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Contract Number

25-634

SAP Number

Community Development and Housing Department

**Department Contract Representative
Telephone Number**

Carrie Harmon
909-382-3983

**Developer
Developer Representative
Telephone Number**

Family Assistance Program
Darryl Evey
760-985-0726

Contract Term

**August 19, 2025 through August
18, 2057**

**Original Contract Amount
Amendment Amount
Cost Center**

\$5,826,222.00

HOMEKEY PROGRAM INDEMNIFICATION AGREEMENT

IT IS HEREBY AGREED AS FOLLOWS:

This Agreement is between **San Bernardino County** ("County") and **Family Assistance Program**, a California non-profit corporation ("Developer"), for the California Department of Housing and Community Development Homekey Round 3 Program for the **Youth Drop-In Center Expansion and TAY Tiny Home Village Project** located in the City of Victorville ("Project").

WHEREAS, Developer is an experienced youth service provider with over thirty years of experience providing housing and supportive services to homeless, at-risk, and foster youth in San Bernardino County;

WHEREAS, Developer owns real property located at 16857 C Street in the City of Victorville, which currently operates as a youth drop-in center and has approved plans from the City of Victorville to rehabilitate and expand the property to provide interim housing for homeless youth;

WHEREAS, the County's Community Development and Housing Department is responsible for developing and advancing the County's housing and shelter strategy to expand housing infrastructure and address homelessness;

WHEREAS, the California Department of Housing and Community Development ("HCD") issued the Notice of Funding Availability for the Homekey Program, Round 3, dated March 29, 2023 to rapidly expand interim housing for transition-age youth (18-24) who are experiencing or at-risk of homelessness;

WHEREAS, eligible applicants include cities, counties, cities and counties, and other state, regional, and local public entities, with each eligible applicant permitted to apply jointly with a co-applicant;

WHEREAS, the Project consists of two primary components: (1) expansion and improvement of the existing drop-in center to include a minimum of 8 non-congregate shelter units, and (2) establishment of a TAY Tiny Home Village consisting of seven prefabricated duplex buildings providing 14 additional units, for a total of 22 interim housing units serving homeless and at-risk youth with incomes at or below 30% of area median income;

WHEREAS, County, as applicant, and Developer, as co-applicant, submitted a joint Homekey Round 3 application to HCD for the Project and have been conditionally awarded total grant funding of \$5,826,222 of which \$4,717,422 will be used for the development of the project and \$1,108,800 will be distributed as operating subsidy this Agreement is contingent on the execution of the Homekey Program Round 3 Standard Agreement; and

WHEREAS, the County's execution of this Agreement does not limit the County's future discretion regarding the Project.

NOW THEREFORE, County and Developer (collectively, "Parties") mutually agree to the following terms and conditions:

A. DEVELOPER RESPONSIBILITIES

- A.1** Developer is responsible for all costs associated with the Homekey Project and for all development, construction and operation costs for the Project including but not limited to soft costs, administrative costs, uncovered costs, financing costs, construction costs, and the reimbursement process costs.
- A.2** Developer, as joint co-applicant, shall meet all Homekey grant deadlines and requirements.
- A.3** Developer, as joint co-applicant, will comply with all of the terms of the NOFA, the application, the Standard Agreement, the Multifamily Housing Program (Health and Safety Code 50675, et seq.), the Multifamily Housing Program Guidelines, the California Code of Regulations Title 25, Section 42, and the Uniform Multifamily Regulations (collectively referred to as "Homekey Program Requirements").
- A.4** Developer, as joint co-applicant, shall do the following:
 - A.4.1** Construct the Project after the procurement of each permit, license, and contract that may be required by any governmental agency having jurisdiction;
 - A.4.2** Developer shall pay all Project costs including but not limited to project planning and development, administration costs, architectural and engineering fees, property acquisition costs, site work, demolition and removal, construction, equipment, operation costs, maintenance costs, insurance costs, and construction costs.
 - A.4.3** Developer shall operate the Project at its expense in accordance with the

Standard Agreement and the Regulatory Agreement.

- A.4.4** Developer shall provide two surety bonds. The Developer shall furnish a satisfactory Performance Bond meeting all statutory requirements of the State of California. The bond shall be furnished as a guarantee of the faithful performance of the requirements to construct the Project including but not limited to, liability for delays and damages to the County, and indemnity obligations, in an amount that shall remain equal to one hundred percent (100%) of the construction price. The Developer shall also furnish a separate satisfactory Labor and Materials Payment Bond meeting all statutory requirements of the State of California in an amount that shall remain equal to one hundred percent (100%) of the construction price to secure payment of all claims, demands, stop payment notices, or charges of material suppliers, mechanics or laborers employed by the Developer or by any subcontractor, or any person or entity eligible to file a stop payment notice with respect to the work on the project. All bonds shall be executed by a California-admitted surety insurer listed on the latest version of the U.S. Department of Treasury Circular 570. The attorney-in-fact who executes the required bonds on behalf of the surety shall affix thereto a certified and current copy of the power of attorney. In the event of changes that increase the construction price of the Project, the amount of each bond shall be deemed to increase and at all times remain equal to the construction price of the Project. The signatures shall be acknowledged by a notary public. Every bond must display the surety's bond number and incorporate the contract for construction of the project by reference. The terms of the bonds shall provide that the surety agrees that no change, extension of time, alteration, or modification of the construction of the Project to be performed thereunder shall in any way affect its obligations and shall waive notice of any such change, extension of time, alteration, or modification. Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising from the construction of the Project, the Developer shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished. Should any bond become insufficient, or should any of the sureties, in the opinion of the County, become non-responsible or unacceptable, the Developer shall, within ten (10) calendar days after receiving notice from the County, provide written documentation to the satisfaction of the County that Developer has secured new or additional sureties for the bonds; otherwise the Developer shall be considered in default of this agreement. Developer further agrees that said bonds are separate obligations of the Developer and its surety and that any attorneys' fee provision contained in any payment bond or performance bond shall not apply to this agreement. In the event there is any litigation between the parties concerning the bonds, each party shall bear its own attorneys' fees in the litigation.
- A.4.5** If the California Department of Housing and Community Development determines that there has been a failure to comply with the Homekey Program Requirements and declares a breach, terminates the award of funds and/or disallows previously incurred costs, Developer shall be fully responsible to cure any breach and immediately reimburse any expended award funds.
- A.4.6** Developer shall make all records available to the County and the California Department of Housing and Community Development, provide access to program records, and any other relevant documents to calculate costs, facilitate the access to relevant information as requested and follow

evaluation procedures as specified by the County or the State.

A.4.7 Developer is solely responsible for all aspects of Developer's conduct in connection with the Project, including but not limited to, the quality and suitability of the Plans and Specifications, the supervision of construction work, and the procurement, qualifications, financial condition, and performance of all architects, engineers, contractors, subcontractors, suppliers, consultants, and property managers.

A.4.8 During the course of construction and operation of the Project for the entire term of the Regulatory Agreement, Developer shall maintain the Project in good repair and in a neat, clean and orderly condition. If there arises a condition in contravention of this requirement, and if Developer has not cured such condition within thirty (30) days after receiving a County notice of such a condition, then in addition to any other rights available to the County, the County has the right to perform all acts necessary to cure such condition, and to establish or enforce a lien or other encumbrance against the property.

B. GENERAL CONTRACT REQUIREMENTS

B.1 Recitals

The recitals set forth above are true and correct and incorporated herein by this reference.

B.2 Contract Amendments

Developer agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract and approved by the person(s) authorized to do so on behalf of Developer and County.

B.3 Contract Assignability

Without the prior written consent of the County, the Contract is not assignable by Developer either in whole or in part.

B.4 Pending Proceedings

Developer represents that it is not in default under any law or regulation or under order of any court, board, commission, or agency whatsoever, and there are no claims, actions, suits or proceedings pending or, to the knowledge of Developer, threatened against or affecting Developer or the property, at law or in equity, before or by any court, board, commission or agency whatsoever which might, if determined adversely to Developer, materially affect Developer's ability to comply with the terms of this Contract.

B.5 Attorney's Fees and Costs

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorney's fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney's fees directly arising from a third-party legal action against a party hereto and payable under Indemnification and Insurance Requirements.

B.6 Background Checks for Developer Personnel

Developer shall ensure that its personnel (a) are authorized to work in the jurisdiction in which they are assigned to perform Services; (b) do not use legal or illegal substances in any manner which will impact their ability to provide Services to the County; and (c) are not otherwise disqualified from performing the Services under applicable law.

B.7 Change of Address

Developer shall notify the County in writing, of any change in mailing address within ten (10) business days of the change.

B.8 Choice of Law

This Contract shall be governed by and construed according to the laws of the State of California.

B.9 Compliance with County Policy

In performing the Services and while at any County facilities, Developer personnel (including subcontractors) shall (a) conduct themselves in a businesslike manner; (b) comply with the policies, procedures, and rules of the County regarding health and safety, and personal, professional and ethical conduct; (c) comply with the finance, accounting, banking, Internet, security, and/or other applicable standards, policies, practices, processes, procedures, and controls of the County; and (d) abide by all laws applicable to the County facilities and the provision of the Services, and all amendments and modifications to each of the documents listed in subsections (b), (c), and (d) (collectively, "County Policies"). County Policies, and additions or modifications thereto, may be communicated orally or in writing to Developer or Developer personnel or may be made available to Developer by conspicuous posting at a County facility, electronic posting, or other means generally used by County to disseminate such information to its employees or contractors. Developer shall be responsible for the promulgation and distribution of County Policies to Developer personnel to the extent necessary and appropriate.

