



Community Benefits Agreement

Forms & Submittals

Document/Form	Due Date	Frequency	Submitted by	Info
CBA Pre-Job Conference Form (Prime)	Prior to Pre-Job	Update as needed	Prime Contractor	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> As required by CBA Article 3, Section 3.3(b) Copy uploaded to LCP Tracker
Contractor Core Workforce Form	Prior to Work Start	One Time	Non-Union Contractors	<ul style="list-style-type: none"> As required by the CBA Article 4, Section 4.6 (d) Copy uploaded to LCP Tracker
Workforce Dispatch Request Form & Transmittal Confirmation	As the need to request workers arises	As Needed	All Contractors (All tiers)	<ul style="list-style-type: none"> As required by the CBA Article 4, Section 4.5 Original submitted to applicable Union Copy uploaded to LCP Tracker
Targeted Worker Survey	When Work Starts	As Needed	Jobs Coordinator	<ul style="list-style-type: none"> Used to identify Targeted Workers on the project Upload to LCP Tracker along with verification documents
Monthly Proof of Fringe Benefit Payments to Union Trust Fund	Monthly	Monthly	All Contractors (All tiers)	<ul style="list-style-type: none"> As required by CBA Article 6, Section 6.2, Labor Code Section 1776 and CCR 16000 Copy uploaded to LCP Tracker on a monthly basis
Disadvantaged Business Exemption Form	As the need to request exemptions arise	As Needed	Prime Contractor	<ul style="list-style-type: none"> As required by the CBA Article 6, Section 6.2 Copy uploaded to LCP Tracker
Jobs Coordinator Performance Evaluation Form	At 50% project completion and end of project	Two Times	Prime Contractor	<ul style="list-style-type: none"> Used to evaluate Jobs Coordinators project performance Copy uploaded to LCP Tracker

CBA Compliance Contact Information

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