



**SUMMARY & SUBMITTAL SCHEDULE FOR REQUIRED DOCUMENTS  
LOS ANGELES COUNTY DPW - PUBLIC WORKS PROJECTS**

Requirement	Due When?	How Often?	Description	Submitted Through:
LCP Checklist # 09	Before the start of Contractor's project work	One Time Submittal	The Contractor must acknowledge his/her understanding of all applicable Federal and State labor law requirements	This document is intended to be completed and signed by an officer of your company. Upload your completed LCP Checklist via LCP Tracker (eDocuments)
DAS-140 Contractor's Award Information #10	Before the start of Contractor's project work	One Time Submittal	The Contractor must send a notice to all applicable apprenticeship programs and submit copies of all sent forms	This document should be completed by a person knowledgeable of the crafts and man-hour estimates for your company. Upload a copy of each DAS-140 submitted via LCP Tracker (eDocuments)
Fringe Benefits Statement #13	With First CPR	Each time Fringe Benefit payments change	The Contractor reports all fringe benefits paid to workers for this project. Training contribution must be paid to approved apprenticeship training program, not to the employee	This document should be completed by a person familiar with your company's weekly payments to workers and monthly payment to funds. Upload via LCP Tracker (eDocuments)
Certified Payroll Report (CPR)	During the Contractor's project work	Each week	Each week the Contractor must produce a Certified Payroll Report (CPR). At the end of the project work, the CPR must be marked as "FINAL"	All CPRs must be generated via LCP Tracker
Statement of Compliance	During the Contractor's project work	With each CPR	Each CPR should have attached signed Statement of Compliance	All Statements of Compliance must be generated via LCP Tracker
Proof of Fringe Benefits Payments #18	During the Contractor's project work	Monthly	The Contractor reports all fringe benefit payments made per month. Common forms used are Employer's Monthly Report to Trustees & CAC-2	This document should be completed by a person familiar with your company's weekly payments to workers and monthly payments to funds. Submit supporting documents via LCP Tracker (eDocuments)
Request for Dispatch of Apprentice/Proof of Apprenticeship Certification #20 (Das-142)	During the Contractor's project work	Whenever an Apprentice is utilized or requested	Each Contractor must employ or attempt to employ apprentices on the project (unless they fall under an exemption). A Contractor will document all apprentices utilized or requested for the project. A common form for apprentice request is the DAS-142	This document should be completed by a person knowledgeable of the crafts and man-hour estimates for your company. Submit supporting documents via LCP Tracker (eDocuments)
CAC-2 Training Fund Contributions	By the 15th of each month	Monthly	Non-union contractors must pay the applicable training fund rate for every hour per worker per trade working on the project to the California Apprenticeship Council via this form, unless the trade is not apprenticeable.	This document should be completed by a person familiar with your company's weekly payments to workers and monthly payments to funds. Submit supporting documents (CAC-2 form and Proof of Payment) via LCP Tracker (eDocuments)
Public Works Affidavit #23	Before final payment is released to the Contractor	One Time Submittal	The Contractor signs a statement that he/she has complied with prevailing wage laws	This document is intended to be completed and signed by an officer of your company. Submit via LCP Tracker (eDocuments)