County shall have the right to require Developer's employees, agents, representatives and subcontractors to exhibit identification credentials in order to exercise any right of access under this Contract.

B.10 Sufficient Funds.

Developer holds sufficient funds and/or binding commitments for sufficient funds to complete the Project and operate it for the term of the Regulatory Agreement.

B.11 Primary Point of Contact

Developer will designate an individual to serve as the primary point of contact for the Contract. Developer or designee must respond to County inquiries within two (2) business days. Developer shall not change the primary contact without written acknowledgement to the County. Developer will also designate a back-up point of contact in the event the primary contact is not available.

B.12 County Representative

The Director of Community Development and Housing Department or his/her designee shall represent the County in all matters pertaining to this Contract, including termination and assignment of this Contract, and shall be the final authority in all matters pertaining to the Services/Scope of Work by Developer. If this contract was initially approved by the San Bernardino County Board of Supervisors, then the Board of Supervisors must approve all amendments to this Contract, unless otherwise delegated.

B.13 Damage to County Property

Developer shall repair, or cause to be repaired, at its own cost, all damages to County vehicles, facilities, buildings or grounds caused by the willful or negligent acts of Developer or its contractors or its employees or agents. Such repairs shall be made immediately after Developer becomes aware of such damage, but in no event later than thirty (30) days after the occurrence.

If the Developer fails to make timely repairs, the County may make any necessary repairs. The Developer, as determined by the County, shall repay all costs incurred by the County for such repairs, by cash payment upon demand, or County may deduct such costs from any amounts due to the Developer from the County, as determined at the County's sole discretion.

B. 14 Debarment and Suspension

Developer certifies that neither it nor its principals or subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (See the following United States General Services Administration's System for Award Management website <https://www.sam.gov>). Developer further certifies that if it or any of its subcontractors are business entities that must be registered with the California Secretary of State, they are registered and in good standing with the Secretary of State.

B.15 Drug and Alcohol Free Workplace

In recognition of individual rights to work in a safe, healthful and productive workplace, as a material condition of this Contract, the Developer agrees that the Developer and the Developer's contractors, employees, and agents while performing service for the County, on County property, or while using County equipment:

B.15.1 Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.

B.15.2 Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal or controlled substance.

B.15.3 Shall not sell, offer, or provide alcohol or an illegal or controlled substance to another person.

The Developer shall inform all employees that are performing service for the County on County property, or using County equipment, of the County's objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for default or breach of this Contract and any other Contract the Developer has with the County, if the Developer or Developer's employees are determined by the County not to be in compliance with above.

B.16 Duration of Terms

This Contract, and all of its terms and conditions, shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties for the term of the Regulatory Agreement, provided no such assignment is in violation of the provisions of this Contract.

B.17 Employment Discrimination

During the term of the Contract, Developer shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Developer shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VI and Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

B.18 Reserved.

B.19 Improper Influence

Developer shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of the Contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of the Contract or shall have any relationship to the Developer or officer or employee of the Developer.

B.20 Improper Consideration

Developer shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate this Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the application and negotiation process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Developer shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Developer. The report shall be made to the supervisor or manager charged with supervision of the employee or the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

B.21 Informal Dispute Resolution

In the event the County determines that Developer's performance is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this Contract or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

B.22 Legality and Severability

The Parties' actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. The provisions of this Contract are specifically made severable. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall remain in full effect.

B.23 Licenses, Permits and/or Certifications

Developer shall ensure that it has all necessary licenses, permits and/or certifications required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations. The Developer shall maintain these licenses, permits and/or certifications in effect for the duration of this Contract. Developer will notify County immediately of loss or suspension of any such licenses, permits and/or certifications. Failure to maintain a required license, permit and/or certification may result in immediate termination of this Contract.

B.24 Material Misstatement/Misrepresentation

If during the course of the administration of this Contract, the County determines that Developer has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.

B.25 Mutual Covenants

The parties to this Contract mutually covenant to perform all of their obligations hereunder, to exercise all discretion and rights granted hereunder, and to give all consents in a reasonable manner consistent with the standards of "good faith" and "fair dealing."

B.26 Nondisclosure

Developer shall hold as confidential and use reasonable care to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, confidential

information that is either: (1) provided by the County to Developer or an agent of Developer or otherwise made available to Developer or Developer's agent in connection with this Contract; or, (2) acquired, obtained, or learned by Developer or an agent of Developer in the performance of this Contract. For purposes of this provision, confidential information means any data, files, software, information or materials in oral, electronic, tangible or intangible form and however stored, compiled or memorialize and includes, but is not limited to, technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.

B.27 Notice of Delays

Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, that party shall, within twenty-four (24) hours, give notice thereof, including all relevant information with respect thereto, to the other party.

B.28 No Claims

Nothing contained in this Contract shall create or justify any claim against the County by any person or entity that Developer may have employed or with whom Developer may have contracted relative to the purchase of materials, supplies or equipment, or the furnishing or the performance of any work or services with respect to the operation of the Project and Developer shall include similar requirements in any contracts entered into for the operation of the Project.

B.29 No Third-Party Beneficiaries

There shall be no third-party beneficiaries to this Contract.

B.30 Air, Water Pollution Control, Safety and Health

Developer shall comply with all air pollution control, water pollution, safety and health ordinances and statutes, which apply to the Project.

B.31 Records

Developer shall maintain all records and books pertaining to the Project and delivery of services at the Project and demonstrate accountability for contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records shall be considered grounds for withholding of payments for invoices submitted and/or termination of the Contract.

All records relating to the Developer's personnel, consultants, subcontractors, Services/Scope of Work and expenses pertaining to this Contract shall be kept in a generally acceptable accounting format. Records should include primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must comply with the appropriate Office of Management and Budget (OMB) Circulars, which state the administrative requirements, cost principles and other standards for accountancy.

B.32 Relationship of the Parties

Nothing contained in this Contract shall be construed as creating a joint venture, partnership, or employment arrangement between the Parties hereto, nor shall either Party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto.

B.33 Release of Information

No news releases, advertisements, public announcements or photographs arising out of the Contract or Developer's relationship with County may be made or used without prior written approval of the County.

B.34 Representation of the County

In the performance of this Contract, Developer, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County.

B.35 Strict Performance

Failure by a party to insist upon the strict performance of any of the provisions of this Contract by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Contract thereafter.

B.36 Contracting

Developer shall identify and provide copies of all contracts with or otherwise engaging any contractors and subcontractors who may supply any part or work on the Project to County. At County's request, Developer shall provide information regarding the contractor's/subcontractor's qualifications and a listing of a contractor's/subcontractor's key personnel including, if requested by the County, resumes of proposed subcontractor personnel. Developer shall remain directly responsible to County for its contractors and subcontractors and shall indemnify County for the actions or omissions of its contractors and subcontractors under the terms and conditions specified in Section F. All contractor/subcontractors shall be subject to the provisions of this Contract applicable to Developer Personnel. Developer agrees to require all contractors, subcontractors, or others it hires or contracts with related to the Project to provide insurance covering the contracted operations with the basic requirements identified in Section F and naming the County as additional insured.

For any contractor/subcontractor, Developer shall:

- 36.1** Be responsible for contractor/subcontractor compliance with the Contract and the terms and conditions; and
- 36.2** Ensure that the contractor/subcontractor follows County's reporting formats and procedures as specified by County.
- 36.3** Include in the contractor's/subcontractor's contract substantially similar terms as are provided in Sections A. Developer Responsibilities and B. General Contract Requirements.

B. 37 Subpoena

In the event that a subpoena or other legal process commenced by a third party in any way concerning the Project provided under this Contract is served upon Developer or County, such party agrees to notify the other party in the most expeditious fashion possible following receipt of such subpoena or other legal process. Developer and County further agree to cooperate with the other party in any lawful effort by such other party to contest the legal validity of such subpoena or other legal process commenced by a third party as may be reasonably required and at the expense of the party to whom the legal process is directed, except as otherwise provided herein in connection with defense obligations by Developer for County.

B.38 Termination for Convenience

The County reserves the right to terminate the Contract, for its convenience, with or without cause, with a thirty (30) day written notice of termination. Such termination may include all or part of the services described herein. Upon such termination, payment will be made to the Developer for services rendered and expenses reasonably incurred prior to the effective date of termination. Upon receipt of termination notice Developer shall promptly discontinue services unless the notice directs otherwise. Developer shall deliver promptly to County and transfer copies of documents, plans, forms, data, products, graphics, computer programs and reports.

B.39 Time of the Essence

Time is of the essence in performance of this Contract and of each of its provisions.

B.40 Venue

The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, San Bernardino County, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County, San Bernardino District.

B.41 Conflict of Interest

Developer shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, or contractors/subcontractors and the County. Developer shall make a reasonable effort to prevent employees, contractors, or members of governing bodies from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others such as those with whom they have family business, or other ties. Officers, employees, and agents of cities, counties, districts, and other local agencies are subject to applicable conflict of interest codes and state law. In the event the County determines a conflict of interest situation exists, any increase in costs, associated with the conflict of interest situation, may be disallowed by the County and such conflict may constitute grounds for termination of the Contract. This provision shall not be construed to prohibit employment of persons with whom Developer's officers, employees, or agents have family, business, or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicant.

