

**THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LOS ANGELES**

**LOCAL HIRING PROGRAM GOALS  
ORIENTATION CONFERENCE  
AGENDA**

**Conference Date:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Attended By:** \_\_\_\_\_

**GOALS:**

1. Local Hiring Program Checklist \_\_\_\_\_
2. Local Hiring Schedule (Attachment "A")  
(Must be submitted 30-days prior to start of construction) \_\_\_\_\_
3. Letter of Assent (Attachment "B")  
(Must be obtained from each Construction (on site) Company) \_\_\_\_\_
4. Work with Jobs Coordinator and Document Contact  
(Attachment "C" and Appendix No. 2) \_\_\_\_\_
5. Craft Request Forms: Local (Union) & Jobs Coordinator  
(Must be submitted to Local Joint Apprenticeship Committee (JAC)  
with copies to Agency Representative and Jobs Coordinator) \_\_\_\_\_
6. Los Angeles Citywide High Unemployed Zip Codes  
(Attachment "D") \_\_\_\_\_
7. Construction Trade Unions Contact Numbers (Attachment "E") \_\_\_\_\_
8. Document Referrals, Hires, or Refusal of Workers  
(Appendix 1 & 2) \_\_\_\_\_
9. Local Hiring Reports (Attachment "F")  
(Must submit Monthly and Quarterly Reports to Agency) \_\_\_\_\_
10. Monitoring and Review  
(Agency staff will monitor and review all submitted documentation  
and issue findings as needed) \_\_\_\_\_

**ATTACHMENTS:**

1. Attachment "A" – Local Hiring Schedule
2. Attachment "B" – Letter of Assent
3. Attachment "C" – CRA/LA Pre-Qualified Jobs Coordination Firms
4. Craft Request Form – Union
5. Craft Request Form – Jobs Coordinator
6. Attachment "D" – Los Angeles Citywide Zip Codes (high unemployment)
7. Attachment "E" – Construction Trade Unions Contact Numbers
8. Appendix 1 & 2 – Document Referrals, Hires or Refusal of Workers
9. Attachment "F" – Local Hire Reports

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

## Local Hire Program Checklist

The Developer and Contractors will be in compliance if they meet or exceed the local hiring goals, or if they have conducted and thoroughly documented the compliance activities below. These include outreach and hiring logs, copies of forms, and other documentation that are necessary to be retained and submitted by the Developer and Contractors as requested by the CRA/LA.

### CHECKLIST OF REQUIRED FORMS AND DEMONSTRATION OF COMPLIANCE

CHECK LIST	9 COMPLIANCE ACTIVITIES, STEP #	DOCUMENTATION REQUIRED	SCHEDULE & TIMING	SAMPLE FORM	PLEASE REFER TO:
<input type="checkbox"/>	1	<b>Local Hire Schedule</b> Develop and submit CRA/LA-approved Local Hiring Schedule before construction begins.	30-days prior to construction start	<i>Sample Local Hiring</i>	<b>Attachment A</b>
<input type="checkbox"/>	2	<b>Local Hire Orientation</b> Convene a Local Hire Orientation to educate the Prime Contractor, construction manager, and subcontractors about local hiring program goals, requirements, and answer questions.	Prior to construction start; may take place at the Pre-Construction Meeting, if applicable		
<input type="checkbox"/>	3	<b>Letters of Assent</b> Sign and obtain Letters of Assent from each construction employer.	Ensure that the local hiring goals are included in all contracts with Contractors. Collect signed Letters of Assent from each Contractor and submit to the CRA/LA Contracts Officer in Audits & Compliance	<i>Letter of Assent &amp; Letter Template</i>	<b>Attachment B</b>
<input type="checkbox"/>	4	<b>Work with a Jobs Coordinator &amp; Document Contact</b> Work with a Jobs Coordinator from the CRA/LA pre-approved list of firms. Regularly contact and document contact with the Jobs Coordinator by using the <i>Local Recruitment Source Contact Log</i> listing dates/times, caller, source, contact person, and other notes.	Prior to construction, work with a Jobs Coordinator. Document contact when requesting a referral, when worker is referred, hired or refused.	<i>List of Pre-Qualified Jobs Coordination Firms &amp; Contact Log with Jobs Coordinator</i>	<b>Attachment C &amp; Appendix 2</b>

