic benefits generated by the LACCD Bond Program. This was subsequently reaffirmed on June 25, 2003 and January 15, 2014. The CED Program includes four key elements:

- **Community Business Enterprise Program** geared to encouraging the use of local, small, emerging and disabled-veteran owned businesses neighboring the colleges
- **Local Hire Program** geared to involving local residents living in the areas neighboring the colleges in trade and non-trade opportunities
- **Special Opportunities Program** geared to involving the socio-economically disadvantaged and others in training and job opportunities
- **College Internship Program** geared to involving District students at each college

To further its commitment to its mission to contribute to the economic development of the community through the inclusion of local, small and emerging businesses, on January 15, 2014, the Board modified Board Rule 7103.17 Opportunities for Local, Small and Emerging Businesses¹ to increase the goal to thirty percent (30%) participation by Local, Small, Emerging and Disabled Veteran (LSEdV) businesses in facilities contracts awarded each fiscal year.

- Additionally, LACCD negotiated and entered into a Project Labor Agreement (“PLA”), effective December 19, 2001, and amended most recently on July 8, 2015, with the Los Angeles/Orange County Building and Trades Council and Southwest Regional Council of Carpenters. The PLA establishes the labor relations policies and procedures for the District, contractors and craft employees engaged in the Build Program. The PLA prevents work stoppages or slowdowns, encourages contracting with LSEdV businesses, facilitates the hiring of local and disadvantaged local workers, provides a sufficient supply of skilled craft workers, facilitates and provides a pipeline to union apprenticeship, and establishes standardized grievance/dispute resolution procedure(s) when matters arise.

The existing PLA and related information may be accessed at: http://www.build-laccd.org/bidding_and_contracting/index.asp?pg=prg_qci

¹ District Board Rule 7103.17 is found at <http://laccd.edu/Board/Documents/BoardRules/Ch.VII-ArticleI.pdf>



**COMMUNITY ECONOMIC DEVELOPMENT PROGRAM
LOCAL, SMALL, AND EMERGING BUSINESS OPPORTUNITIES**

CONTRACTOR CERTIFICATION
(to be submitted with Bid/Proposal)

The Los Angeles Community College District's (District) Board of Trustees ("Board") seeks to continue and further its mission to contribute to the economic development of the community through the inclusion of local, small and emerging businesses. To that end, the Board adopted Board Rule 7103.17 Opportunities for Local, Small and Emerging Businesses*¹ and has established a goal of thirty percent (30%) participation by Local, Small, Emerging and Disabled Veteran (LSEDV) businesses in the facilities contracts awarded each fiscal year.

Please note:

- a. "Emerging" shall mean a firm that has been in business in its substantially current form for up to five (5) years;
- b. "Local" shall mean a business that has its principal headquarters located within Los Angeles County;
- c. "Small" shall be defined in the same terms established by the U.S. Small Business Administration (<https://www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards/what-are-small-business-size-standards>) and
- d. "Disabled Veteran" shall be defined in the same terms established by the State of California Department of General Services (www.dgs.ca.gov/pd/Programs/OSDS/DVBEEligibilityBenefits.aspx)

CONTRACTOR MUST SELECT ONE OF THE THREE OPTIONS BELOW.

Pursuant to Los Angeles Community College District Board Rule 7103.17, Opportunities for Local, Small and Emerging Businesses, the undersigned Bidder/Proposer hereby certifies its election to comply with said Board Rule by means of the option selected below (select one):

[] Option #1:

Bidder/Proposer hereby certifies that for the Project a Lump Sum Bid has been provided and Bidder/Proposer will provide to the District at least thirty percent (30%) participation (as calculated in accordance with Board Rule 7103.17) by LSEDV businesses in the performance of the services proposed in its Bid, as shown in the below chart. If Bidder/Proposer is a LSEDV business, please include your name in the chart below and complete all fields. The Bidder/Proposer will provide copies of applicable certifications for each of the firms referenced as meeting the requirements for LSEDV participation. Certifications by any California or federal agency are acceptable to fulfill this requirement.

¹ District Board Rule 7103.17 is found at <http://laccd.edu/Board/Documents/BoardRules/Ch.VII-ArticleI.pdf>

Name of Local, Small, Emerging or Disabled Veteran Business	Business Type (L/S/E/DV)*	Services to be Provided	Percentage Value of Services*

[] Option #2:

1. Bidder/Proposer hereby certifies that for the Project a Lump Sum Bid, a “Good Faith Effort” has been made to include LSEDV businesses and in doing so certifies the following:
2. Bidder/Proposer utilized at least two (2) public databases (such as, but not limited to, the Network Bid System www.thenetworkbidsystem.com or California Department of General Services Office of Small Businesses & Disabled Veteran Business Enterprise Services(www.dgs.ca.gov/pd/Programs/OSDS.aspx) to identify LSEDV businesses that might be interested in providing a portion of the services proposed in its Bid/Proposal and has retained evidence of such efforts;
3. Bidder/Proposer sent notifications for each scope of work informing LSEDV firms about the contracting opportunity (including a description of the proposed contract, services, issuing agency, and notice of when and where copies of the Bid Documents can be reviewed);
4. Bidder/Proposer directly contacted at least three (3) LSEDV businesses for each scope of work and retained evidence of such contact in the form of written (paper or electronic) notification.
5. If Bidder/Proposer has been unable to make contact with LSEDV firms, please provide a detailed explanation. Include in your explanation all attempts made to send notice, including the dates and details of any notifications, written or verbal, and provide retained written (paper or electronic) evidence of all such efforts.

Bidder/Proposer will provide the District copies of all evidence retained demonstrating its GFE compliance with the foregoing within 5 business days upon request.

☐ **Option #3:**

Bidder/Proposer hereby certifies that it intends to perform ninety-five percent (95%), as calculated in accordance with Board Rule 7103.17), of the services proposed in its Bid/Proposal using its own employees.

NOTE: The percentages stated above are also governed by the District's Amended Project Labor Agreement ("APLA") that applies to this Project and as such the Option you select above must meet the increased percentages stated in the APLA.

Bidder/Proposer: _____
(Type or Print Complete Legal Name of Bidder/Proposer)

By: _____

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____



LOS ANGELES COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT
SUSTAINABLE BUILDING PROGRAM

Attachment 2 – Campus Community Zip Codes

1. City College:

<u>90004</u>	<u>90017</u>	<u>90028</u>	<u>90041</u>	<u>90068</u>
<u>90005</u>	<u>90019</u>	<u>90029</u>	<u>90046</u>	<u>90069</u>
<u>90006</u>	<u>90020</u>	<u>90036</u>	<u>90048</u>	<u>90205</u>
<u>90010</u>	<u>90026</u>	<u>90038</u>	<u>90057</u>	
<u>90012</u>	<u>90027</u>	<u>90039</u>	<u>90065</u>	

2. East Los Angeles College:

<u>90022</u>	<u>90040</u>	<u>90201</u>	<u>91754</u>	<u>91801</u>
<u>90023</u>	<u>90042</u>	<u>90202</u>	<u>91755</u>	<u>90802</u>
<u>90031</u>	<u>90063</u>	<u>90270</u>	<u>91770</u>	<u>90803</u>
<u>90032</u>	<u>90071</u>	<u>90280</u>	<u>91775</u>	
<u>90033</u>	<u>90089</u>	<u>91640</u>	<u>91776</u>	

3. Harbor College:

<u>90274</u>	<u>90502</u>	<u>90731</u>	<u>90745</u>	
<u>90275</u>	<u>90710</u>	<u>90732</u>	<u>90746</u>	
<u>90501</u>	<u>90717</u>	<u>90744</u>	<u>90810</u>	

4. Mission College:

<u>91040</u>	<u>91331</u>	<u>91342</u>	<u>91345</u>	
<u>91042</u>	<u>91340</u>	<u>91344</u>	<u>91351</u>	

5. Pierce College:

<u>90290</u>	<u>91306</u>	<u>91325</u>	<u>91356</u>	<u>91467</u>
<u>91301</u>	<u>91307</u>	<u>91326</u>	<u>91361</u>	<u>91406</u>
<u>91302</u>	<u>91311</u>	<u>91330</u>	<u>91362</u>	<u>91436</u>
<u>91303</u>	<u>91316</u>	<u>91335</u>	<u>91364</u>	
<u>91304</u>	<u>91324</u>	<u>91343</u>		

6. Southwest College:

<u>90002</u>	<u>90047</u>	<u>90061</u>	<u>90247</u>	<u>90249</u>
<u>90003</u>	<u>90059</u>	<u>90222</u>	<u>90248</u>	<u>90303</u>
<u>90044</u>				

7. Trade Technical College:

<u>90001</u>	<u>90013</u>	<u>90018</u>	<u>90037</u>	<u>90062</u>
<u>90007</u>	<u>90014</u>	<u>90021</u>	<u>90258</u>	<u>90255</u>
<u>90011</u>	<u>90015</u>			