B.42 Former County Administrative Officials

Developer agrees to provide, or has already provided information on former San Bernardino County administrative officials (as defined below) who are employed by or represent Developer. The information provided includes a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Developer. For purposes of this provision, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Executive Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

B.43 Disclosure of Criminal and Civil Procedures

The County reserves the right to request the information described herein from the Developer. Failure to provide the information may result in a termination of the Contract. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The Developer also may be requested to provide information to clarify responses. Negative information discovered may result in Contract termination.

Developer is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Developer will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the Developer is required to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the

subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Developer will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

B.44 Notice of Litigation

Developer shall promptly notify the County in writing of any litigation materially affecting Developer or the Project and of any claims or disputes that involve a material risk of litigation.

B.45 Hazardous Materials

(a) Developer shall keep and maintain the property in compliance with, and may not cause or permit the property to be in violation of any federal, state or local laws, ordinances or regulations relating to industrial hygiene or to the environmental conditions on, under or about the property including, but not limited to, soil and ground water conditions.

(b) Developer shall immediately advise County if at any time it receives written notice of any and all enforcement, cleanup, removal, or other government to regulatory actions instituted, completed or threatened against Developer or the property pursuant to any applicable federal, state or local laws, ordinances, or regulations relating to any hazardous materials and any claims made or threatened by any third party against Developer or the property relating to damage, contribution, cost recovery compensation, loss or injury resulting from any hazardous materials.

(c) Developer shall indemnify and hold harmless the County and its Board members, employees, and agents, from and against any loss, damage, cost, expense or liability directly or indirectly arising out of or attributable to the use, generation, storage, release, threatened release, discharge, disposal or presence of hazardous materials on, under, or about the property including without limitation: (i) all foreseeable consequential damages; (ii) the costs of any required or necessary repair, cleanup or detoxification of the property and the preparation and implementation of any closure, remedial, or other required plans; and (iii) all reasonable costs and expenses incurred by the County in connection with clauses (i) and (ii), including reasonable attorneys' fees and consultants' fees. This obligation to indemnify shall survive termination of this Contract.

B.46 Iran Contracting Act

IRAN CONTRACTING ACT OF 2010, Public Contract Code sections 2200 et seq. (Applicable for all Contracts of one million dollars (\$1,000,000) or more). In accordance with Public Contract Code section 2204(a), the Contractor certifies that at the time the Contract is signed, the Contractor signing the Contract is not identified on a list created pursuant to subdivision (b) of Public Contract Code section 2203 as a person (as defined in Public Contract Code section 2202(e)) engaging in investment activities in Iran described in subdivision (a) of Public Contract Code section 2202.5, or as a person described in subdivision (b) of Public Contract Code section 2202.5, as applicable.

Contractors are cautioned that making a false certification may subject the Contractor to civil penalties, termination of existing contract, and ineligibility to bid on a contract for a period of three (3) years in accordance with Public Contract Code section 2205.

B.47 Prevailing Wage Laws

By its execution of this Contract, Developer certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq. as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Section 1720 of the California Labor Code states in part: "For purposes of this paragraph, 'construction' includes work performed during the design, site assessment, feasibility study, and other preconstruction phases of construction including, but not limited to, inspection and land surveying work..." If the construction of the Project is being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Developer agrees to fully comply with such Prevailing Wage Laws. Developer shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Developer's principal place of business and at the project site. Developer will also adhere to any other applicable requirements, including but not limited to, those regarding the employment of apprentices, travel and subsistence pay, retention and inspection of payroll records, workers compensation and forfeiture of penalties prescribed in the Labor Code for violations. Developer, and each of them, shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with Prevailing Wage Laws. See Attachment A, which is attached and incorporated by reference, for additional information regarding Prevailing Wage Laws. Developer shall comply with all applicable terms and conditions in Attachment A. The applicable general prevailing wage determinations are on file with the County in accordance with Attachment D and are available to any interested party on request. Developer shall post a copy of the applicable prevailing wage determinations at the job site.

B.48 Mechanics Liens, Stop Notices, and Notices of Completion.

(a) If a claim of lien is filed against the property or a stop notice affecting the property is served in connection with the Project, Developer shall, within twenty (20) days after such filing or service, either pay and fully discharge the lien or stop notice, effect the release of such lien or stop notice by delivering to the County a surety bond in sufficient form and amount, or provide the County with other assurance satisfactory to the County that the claim of lien or stop notice will be paid or discharged.

(b) If Developer fails to discharge any lien, encumbrance, charge, or lien in the manner required in this Section or obtain a surety bond, then in addition to any other right or remedy, the County may (but is under no obligation to) discharge such lien, encumbrance, charge, or claim at Developer's expense. Alternatively, the County may require Developer to immediately deposit with the County the amount necessary to satisfy such lien or claim and any costs, pending resolution thereof. The County may use such deposit to satisfy any claim or lien that is adversely determined against Developer.

(c) Developer shall file a valid notice of cessation or notice of completion upon cessation of construction work on the Project for a continuous period of thirty (30) days or more, and take all other steps necessary to forestall the assertion of claims of liens against the property.

B. 49 Executive Order N-6-22 Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs->

and-country-information/ukraine-russia-related-sanctions), as well as any sanctions imposed under state law (<https://www.dgs.ca.gov/OLS/Ukraine-Russia>). The EO directs state agencies and their contractors (including by agreement or receipt of a grant) to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should it be determined that Developer is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. Developer shall be provided advance written notice of such termination, allowing Developer at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the County.

B.50 Default

Each of the following shall constitute a Default by Developer under this Contract:

- (a) Failure to comply with the Contract and the Homekey Program Requirements;
- (b) Insolvency of the Developer by being bankrupt or filing a petition seeking reorganization of Developer or seeking any arrangement for Developer under the bankruptcy law.
- (c) Appointment of a receiver, trustee, liquidator, or assignee of Developer in bankruptcy or insolvency for the Project.
- (d) The liquidation or winding up of Developer.
- (e) Admission in writing inability to pay its debts as they fall due or the filing of a petition seeking any decree or order of the nature described in (a) to (d) inclusive.
- (f) Suspension of Developer's business.
- (g) The filing of any claim of lien (other than liens approved in writing by the County) against the Project, the property, or any part thereof, or any interest or right made appurtenant thereto and the continued maintenance of said claim of lien or notice to withhold for a period of twenty (20) days, without discharge or satisfaction thereof or provision therefor (including, without limitation, the posting of bonds) satisfactory to the County.
- (h) Condemnation, seizure, or appropriation of all or the substantial part of the property or the Project by an entity other than the County.
- (i) Any unauthorized transfer of the Project or property.
- (j) Any Developer representation or warranty contained in this Contract, or in any application, financial statement, certificate, or report submitted to the County in connection with this Contract or the Homekey Program application proving to have been incorrect in any material respect when made and having a material adverse effect on the Project.

The occurrence of any Default shall give the County the right to proceed with any and all remedies in law or equity, including suit for recovery of any Homekey Program funds. The County has the right to mandamus or other suit, action or proceeding at law or in equity to require Developer to perform its obligations and covenants under this Contract and the Homekey Program Requirements or to enjoin acts on things that may be unlawful or in violation of the provisions of this Contract and/or the Homekey Program Requirements.

C. TERM OF CONTRACT

This Contract is effective as of August 19, 2025 and expires August 18, 2057 but may be terminated earlier in accordance with provisions of this Contract. In the event that the California Department of Housing and Community Development does not disburse Homekey Program Round 3 funds for the Project, this Contract shall be of no force or effect and shall be deemed terminated without any further action by the Parties.

D. COUNTY RESPONSIBILITIES

- D.1** County will submit the Homekey Program Round 3 monitoring reports as necessary to the California Department of Housing and Community Development.

E. FISCAL PROVISIONS

- E.1** The Developer shall perform all work required to complete and operate the Project. County shall not be responsible for incurring any costs for the Project.
- E.2** After the execution of the Standard Agreement, the California Department of Housing and Community Development shall disburse the Homekey Program Round 3 funds to the County as the designated payee.
- E.3** The County will then disburse the Homekey Program Round 3 funds to Developer pursuant to the process specified in E.4 and upon receipt of a written draw request from Developer, submitted in the format attached as Exhibit D.
- E.4** The disbursements shall not exceed the amount disbursed by HCD to the County for the Homekey Program Round 3 project. Disbursements shall only be requested once per month and at such time they are needed by the Developer to pay eligible costs. The County will disburse funds to the Developer subject to the conditions precedent set forth in subsection (a) below and in accordance with the Homekey Program. The County shall not be obligated to make any disbursements or take any other action under the Agreement unless the following conditions precedent are satisfied prior to each such disbursement and in accordance with the Homekey Program. The County is not obligated to make a disbursement of the Homekey Program Round 3 funds unless the following conditions precedent are satisfied prior to each such disbursement:

1. There exists no breach, default nor any act, failure, omission or condition that would constitute an event of breach or default under this Agreement or the fully executed Homekey Program Round 3 Standard Agreement;
2. The Developer shall provide the County with a certified copy of the Developer's organizational documents and an authorizing resolution authorizing execution of this Agreement and the transactions contemplated by this Agreement, and any agreements required pursuant to this Agreement.
3. Developer has executed and delivered to County all required contract documents, and any other documents, instruments, and policies required under this Agreement;
4. The County has approved any necessary updates to the Scope of Work and Financing Budget, if necessary;
5. Developer has obtained all permits and approvals necessary for the construction of the Project necessary to perform the Scope of Work pursuant to the terms of this Agreement and the Homekey Program Round 3 Standard Agreement;
6. Developer has submitted a certification from the architect or the Certified Access Specialist certifying that Development has been designed in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794, et seq.) and the Uniform Federal Accessibility Standards (UFAS), as applicable;
7. Developer has furnished the County with evidence of the insurance coverage meeting the requirements under this Agreement;
8. The Homekey Program Round 3 Regulatory Agreement has been recorded against the Property;
9. The Developer shall provide whatever documentation (including an indemnification agreement), deposits or surety that is reasonably required by the title company in order for the Regulatory Agreement to be senior in lien priority to any mechanics liens in connection with any early start of construction that has occurred prior to the recordation of the Regulatory Agreement against the Property in the Office of the Recorder of the San Bernardino County.
10. When a disbursement is requested to pay any contractor in connection with improvements on the Property, the written request must be accompanied by: (1) certification that the work for which disbursement is requested has been completed (although the County reserves the right to inspect the Property and make an independent evaluation); and (2) lien releases and/or mechanics lien title insurance endorsements reasonably acceptable to the County. The County will make best efforts to fund draw requests within thirty (30) days from receipt of a complete draw request. If a draw request includes reimbursement for costs to be incurred, then the Grantee shall provide proof of payment for such costs within fifteen (15) days of the disbursement of County Grant funds.