CHECK LIST	9 COMPLIANCE ACTIVITIES, STEP #	DOCUMENTATION REQUIRED	SCHEDULE & TIMING	SAMPLE FORM	PLEASE REFER TO:
<input type="checkbox"/>	5	<b>Craft Request Form</b> Use and document use of CRA/LA-approved craft request forms sent to unions, if applicable, and Jobs Coordinator. Keep copies of the fax transmittal forms used in request.	Prior to needing employees, fax craft request form to unions, if applicable, and Jobs Coordinator to request workers fitting appropriate categories and need.	<i>Craft Request Form</i>	
<input type="checkbox"/>	6 & 7	<b>Document Referrals, Hire, or Refusal of Employees</b> Document requested referrals and any lack of responses from the union, if applicable, and Jobs Coordinator. Use a log to record information including: name of workers; reason hired or not hired; date; and referral source.	After making request for employees, use a log to record employees requested, job source, etc. When an employee is referred, document hiring or refusal of employee. Maintain logs and other appropriate records to detail compliance with Local Hire Program.	<i>Contractor Hire/Refusal of Craft Employees Log; Contractor Local Recruitment Source Log</i>	<b>Appendix 1, 2</b>
<input type="checkbox"/>	8	<b>Local Hire Reports</b> The Developer shall submit periodic local hiring reports to show the number of work hours performed by each category of worker to the CRA/LA.	Periodically or as requested by the CRA/LA	<i>Sample Periodic Local Hiring Report</i>	<b>Attachment F</b>
<input type="checkbox"/>	9	<b>Monitoring &amp; Review</b> Allow CRA/LA monitor prompt and willing access to documentation of compliance activities.	Periodically or as requested by the CRA/LA		

# ATTACHMENT A

## Local Hiring Schedule

The Developer or Contractor shall develop and submit to the CRA/LA 30-days prior to construction, a Local Hiring Schedule that establishes the hiring process, workforce needs, and approximate timetable to be followed by the Developer/Contractor and subcontractors for construction hiring to achieve the overall requirements of the Local Hiring Program. The Local Hiring Schedule shall include an *estimate* of: number of workers or work hours required per month, per day, per trade, and total for the project.