8. Valley College:

<u>90077</u>	<u>91403</u>	<u>91501</u>	<u>91506</u>	<u>91605</u>
<u>91352</u>	<u>91405</u>	<u>91502</u>	<u>91601</u>	<u>91606</u>
<u>91401</u>	<u>91411</u>	<u>91504</u>	<u>91602</u>	<u>91607</u>
<u>91402</u>	<u>91423</u>	<u>91505</u>	<u>91604</u>	

9. West Los Angeles College:

<u>90008</u>	<u>90035</u>	<u>90066</u>	<u>90211</u>	<u>90272</u>
<u>90016</u>	<u>90043</u>	<u>90067</u>	<u>90212</u>	<u>90291</u>
<u>90024</u>	<u>90045</u>	<u>90094</u>	<u>90230</u>	<u>90292</u>
<u>90025</u>	<u>90049</u>	<u>90210</u>	<u>90232</u>	<u>90293</u>
<u>90034</u>	<u>90064</u>			

SECTION I

LOCAL, SMALL, EMERGING AND DISABLED VETERAN BUSINESS ENTERPRISE (LSEDV) PARTICIPATION PROGRAM

I. PURPOSE OF THE PROGRAM

The Los Angeles Community College District's (District) Board of Trustees ("Board") seeks to continue and further its mission to contribute to the economic development of the community through the inclusion of local, small and emerging businesses. To that end, on January 15, 2014, the Board modified Board Rule 7103.17 Opportunities for Local, Small and Emerging Businesses*¹ to increase the goal to thirty percent (30%) participation by Local, Small, Emerging and Disabled Veteran (LSEDV) businesses in facilities contracts awarded each fiscal year. In furtherance of this goal, each Prime Contractor is required to make a good faith effort to meet or exceed the LSEDV Participation Goal.

- A. For purposes of the LSEDV Participation Goal, a subcontractor used by the Prime Contractor will count toward satisfaction of the LSEDV Participation Goal if the subcontractor: 1) meets the business category definition established in Board Rule 7103.17; and 2) is certified as a Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE) or Disabled Veteran Business Enterprise (DVBE) by a Federal agency or by a public agency in California.
- B. A Prime Contractor will count towards and satisfy the LSEDV Participation Goal if the Prime Contractor: 1) is self-performing at least 70% of the contract value or craft work; and 2) is certified as a Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE) or Disabled Veteran Business Enterprise (DVBE) by a Federal agency or by a public agency in California.

II. DEFINITIONS

Whenever the following terms appear, they will have the ensuing meanings:

- A. **Disabled Veteran Business Enterprise (DVBE)** is a business that is 51% owned and operated by one or more disabled veterans. The Prime Contractor may use the following website to access DVBE certification programs, eligibility requirements, and identify DVBE subcontractors:

California Department of General Services
<http://www.pd.dgs.ca.gov/smbus/getcertified.htm>

- B. **Disadvantaged Business Enterprise (DBE)**
A Disadvantaged Business Enterprise (DBE) is a business that has met the requirements established in 49 CFR Part 26, *(which requires that a firm be at least 51% owned and controlled by a disadvantaged individual or individuals, meets the SBA's size standards using the North American Industrial Classification System Codes (NAICS), does not exceed the personal net worth of*

¹ District Board Rule 7103.17 is found at <http://laccd.edu/Board/Documents/BoardRules/Ch.VII-ArticleI.pdf>

\$750,000 (excludes interest in firm ownership and personal residence), and is certified as a Disadvantaged Business Enterprise (DBE) by a Federal or California public agency. Additionally, for purposes of meeting the LSEDV Participation Goal, a DBE firm that has maintained its principal place of business located in the County of Los Angeles for at least the previous twelve months, will be recognized as an LSEDV for the purposes of the LSEDV Participation Goal. Contractors may use the following websites to access DBE certification programs, eligibility requirements, and identify DBE subcontractors:

California Department of Transportation
<http://www.dot.ca.gov/hq/bep/index.htm>
California Unified Certification Program
<http://www.californiaucp.com>

City of Los Angeles
<http://bca.lacity.org/index.cfm>

Metropolitan Transportation Authority
<http://www.metro.net/about/deod>

- C. **Local Business Enterprise** – A Local Business Enterprise is a business having its principal place of business in the County of Los Angeles for at least the most recent twelve months. Proof of business location is established by submittal of the following: articles of incorporation, current business license, tax permit, utility bill, and lease agreement.
- D. **CED Program Design-Build Business Categories Form** – An form (OR-0150) that must be submitted by all Subcontractors and Subconsultants performing work on the project.
- E. **CED Program Design-Build Contractor/Consultant Identification Form** – A form (OR-0140) that includes a listing of all LSEDV and non-LSEDV subcontractors with corresponding subcontract award amount, contact information, contractor's license number, federal tax identification number, union affiliation, craft or service to be performed, contract start date and end date.
- F. **LSEDV Subcontractor Utilization Schedule** – A LSEDV Subcontractor Utilization Schedule reflects the Prime Contractor's forecasted LSEDV participation, based on contract value, to meet or exceed the LSEDV Participation Goal through the life of project.
- G. **North American Industrial Classification System Code (NAICS)** – NAICS codes are used by the U.S. Small Business Administration (SBA) to identify and classify specific categories of business activity that represent the type of business a firm conducts. The SBA provides a full table of small business size standards using NAICS codes. The size standards themselves are expressed either in number of employees or annual receipts in millions of dollars, unless otherwise specified. The number of employees or annual receipts indicates the maximum allowed for a firm and its affiliates to be considered small. The size

standards for various business categories are at: <http://www.sba.gov/size/Table-of-Small-Business-Size-Standards-from-final-rule.html>

- H. **Small Business Enterprise (SBE)** – A Small Business Enterprise (SBE) means a business that has met the applicable ownership, operation, and size requirements, and has been certified by a Federal agency or a California public agency as an SBE. The Prime Contractor may use the following websites to access LSEDV certification programs and identify LSEDV subcontractors:

California Department of General Services
<http://www.pd.dgs.ca.gov/smbus/getcertified.htm>

Los Angeles Unified School District
www.laschools.org/contractor/sbop

Metropolitan Transportation Authority
<http://www.metro.net/about/deod>

Metropolitan Water District of Southern California
<http://www.mwdh2o.com/mwdh2o/pages/business/business01.html>
U.S. Small Business Administration
<http://www.sba.gov>

- I. **Subcontractor Payment and Utilization Form** – Form CP-0510 lists all subcontractors and subconsultants retained to perform work on the project and identifies the following: 1) type of firm; 2) contract award amount; and 3) payment amounts. Form CP-0510 is to be submitted with the monthly payment application.
- J. **Subcontractor Utilization Report** – A report generated through B2GNow, or any other contract compliance system required by the LACCD or its designee, detailing all subcontractor contract award and monthly payment information. This report is submitted monthly with payment application and serves to demonstrate progress in meeting the LSEDV Subcontractor Utilization Plan.

III. **LOCAL, SMALL, EMERGING AND DISABLED VETERAN BUSINESS ENTERPRISE (LSEDV) PARTICIPATION GOAL**

- A. The Prime Contractors and its Subcontractors shall make a good faith effort to meet the thirty percent (30%) participation by Local, Small, Emerging and Disabled Veteran (LSEDV) businesses on the project.
- B. The Prime Contractor will require all its Subcontractors and Subconsultants to complete and submit the CED Program Design-Build Business Categories Form (OR-0150) to the Program Manager or designee.
- C. Design and construction work awarded to firms certified as a Local, Small, Emerging or Disabled Veteran Business Enterprise by a Federal or California public agency, shall count toward meeting the LSEDV Participation Goal. The Prime Contractor shall submit to the Project Manager or designee verification of

certification or proof of primary business location in the County of Los Angeles prior to each contractor beginning work. Proof of business location is established by submittal of the following: articles of incorporation, current business license, tax permit, utility bill, and lease agreement.

- C. Construction work performed by a Prime Contractor will count toward and satisfy the LSEDV Participation Goal if the Prime Contractor: 1) is self-performing at least 70% of the contract value or craft work; and 2) meets the criteria established in Section 3, Paragraph C.