E.5 Developer shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Developer's designated checking or other bank account. Developer shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.

E.6 County is exempt from Federal excise taxes and no payment shall be made for any personal property taxes levied on Developer or on any taxes levied on employee wages. The County shall only pay for any State or local sales or use taxes on the services rendered or equipment and/or parts supplied to the County pursuant to the Contract.

E.7 Costs for services under the terms of this Contract shall be incurred during the contract period except as approved by County.

F. INDEMNIFICATION AND INSURANCE REQUIREMENTS

F.1 Indemnification

When performing “design profession services” as defined in Civil Code section 2782.8, the following indemnification paragraph applies: “Developer shall defend and indemnify County for claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the design professional. This Contract incorporates by reference the provisions of Civil Code section 2782.8, including, but not limited to, the provisions that concern the duty and cost to defend the County.”

For all other services, the following indemnification paragraph applies: The Developer agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising out of this Contract and the Homekey Program Requirements from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Developer indemnification obligation applies to the County's “active” as well as “passive” negligence but does not apply to the County's “sole negligence” or “willful misconduct” within the meaning of Civil Code section 2782. This indemnification includes the performance or non-performance by Developer of the Homekey Program Requirements including the joint and several liability to the California Housing and Community Development Department for performance under the Standard Agreement.

F.2 Additional Insured

All policies, except for Worker's Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

F.3 Waiver of Subrogation Rights

The Developer shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Developer and Developer's employees or agents from waiving the right of subrogation prior to a loss or claim. The Developer hereby waives all rights of subrogation against the County.

F.4 Policies Primary and Non-Contributory

All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

F.5 Severability of Interests

The Developer agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Developer and the County or between the County and any other insured or additional insured under the policy.

F.6 Proof of Coverage

The Developer shall furnish Certificates of Insurance to the County Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required shall be provided when the Homekey Program funds are awarded by the State, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Developer shall maintain such insurance from the time Developer commences work on the Project and hereunder until the completion of such services. Within fifteen (15) days of the commencement of this contract,

the Developer shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

F.7 Acceptability of Insurance Carrier

Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A- VII".

F.8 Deductibles and Self-Insured Retention

Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.

F.9 Failure to Procure Coverage

In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Developer or County payments to the Developer will be reduced to pay for County purchased insurance.

F.10 Insurance Review

Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Developer agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

F.11 The Developer agrees to provide insurance set forth in accordance with the requirements herein. If the Developer uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Developer agrees to amend, supplement or endorse the existing coverage to do so.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Developer shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

F.11.1 Workers' Compensation/Employer's Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Developer and all risks to such persons under this contract.

If Developer has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Management.

With respect to contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

F.11.2 Commercial/General Liability Insurance – The Developer shall carry General Liability Insurance covering all operations performed by or on behalf of the Developer providing coverage for bodily injury and property damage with a combined single limit of not less than three million dollars (\$3,000,000), per occurrence. The policy coverage shall include:

- a. Premises operations and mobile equipment.
- b. Products and completed operations.
- c. Broad form property damage (including completed operations).
- d. Explosion, collapse and underground hazards.
- e. Personal injury.
- f. Contractual liability.

F.11.2.A Continuing Products/Completed Operations Liability Insurance – The Developer will provide continuing products/completed operations liability Insurance with a limit of not less than one million (\$1,000,000) for each occurrence for at least three years following substantial completion of the work.

F.11.3 Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than three million dollars (\$3,000,000) for bodily injury and property damage, per occurrence.

If the Developer owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

F.11.4 Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

F.11.5 Professional Liability – Professional Liability Insurance with limits of not less than two million (\$2,000,000) per claim and four million (\$4,000,000) aggregate limits

or

Errors and Omissions Liability Insurance – Errors and Omissions Liability Insurance with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the state of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

F.11.6 Environmental Liability Insurance

- a. Environmental Liability Insurance with a combined single limit of not less than five million (\$5,000,000) per claim or occurrence and a separate aggregate for the contract project. The required additional insured endorsement shall protect the County without any restrictions.
- b. If insurance coverage is provided on a "claims made" policy, the "retroactive date" shall be shown and must be before the date of the start of the contract work. The claims made insurance shall be maintained or "tail" coverage provided for a minimum of five (5) years after contract completion.

F.11.7 Builder's Risk (Course of Construction) insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the project and no coinsurance penalty provisions. If the project does not involve new or major reconstruction, at the option of the County, an Installation Floater may be acceptable. For such projects, a Property Installation Floater shall be obtained that provides for the improvement, remodel, modification, alteration, conversion or adjustment to existing buildings, structures, processes, machinery and equipment. The Property Installation Floater shall provide property damage coverage for any building, structure, machinery, or equipment damaged, impaired, broken, or destroyed during the performance of the work, including during transit, installation, and testing.

F.11.8 Subcontractor Insurance Requirements - The Developer agrees to require all Parties, contractors and subcontractors, including architects or others it hires or contracts with related to the performance of this contract to provide insurance covering the contracted operations with the basic specifications for all contracts in Section F. (including waiver of subrogation rights) and naming the County as an additional insured. The Developer agrees to monitor and review all such coverage and assumes all responsibility ensuring that such coverage is provided as required herein.

G. RIGHT TO MONITOR AND AUDIT

G.1 The County and State government shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Developer in the construction and operation of the Project. Developer shall give full cooperation, in any auditing or monitoring conducted. Developer shall cooperate with the County in the implementation, monitoring, and evaluation of this Project and comply with any and all reporting requirements established by the County.

G.2 All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County representatives for a period of three years after final payment under this Contract or until all pending County, State and Federal audits are completed, whichever is later.

H. CORRECTION OF PERFORMANCE DEFICIENCIES

H.1 Failure by Developer to comply with any of the provisions, covenants, requirements or conditions of this Contract and the Homekey Program Round 3 Requirements shall be a material breach of this Contract.

I.2 In the event of a non-cured breach, County may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:

- a. Afford Developer thereafter a time period within which to cure the breach, which period shall be established at the sole discretion of County; and/or
- b. Discontinue reimbursement to Developer for and during the period in which Developer is in breach, which reimbursement shall not be entitled to later recovery; and/or
- c. Withhold funds pending duration of the breach; and/or
- d. Offset against any monies billed by Developer but yet unpaid by County those monies disallowed pursuant to Item "b" of this paragraph; and/or
- e. Terminate this Contract immediately and be relieved of the payment of any consideration to Developer. In the event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due to the Developer under this Contract and the balance, if any, shall be paid by the Developer upon demand.

I. NOTICES

All written notices provided for in this Contract or which either party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by facsimile, or deposited in the United States mail, postage prepaid, and addressed to the other party as follows:

San Bernardino County
Community Development and Housing
Department
560 East Hospitality Lane, Suite 200
San Bernardino, CA 92415

Developer:
Family Assistance Program
15075 7th St.
Victorville, CA 92395

Notice shall be deemed communicated two (2) County working days from the time of mailing if mailed as provided in this paragraph.

J. ENTIRE AGREEMENT

This Contract, including all Exhibits and other attachments, which are attached hereto and incorporated by reference, and other documents incorporated herein, represents the final, complete and exclusive agreement between the parties hereto. Any prior agreement, promises, negotiations or representations relating to the subject matter of this Contract not expressly set forth herein are of no force or effect. This Contract is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read this Contract and signs the same of its own free will.

L. ELECTRONIC SIGNATURES

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

IN WITNESS WHEREOF, San Bernardino County and the Developer have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

► Dawn Rowe

Dawn Rowe, Chair, Board of Supervisors

Dated: AUG 19 2025

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD

By Lynna Monell
Clerk of the Board of Supervisors
of the San Bernardino County
Deputy



Family Assistance Program

(Print or type name of corporation, company, contractor, etc.)