**SAMPLE \* SAMPLE \* SAMPLE\***

**Prime Contractor Name:** RSR Construction  
**Submitted on:** September 1, 2007

Trades:													Total Workers Per Day	Total Work Hours Per Day	Total Work Hours Per Month
Month	Shoring/Excavation	Concrete	Rebar	Steel	Glazing	Framing/Drywall	Plumbing	HVAC/Sheet Metal	Electrical	Other Trades					
1	Dec-07									4		4	32	640	
2	Jan-08	6						0	0	1	6	13	104	2,080	
3	Feb-08	8						2	0	2	8	20	160	3,200	
4	Mar-08	10		10				5	0	4	6	35	280	5,600	
5	Apr-08	10	30	15			10	0	9	7		81	646	12,920	
6	May-08	10	50	25			10	0	9	7		111	886	17,720	
7	Jun-08	10	145	73			0	8	0	7	5	248	1,982	39,640	
8	Jul-08	10	153	77			15	9	4	8	6	282	2,256	45,120	
9	Aug-08	10	155	78			25	10	4	9	7	297	2,378	47,560	
10	Sep-08	5	160	80			40	22	10	21	16	354	2,830	56,600	
11	Oct-08		170	85	4		48	34	10	33	25	409	3,270	65,400	
12	Nov-08		170	85	6		64	36	10	35	26	432	3,458	69,160	
13	Dec-08		170	85	10		80	37	10	36	27	455	3,640	72,800	
14	Jan-09		170	85	16		96	40	10	39	29	485	3,882	77,640	
15	Feb-09		170	85	20	10	112	44	10	43	32	526	4,210	84,200	
16	Mar-09		170	85	24	25	128	47	13	46	35	573	4,580	91,600	
17	Apr-09		170	85	24	30	144	51	13	50	38	605	4,836	96,720	
18	May-09		170	85	24	35	160	53	15	52	39	633	5,064	101,280	
19	Jun-09		170	85	24	35	300	54	15	53	40	776	6,206	124,120	
20	Jul-09		170	85	24	40	320	54	20	53	40	806	6,446	128,920	
21	Aug-09		170	85	24	40	320	56	20	55	41	811	6,490	129,800	
22	Sep-09		160	80	12	40	320	47	24	46	35	764	6,108	122,160	
23	Oct-09		50	25	12	40	300	45	24	44	33	573	4,584	91,680	
24	Nov-09		50	25	10	40	284	38	24	37	28	536	4,286	85,720	
25	Dec-09		50	25	6	40	268	32	24	31	23	499	3,994	79,880	
26	Jan-10		25	0	6	35	252	34	25	33	25	435	3,478	69,560	
27	Feb-10		10	0	6	30	236	35	26	34	26	403	3,220	64,400	
28	Mar-10		0	4	4	25	220	33	27	32	24	365	2,920	58,400	
29	Apr-10		0	0	20	204	31	27	30	30	23	335	2,676	53,520	
30	May-10		0	0	15	188	33	24	32	24	15	316	2,528	50,560	
31	Jun-10		0	0	5	172	34	24	33	25	293	2,342	46,840		
32	Jul-10		0	0	0	156	29	14	28	21	248	1,984	39,680		
33	Aug-10		0	0	0	80	23	13	22	17	155	1,236	24,720		
34	Sep-10		0	0	0	60	17	11	16	12	116	928	18,560		
35	Oct-10		0	0	0	60	11	11	10	8	100	796	15,920		
36	Nov-10		0	0	0	40	8	11	7	5	71	570	11,400		
37	Dec-10		0	0	0	40	6	11	5	4	66	526	10,520		
38	Jan-11		0	0	0	36	4	12	4	3	59	472	9,440		
39	Feb-11		0	0	0	24	2	9	4	3	42	336	6,720		
40	Mar-11		0	0	0	20	2	5	4	3	34	272	5,440		
41	Apr-11		0	0	0	8	2	5	2	2	19	148	2,960		
42	May-11		0	0	0	0	0	0	0	0	0	0	0	0	
Show Desktop.scf TOTAL WORKER HOURS														2,140,800	

**SUMMARY:**

Estimated Individuals Needed, Total Project: \_\_\_\_\_  
 Estimated Hours Needed, Total Project: \_\_\_\_\_  
 Estimated Local Hire Hours for 30% Target: \_\_\_\_\_  
 Estimated Local Hire Hours for 10% Target: \_\_\_\_\_

## ATTACHMENT B

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### Letter of Assent

Prior to commencing work, a Letter of Assent must be signed by the Developer and all Contractors awarded work on a project covered by a CRA/LA Local Hiring Program. The letter states that all parties doing construction work on the project have read, understands, and accept the terms of the Local Hiring Program, and are aware that they are bound to fulfilling the requirements. Originals of the letters may be retained by the Developer with copies to be submitted to the CRA/LA Contracts Officer of the Audits & Compliance Department.

**\*SAMPLE\***

[Put on Developer or Contractors' Letterhead] or  
[state name of company and address, e.g. XYZ Construction Builders]

[Insert Date]

Flora O'Brien  
CRA/LA Contracts Officer  
c/o The Community Redevelopment Agency of the City of Los Angeles (CRA/LA)  
Audits & Compliance Department  
354 S. Spring Street, Suite 700  
Los Angeles, CA 90013

Re: Local Hiring Program for (state name of project e.g., ABC mix-use project)

Dear Ms. Flora O'Brien:

This is to confirm that [state name of company, e.g. XYZ Construction Builders] has read, understands, and agrees to adhere to the Construction Local Hiring Program for the above referenced Project. Such obligation to be a party and bound by this Agreement shall extend all work covered by the agreement with the CRA/LA undertaken by this company on the Project pursuant to [insert Contract No. or identifying description, e.g. Contract # 12345, or DDA dated March 15, 20XX between CRA/LA and ABC Mix-Use Project LLC] and [state name of company, e.g. XYZ Construction Builders] shall require its subcontractors of all tiers to be similarly bound for all work within the scope for the Agreement by signing and furnishing to you an identical Letter of Assent to their commencement of work.