IV. ADMINISTRATION AND COMPLIANCE

- A. Within 15 days following the Notice To Proceed, the Prime Contractor, before commencing work, shall submit the project's CED Program Design-Build Contractor/Consultant Identification Form and LSEDV Subcontractor Utilization Schedule to the Project Manager or designee for approval, which shall include the name of each LSEDV subcontractor and non-LSEDV subcontractor to be used and their corresponding subcontract award amount, contact information, contractor's license number, federal tax identification number, union affiliation, craft or service to be performed, contract start date and end date. The LSEDV Subcontractor Utilization Schedule shall reflect the Prime Contractor's forecasted LSEDV participation, based on contract value, to meet or exceed the LSEDV Participation Goal.
- B. Any LSEDV subcontractor or non-LSEDV subcontractor that is planned to be used, and has not been specifically identified in the CED Program Design-Build Contractor/Consultant Identification Form at the time of submission, shall be identified by craft or service to be performed, approximate subcontract amount, and approximate contract start and end dates. The CED Program Design-Build Contractor/Consultant Identification Form shall be updated, and submitted to the Project Manager or designee, on a monthly basis reflecting any additional LSEDV subcontractor or non-LSEDV subcontracts that have been awarded, as well as other changes in the LSEDV Subcontractor Utilization Schedule.
- D. The Prime Contractor shall submit subcontractor contract award and monthly payment information using the Subcontractor Payment and Utilization Form (CP-0510db) as provided at the end of this section. The monthly Subcontractor Payment and Utilization Form shall be submitted as part of the monthly pay application to demonstrate progress and compliance with the approved LSEDV Subcontractor Utilization Plan.
- E. The Prime Contractor shall submit the Subcontractor Utilization Report generated through B2GNow, or any other contract compliance system required by the LACCD or its designee, detailing all subcontractor contract award and monthly payment information. This report is submitted monthly with payment application and used to demonstrate actual LSEDV participation on the LSEDV Subcontractor Utilization Schedule.
- D. At the conclusion of the project, LACCD or its designee will conduct a final evaluation of the Contractor's good faith effort to meet the LSEDV participation goal and will use that performance metric to evaluate future contract awards.

V. LSEDV OUTREACH AND CONTRACTOR DEVELOPMENT

- A. Within 15 days of the Notice To Proceed on a project valued at more than \$1.5 million, the Prime Contractor shall submit to the Project Manager or designee for review the LSEDV Outreach Plan used to facilitate the participation of LSEDV subcontractors performing work on the project. The LSEDV Outreach Plan should contain the methodology used to identify qualified, available local LSEDV subcontractors; notification process and tools used to communicate with LSEDV subcontractors; and available resources to assist LSEDV subcontractors.

FORMS

- 1: CED Program Outreach Contractor/Consultant Identification (OR-0140)
- 2: CED Program Outreach Business Categories (OR-0150)
- 3: Campus Community Zip Codes
- 4: LSEDV Subcontractor Utilization Schedule
- 5: Subcontractor Data Form
- 6: Subcontractor Payment and Utilization Form (CP-0510)



LOS ANGELES COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT
SUSTAINABLE BUILDING PROGRAM

COMMUNITY ECONOMIC DEVELOPMENT PROGRAM
OUTREACH CONTRACTOR/CONSULTANT IDENTIFICATION (FORM OR-0140)

TO BE COMPLETED BY ALL PRIME CONTRACTORS/CONSULTANTS AND
ALL SUBCONTRACTORS/SUBCONSULTANTS UTILIZING LOWER TIER SUBCONTRACTORS/SUBCONSULTANTS

Please indicate the word "PRIME" or "SUB" after your firm name. If you are a "SUB," please name your "PRIME" as well.

Company Name: _____ Name of Prime (if applicable): _____

Address, City, State, Zip: _____

Contract #: _____ Project #: _____ College: _____

Company Contact: _____ Title: _____

Phone #: _____ Email: _____ Signature: _____

Identify those businesses with which you intend to subcontract, the work to be subcontracted, the percentage of work to be subcontracted, and the type of subcontractor, i.e. small, emerging, local, disabled-veteran, or other. Definitions of these categories can be found on Form OR-0150. Please note that all subcontractors/subconsultants listed on Form OR-0140 need to complete Form OR-0150.

The LACCD Board of Trustees recognizes the importance of promoting economic growth in the communities it serves and, therefore, encourages the involvement of small, local, emerging, and disabled veteran-owned businesses in every aspect of the execution of Sustainable Building Program work, as expressed in the appended Community Economic Development Board Resolution. The completion of Forms OR-0140 and OR-0150 is not a condition for qualification submittal, but is a condition of contract award.

Name of Subcontractor/ Subconsultant	Type of Business (L/S/E/DVBE/ MBE/WBE/DBE) *	Scope of Work	Percentage of Work Allocated to Sub
Note: <u>All</u> subcontractors/subconsultants listed on this form also need to complete Form OR-0150.			

DUPLICATE THIS FORM AS NECESSARY

* Type of Business: L = Local, S = Small, E = Emerging, DV = Disabled Veteran-Owned

Optional: MBE = Minority Business Enterprise, WBE = Woman-Owned Business Enterprise, DBE = Disadvantaged Business Enterprise
(See Form OR-0150 for definitions)



LOS ANGELES COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT
SUSTAINABLE BUILDING PROGRAM

COMMUNITY ECONOMIC DEVELOPMENT PROGRAM
OUTREACH BUSINESS CATEGORIES (FORM OR-0150)

TO BE COMPLETED BY ALL CONTRACTORS/CONSULTANTS

Note to Prime Contractors/Consultants: All subcontractors/subconsultants listed on your OR-0140 must also fill out Form OR-0150.

Company Name: _____ Prime Name: _____

Address, City, State, Zip: _____

Phone #: _____ Fax #: _____ Email: _____

Contract #: _____ Project #: _____ College: _____

A small business is defined utilizing federal SBA size standards based on NAICS codes. Following is a partial list of small business size standards and corresponding NAICS codes. To access a complete list of NAICS codes and definitions, log on to www.census.gov/epcd/naics02/naicod02.htm. To access the SBA's Table of Small Business Size Standards, log on to www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf.

I declare under penalty of perjury that my business is (check all that apply):

1. ☐ **Small Business** – Type of business, NAICS code (in parentheses), three year average annual gross sales amount or number of employees. Check all that apply.

<input type="checkbox"/> Architectural (541310), less than \$7.5M	<input type="checkbox"/> Engineering (541330), less than \$15.0M
<input type="checkbox"/> Landscape Architectural (541320), less than \$7.5M	<input type="checkbox"/> Computer Programming, Computer Systems Design, Computer Facilities Management Systems, Other Computer-Related Services (multiple NAICS codes), less than \$27.5M
<input type="checkbox"/> Environmental Consulting (541620), less than \$15.0M	<input type="checkbox"/> Truckers (multiple NAICS codes), less than \$25.5M
<input type="checkbox"/> Environmental Remediation (562910), less than 500 employees	<input type="checkbox"/> Building, Heavy and Civil Engineering Construction - General Contractor (multiple NAICS codes), less than \$36.5M
<input type="checkbox"/> Waste Collection, Treatment, Disposal (multiple NAICS codes), less than \$38.5M	<input type="checkbox"/> Specialty Trade Contractor (multiple NAICS codes), less than \$15.0M
<input type="checkbox"/> Surveying and Mapping (541360 or 541370), less than \$15.0M	<input type="checkbox"/> Construction Equipment Rental, with Owner-Operator (238910), less than \$15.0M
<input type="checkbox"/> Other Small Business Administration category (please list) Category: _____ NAICS code: _____	

2. ☐ **Emerging Business** – In business less than five (5) years. Business started on (date): _____
3. ☐ **Local Business** – Check all that apply:
☐ Principal office of the business is located within the zip code service area of the Los Angeles Community College District (see zip code reference on the following pages).
☐ Principal office of the business is located within Los Angeles County.
4. ☐ **Disabled Veteran-Owned Business** – List certification # and name of California public agency issuing certification.

5. ☐ **Other Business** – Defined as one that does not meet any of the other definitions above, or for which the contractor or consultant declines to state its category.
6. ☐ **Optional** – My business also qualifies as (check all that apply):
☐ **Minority Business Enterprise (MBE)** (list certifying agency) _____
☐ **Woman-Owned Business Enterprise (WBE)** (list certifying agency) _____
☐ **Disadvantaged Business Enterprise (DBE)** (list certifying agency) _____

If it is determined that the information reported herein is not true and correct, I acknowledge that I may not be allowed to perform work for the Los Angeles Community College District.

Print Name

Signature

Date



LOS ANGELES COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT
SUSTAINABLE BUILDING PROGRAM

Campus Community Zip Codes

1. City College:

<u>90004</u>	<u>90017</u>	<u>90028</u>	<u>90041</u>	<u>90068</u>
<u>90005</u>	<u>90019</u>	<u>90029</u>	<u>90046</u>	<u>90069</u>
<u>90006</u>	<u>90020</u>	<u>90036</u>	<u>90048</u>	<u>90205</u>
<u>90010</u>	<u>90026</u>	<u>90038</u>	<u>90057</u>	
<u>90012</u>	<u>90027</u>	<u>90039</u>	<u>90065</u>	

2. East Los Angeles College:

<u>90022</u>	<u>90040</u>	<u>90201</u>	<u>91754</u>	<u>91801</u>
<u>90023</u>	<u>90042</u>	<u>90202</u>	<u>91755</u>	<u>90802</u>
<u>90031</u>	<u>90063</u>	<u>90270</u>	<u>91770</u>	<u>90803</u>
<u>90032</u>	<u>90071</u>	<u>90280</u>	<u>91775</u>	
<u>90033</u>	<u>90089</u>	<u>91640</u>	<u>91776</u>	

3. Harbor College:

<u>90274</u>	<u>90502</u>	<u>90731</u>	<u>90745</u>	
<u>90275</u>	<u>90710</u>	<u>90732</u>	<u>90746</u>	
<u>90501</u>	<u>90717</u>	<u>90744</u>	<u>90810</u>	