By

(Authorized signature - sign in blue ink)

Darryl Evey

Name

(Print or type name of person signing contract)

Title

CEO

(Print or Type)

Dated:

7/25/2025
15075 7th Street, Victorville, CA 92395

Address

FOR COUNTY USE ONLY

Approved by Legal Form

► Suzanne Bryant

Suzanne Bryant, Deputy County Counsel

Date August 5, 2025

Reviewed for Contract Compliance

►

Date

Reviewed by Approved by Department

► Carrie Harmon

Carrie Harmon, Director

Date August 5, 2025

ATTACHMENT A

PREVAILING WAGE REQUIREMENTS

A. All or a portion of the Scope of Work in the Contract requires the payment of prevailing wages and compliance with the following requirements:

1. Determination of Prevailing Rates:

Pursuant to Labor Code sections 1770, et seq., the County has obtained from the Director of the Department of Industrial Relations (DIR) pursuant to the California Labor Code, the general prevailing rates of per diem wages and the prevailing rates for holiday and overtime work in the locality in which the Scope of Work is to be performed. Copies of said rates are on file with the County, will be made available for inspection during regular business hours, may be included elsewhere in the specifications for the Scope of Work, and are also available online at www.dir.ca.gov. The wage rate for any classification not listed, but which may be required to execute the Scope of Work, shall be commensurate and in accord with specified rates for similar or comparable classifications for those performing similar or comparable duties. In accordance with Labor Code section 1773.2, the Contractor shall post, at appropriate and conspicuous locations on the job site, a schedule showing all applicable prevailing wage rates and shall comply with the requirements of Labor Code sections 1773, et seq.

2. Payment of Prevailing Rates

Each worker of the Contractor, or any subcontractor, engaged in the Scope of Work, shall be paid not less than the general prevailing wage rate, regardless of any contractual relationship which may be alleged to exist between the Contractor or any subcontractor, and such worker.

3. Prevailing Rate Penalty

The Contractor shall, as a penalty, forfeit two hundred dollars (\$200.00) to the County for each calendar day or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of the DIR for such work or craft in which such worker is employed by the Contractor or by any subcontractor in connection with the Scope of Work. Pursuant to California Labor Code section 1775, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate, shall be paid to each worker by the Contractor.

4. Ineligible Contractors:

Pursuant to the provisions of Labor Code section 1777.1, the Labor Commissioner publishes and distributes a list of contractors ineligible to perform work as a contractor or subcontractor on a public works project. This list of debarred contractors is available from the DIR website at <http://www.dir.ca.gov/Public-Works/PublicWorks.html>. Any contract entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project shall be returned to the County. The Contractor shall be responsible for the payment of wages to workers as a debarred subcontractor who has been allowed to work on the Scope of Work.

5. Payroll Records:

a. Pursuant to California Labor Code section 1776, the Contractor and each subcontractor, shall keep accurate certified payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed by them in connection with the Scope of Work. The payroll records enumerated herein shall be verified by a written declaration made under penalty of perjury that the information contained in the payroll record is true and correct and that the Contractor or subcontractor has complied with the requirements of the California Labor Code sections 1771, 1811, and 1815 for any Scope of Work performed by his or her employees. The payroll records shall be available for inspection at all reasonable hours at the principal office of the Contractor on the following basis:

- i. A certified copy of an employee's payroll record shall be made available for inspection or furnished to such employee or his/her authorized representative on request;
- ii. A certified copy of all payroll records shall be made available for inspection or furnished upon request to the County, the Division of Labor Standards Enforcement of the DIR;
- iii. A certified copy of payroll records shall be made available upon request to the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through either the County or the Division of Labor Standards Enforcement. If the requested payroll records have not been previously provided to the County or the Division of Labor Standards Enforcement, the requesting party shall, prior to being provided the records, reimburse the cost of preparation by the Contractor, subcontractor and the entity through which the request

was made; the public shall not be given access to such records at the principal office of the Contractor;

- iv. The Contractor shall file a certified copy of the payroll records with the entity that requested such records within ten (10) days after receipt of a written request; and
 - v. Copies provided to the public, by the County or the Division of Labor Standards Enforcement shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address and social security number. The name and address of the Contractor or any subcontractor, performing a part of the Scope of Work shall not be marked or obliterated. The Contractor shall inform the County of the location of payroll records, including the street address, city and county and shall, within five (5) working days, provide a notice of a change of location and address.
- b. The Contractor shall have ten (10) days from receipt of the written notice specifying in what respects the Contractor must comply with the above requirements. In the event Contractor does not comply with the requirements of this section within the ten (10) day period, the Contractor shall, as a penalty to the County, forfeit one-hundred dollars (\$100.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Labor Standards Enforcement, such penalty shall be withheld from any portion of the payments then due or to become due to the Contractor.

6. Limits on Hours of Work:

Pursuant to California Labor Code section 1810, eight (8) hours of labor shall constitute a legal day's work. Pursuant to California Labor Code section 1811, the time of service of any worker employed at any time by the Contractor or by a subcontractor, upon the Scope of Work or upon any part of the Scope of Work, is limited and restricted to eight (8) hours during any one calendar day and forty (40) hours during any one calendar week, except as provided for under Labor Code section 1815. Notwithstanding the foregoing provisions, work performed by employees of Contractor or any subcontractor, in excess of eight (8) hours per day and forty (40) hours during any one week, shall be permitted upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half (1½) times the basic rate of pay.

7. Penalty for Excess Hours:

The Contractor shall pay to the County a penalty of twenty-five dollars (\$25.00) for each worker employed on the Scope of Work by the Contractor or any subcontractor, for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any calendar day and forty (40) hours in any one calendar week, in violation of the provisions of the California Labor Code, unless compensation to the worker so employed by the Contractor is not less than one and one-half (1½) times the basic rate of pay for all hours worked in excess of eight (8) hours per day.

8. Senate Bill 854 (Chapter 28, Statutes of 2014) and Senate Bill 96 (Chapter 28, Statutes of 2017) Requirements:

- a. Contractor shall comply with Senate Bill 854 and Senate Bill 96. The requirements include, but are not limited to, the following:
 - i. No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the DIR pursuant to Labor Code section 1725.5, with limited exceptions from this requirements for bid purposes only as allowed under Labor Code section 1771.1(a).
 - ii. No contractor or subcontractor may be awarded a contract for public work or perform work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5.
 - iii. This project is subject to compliance monitoring and enforcement by the DIR.
 - iv. As required by the DIR, Contractor is required to post job site notices, as prescribed by regulation, regarding compliance monitoring and enforcement by the DIR.
 - v. Contractors and all subcontractors must submit certified payroll records online to the Labor Commissioner for all public works projects.
 - 1) The certified payroll must be submitted at least monthly to the Labor Commissioner.
 - 2) The County reserves the right to require Contractor and all subcontractors to submit certified payroll records more frequently than monthly to the Labor Commissioner.
 - 3) The certified payroll records must be in a format prescribed by the Labor Commissioner.
 - vi. Registration with the DIR and the submission of certified payroll records to the Labor Commissioner are not required if the public works project is \$25,000 or less when the project is for construction, alteration, demolition, installation or repair work, or if the public works project is \$15,000 or less when the project is for maintenance work.

- b. Labor Code section 1725.5 states the following:

"A contractor shall be registered pursuant to this section to be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any public work contract that is subject to the requirements of this chapter. For the purposes of this section, "contractor" includes a subcontractor as defined by Section 1722.1.

(a) To qualify for registration under this section, a contractor shall do all of the following:

(1) (A) Register with the Department of Industrial Relations in the manner prescribed by the department and pay an initial nonrefundable application fee of four hundred dollars (\$400) to qualify for registration under this section and an annual renewal fee on or before July 1 of each year thereafter. The annual renewal fee shall be in a uniform amount set by the Director of Industrial Relations, and the initial registration and renewal fees may be adjusted no more than annually by the director to support the costs specified in Section 1771.3.

(B) Beginning June 1, 2019, a contractor may register or renew according to this subdivision in annual increments up to three years from the date of registration. Contractors who wish to do so will be required to prepay the applicable nonrefundable application or renewal fees to qualify for the number of years for which they wish to preregister.

(2) Provide evidence, disclosures, or releases as are necessary to establish all of the following:

(A) Workers' compensation coverage that meets the requirements of Division 4 (commencing with Section 3200) and includes sufficient coverage for any worker whom the contractor employs to perform work that is subject to prevailing wage requirements other than a contractor who is separately registered under this section. Coverage may be evidenced by a current and valid certificate of workers' compensation insurance or certification of self-insurance required under Section 7125 of the Business and Professions Code.

(B) If applicable, the contractor is licensed in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code.

(C) The contractor does not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award. However, for purposes of this paragraph, the contractor shall not be disqualified for any judgment, order, or determination that is under appeal, provided that the contractor has secured the payment of any amount eventually found due through a bond or other appropriate means.

(D) The contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

(E) The contractor has not bid on a public works contract, been listed in a bid proposal, or engaged in the performance of a contract for public works without being lawfully registered in accordance with this section, within the preceding 12 months or since the effective date of the requirements set forth in subdivision (e), whichever is earlier. If a contractor is found to be in violation of the requirements of this paragraph, the period of disqualification shall be waived if both of the following are true:

(i) The contractor has not previously been found to be in violation of the requirements of this paragraph within the preceding 12 months.

(ii) The contractor pays an additional nonrefundable penalty registration fee of two thousand dollars (\$2,000).

(b) Fees received pursuant to this section shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.

(c) A contractor who fails to pay the renewal fee required under paragraph (1) of subdivision (a) on or before the expiration of any prior period of registration shall be prohibited from bidding on or engaging in the performance of any contract for public work until once again registered pursuant to this section. If the failure to pay the renewal fee was inadvertent, the contractor may renew its registration retroactively by paying an additional nonrefundable penalty renewal fee equal to the amount of the renewal fee within 90 days of the due date of the renewal fee.