Sincerely,

[insert Contact Person Name and Title, e.g. Fred Smith, Construction Manager]  
[state name of company, e.g. XYZ Construction Builders]

## ATTACHMENT C

### CRA/LA Pre-Qualified Jobs Coordination Firms

The Developer and Contractors shall work with a Jobs Coordinator to facilitate implementation of the local hiring program. The following is the CRA/LA pre-qualified list of firms that are experienced to perform construction Jobs Coordination and related services.

#### Firms Qualified to Provide Construction Jobs Coordination and Related Services for the CRA/LA

The following firms were qualified through RFQ No. NP 4721, approved on 12/19/07.

- 1. Alameda Corridor Jobs Coalition**  
Benetta Johnson, Executive Director  
2905 S. Vermont Avenue  
Los Angeles, CA 90007  
Tel: 323-731-6606  
Fax: 323-731-6602  
Cell: 323-252-4405  
E-mail: [johnson.benetta@yahoo.com](mailto:johnson.benetta@yahoo.com)
- 2. Arbor Education and Training**  
Manuel Cons, Director  
5900 Wilshire Blvd., Ste. 2350  
Los Angeles, CA 90036  
Tel: 323-887-7122  
Fax: 323-832-1267  
E-mail: [manuelcons@arboret.com](mailto:manuelcons@arboret.com)
- 3. Century Community Training, Inc.**  
Olibra Bailey, Executive Director  
5021 Lernnox Blvd.,  
Lennox, CA 90304  
Tel: 310-673-3941  
Fax: 310-673-2476  
E-mail: [obailey@centuryhousing.org](mailto:obailey@centuryhousing.org)
- 4. Chicana Service Action Center**  
Yesenia Adame, Assistant to the CEO  
315 W. 9<sup>th</sup> Street, Suite 101  
Los Angeles, CA 90015-4202  
Tel: 213-629-5800  
Fax: 323-932-2563  
E-mail: [yesenia.adame@lacsac.com](mailto:yesenia.adame@lacsac.com)
- 5. Community Career Development**  
Gloria Moore, Executive Director  
3550 Wilshire Blvd., Ste. 500  
Los Angeles, CA 90039  
Tel: 213-365-9829  
Fax: 213-388-4932  
E-mail: [gmoore@communitycareer.org](mailto:gmoore@communitycareer.org)
- 6. Goodwill**  
Robert Soule, Director of WorkSource Centers  
342 N. San Fernando Road  
Los Angeles, CA 90031  
(323) 539-2116  
(323) 549-2151  
E-mail: [rsoule@goodwillsocial.org](mailto:rsoule@goodwillsocial.org)
- 7. Managed Career Solutions**  
Philip Starr, Executive Director  
3333 Wilshire Blvd., Suite 405  
Los Angeles, CA 90010  
Tel: 213-381-8110  
Fax: 213-381-5053  
E-mail: [pstarr@mcsrehab.com](mailto:pstarr@mcsrehab.com)
- 8. Playa Vista Job Opportunities and Business Services**  
Ernest Roberts, Executive Director  
9100 Sepulveda Blvd., Ste. 200  
Los Angeles, CA 90045  
Tel: 310-590-1385  
Fax: 310-590-1993  
E-mail: [Eroberts@pvjobs.org](mailto:Eroberts@pvjobs.org)
- 9. SGI Construction Management**  
Evan Scott, Project Executive  
199 South Hudson Avenue  
Pasadena, CA 91101  
Tel: (626) 395-7474  
Fax: (626) 395-9494  
E-mail: [escott@sgicm.com](mailto:escott@sgicm.com)

➤ **Continued**

**10. The Solis Group**

Benjamin Ocasio, Vice President,  
Operations  
234 N. El Molino, Ste 202  
Pasadena, CA 91101  
Tel: 626-685-6989  
Fax: 626-685-6985  
E-mail: [tsg@thesolisgroup.com](mailto:tsg@thesolisgroup.com)

**11. UAW Labor Employment and Training Corp.**

Mareta Papu, Program Director  
3965 S. Vermont Avenue  
Los Angeles, CA 90037  
Tel: 323-730-7900  
Fax: 323-730-7933  
E-mail: [mpapu@letc.com](mailto:mpapu@letc.com)