4. Mission College:

<u>91040</u>	<u>91331</u>	<u>91342</u>	<u>91345</u>	
<u>91042</u>	<u>91340</u>	<u>91344</u>	<u>91351</u>	

5. Pierce College:

<u>90290</u>	<u>91306</u>	<u>91325</u>	<u>91356</u>	<u>91467</u>
<u>91301</u>	<u>91307</u>	<u>91326</u>	<u>91361</u>	<u>91406</u>
<u>91302</u>	<u>91311</u>	<u>91330</u>	<u>91362</u>	<u>91436</u>
<u>91303</u>	<u>91316</u>	<u>91335</u>	<u>91364</u>	
<u>91304</u>	<u>91324</u>	<u>91343</u>		

6. Southwest College:

<u>90002</u>	<u>90047</u>	<u>90061</u>	<u>90247</u>	<u>90249</u>
<u>90003</u>	<u>90059</u>	<u>90222</u>	<u>90248</u>	<u>90303</u>
<u>90044</u>				

7. Trade Technical College:

<u>90001</u>	<u>90013</u>	<u>90018</u>	<u>90037</u>	<u>90062</u>
<u>90007</u>	<u>90014</u>	<u>90021</u>	<u>90258</u>	<u>90255</u>
<u>90011</u>	<u>90015</u>			

8. Valley College:

<u>90077</u>	<u>91403</u>	<u>91501</u>	<u>91506</u>	<u>91605</u>
<u>91352</u>	<u>91405</u>	<u>91502</u>	<u>91601</u>	<u>91606</u>
<u>91401</u>	<u>91411</u>	<u>91504</u>	<u>91602</u>	<u>91607</u>
<u>91402</u>	<u>91423</u>	<u>91505</u>	<u>91604</u>	

9. West Los Angeles College:

<u>90008</u>	<u>90035</u>	<u>90066</u>	<u>90211</u>	<u>90272</u>
<u>90016</u>	<u>90043</u>	<u>90067</u>	<u>90212</u>	<u>90291</u>
<u>90024</u>	<u>90045</u>	<u>90094</u>	<u>90230</u>	<u>90292</u>
<u>90025</u>	<u>90049</u>	<u>90210</u>	<u>90232</u>	<u>90293</u>
<u>90034</u>	<u>90064</u>			

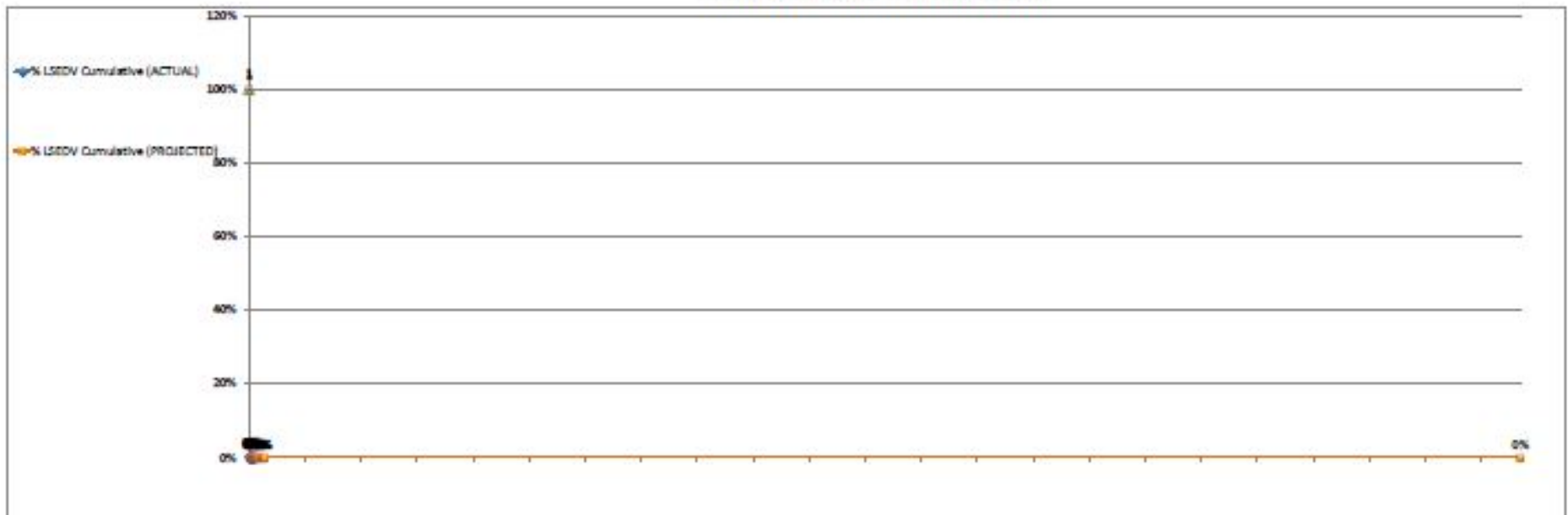


LOCAL, SMALL, EMERGING, DISABLED VETERAN (LSEDV) SUBCONTRACTOR UTILIZATION SCHEDULE

PROJECT NAME _____

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-05	Nov-15	Dec-15	Jan-16	Feb-16	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Totals
TOTAL PAYMENTS (PROJECTED)																				
Total Payments																				
LBE Payments																				
SBE Payments																				
DVBE Payments																				
TOTAL PAYMENTS (ACTUAL)																				
Total Payments																				
Total LBE Payments																				
Total SBE Payments																				
Total DVBE Payments																				
% LSEDV Cumulative (ACTUAL)																				
% LSEDV Cumulative (PROJECTED)																				

LSEDV UTILIZATION TREND CHART



LSEDV Participation Goal



SUBCONTRACTOR DATA FORM

Total Project Contract Value \$
Current Non-LSEDV Contract Award Value \$
Current LSEDV Contract Award Value \$

Non-LSEDV Participation %
LSEDV Participation %

LSEDV CONTRACT AWARDS

Company Name	Location (City, Zip)	Contractor's Lic #	LSEDV Type	Craft/Trade	Union (Y/N)	Subcontractor to	Contract Value (\$)
						Prime Contractor	\$
						Prime Contractor	\$
						Subcontractor A	\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$

Total Contract Award Value \$



LOS ANGELES COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT
SUSTAINABLE BUILDING PROGRAM

Design Build Outreach Compliance – Subcontractor Payment and Utilization Form (CP-0510db)

DESIGN BUILDER'S INFO	PROJECT NAME / CAMPUS:			CONTRACT NO.:			DESIGN PHASE CONTRACT AMOUNTS:		
	PROJECT NO.:			CURRENT CONTRACT AMOUNT \$ ¹ :	\$0		CONSTRUCTION PHASE CONTRACT AMOUNT \$:		\$0
	TEAM MEMBER:			TOTAL INVOICED TO DATE \$:	\$0		DESIGN PHASE %:		0
	REPORT PERIOD ² :			TOTAL CONTRACT AMOUNT \$:	\$0		CONSTRUCTION PHASE %:		0
		Month, Day and Year To: Month, Day and Year							

LIST ALL DESIGN BUILD TEAM MEMBERS	Type of Firm	Minority/ Women Business Enterprise ³	Design or Construction Phase	Contract Amount As Indicated On CR \$140 Form	% of DB/CP Contract Amount	\$ Amount Paid to DB Team Member To Date	DB Team Member % Attained to Date	COMMENTS
Name: Address: City, Zip: Telephone No.:	(click here)	(click here)	(Click Here)	\$0	-	\$0	-	
Name: Address: City, Zip: Telephone No.:	(click here)	(click here)	(Click Here)	\$0	-	\$0	-	
Name: Address: City, Zip: Telephone No.:	(click here)	(click here)	(Click Here)	\$0	-	\$0	-	
Name: Address: City, Zip: Telephone No.:	(click here)	(click here)	(Click Here)	\$0	-	\$0	-	
Name: Address: City, Zip: Telephone No.:	(click here)	(click here)	(Click Here)	\$0	-	\$0	-	
Totals				\$0	0.0%	\$0	0.0%	

The Design Builder shall make prompt payment of all invoices due and owing to LSC/DVGE firms within 15 business days of receipt of payment from the District as per contract agreement and Prompt Payment Act. Payment retention shall be made to all LSC/DVGE subcontractors within 30 days after satisfactory completion of the subcontracted work. To ensure compliance as per the Board of Trustees adopted Outreach policy (21907), the CED Program Office will verify all information submitted by the prime.

- Note 1: Includes committed purchase order amounts.
 Note 2: Reporting period should be consistent with latest and most recent invoice period.
 Note 3: Please identify if Minority-Owned and/or Women-Owned Solely as Enterprise.

CERTIFICATION: I certify that the information contained herein is true and correct. If it is determined that the information reported herein is not true and correct I will be subject to a penalty and/or dismissed from this project.

