



## Community Benefits Agreement Forms & Submittals

Document/Form	Due Date	Frequency	Submitted by	Submitted to	Info
CBA Pre-Job Conference Form (Prime)	Prior to Pre-Job	Update as needed	Prime Contractor	Project Labor Coordinator	CBA Article 8, Section 8.4 and Article 16, Section 16.1
CBA Pre-Job Conference Form (Subcontractor)	Prior to Pre-Job	Update as needed	Subcontractors	Project Labor Coordinator	CBA Article 8, Section 8.4 and Article 16, Section 16.1
Letter of Assent	Prior to Work Start	One Time	All Contractors (All tiers)	Project Labor Coordinator via LCPTracker and Council	As required by the CBA Article 3, Section 3.3(b)
Disadvantaged Business Exemption Form	As the need to request exemptions arises	As Needed	Prime Contractor	Project Labor Coordinator	As required by the CBA Article 4, Section 4.6 and Article 6, Section 6.2
Contractor Core Workforce Form or Disadvantaged Business Core Workforce Form	Prior to Work Start	One Time	Non-Union Contractors	Project Labor Coordinator via LCPTracker and Applicable Union	As required by the CBA Article 4, Section 4.6 (d)
Workforce Dispatch Request Form & Transmittal Confirmation	As the need to request workers arises	As Needed	All Contractors (All tiers)	Applicable Union and a copy to the Project Labor Coordinator	As required by the CBA Article 4, Section 4.5
Targeted Worker Survey	When Work Starts	As Needed	Jobs Coordinator	Project Labor Coordinator via LCPTracker	Used to identify Targeted Workers on the project
Monthly Proof of Fringe Benefit Payments to Union Trust Fund	Monthly	Monthly	All Contractors (All tiers)	Project Labor Coordinator via LCPTracker	As required by CBA Article 6, Section 6.2, Labor Code Section 1776 and CCR 16000
Jobs Coordinator Performance Evaluation Form	At 50% project completion and end of project	Two Times	Prime Contractor	Project Labor Coordinator	Used to evaluate Jobs Coordinators project performance

### CBA Compliance Contact Information

SANDAGCBA@sandag.org

Erik Staples, Senior Compliance Analyst ☎ 619-595-5347

Madison Kausen, CBA Analyst ☎ 619-533-7998