**12. United Job Creation Council**

Jean Franklin, Executive Director  
9100 S. Sepulveda Blvd., Suite 200  
Los Angeles, CA 90045  
Tel: 323-803-4066  
Fax: (310) 590-1993  
E-mail: [jean@unitedjobcreationcouncil.org](mailto:jean@unitedjobcreationcouncil.org)

**13. Westlake WorkSource Center**

Johnson Ng, Program Director  
1055 Wilshire Blvd., Suite 900-A  
Los Angeles, CA 90017  
Tel: 213-207 1388  
Fax: 213-353-1686  
E-mail: [jng@westlake-worksource.org](mailto:jng@westlake-worksource.org)

## Attachment D

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### Los Angeles Citywide Zip Codes

A portion (typically 30%; please refer to the project's specific Local Hire Program for details) of all construction work hours on the project must be performed by **Community Area Residents**, which are residents who live within 3-miles of the project area, and **Local Residents**, individuals who live in the high unemployment zip codes, *listed below*. Targeted zip codes for *Community Area Residents* will be provided by the CRA/LA.

### 2008 Los Angeles County Unemployment Rate Greater than 7.5%

High Unemployment Map, October 23, 2009

1.	90001	25.	90028	49.	90710
2.	90002	26.	90029	50.	90731
3.	90003	27.	90031	51.	90744
4.	90004	28.	90032	52.	91042
5.	90005	29.	90033	53.	91304
6.	90006	30.	90037	54.	91306
7.	90007	31.	90038	55.	91324
8.	90008	32.	90042	56.	91325
9.	90010	33.	90043	57.	91330
10.	90011	34.	90044	58.	91331
11.	90012	35.	90045	59.	91335
12.	90013	36.	90047	60.	91342
13.	90014	37.	90057	61.	91343
14.	90015	38.	90058	62.	91352
15.	90016	39.	90059	63.	91401
16.	90017	40.	90061	64.	91402
17.	90018	41.	90062	65.	91405
18.	90019	42.	90063	66.	91406
19.	90020	43.	90065	67.	91601
20.	90021	44.	90071	68.	91602
21.	90023	45.	90095	69.	91605
22.	90024	46.	90230	70.	91606
23.	90026	47.	90247		
24.	90027	48.	90248		



# CRAFT REQUEST FORM – COMMUNITY AREA / LOCAL RESIDENT WORKERS FROM JOBS COORDINATOR

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

**To the Contractor:**

Please complete this form and fax it to the Jobs Coordinator to request the workers needed to fulfill the Community Area / Local Residents hiring goals for the CRA/LA \_\_\_\_\_ project stated above. After faxing your request, **call the Jobs Coordinator to verify receipt and substantiate their capacity to furnish Community Area / Local Residents as requested.** Please print your **Fax Transmission Verification Report** and keep a copy of this request for your records.

**To:** Jobs Coordinator \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

**Please provide me with Community Area / Local Resident construction workers per the CRA/LA goals for the \_\_\_\_\_ project, as defined below:**

- 30% of construction works hours performed by Community Area / Local Residents Goals. (Workers who live in one of the zip codes listed below, or in the high unemployment City of Los Angeles zip codes on page 2)

--	--	--	--	--	--	--	--	--	--	--	--

**Craft Employees Requested for the \_\_\_\_\_ Project**

Job/Craft Description	Number of Community Area/Local Residents Requested	Report Date	Report Time
<b>Total Workers Requested:</b>			

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

Site Address: \_\_\_\_\_ Report to (on-site contact): \_\_\_\_\_  
 \_\_\_\_\_ On-site Tel #: \_\_\_\_\_ Fax: \_\_\_\_\_

Comments or special instructions: \_\_\_\_\_

**Jobs Coordinator Use Only**  
(Please check boxes as appropriate)

Reception Date: _____	Dispatch Date: _____	Received By: _____
<u>Requested Dispatch</u>	<u>Available for Dispatch</u>	<u>Unavailable for Dispatch</u>
30% Local	<input type="checkbox"/>	<input type="checkbox"/>
Comments: _____		
<b>(Please fax copy of completed form back to contractor)</b>		

## ATTACHMENT D

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### Los Angeles Citywide Zip Codes

A portion (typically 30%; please refer to the project's specific Local Hire Program for details) of all construction work hours on the project must be performed by **Community Area Residents**, which are residents who live within 3-miles of the project area, and **Local Residents**, individuals who live in the high unemployment zip codes, *listed below*. Targeted zip codes for *Community Area Residents* will be provided by the CRA/LA.