Name _____ Title _____ Email _____

Signature _____ Date _____

Submit to: BuLACCD CED Program
 515 S. Flower Street, Suite 800, Los Angeles, CA 90071
 Office (213) 693-8300 Fax (866) 917-1851

Please use additional sheets as necessary

SECTION II

LOCAL & DISADVANTAGED LOCAL WORKER PARTICIPATION PROGRAM

I. PURPOSE OF THE PROGRAM:

The Los Angeles Community College District (LACCD) Local Worker Hiring Program (LWHP), as described hereinafter, is intended to enhance opportunities for local residents living in areas neighboring each of the college campuses to be hired as craft workers on LACCD Build Program projects. The LWVHP does not discriminate against or give preference to any particular group based on race, color, gender, sexual orientation, age, or disability.

On December 19, 2001, the District entered into a PLA with the Los Angeles/Orange County Building and Trades Council and Southwest Regional Council of Carpenters. The PLA was most recently amended on July 8, 2015. The PLA establishes the labor relations policies and procedures for the LACCD, contractors and craft employees engaged in the Build Program. The PLA prevents work stoppages or slowdowns, encourages contracting with LSEdV businesses, facilitates the hiring of local and disadvantaged local workers, provides a sufficient supply of skilled craft workers, facilitates and provides a pipeline to union apprenticeship, and establishes standardized grievance/dispute resolution procedure(s) when matters arise.

The LWHP serves to provide the framework for adherence to the local and disadvantaged local worker goals set forth in the PLA.

II. DEFINITIONS

Whenever the following terms appear, they will have the ensuing meanings:

- A. **Project Craft Worker Hours** -- Includes all craft worker hours performed on project work.
- B. **Construction-Related Community-Based Organization** – A non-profit organization that assists potential construction workers on public works projects or private development projects by providing access to training, support services, and job readiness skills.
- C. **Community Service Provider** – Any public agency or non-profit organization that provides pre-apprenticeship construction training; referral of trained local construction workers to contractors; and/or comprehensive employment support services.
- D. **Craft Employee Request Form** – The form used by contractors to request the dispatch of craft workers, including Local Workers, Disadvantaged Local Workers, and Veterans from a union hiring hall. The form is submitted by the contractor, completed and fulfilled by a union, and submitted to the Local Worker Coordinator as proof of compliance.
- E. **Disadvantaged Local Worker** – An individual who resides in a District-wide zip code and possesses one or more of the following barriers to employment below. Certification of Disadvantaged Local Workers may be obtained from a Community Service Provider, or additional organization(s) approved by LACCD. DLW certification requires the submittal of documentation that validates the risk factor(s) identified by the Local Worker

on the DLW certification form or such written documentation as may be provided by a dispatching Union.

- No high school diploma or General Equivalency Degree (GED).
- History of incarceration.
- Unemployed for the preceding 90 days, or greater.
- Current recipient of public social service benefits provided by one or more programs, including CalWorks, GAIN, GROW, or EDD unemployment benefits.
- Custodial single parent.
- Homeless.
- Documented annual household income within the poverty guidelines established by the U.S. Department of Health and Human Services, or has a household income less than 50% of the area median income (AMI).

F. Local Craft Worker Utilization Report – Generated through LCP Tracker and then Submitted on the first and third Monday of each month to the Local Worker Coordinator, the Local Craft Worker Utilization Report contains, at a minimum, the following information:

- Total number of all workers (apprentices and journeymen), hours worked, and wages earned on the project
- Total number of Local Workers (apprentices and journeymen), hours worked, and wages earned (by Primary and Secondary Residency Preference Areas)
- Total number of Disadvantaged Local Workers (apprentices and journeymen), hours worked, and wages earned (by Primary and Secondary Residency Preference Areas)
- Total number of hours worked by Local Workers and Disadvantaged Local Workers by subcontractor.
- Demographic profile of all worker categories (Local, Disadvantaged Local Worker, non-local), including race, gender, and veteran status.

G. Local Worker – An individual who resides in the Primary Residency Preference Area or the Secondary Residency Preference Area.

H. Local Worker Coordinator – The individual assigned by the LACCD or its designee to monitor the Contractor's compliance with the Local Worker and Disadvantaged Local Worker hiring participation goals.

I. Craft Worker Utilization Plan – A plan that contains the craft worker schedule for the hiring of Local Workers and Disadvantaged Local Workers to meet the Local Worker hiring goals and apprentice participation goal through the life of the project.

J. Pre-apprenticeship Training Programs -- Programs administered by a public agency or non-profit organization that provide pre-apprenticeship training using a government approved curriculum. Trainees in these programs are provided an introduction to various construction trades through hands-on construction and in-classroom training. Graduates of these programs are seeking a career in construction.

- K. **Primary Residency Preference Area** – The area that includes zip codes within the campus community of the project.
- L. **Project Labor Coordinator** – The individual assigned by the LACCD or its designee to monitor the Contractor’s compliance with the terms of the Project Labor Agreement (PLA).
- M. **Secondary Residency Preference Area** – Defined by zip codes within the LACCD geographic boundaries.
- N. **Small Business Enterprise (SBE)** -- A small business certified by a California or federal government agency.
- O. **Veteran** – An individual who served honorably on active duty in the United States armed forces as defined under Title 5, Section 2108(1) of the United States Code.
- P. **Veteran Worker Certification Form-** The certification of a Veteran Worker may be performed by the Local Worker Hiring Coordinator or a community service provider, or additional organization(s) approved by LACCD. VW certification requires DD-214 documentation to validate honorable discharge from a U.S. military branch
- . **WorkSource Centers** — A network of public and private partners working together to support workers and businesses by serving their employment and training needs. Centers are funded by the Federal Workforce Investment Act (WIA) and most services are available at no cost.

III. **LOCAL, DISADVANTAGED LOCAL WORKER, AND VETERAN HIRING GOALS**

The Prime Contractor and its Subcontractors shall make a good faith effort to meet the following hiring goals:

- A. 35% of all skilled trade positions performing project work shall be: first, from qualified workers residing within the Primary Residency Preference Area; second, from qualified workers residing within the Secondary Residency Preference Area; and third, from qualified workers residing within Los Angeles County.
- B. 10% of all Local Workers performing project work shall be Disadvantaged Local Workers and/or Veterans.
- C. 50% of each craft’s apprentice workforce shall consist, to the extent available, of first year apprentices.
 - 1. Contractors shall first attempt to meet the Local Worker participation goal by employing qualified workers who reside in the Primary Residency Preference Area. This area includes all zip codes within the campus community of the project.

90002 90003 90044 90047 90059 90061 90222 90247 90248 90249 90303

2. After making documented efforts to meet the Local Worker hiring participation goal by employing qualified workers who reside in the Primary Residency Preference Area, Contractors shall then employ qualified Local Workers who reside in the Secondary Residency Preference Area. This area includes zip codes within the LACCD geographic boundaries.

90001	90012	90022	90033	90043		90077	90230	90275	90717	91042	91325	91351	91406	91601	91775
	90013	90023	90034		90062	90089	90232	90280	90731	91301	91326	91352	91411	91602	91776
	90014	90024	90035	90045	90063	90094		90290	90732	91302	91330	91356	91423	91604	91801
90004	90015	90025	90036	90046	90064	90201		90291	90744	91303	91331	91361	91436	91605	91802
90005	90016	90026	90037		90065	90202		90292	90745	91304	91335	91362	91467	91606	91803
90006	90017	90027	90038	90048	90066	90205	90255	90293	90746	91306	91340	91364	91501	91607	X
90007	90018	90028	90039	90049	90067	90210				91307	91342	91401	91502	91640	X
90008	90019	90029	90040	90057	90068	90211	90270	90501		91311	91343	91402	91504	91754	X
90010	90020	90031	90041	90058	90069	90212	90272	90502	90810	91316	91344	91403	91505	91755	X
90011	90021	90032	90042		90071		90274	90710	91040	91324	91345	91405	91506	91770	X

3. After making documented efforts to meet the Local Worker hiring participation goal by employing qualified workers who reside in the Secondary Residency Preference Area.
4. The Contractor will have Community Service Providers certify Disadvantaged Local Workers by using the Disadvantaged Local Worker Certification Form found at the end of this section or by such written documentation as may be provided by a dispatching Union. The Contractor and its Subcontractors may submit Disadvantaged Local Workers, including their employees, for certification to these or other organizations approved by LACCD. DLW certification requires the submittal of documentation that validates the risk factor(s) identified by the Local Worker on the DLW certification form.
5. The Contractor will have Community Service Providers certify Veteran Workers by using the Veteran Worker Certification Form found at the end of this section or by such verifiable written documentation as may be provided by a dispatching Union. The Contractor and its Subcontractors may submit Veteran Workers, including their employees, for certification to these or other organizations approved by LACCD. VW certification requires the submittal of DD-214 documentation to validate honorable discharge and veteran status.

