

# LOCAL AND TARGETED WORKER HIRE PROGRAM

## MANDATORY GOAL - SUMMARY SHEET

### ABOUT THE PROGRAM

**Approved** by Board of Supervisors on September 6, 2016

**Effective** - November 1, 2016 for all design/build contracts and construction contracts approved by the Board, and shall be applicable to all departments, commissions, and agencies delivering Los Angeles County (County) capital and construction projects and privately-financed economic development projects on County property.

**Mandatory Goal** - For all projects with a **project budget** greater than \$2.5 million, at least 30 percent of total California construction labor hours worked on each project must be performed by a qualified Local Resident and at least 10 percent of total California hours worked on each project shall be performed by County residents classified as a Targeted Worker facing barriers to employment.

In addition, there shall be a mandatory requirement to use a Jobs Coordinator to be hired directly by the contractor, prior to the start of work on the project. The Jobs Coordinator is an independent third-party individual, entity, or employee with whom the Prime Contractor enters into a contract or employs to facilitate the implementation of the Local and Targeted Worker Hiring Requirements of this Agreement. The Jobs Coordinator may be selected from the approved Jobs Coordinators list available as Form 00 09 12-5. If the Prime Contractor utilizes an employee as a Jobs Coordinator, the Jobs Coordinator must be able to demonstrate or document to the County the minimum qualifications and/or experience to fulfill the duties and responsibilities as outlined in Sections 2.02 and 2.03.

Per State Labor Code, a minimum ratio of one apprentice hour for every five journeyman hours shall be enforced, and contractors shall strive to obtain half of all apprentice hours on the project be performed by Local and Targeted Workers.

Hours worked by an apprentice who is also a Targeted Worker or a Local Resident may be applied towards the 30 percent Local Resident and/or the 10 percent Targeted Worker hire goals.

### DEFINITIONS

**Jobs Coordinator** is an individual or firm that facilitates implementation of the Targeted Worker hiring requirements of the County of Los Angeles for the contractors/subcontractors. The Jobs Coordinator must be able to demonstrate or document to the County the requisite qualifications and/or experience to fulfill the duties and responsibilities as outlined in Section 2.02 and 2.03.

**Local Resident** is defined as an individual living within the Tier 1 or Tier 2 ZIP Codes of the County.

**Tier 1** means ZIP Codes within five (5) miles of the proposed project site, and where the average percentage of households living below 200 percent of the Federal Poverty Level (FPL) is greater than the County average for such households. Applicable County ZIP Codes are attached.

**Tier 2** means any ZIP Codes within the County where the average percentage of households living below 200 percent of the FPL is greater than the County average for such households.

**Targeted Worker** is a resident of the County who has indices of career-limiting circumstances, specifically, one or more of the following:

1. Has a documented annual income at or below 100 percent of the Federal Poverty Level;
2. No high school diploma or GED;

3. A history of involvement with the criminal justice system;
4. Protracted unemployment (receiving unemployment benefits for at least 6 months);
5. Is a current recipient of government cash or food assistance benefits;
6. Is homeless or has been homeless within the last year;
7. Is a custodial single parent;
8. Is a former foster youth; or
9. Is a veteran, or is the eligible spouse of a veteran of the United States armed forces, under Section 2(a) of the Jobs for Veterans Act (38 U.S.C.4215[a]).
10. Eligible Migrant and seasonal farmworkers
11. English Language Learners
12. Older Individuals (55+)
13. Disabled
14. Individuals with Low Levels of Literacy

**DOCUMENTS**

- Form 00 09 12-1: LTWHP Craft Employee Request Form
- Form 00 09 12-2: LTWHP Workforce Utilization Plan
- Form 00 09 12-3: L.A. County FPL List of Zip Codes
- Form 00 09 12-4: Local and Targeted Worker Hire Status Report
- Form 00 09 12-5: Approved Jobs Coordinators List

**CALCULATED PENALTIES**

Mandatory compliance withholding (MCW) amount is determined as follows:

- Construction contract amount multiplied by Local/Targeted Worker goal compliance percentage (0.75% / 0.25%).

Construction Contract amount X .75% = Mandatory Compliance Withholding (MCW) for Local Workers  
 Construction Contract amount X .25% = Mandatory Compliance Withholding (MCW) for Targeted Workers

The mathematical process for the above is as follows:

Local Worker Monthly Withholding Calculation

Actual Local Worker Hire Percentage (a)	Mandatory Local Worker Hire Goal (b)	Obtained Percentage Local Worker Hire (c) (c=a / b)	Unmet Percentage of Local Worker Hire (d) (d=1-c)	Local Worker MMCW (e)	Monthly Withholding Amount (f) (f=d*e)
Actual Local Worker Hire Hours Actual California Construction Labor Hours	30%	Actual Local Worker Hire Percentage Mandatory Local Worker Hire Percentage (30%)	1-Percentage of Local Worker Hire	\$XXX	Unmet Percentage of Local Worker Hire * \$XXX

Targeted Worker Monthly Withholding Calculation

Actual Targeted Worker Hire Percentage (a)	Mandatory Targeted Worker Hire Goal (b)	Obtained Percentage Targeted Worker Hire (c) (c=a / b)	Unmet Percentage of Targeted Worker Hire (d) (d=1-c)	Targeted Worker MMCW (e)	Monthly Withholding Amount (f) (f=d*e)
Actual Targeted Worker Hire Hours Actual California Construction Labor Hours	10%	Actual Targeted Worker Hire Percentage Mandatory Targeted Worker Hire Percentage (10%)	1-Percentage of Targeted Worker Hire	\$XXX	Unmet Percentage of Targeted Worker Hire * \$XXX

## **IMPLEMENTATION**

- Contractor Submits Form 00 09 12-2 Prior to starting work
- Contractor Submits Weekly Certified Payroll Reports (CPRs)
- Contractor submits Form 00 09 12-1 for dispatch of workers to union or community based organization
- Contractor attaches Form 00 09 12-3 to Form 00 09 12-1 for dispatch of qualified residents
- County will review contractors' efforts monthly and will generate reports (Form 00 09 12-4)
- Upon completion of the project, but prior to final release of retention, County will make a final review of contractors achieved LTWHP goal for release/retention of calculated penalty amounts

## **REPORTS**

Monthly Reports are posted online: <http://dpw.lacounty.gov/pmd/localworker/>

## **QUESTIONS**

Please contact:

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