(d) If, after a body awarding a contract accepts the contractor's bid or awards the contract, the work covered by the bid or contract is determined to be a public work to which Section 1771 applies, either as the result of a determination by the director pursuant to Section 1773.5 or a court decision, the requirements of this section shall not apply, subject to the following requirements:

(1) The body that awarded the contract failed, in the bid specification or in the contract documents, to identify as a public work that portion of the work that the determination or decision subsequently classifies as a public work.

(2) Within 20 days following service of notice on the awarding body of a determination by the Director of Industrial Relations pursuant to Section 1773.5 or a decision by a court that the contract was for public work as defined in this chapter, the contractor and any subcontractors are registered under this section or are replaced by a contractor or subcontractors who are registered under this section.

(3) The requirements of this section shall apply prospectively only to any subsequent bid, bid proposal, contract, or work performed after the awarding body is served with notice of the determination or decision referred to in paragraph (2).

(e) The requirements of this section shall apply to any bid proposal submitted on or after March 1, 2015, to any contract for public work, as defined in this chapter, executed on or after April 1, 2015, and to any work performed under a contract for public work on or after January 1, 2018, regardless of when the contract for public work was executed.

(f) This section does not apply to work performed on a public works project of twenty-five thousand dollars (\$25,000) or less when the project is for construction, alteration, demolition, installation, or repair work or to work performed on a public works project of fifteen thousand dollars (\$15,000) or less when the project is for maintenance work."

c. Labor Code section 1771.1 states the following:

"(a) A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

(b) Notice of the requirement described in subdivision (a) shall be included in all bid invitations and public works contracts, and a bid shall not be accepted nor any contract or subcontract entered into without proof of the contractor or subcontractor's current registration to perform public work pursuant to Section 1725.5.

(c) An inadvertent error in listing a subcontractor who is not registered pursuant to Section 1725.5 in a bid proposal shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive, provided that any of the following apply:

(1) The subcontractor is registered prior to the bid opening.

(2) Within 24 hours after the bid opening, the subcontractor is registered and has paid the penalty registration fee specified in subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5.

(3) The subcontractor is replaced by another registered subcontractor pursuant to Section 4107 of the Public Contract Code.

(d) Failure by a subcontractor to be registered to perform public work as required by subdivision (a) shall be grounds under Section 4107 of the Public Contract Code for the contractor, with the consent of the awarding authority, to substitute a subcontractor who is registered to perform public work pursuant to Section 1725.5 in place of the unregistered subcontractor.

(e) The department shall maintain on its Internet Web site a list of contractors who are currently registered to perform public work pursuant to Section 1725.5.

(f) A contract entered into with any contractor or subcontractor in violation of subdivision (a) shall be subject to cancellation, provided that a contract for public work shall not be unlawful, void, or voidable solely due to the failure of the awarding body, contractor, or any subcontractor to comply with the requirements of Section 1725.5 or this section.

(g) If the Labor Commissioner or his or her designee determines that a contractor or subcontractor engaged in the performance of any public work contract without having been registered in accordance with this section, the contractor or subcontractor shall forfeit, as a civil penalty to the state, one hundred dollars (\$100) for each day of work performed in violation of the registration requirement, not to exceed an aggregate penalty of eight thousand dollars (\$8,000) in addition to any penalty registration fee assessed pursuant to clause (ii) of subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5.

(h)(1) In addition to, or in lieu of, any other penalty or sanction authorized pursuant to this chapter, a higher tiered public works contractor or subcontractor who is found to have entered into a subcontract with an unregistered lower tier subcontractor to perform any public work in violation of the requirements of Section 1725.5 or this section shall be subject to forfeiture, as a civil penalty to the state, of one hundred dollars (\$100) for each day the unregistered lower tier subcontractor performs work in violation of the registration requirement, not to exceed an aggregate penalty of ten thousand dollars (\$10,000).

(2) The Labor Commissioner shall use the same standards specified in subparagraph (A) of paragraph (2) of subdivision (a) of Section 1775 when determining the severity of the violation and what penalty to

assess, and may waive the penalty for a first time violation that was unintentional and did not hinder the Labor Commissioner's ability to monitor and enforce compliance with the requirements of this chapter.

(3) A higher tiered public works contractor or subcontractor shall not be liable for penalties assessed pursuant to paragraph (1) if the lower tier subcontractor's performance is in violation of the requirements of Section 1725.5 due to the revocation of a previously approved registration.

(4) A subcontractor shall not be liable for any penalties assessed against a higher tiered public works contractor or subcontractor pursuant to paragraph (1). A higher tiered public works contractor or subcontractor may not require a lower tiered subcontractor to indemnify or otherwise be liable for any penalties pursuant to paragraph (1).

(i) The Labor Commissioner or his or her designee shall issue a civil wage and penalty assessment, in accordance with the provisions of Section 1741, upon determination of penalties pursuant to subdivision (g) and subparagraph (B) of paragraph (1) of subdivision (h). Review of a civil wage and penalty assessment issued under this subdivision may be requested in accordance with the provisions of Section 1742. The regulations of the Director of Industrial Relations, which govern proceedings for review of civil wage and penalty assessments and the withholding of contract payments under Article 1 (commencing with Section 1720) and Article 2 (commencing with Section 1770), shall apply.

(j)(1) Where a contractor or subcontractor engages in the performance of any public work contract without having been registered in violation of the requirements of Section 1725.5 or this section, the Labor Commissioner shall issue and serve a stop order prohibiting the use of the unregistered contractor or the unregistered subcontractor on all public works until the unregistered contractor or unregistered subcontractor is registered. The stop order shall not apply to work by registered contractors or subcontractors on the public work.

(2) A stop order may be personally served upon the contractor or subcontractor by either of the following methods:

(A) Manual delivery of the order to the contractor or subcontractor personally.

(B) Leaving signed copies of the order with the person who is apparently in charge at the site of the public work and by thereafter mailing copies of the order by first class mail, postage prepaid to the contractor or subcontractor at one of the following:

(i) The address of the contractor or subcontractor on file with either the Secretary of State or the Contractors' State License Board.

(ii) If the contractor or subcontractor has no address on file with the Secretary of State or the Contractors' State License Board, the address of the site of the public work.

(3) The stop order shall be effective immediately upon service and shall be subject to appeal by the party contracting with the unregistered contractor or subcontractor, by the unregistered contractor or subcontractor, or both. The appeal, hearing, and any further review of the hearing decision shall be governed by the procedures, time limits, and other requirements specified in subdivision (a) of Section 238.1.

(4) Any employee of an unregistered contractor or subcontractor who is affected by a work stoppage ordered by the commissioner pursuant to this subdivision shall be paid at his or her regular hourly prevailing wage rate by that employer for any hours the employee would have worked but for the work stoppage, not to exceed 10 days.

(k) Failure of a contractor or subcontractor, owner, director, officer, or managing agent of the contractor or subcontractor to observe a stop order issued and served upon him or her pursuant to subdivision (j) is guilty of a misdemeanor punishable by imprisonment in county jail not exceeding 60 days or by a fine not exceeding ten thousand dollars (\$10,000), or both.

(l) This section shall apply to any bid proposal submitted on or after March 1, 2015, and any contract for public work entered into on or after April 1, 2015. This section shall also apply to the performance of any public work, as defined in this chapter, on or after January 1, 2018, regardless of when the contract for public work was entered.

(m) Penalties received pursuant to this section shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.

(n) This section shall not apply to work performed on a public works project of twenty-five thousand dollars (\$25,000) or less when the project is for construction, alteration, demolition, installation, or repair work or to work performed on a public works project of fifteen thousand dollars (\$15,000) or less when the project is for maintenance work."

d. Labor Code section 1771.4 states the following:

"a) All of the following are applicable to all public works projects that are otherwise subject to the requirements of this chapter:

- (1) The call for bids and contract documents shall specify that the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
- (2) The awarding body shall post or require the prime contractor to post job site notices, as prescribed by regulation.
- (3) Each contractor and subcontractor shall furnish the records specified in Section 1776 directly to the Labor Commissioner, in the following manner:
 - (A) At least monthly or more frequently if specified in the contract with the awarding body.
 - (B) In a format prescribed by the Labor Commissioner.
- (4) If the contractor or subcontractor is not registered pursuant to Section 1725.5 and is performing work on a project for which registration is not required because of subdivision (f) of Section 1725.5, the unregistered contractor or subcontractor is not required to furnish the records specified in Section 1776 directly to the Labor Commissioner but shall retain the records specified in Section 1776 for at least three years after completion of the work.
- (5) The department shall undertake those activities it deems necessary to monitor and enforce compliance with prevailing wage requirements.
- (b) The Labor Commissioner may exempt a public works project from compliance with all or part of the requirements of subdivision (a) if either of the following occurs:
 - (1) The awarding body has enforced an approved labor compliance program, as defined in Section 1771.5, on all public works projects under its authority, except those deemed exempt pursuant to subdivision (a) of Section 1771.5, continuously since December 31, 2011.
 - (2) The awarding body has entered into a collective bargaining agreement that binds all contractors performing work on the project and that includes a mechanism for resolving disputes about the payment of wages.
- (c) The requirements of paragraph (1) of subdivision (a) shall only apply to contracts for public works projects awarded on or after January 1, 2015.
- (d) The requirements of paragraph (3) of subdivision (a) shall apply to all contracts for public work, whether new or ongoing, on or after January 1, 2016."