IV. ADMINISTRATION & COMPLIANCE

- A. The Prime Contractor and its Subcontractors shall use the Craft Employee Request Form for all requests for dispatch of craft workers (including apprentices and journeymen), who are qualified Local Workers, qualified Disadvantaged Local Workers, and Veterans from a union hiring hall.
- B. The Prime Contractor and its Subcontractors, prior to commencing work, shall submit for approval a Craft Worker Utilization Plan to the Local Worker Coordinator that contains the craft worker plan and schedule for the hiring of qualified Local Workers, qualified Disadvantaged Local Workers, and veterans and the assignment and use of the

participation goal. The Contractor, thereafter, will submit updates to the Craft Worker Utilization Plan to reflect changes in project conditions, schedule, or subcontractors.

- C. The Prime Contractor shall submit a Local Craft Worker Utilization Report using LCP Tracker to the Local Worker Coordinator on the first and third Monday of each month.
- D. The Prime Contractor and its Subcontractors shall first attempt to meet the Local Worker participation goal by employing qualified workers from the Primary Residency Preference Area. If the Contractor is unable to meet their entire Local Worker need from this area, it must submit to the Local Worker Coordinator a statement on company letterhead certifying that it secured all available qualified local workers from this area during a 48-hour period before pursuing craft worker from the Secondary Residency Preference Area. If the Contractor is unable to meet its entire Local Worker need from the Secondary Residency Preference Area, it must submit to the Local Worker Coordinator a statement on company letterhead certifying that it secured all available qualified local workers from this area during a 48-hour period before pursuing craft workers residing within Los Angeles County and/or Orange County.
- E. The Prime Contractor's Craft Worker Utilization Plan will be evaluated monthly using the Local Craft Utilization Report.
- F. The Prime Contractor shall submit the cumulative month-end Local Craft Worker Utilization Report with the monthly pay application to demonstrate progress in meeting its local hiring projections in the Craft Worker Utilization Plan.
- G. The LACCD may issue a Small Business Enterprise (SBE) subcontractor a waiver from the local hiring goal if the total number of workers used by the subcontractor is four (4) or less, the work performed requires a specialized certification or license, and the work will be performed in one day. The Prime Contractor will submit a waiver request to the Local Worker Coordinator for review and approval one month prior to the subcontractor commencing work.

V. COMMUNITY SERVICE PROVIDERS

The Contractor and its Subcontractors shall use community colleges and Community Service Providers that provide qualified pre-apprenticeship construction training, construction-related community based organizations, and WorkSource Centers to facilitate the recruitment and placement of Local and Disadvantaged Local Workers.

A. PRE-APPRENTICESHIP TRAINING PROGRAMS

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Los Angeles Trade Technical College Apprenticeship Preparation Program 400 W. Washington Boulevard Los Angeles, CA 90015 Phone: 213-763-7046	Los Angeles Southwest College Apprenticeship Preparation Program 1600 West Imperial Highway Los Angeles, California 90047 www.lasc.edu
--	--

FLINTRIDGE CENTER

Apprenticeship Preparation Program

236 West Mountain Street, Suite 106
Pasadena, CA 91103
Phone: (626) 449-0839

"WE BUILD" TRAINING PROGRAM

East Los Angeles Occupational Center 2100 Marengo Street Los Angeles, CA 90031 Phone: 323-223-1283	Maxine Waters Employment Preparation Center 10925 S. Central Avenue Los Angeles, CA 90059 323-564-1431
Los Angeles Technology Center 3721 W. Washington Boulevard Los Angeles, CA 90018 323-732-0153	West Valley Occupational Center 6200 Winnetka Avenue Woodland Hills, CA 91367 818-346-3540

YOUTH BUILD PROGRAM

Antelope Valley YouthBuild 37230 37th St. E Palmdale CA 93550 Phone: 661-266-8900 http://avyouthbuild.com	Boyle Heights YouthBuild 202 N. Saratoga Street Los Angeles, CA 90033 Phone: 323-261-2800
CCEO YouthBuild 5021 Lennox Blvd Lennox CA 90304 Phone: 310-225-3060 www.youthbuild.cceoinc.org	Cloud and Fire Ministries YouthBuild 6850 Van Nuys Blvd. Van Nuys CA 91405 Phone: 818-782-2911 www.cloudandfire.org/youthbuild
Compton YouthBuild 477 E Compton Blvd Compton CA 90221 Phone: 310-631-2000 www.comptonyouthbuild.org	LA CAUSA YouthBuild 5400 East Olympic Blvd, Suite 210 Los Angeles, CA 90022 Phone: 323-887-2500 www.lacausainc.org
Los Angeles Conservation Corps 605 W. Olympic Boulevard Los Angeles CA 90015 Phone: 213-362-9000 www.lacorps.org	San Fernando Valley Youthbuild 11076 Norris Avenue Pacoima CA 91331 Phone: 818-256-0044 www.sfvyb.com
San Gabriel Valley Conservation Corps YouthBuild 3629 Cypress Ave. El Monte CA 91731 Phone: 626-579-2484 www.sgvcorps.org	South Los Angeles YouthBuild 3101 S. Grand Avenue Los Angeles CA 90007 Phone: 213-743-6196 www.coalitionrcd.org
Venice YouthBuild 720 Rose Avenue Venice CA 90291 Phone: 310-399-4100 www.vchcorp.org	Youth Employment Solutions (YES YouthBuild) 1773 East Century Blvd Los Angeles CA 90002 Phone: 323-249-1300 http://yesyouthbuild.org

Youth Justice Coalition YouthBuild 1137 E. Redondo Blvd Inglewood CA 90302 Phone: 323-235-4243 www.youth4justice.org	Youth Policy Institute YouthBuild 634 S Spring Street 10th Floor Los Angeles CA 90014 Phone: 213-688-2802 www.ypiusa.org
--	---

B. WORKSOURCE CENTERS:

Los Angeles Urban League WorkSource Business & Career Center 12700 Avalon Boulevard Los Angeles, CA 90061 Tel. (323) 600-1106	UAW WorkSource Center 3965 S. Vermont Avenue Los Angeles, CA 90037 Tel. (323) 752-2115
Jordan Downs WorkSource Satellite 2101 E 101st Street Los Angeles, CA 90002 Tel. (323) 249-7751	Metro North WorkSource Center 342 San Fernando Road Los Angeles, CA 90031 Tel. (323) 539-2000
South LA WorkSource Center (CCI) 7518-26 S. Vermont Avenue Los Angeles, CA 90044 Tel. (323) 752-2115	Harbor WorkSource Center 1851 N. Gaffey Street, Suite F San Pedro, CA 90731 Tel. (310) 732 – 5700
Southeast LA-Watts WorkSource Center (WLCAC) 10950 S. Central Avenue Los Angeles, CA 90059 Tel. (323) 563-5682	Northeast WorkSource Portal/Roybal Youth & Family 2130 E First Street, Suite 305 Los Angeles, CA 90033 Tel. (323) 352-5100
Wilshire-Metro WorkSource Center 3550 Wilshire Blvd., Suite 500 Los Angeles, 90010 Tel. (213) 365-9829	West Adams-Baldwin Hills WorkSource 3344 S. La Cienega Boulevard Los Angeles, CA 90016 Tel. (323) 525-3740
Hub Cities WorkSource 2677 Zoe Avenue Huntington Park, CA 90255 (323) 586-4700	Inglewood One-Stop Business & Career Center 110 South La Brea Avenue Inglewood, CA 90301 Tel. (310) 680-3700
Career Transition Center 3447 Atlantic Avenue Long Beach, CA 90807 Tel. (562) 570-9675	South Bay One-Stop business and Career Center –Gardena 16801 South Western Avenue Gardena, CA 90274 Tel. (310) 217-9579
Center for Working Families 1900 Atlantic Avenue Long Beach, CA 90806 Tel. (562) 570-4795	Torrance Career Center 1220 Engracia Avenue Torrance, CA 90501 Tel. (310) 782-2102
Cerritos Career Center 10900 E. 183rd Street, Suite 350 Cerritos, CA 9070 Tel. (800) 481-6555	Norwalk/EDD Career Center 12715 Pioneer Boulevard Norwalk, CA 90650 Tel (562) 929-9112
Women at Work 1949 Avenida del Oro, Suite 300 Pasadena, CA 91106 Tel. (626) 796-6870	Burbank WorkForce Connection 301 East Olive Avenue, Suite 101 Burbank, CA 91502 Tel. (818) 238-5021

Foothill Employment & Training Connection-Pasadena Community College Community Education Center 3035 E. Foothill Boulevard Pasadena, CA 91107 Tel. (636) 585-3209	Verdugo Jobs Center 1255 S. Central Avenue Glendale, CA 91204 Tel. (818) 409-0476
WorkSource California Career Partners 3505 North Hart Avenue, Suite 124 Rosemead, CA 91770 Tel. (626) 572-7272	Employment Development Department 933 S. Glendora Avenue West Covina CA 91790 Tel. (626) 814-8234
Central San Gabriel Valley WorkSource 11635 East Valley Boulevard El Monte CA 91732 Tel. (626) 258-0365	LA Works One-Stop Career Center 5200 Irwindale Avenue, Suite 210 Irwindale, CA 91706 Tel. (626) 960-3964
Canoga Park-West Hills WorkSource 21010 Vanowen Street St., Ste 116 Canoga Park, CA 91303 Tel. (818)-596-4448	Sun Valley WorkSource Center 9024 Laurel Canyon Blvd. Sun Valley, CA 91352 Tel. (818) - 504 - 0334
Van Nuys-North Sherman Oaks WorkSource Center 15400 Sherman Way, Suite 140 Van Nuys, CA 91406 Tel. (818) 781-2522	Northeast San Fernando Valley WorkSource Center at Mission College 11623 Glenoaks Boulevard Pacoima, CA 91331 Tel. (818) 890-9400