### 2006 Los Angeles County Unemployment Rate Greater than 7%

High Unemployment Map, May 31, 2007

1.	90001	25.	90029	49.	90247
2.	90002	26.	90031	50.	90248
3.	90003	27.	90032	51.	90710
4.	90004	28.	90033	52.	90731
5.	90005	29.	90037	53.	90744
6.	90006	30.	90038	54.	91042
7.	90007	31.	90042	55.	91304
8.	90008	32.	90043	56.	91306
9.	90010	33.	90044	57.	91330
10.	90011	34.	90045	58.	91331
11.	90012	35.	90047	59.	91335
12.	90013	36.	90057	60.	91340
13.	90014	37.	90058	61.	91342
14.	90015	38.	90059	62.	91343
15.	90016	39.	90061	63.	91352
16.	90017	40.	90062	64.	91401
17.	90018	41.	90063	65.	91402
18.	90019	42.	90065	66.	91406
19.	90020	43.	90066	67.	91505
20.	90021	44.	90068	68.	91601
21.	90023	45.	90071	69.	91602
22.	90024	46.	90089	70.	91605
23.	90026	47.	90095	71.	91606
24.	90027	48.	90230	72.	91606

## ATTACHMENT E

### The Community Redevelopment Agency of Los Angeles (CRA/LA)

#### Construction Trade Unions Contact Numbers

Local	Union	Phone Number	Fax Number
5	(Asbestos) Heat & Frost Insulators	(626) 815-9794	(626) 815-0165
92	Boilermakers	(909) 877-9389	(909) 877-8318
4	Bricklayers	(626) 573-0032	(626) 573-5607
409	Carpenters	(213) 385-1457	(213) 385-3759
1506	Carpenters ( <i>Drywall Hangers</i> )	(323) 660-1506	(323) 660-0382
440L	Carpenters ( <i>Lathers</i> )	(714) 554-1644	(714) 554-2044
600	Cement Masons	(323) 771-0991	(323) 771-2631
11	Electricians	(626) 792-0061	(626) 793-9743
18	Elevator Constructors	(626) 449-1869	(626) 577-1055
636	Glaziers	(626) 448-1565	(626) 448-9846
345	Gunite Workers	(818) 846-1303	(818) 846-1226
416	Iron Workers ( <i>Reinforced</i> )	(562) 868-1251	(562) 868-1429
433	Iron Workers ( <i>Structural</i> )	(626) 964-2500	(626) 964-1754
509	Ironworkers ( <i>Shop-Ornamental</i> )	(323) 262-9653	(323) 262-9654
300	Laborers ( <i>Asbestos/Toxic Waste Abatement/Environmental</i> )	(213) 385-3550	(213) 385-6985
300	Laborers ( <i>Landscape</i> )	(213) 385-3550	(213) 385-6985
12	Operating Engineers	(626) 792-2519	(626) 792-9039
95	Painters and Drywall Finishers ( <i>Downey</i> )	(562) 861-9616	(562) 861-6549
12	Operating Engineers	(626) 792-2519	(626) 792-9039
200	Plasterers	(909) 865-2240	(909) 865-9392
78	Plumbers	(213) 688-9090	(213) 627-4624
250	Steamfitters	(310) 660-0035	(310) 329-2465
345	Landscape, Irrigation, Sewer and Storm Drain Fitters	(626) 357-9345	(626) 359-0359
709	Fire Sprinkler Fitters	(562) 698-9909	(562) 698-7255
1247	Resilient Floor & Decorative Cover	(562) 695-7402	(562) 699-6337
36	Roofers	(323) 222-0251	(323) 222-3585
105	Sheet Metal Workers	(909) 305-2800	(909) 305-2822
986	Teamsters (Drivers, Warehouse and Allied Workers)	(626) 350-9860	(626) 448-0986
18	Tile Layers	(909) 396-6700	(909) 396-6704

**Contractors Note:**

This form should be used for all requests for employee referral request from the Jobs Coordinator, and dispatch from construction trade unions, if applicable, for work on the CRA/LA project stated on the proceeding form. In the event that referral facilities maintained by the unions are unable to fill the requisition of a contractor/employer for qualified employees within a forty eight (48) hour period, if applicable, after such a requisition is made by the contractor/employer, the contractor/employer shall be free to obtain work persons form any other source.