B. STATE PUBLIC WORKS APPRENTICESHIP REQUIREMENTS

1. State Public Works Apprenticeship Requirements:

- a. The Contractor is responsible for compliance with Labor Code section 1777.5 and the California Code of Regulations, title 8, sections 230 – 230.2 for all apprenticeable occupations (denoted with “#” symbol next to craft name in DIR Prevailing Wage Determination), whether employed by the Contractor, subcontractor, vendor or consultant. Included in these requirements is (1) the Contractor’s requirement to provide notification (i.e. DAS-140) to the appropriate apprenticeship committees; (2) pay training fund contributions for each apprenticeable hour employed on the Contract; and (3) utilize apprentices in a minimum ratio of not less than one apprentice hour for each five journeyman hours by completion of Contract work (unless an exception is granted in accordance with Labor Code section 1777.5) or request for the dispatch of apprentices.
- b. Any apprentices employed to perform any of the Scope of Work shall be paid the standard wage to apprentices under the regulations of the craft or trade for which such apprentice is employed, and such individual shall be employed only for the work of the craft or trade to which such individual is registered. Only apprentices, as defined in California Labor Code section 3077, who are in training under apprenticeship standards and written apprenticeship agreements under California Labor Code sections 3070 et seq. are eligible to be employed for the Scope of Work. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and apprentice agreements under which such apprentice is training.

2. Compliance with California Labor Code section 1777.5 requires all public works contractors to:

- a. Submit Contract Award Information (DAS-140):
 - i. Although there are a few exemptions (identified below), all Contractors, regardless of union affiliation, must submit contract award information when performing on a California public works project.
 - ii. The DAS-140 is a notification “announcement” of the Contractor’s participation on a public works project—it is not a request for the dispatch of an apprentice.

- iii. Contractors shall submit the contract award information (you may use form DAS 140) within 10 days of the execution of the prime contract or subcontract, but in no event later than the first day in which the Contractor has workers employed on the public work.
 - iv. Contractors who are already approved to train apprentices (i.e. check "Box 1" on the DAS-140) shall only be required to submit the form to their approved program.
 - v. Contractors who are NOT approved to train apprentices (i.e. those that check either "Box 2" or "Box 3" on the DAS-140) shall submit the DAS-140 TO EACH of the apprenticeship program sponsors in the area of your public works project. For a listing of apprenticeship programs see <http://www.dir.ca.gov/Databases/das/pwaddrstart.asp>.
- b. Employ Registered Apprentices
- i. Labor Code section 1777.5 requires that a contractor performing work in an "apprenticeable" craft must employ one (1) hour of apprentice work for every five (5) hours performed by a journeyman. This ratio shall be met prior to the Contractor's completion of work on the project. "Apprenticeable" crafts are denoted with a pound symbol "#" in front of the craft name on the prevailing wage determination.
 - ii. All Contractors who do not fall within an exemption category (see below) must request for dispatch of an apprentice from an apprenticeship program (for each apprenticeable craft or trade) by giving the program actual notice of at least 72 hours (business days only) before the date on which apprentices are required.
 - iii. Contractors may use the "DAS-142" form for making a request for the dispatch of an apprentice.
 - iv. Contractors who are participating in an approved apprenticeship training program and who did not receive sufficient number of apprentices from their initial request must request dispatch of apprentices from ALL OTHER apprenticeship committees in the project area in order to fulfill this requirement.
 - v. Contractor should maintain and submit proof (when requested) of its DAS-142 submittal to the apprenticeship committees (e.g. fax transmittal confirmation). A Contractor has met its requirement to employ apprentices only after it has successfully made a dispatch request to all apprenticeship programs in the project area.
 - vi. Only "registered" apprentices may be paid the prevailing apprentice rates and must, at all times work under the supervision of a Journeyman (Cal. Code Regs., tit 8, § 230.1).
- c. Make Training Fund Contributions
- i. Contractors performing in apprenticeable crafts on public works projects, must make training fund contributions in the amount established in the prevailing wage rate publication for journeymen and apprentices.
 - ii. Contractors may use the "CAC-2" form for submittal of their training fund contributions.
 - iii. Contractors who do not submit their training fund contributions to an approved apprenticeship training program must submit their contributions to the California Apprenticeship Council (CAC), PO Box 420603, San Francisco, CA 94142-0603.
 - iv. Training fund contributions to the CAC are due and payable on the 15th day of the month for work performed during the preceding month.
 - v. The "training" contribution amount identified on the prevailing wage determination shall not be paid to the worker, unless the worker falls within one of the exemption categories listed below.

3. Exemptions to Apprenticeship Requirements:

- a. The following are exempt from having to comply with California apprenticeship requirements. These types of contractors do not need to submit a DAS-140, DAS-142, make training fund contributions, or utilize apprentices:
 - i. When the Contractor holds a sole proprietor license ("Owner-Operator") and no workers were employed by the Contractor. In other words, the contractor performed the entire work from start to finish and worked alone.
 - ii. Contractors performing in non-apprenticeable crafts. "Apprenticeable" crafts are denoted with a pound symbol "#" in front of the craft name on the prevailing wage determination.
 - iii. When the Contractor has a direct contract with the Public Agency that is under \$30,000.
 - iv. When the project is 100% federally-funded and the funding of the project does not contain any city, county, and/or state monies (unless the project is administered by a state agency in which case the apprenticeship requirements apply).
 - v. When the project is a private project not covered by the definition of public works as found in Labor Code section 1720.

4. Exemption from Apprenticeship Ratios:

- a. The Joint Apprenticeship Committee shall have the discretion to grant a certificate, which shall be subject to the approval of the Administrator of Apprenticeship, exempting the Contractor from the 1-to-5 ratio set forth in this Section when it finds that any one of the following conditions are met:
 - i. Unemployment for the previous three-month period in such area exceeds an average of fifteen percent (15%); or
 - ii. The number of apprentices in training in such area exceeds a ratio of 1-to-5 in relation to journeymen; or
 - iii. The Apprenticeable Craft or Trade is replacing at least one-thirtieth (1/30) of its journeymen annually through apprenticeship training, either on a statewide basis or on a local basis; or
 - iv. If assignment of an apprentice to any work performed under the Contract Documents would create a condition which would jeopardize such apprentice's life or the life, safety or property of fellow employees or the public at large, or if the specific task to which the apprentice is to be assigned is of such a nature that training cannot be provided by a journeyman.
- b. When such exemptions from the 1-to-5 ratio between apprentices and journeymen are granted to an organization which represents contractors in a specific trade on a local or statewide basis, the member contractors will not be required to submit individual applications for approval to local Joint Apprenticeship Committees, provided they are already covered by the local apprenticeship standards.

5. Contractor's Compliance:

- a. The responsibility of compliance with this Section for all Apprenticeable Trades or Crafts is solely and exclusively that of the Contractor. All decisions of the Joint Apprenticeship Committee(s) under this Section are subject to the provisions of California Labor Code section 3081 and penalties are pursuant to Labor Code section 1777.7 and the determination of the Labor Commissioner.

Exhibit A Scope of Work

Project Title: TAY Tiny Home Village Renovation and Expansion of Youth Drop-In Center and Interim Housing

Project Summary

The Project will consist of two primary components:

- 1. Expansion and Improvement of the Existing Drop-In Center**

This component includes the renovation and modernization of the original 1970s-era building. It will upgrade the facility to improve safety, accessibility, and functionality for transitional age youth (ages 18–24). Renovation activities will include structural, mechanical, and system upgrades, as well as the addition of a **minimum of 8 non-congregate shelter units** to provide individualized accommodations for homeless and at-risk youth.

- 2. Establishment of a Tiny Home Village**

The second component consists of constructing **seven prefabricated duplex buildings**, which will form a new Tiny Home Village located on the rear portion of the property. This village will include shared restroom facilities and outdoor recreational space to support community living.

In total, the Project will result in the creation of **22 interim housing units** for homeless and at-risk youth with incomes at or below **30% of the Area Median Income (AMI)**.