C. VETERAN WORKER SUPPORT ORGANIZATIONS

JVS WorkSource Center 13160 Mindanao Way, Suite #240 Marina Del Rey, CA 90292 (310) 309-6000	Hollywood WorkSource Center 4311 Melrose Avenue Los Angeles, CA 90029 (323) 953-4002
Goodwill Southern California 342 San Fernando Road Los Angeles, CA 90031 323.223.1211	MCS Career Group 3333 Wilshire Blvd, Suite 405 Los Angeles CA 90010 (213) 355-5300

D. CONSTRUCTION-RELATED COMMUNITY-BASED ORGANIZATIONS

1. PlayaVista (PV) Jobs

4112 S. Main Street
Los Angeles, CA 90037
Phone: 323-432-3955

Website: www.pvjobs.org

2. Black Worker Center

6569 S. Vermont Avenue
Los Angeles, CA 90044
Phone: 323-752-7287

Website: www.lablackworkercenter.org

FORMS

- 1: Local Worker Hiring Program Zip Code List
- 2: Craft Employee Request Form
- 3: Craft Worker Utilization Plan
- 4: Local Worker Status Report
- 5: Disadvantaged Local Worker Certification Form
- 6: Veteran Worker Certification Form



LOS ANGELES COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT
SUSTAINABLE BUILDING PROGRAM

LOCAL WORKER HIRING PROGRAM – Campus Community Zip Codes

1. City College:

<u>90004</u>	<u>90017</u>	<u>90028</u>	<u>90041</u>	<u>90068</u>
<u>90005</u>	<u>90019</u>	<u>90029</u>	<u>90046</u>	<u>90069</u>
<u>90006</u>	<u>90020</u>	<u>90036</u>	<u>90048</u>	<u>90205</u>
<u>90010</u>	<u>90026</u>	<u>90038</u>	<u>90057</u>	
<u>90012</u>	<u>90027</u>	<u>90039</u>	<u>90065</u>	

2. East Los Angeles College:

<u>90022</u>	<u>90040</u>	<u>90201</u>	<u>91754</u>	<u>91801</u>
<u>90023</u>	<u>90042</u>	<u>90202</u>	<u>91755</u>	<u>91802</u>
<u>90031</u>	<u>90063</u>	<u>90270</u>	<u>91770</u>	<u>91803</u>
<u>90032</u>	<u>90071</u>	<u>90280</u>	<u>91775</u>	
<u>90033</u>	<u>90089</u>	<u>90640</u>	<u>91776</u>	

3. Harbor College:

<u>90274</u>	<u>90502</u>	<u>90731</u>	<u>90745</u>	
<u>90275</u>	<u>90710</u>	<u>90732</u>	<u>90746</u>	
<u>90501</u>	<u>90717</u>	<u>90744</u>	<u>90810</u>	

4. Mission College:

<u>91040</u>	<u>91331</u>	<u>91342</u>	<u>91345</u>	
<u>91042</u>	<u>91340</u>	<u>91344</u>	<u>91351</u>	

5. Pierce College:

<u>90290</u>	<u>91306</u>	<u>91325</u>	<u>91356</u>	<u>91367</u>
<u>91301</u>	<u>91307</u>	<u>91326</u>	<u>91361</u>	<u>91406</u>
<u>91302</u>	<u>91311</u>	<u>91330</u>	<u>91362</u>	<u>91436</u>
<u>91303</u>	<u>91316</u>	<u>91335</u>	<u>91364</u>	
<u>91304</u>	<u>91324</u>	<u>91343</u>		

6. Southwest College:

<u>90002</u>	<u>90047</u>	<u>90061</u>	<u>90247</u>	<u>90249</u>
<u>90003</u>	<u>90059</u>	<u>90222</u>	<u>90248</u>	<u>90303</u>
<u>90044</u>				

7. Trade Technical College:

<u>90001</u>	<u>90013</u>	<u>90018</u>	<u>90037</u>	<u>90062</u>
<u>90007</u>	<u>90014</u>	<u>90021</u>	<u>90058</u>	<u>90255</u>
<u>90011</u>	<u>90015</u>			

8. Valley College:

<u>90077</u>	<u>91403</u>	<u>91501</u>	<u>91506</u>	<u>91605</u>
<u>91352</u>	<u>91405</u>	<u>91502</u>	<u>91601</u>	<u>91606</u>
<u>91401</u>	<u>91411</u>	<u>91504</u>	<u>91602</u>	<u>91607</u>
<u>91402</u>	<u>91423</u>	<u>91505</u>	<u>91604</u>	

9. West Los Angeles College:

<u>90008</u>	<u>90035</u>	<u>90066</u>	<u>90211</u>	<u>90272</u>	
<u>90016</u>	<u>90043</u>	<u>90067</u>	<u>90212</u>	<u>90291</u>	
<u>90024</u>	<u>90045</u>	<u>90094</u>	<u>90230</u>	<u>90292</u>	
<u>90025</u>	<u>90049</u>	<u>90210</u>	<u>90232</u>	<u>90293</u>	90034 90064

Updated 5-15-2015

DISPATCH REQUESTOR: _____
(Contractor Name)

DATE: _____

**CRAFT EMPLOYEE REQUEST FORM
LOS ANGELES SOUTHWEST COLLEGE*****Barrier Removal & DSA Approved Portable Classroom Upgrades Project***

The Los Angeles Community College District's Project Labor Agreement (PLA) requires that contractors make a good faith effort to hire local workers to perform 35% of all skilled trade positions—and further that Disadvantaged Local Workers or Veterans perform at least 10% of those skilled trade positions. Local Workers from the Primary Residency Preference Area shall be first referred for Project Work, followed by Local Workers in the Secondary Residency Preference Area, including journeypersons and apprentices.

FAX FORM TO:

Local Union Name: _____ Tel: _____ Fax: _____
GC or Sub Compliance Office: Name: _____ Tel: _____ Fax: _____
Local Worker Coordinator Name: Isabel Guillen Tel: 323-981-7830 email: Isabel.Guillen@build-laccd.org

PRIMARY RESIDENCY PREFERENCE AREA ZIP CODES: The following zip codes represent the campus community of the project site. Local workers in these zip codes shall be first dispatched to the **Barrier Removal & DSA Approved Portable Classroom Upgrades Project**.

90002	90003	90044	90047	90059	90061	90222	90247	90248	90249	90303	X	X	X	X	X
-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	-------	---	---	---	---	---

SECONDARY RESIDENCY PREFERENCE AREA ZIP CODES: Local Workers from these zip codes shall be referred for project work after all available Local Workers in the Preferred Residency Preference Area have been dispatched to the **Barrier Removal & DSA Approved Portable Classroom Upgrades Project**.

90001	90012	90022	90033	90043		90077	90230	90275	90717	91042	91325	91351	91406	91601	91775
	90013	90023	90034		90062	90089	90232	90280	90731	91301	91326	91352	91411	91602	91776
	90014	90024	90035	90045	90063	90094		90290	90732	91302	91330	91356	91423	91604	91801
90004	90015	90025	90036	90046	90064	90201		90291	90744	91303	91331	91361	91436	91605	91802
90005	90016	90026	90037		90065	90202		90292	90745	91304	91335	91362	91467	91606	91803
90006	90017	90027	90038	90048	90066	90205	90255	90293	90746	91306	91340	91364	91501	91607	X
90007	90018	90028	90039	90049	90067	90210				91307	91342	91401	91502	91640	X
90008	90019	90029	90040	90057	90068	90211	90270	90501		91311	91343	91402	91504	91754	X
90010	90020	90031	90041	90058	90069	90212	90272	90502	90810	91316	91344	91403	91505	91755	X
90011	90021	90032	90042		90071		90274	90710	91040	91324	91345	91405	91506	91770	X

CRAFT WORKER REQUEST:

QTY#	CRAFT POSITION	JOURNEYMAN OR APPRENTICE LEVEL	LOCAL WORKER (PRIMARY RESIDENCY AREA REQUIRED)	LOCAL WORKER (SECONDARY RESIDENCY AREA)	DISADVANTAGED LOCAL WORKER	DATE	TIME

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

Project Name: Barrier Removal & DSA Approved Portable Classroom Upgrades Project

Site Address: 1600 W Imperial Hwy, West Athens, CA 90047

Report to: _____

On-site Tel #: _____ **On-site Fax:** _____

Comment or special instructions: _____

Completed by Union Dispatch

Received By: _____ Date Received: _____ Dispatch Date: _____

Requested Dispatch

Available for Dispatch

Unavailable for Dispatch

Primary Preference Area Local Worker

☐

☐ *See instruction below

Secondary Preference Area Local Worker

☐☐

*Attach letter stating reason for not dispatching local worker(s) who reside in the Primary Residency Preference Area zip codes.