**APPENDIX 1**

**Key:**  
**LLI** = Local Low-Income  
**APP** = Apprentice  
**CAR** = Community Area Resident

**CONTRACTOR HIRE/REFUSAL OF CRAFT EMPLOYEES LOG**

<b>Project:</b>	<b>Phone:</b>
<b>Contractor:</b>	<b>Fax:</b>
<b>Contact Person:</b>	<b>Date:</b>

**Please use a separate line for each individual. Use as many sheet as necessary.**

**CRAFT EMPLOYEES REQUESTED LOG**

Date of Request to Union or Jobs Coord.	Name of Requested Hire	Job/Craft Description	Journeyman /Apprenticeship Level "JOUR" or "APP"	Number Requested				Required Referral Received "Y" or "N"	Name of Referred Candidate	"Hired" or "Refused"	Date Recruit Hired or Refused	If refused, please describe why	Entered by: (Initials)
				30% Local or CAR	10% LLI /APP	50% Local or CAR/APP	General Dispatch						



# ATTACHMENT F

## Local Hiring Report

Periodic reports on the progress of the Construction Local Hire Program shall be submitted to the CRA/LA. The reports communicate to the CRA/LA the progress the Developer and Contractors are making towards the achievement of the local hire goals and can enable parties to mitigate any issues that may arise before project completion.

### SAMPLE \* SAMPLE \* SAMPLE

DATE SUBMITTED: <u>4/15/2008</u>		SUBMITTED BY: <u>Developer AAA</u>				
<b>Periodic Local Hiring Report</b>						
<b>Project:</b>	<u>Project A</u>	<b>Period, Year:</b>	<u>Jan-Mar 2008</u>			
<b>ALL WORKERS</b>						
TOTAL HOURS THIS PERIOD:	<b>5,000</b>	TOTAL HOURS FOR PROJECT TO DATE:	<b>20,000</b>			
TOTAL WORKERS THIS PERIOD:	<b>20</b>	TOTAL WORKERS FOR PROJECT TO DATE:	<b>70</b>			
	<b>This Period</b>		<b>Project So Far</b>			
	Number of Workers This Period		Number of Workers on Entire Project So Far			
	Number of Hours Worked This Period		Number of Hours Worked on Entire Project So Far			
	% of Total Work Hours for This Period		% of Total Work Hours for Entire Project So Far			
<b>Community Area Residents</b>	7	1500.0	30.0%	25	7000.0	35.0%
<b>Local Residents</b>	5	1500.0	30.0%	24	7000.0	35.0%
<b>All Other Workers</b>	8	2000.0	40.0%	21	6000.0	30.0%
<b>TOTAL</b>	<b>20</b>	<b>5000.0</b>	<b>100.0%</b>	<b>70</b>	<b>20000.0</b>	<b>100.0%</b>
<b>Local Low-Income Residents</b>	5	1000.0	20.0%	18	5000.0	25.0%
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<b>APPRENTICES</b>						
TOTAL APPRENTICE HOURS THIS PERIOD:	<b>1250</b>		TOTAL APPRENTICE HOURS FOR PROJECT SO FAR:	<b>5000</b>		
TOTAL APPRENTICES THIS PERIOD:	<b>5</b>		TOTAL APPRENTICE WORKERS FOR PROJECT SO FAR:	<b>17</b>		
	<b>This Period</b>			<b>Project So Far</b>		
	Number of Workers This Period			Number of Workers on Entire Project So Far		
	Number of Hours Worked This Period			Number of Hours Worked on Entire Project So Far		
	% of Total Apprentices Work Hours for This Period			% of Total Apprentices Work Hours for Project So Far		
<b>Community Area Resident or Local Resident Apprentices</b>	3	650.0	52.0%	12	3500.0	70.0%