Print Dispatcher Name: _____ Phone: _____



LOCAL, DISADVANTAGED WORKER AND VETERAN HIRING PROGRAM



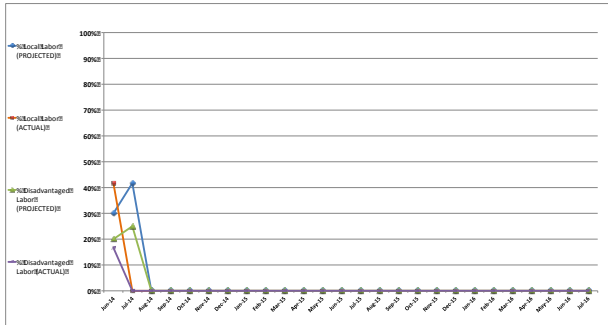
CRAFT WORKER UTILIZATION PLAN

PRIME CONTRACTOR NAME

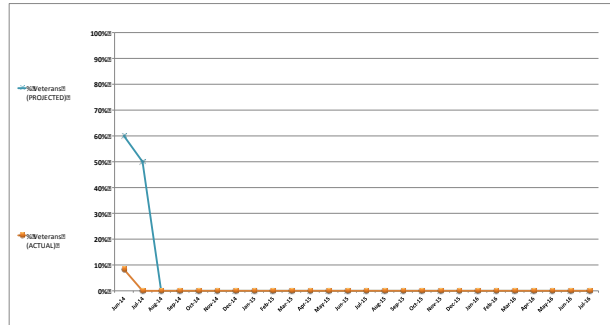
PROJECT NAME

	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	
CUMULATIVE CRAFT WORKER HIRING (PERCENT)																											
Total Craft Work																											
Local (Primary)																											
Local (Secondary)																											
Local (Primary)																											
Disadvantaged Local Workers																											
Veterans																											
CUMULATIVE CRAFT WORKERS (ACTUAL)																											
Total Craft Workers																											
Local (Primary)																											
Local (Secondary)																											
Local (Primary)																											
Disadvantaged Local Workers																											
Veterans																											
CUMULATIVE:																											
% Local Labor (PROJECTED)																											
% Local Labor (ACTUAL)																											
% Disadvantaged Labor (PROJECTED)																											
% Disadvantaged Labor (ACTUAL)																											
% Veterans (PROJECTED)																											
% Veterans (ACTUAL)																											

Local and Disadvantaged Worker Labor Trend



Veteran Labor Trend



LOS ANGELES COMMUNITY COLLEGE DISTRICT LOCAL CRAFT WORKER UTILIZATION REPORT

Campus/Dept: Pierce College
Project: Pierce College (NOM) Stadium ADA Improvements (LLB)
Project Code: 33804
Contract #:
Contractor(s): Multiple Contractors
Craft(s): Multiple Crafts

From Date: 1/1/2015
To Date: 5/31/2015
Report Date: 6/5/2015

AREA	Total Number of Workers	% of Total Workers	Total Hours Worked	% of Total Hours Worked	Wages w/ Benefits	Wages w/o Benefits	Number of Apprentices	Number of Apprentice Hours	Number of Journeymen	Number of Journeymen Hours	Number of Foreman
Pierce College Primary	2	3.13 %	369.00	8.05 %	\$19,157.63	\$12,499.88	1	171.00	1	198.00	0
LACCD Secondary	29	45.31 %	2,244.00	48.96 %	\$132,118.71	\$85,657.87	7	355.50	19	1,020.00	3
Los Angeles County	51	79.69 %	4,028.50	87.90 %	\$226,811.41	\$147,267.09	13	876.50	34	2,282.50	4
Outside of LA County	13	20.31 %	554.50	12.10 %	\$27,408.35	\$18,732.10	1	144.00	12	410.50	0
LOCAL WORKERS											
Local Worker (Primary + Secondary)	31	48.44 %	2,613.00	57.02 %	\$151,274.34	\$98,157.75	8	526.50	20	1,218.00	3
Disadvantaged Local Worker	2	3.13 %	276.00	6.02 %	\$11,880.54	\$7,940.05	1	171.00	1	105.00	0
DEMOGRAPHIC PROFILE											
African American	2	3.13 %	158.00	3.45 %	\$9,113.56	\$5,915.54	1	38.00	1	120.00	0
Native American	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
Asian	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
Hispanic	50	78.13 %	3,364.50	73.41 %	\$169,581.81	\$110,807.80	11	931.50	37	2,119.50	2
Caucasian	10	15.63 %	983.50	21.46 %	\$71,024.95	\$46,445.03	1	7.00	7	420.50	2
Other	2	3.13 %	77.00	1.68 %	\$4,499.44	\$3,030.72	1	44.00	1	33.00	0
Male	62	96.88 %	4,487.50	97.92 %	\$248,918.08	\$162,904.82	14	1,020.50	44	2,597.50	4
Female	2	3.13 %	95.50	2.08 %	\$5,301.68	\$3,094.37	0	0.00	2	95.50	0
Veteran	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
Veteran Spouse	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
First Period Apprentice	2	3.13 %	39.00	0.85 %	\$1,047.50	\$726.10	2	39.00	0	0.00	0
PRE-APPRENTICESHIP PROGRAM GRADUATE											
LATTC - Apprenticeship Prep Program	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
LATTC - Certificate Program	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
We Build	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
Conservation Corps	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
Other	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
Youth Build	0	0.00 %	0.00	0.00 %	\$0.00	\$0.00	0	0.00	0	0.00	0
Total Employees	64		4,583.00		\$254,219.76	\$165,999.19	14	1,020.50	46	2,693.00	4



DISADVANTAGED LOCAL WORKER CERTIFICATION FORM

☐ Apprentice
☐ Journeyman
☐ Core Employee
☐ New Hire

Union Local # _____

(Contractor Name)

I, _____, reside at _____, _____, CA _____
(Print Full Name) (Street Address) (City) (Zip code)

and hereby declare that I currently experience at least one of the following circumstances:

- I meet the income levels in the table below, or have a household income less than 50% of the area median income (AMI);
- I am homeless;
- I am a custodial single parent;
- I currently receive public assistance (CalWorks, GAIN, GROW, or unemployment benefits);
- I do not have a high school diploma or general equivalency degree (GED);
- I have a criminal justice record;
- I have been unemployed for at least the last 90 days;

I understand that this certification is subject to audit by the Los Angeles Community College District or their designee, and that all statements made herein are true and correct. Attached are copies of my California driver's license or identification card as evidence of local residency and documentation to validate the statements made herein. I further understand that if I falsify or misrepresent information on this form, the LACCD may, in its sole discretion, disqualify me from participating as a Disadvantaged Local Worker or employment on LACCD Build Projects.

The foregoing is true and correct under penalty of perjury of the laws of the State of California.

Signature _____ Social Security #: XXX-XX- _____

Executed in the city of _____, in County of Los Angeles on _____, 2018.

Poverty Guidelines U.S. Department of Health and Human Services

The area median income (AMI) for the County of Los Angeles is \$48,610.

CERTIFYING OFFICIAL USE ONLY

The applicant is approved for certification as a Disadvantaged Local Worker.

(Print Name) Org: _____

(Signature) Date: _____

Send signed copies to:

Contractor: _____ Fax: _____

Local Worker Coordinator Fax: _____



VETERAN WORKER CERTIFICATION FORM

☐ Apprentice
☐ Journeyman
☐ Core Employee
☐ New Hire

Union Local # _____

(Contractor Name)

I, _____, reside at _____, CA _____
(Print Full Name) (Street Address) (City) (Zip code)

I certify that I am a Veteran of the U.S. Armed Forces. As proof of my veteran status, attached is a copy of the DD-214 form (military separation form) issued to me upon my honorable discharge from a U.S. military branch.

Military Branch: _____ Rank: _____

Release Date: _____

I understand that this certification is subject to audit by the Los Angeles Community College District or their designee, and that all statements made herein are true and correct. Attached are copies of my California driver's license or identification card as evidence of local residency and documentation to validate the statements made herein. I further understand that if I falsify or misrepresent information on this form, the LACCD may, in its sole discretion, disqualify me from participating as a Veteran Worker or employment on LACCD Build Projects.

The foregoing is true and correct under penalty of perjury of the laws of the State of California.

Signature _____ Social Security #: XXX-XX- _____

Executed in the city of _____, in County of Los Angeles on _____, 2018.

CERTIFYING OFFICIAL USE ONLY

The applicant is approved for certification as a
Veteran Local Worker.

(Print Name) Org: _____

(Signature) Date: _____

Send signed copies to:

Contractor: _____ Fax: _____

Local Worker Coordinator Fax: _____