Key Components of the Scope of Work

- 1. Building Renovation and Upgrades**

- Asbestos abatement
- Roof replacement
- Installation of new HVAC (air conditioning)
- Electrical and plumbing system upgrades
- Framing and drywall replacement
- ADA compliance modifications, including accessible routes and features

- 2. Site Improvements**

- Repaving of alleyway
- Construction of trash enclosure
- Landscaping improvements

- 3. Interior Improvements**

- Renovation and modernization of the existing drop-in center
- Addition of a **minimum of 8 non-congregate shelter units** to provide private, individualized accommodations for youth
- Commercial kitchen and dining area
- Laundry station (washers/dryers)

- Six gender-neutral full bathrooms
- Two administrative offices
- Recreational rooms for youth engagement

4. New Construction – Tiny Home Village

- Construction of **seven prefabricated duplex buildings** (14 total units) forming the Tiny Home Village on the rear portion of the property
- Shared restroom facility
- Outdoor recreational area

Total Deliverables

- **22 total interim housing beds** for youth ages 18–24
 - **Fully operational youth drop-in center** with wraparound service space
-

Exhibit B
Development Budget

| Category | Homekey Award | San Manuel Band | Southwest Gas | Total Cost |
|---|-----------------------|-----------------|-----------------|--------------------|
| Project Development Costs | | | | |
| Land Cost / Acquisition | \$163,027.00 | \$0 | \$0 | \$0 |
| Off-Site Improvements | \$213,515.00 | \$0 | \$0 | \$213,515 |
| Total Acquisition Cost | \$376,542.00 | \$0 | \$0 | \$213,515 |
| Rehabilitation Costs | | | | |
| Site Work | \$1,026,033.00 | \$0 | \$0 | \$1,026,033 |
| Structures | \$250,540.00 | \$0 | \$0 | \$250,540 |
| General Requirements | \$85,500.00 | \$0 | \$0 | \$85,500 |
| Contractor Overhead | \$50,000.00 | \$0 | \$0 | \$50,000 |
| Contractor Profit | \$27,000.00 | \$0 | \$0 | \$27,000 |
| Prevailing Wages | \$70,000.00 | \$0 | \$0 | \$70,000 |
| Urban Greening | \$48,600.00 | \$0 | \$0 | \$48,600 |
| Solar | \$20,000.00 | \$0 | \$0 | \$20,000 |
| Asbestos Abatement | \$27,000.00 | \$0 | \$0 | \$27,000 |
| Total Rehabilitation Costs | \$1,604,673.00 | \$0 | \$0 | \$1,604,673 |
| New Construction Costs | | | | |
| Site Work | \$1,034,495.00 | \$0 | \$0 | \$1,034,945 |
| Structures | \$94,550.00 | \$0 | \$0 | \$94,550 |
| General Requirements | \$80,500.00 | \$0 | \$0 | \$80,500 |
| Contractor Overhead | \$52,000.00 | \$0 | \$0 | \$52,000 |
| Contractor Profit | \$20,000.00 | \$0 | \$0 | \$20,000 |
| Prevailing Wages | \$130,000.00 | \$0 | \$0 | \$130,000 |
| Urban Greening | \$19,470.00 | \$0 | \$0 | \$19,470 |
| Tiny Homes | \$245,543.00 | \$0 | \$30,000 | \$275,543 |
| Tiny Homes Fire Suppression | \$100,000.00 | \$0 | \$0 | \$100,000 |
| CA Water Retention Plan | \$70,000.00 | \$0 | \$0 | \$70,000 |
| Total New Construction Costs | \$1,846,558.00 | \$0 | \$30,000 | \$1,877,008 |
| Architectural Fees | | | | |
| Design | \$0 | \$60,230 | \$0 | \$60,230 |
| Supervision | \$0 | \$27,019 | \$0 | \$27,019 |
| Total Architectural Costs | \$0 | \$87,249 | \$0 | \$87,249 |
| Construction Interest & Fees | | | | |
| Insurance | \$0 | \$2,000 | \$0 | \$2,000 |
| Total Construction Interest & Fees | \$0 | \$2,000 | \$0 | \$2,000 |

| | | | | |
|--|----------------|----------------|-------------|----------------|
| | | | | |
| Legal Fees | | | | |
| Legal Paid by Applicant | \$0 | \$5,000 | \$0 | \$5,000 |
| Total Legal Fees | \$0 | \$5,000 | \$0 | \$5,000 |
| | | | | |
| Reserves | | | | |
| Operating Reserve | \$361,449.00 | \$0 | \$0 | \$361,449 |
| Other Reserve | \$0.00 | \$200,000 | \$0 | \$200,000 |
| Total Reserves | \$361,449.00 | \$200,000 | \$0 | \$561,449 |
| | | | | |
| Contingency Costs | | | | |
| Construction Hard Cost Contingency | \$200,000.00 | \$0 | \$0 | \$200,000 |
| Soft Cost Contingency | \$200,000.00 | \$0 | \$0 | \$200,000 |
| Total Contingency Costs | \$400,000.00 | \$0 | \$0 | \$400,000 |
| | | | | |
| Other Project Costs | | | | |
| Furnishings | \$128,200.00 | \$250,000 | \$0 | \$378,200 |
| Environmental Audit | \$0 | \$18,000 | \$0 | \$18,000 |
| Local Dev. Impact Fees | \$0 | \$12,251 | \$0 | \$12,251 |
| Permit Processing Fees | \$0 | \$10,000 | \$0 | \$10,000 |
| Market Study | \$0 | \$7,000 | \$0 | \$7,000 |
| Appraisal Costs | \$0 | \$7,000 | \$0 | \$7,000 |
| Architectural Costs | \$0 | \$75,000 | \$0 | \$75,000 |
| City Improvement Plan | \$0 | \$10,500 | \$0 | \$10,500 |
| Contact Deposits | \$0 | \$220,000 | \$0 | \$220,000 |
| School Fees | \$0 | \$4,000 | \$0 | \$4,000 |
| PNA & Environmental | \$0 | \$9,000 | \$0 | \$9,000 |
| Total Other Project Costs | \$128,200.00 | \$622,751 | \$0 | \$750,951 |
| | | | | |
| Developer Costs | | | | |
| Project Administration | \$0 | \$83,000 | \$0 | \$83,000 |
| Total Developer Costs | \$0 | \$83,000 | \$0 | \$83,000 |
| | | | | |
| TOTAL CONSTRUCTION PROJECT COST | \$4,717,422.00 | \$1,000,000.00 | \$30,000.00 | \$5,747,422.00 |
| | | | | |
| Operating Costs | | | | |
| Supportive Services | \$1,108,800.00 | \$0 | \$0 | \$1,108,800.00 |
| Total Operating Costs | \$1,108,800.00 | | | |
| | | | | |
| TOTAL PROJECT COSTS | \$5,826,222.00 | \$1,000,000.00 | \$30,000.00 | \$6,856,222.00 |

Exhibit C Schedule of Performance

This Schedule of Performance summarizes the schedule for various activities under the Agreement to which this exhibit is attached. Whenever this Schedule of Performance requires the submission of plans or other documents at a specific time, such plans or other documents, as submitted, shall be complete and adequate for review by the County or other applicable governmental entity within the time set forth herein. Prior to the time set forth for each particular submission, the Developer shall consult with County staff informally as necessary concerning such submission in order to assure that such submission will be complete and in a proper form within the time for submission set forth herein.

Items in the Schedule of Performance required to be completed or waived by the execution of the County Agreement will be deemed satisfied or waived and evidenced by the County.

| Item | Obligation/Duty | Date of Completion |
|------|---|---|
| 1. | <u>Execution of County Grant Agreement.</u> The Agreement shall be executed by the Developer and submitted to County | On or before July 25, 2025 |
| 2. | <u>Submission of Organizational Documents.</u> Developer has delivered to the County a copy of Developer organizational documents and a corporate authorizing resolution authorizing Developer's execution of this Agreement and the transactions contemplated by this Agreement | 7 days prior to disbursement of funds. |
| 3. | <u>Submission of Financing Plan.</u> Developer shall submit Financing Plan to the County | Deemed complete |
| 4. | <u>Submission of Conceptual Site Plan and Elevations.</u> Developer shall submit Conceptual Site Plan. | Deemed complete |
| 5. | <u>Submission of Proof of Insurance.</u> Developer must furnish to County proof of insurance required under F: Indemnification and Insurance Requirements | 14 days prior to disbursement of funds. |
| 6. | <u>Homekey (Capital) funds Must be expended.</u> | January 6, 2026 |
| 7. | <u>Homekey Program Affordability Covenant.</u> HCD's approved Affordability Covenant must be recorded against the Project real property | 30 days from Homekey Program disbursement of funds. |
| 8.. | <u>Conditions of Disbursement of funds.</u> Developer shall satisfy all conditions required for the disbursement of funds pursuant to §E-Fiscal Provisions. | Upon submission of payment requests. |

| | | |
|-----|---|---|
| 10. | <u>Permits and Approvals.</u> Developer shall provide Permit-Ready letter from City that Developer indicating all building permits and approvals necessary for the construction of the Development has been secured. [§B.23] | No later than 7 days prior to start of construction. |
| 11. | <u>Environmental Review.</u> Developer has provided the County evidence of compliance with all CEQA. | Deemed complete |
| 10. | <u>Submission of Construction Contract.</u> Developer shall submit proposed Construction Contract for the Development. [§B.36] | Not later than seven (7) days prior to the proposed Commencement of Construction. |
| 11. | <u>Submission of Construction Bonds.</u> Developer shall obtain and submit proof of labor and material bond and performance and payment bond. [§A.4.4] | Not later than seven (7) days prior to the proposed Commencement of Construction. |
| 12. | <u>Commence Construction.</u> Developer shall commence construction of the Improvements by approved Final Construction Plans. [§Exhibit C] | On or by September 30, 2025. |
| 13. | <u>CES - Client Selection Plan</u> Contractor shall submit to County for its approval the Client Selection plan for supportive housing. [§3.18] | No later than three (3) months prior to projected Completion of Construction. |
| 14. | <u>Supportive Services Plan and Budget</u> Developer shall submit to the County the proposed services plan in accordance with Homekey requirements. | No later than three (3) months prior to projected Completion of Construction. |
| 15. | <u>Full occupancy by target population per Homekey Program requirements</u> | August 6, 2026 |
| 16. | <u>Operating Funds.</u> <u>Homekey Program operating funds must be fully expended.</u> | June 30, 2026 |
| 17. | <u>Completion of Construction.</u> Developer shall diligently complete the construction of the Development. [§Exhibit C] | May 6, 2026, with the option to extend up to 120 days upon written request. |

| | | |
|-----|--|--|
| 18. | <u>CASP Requirement.</u> Developer has submitted a certification from the architect or a County approved Certified Access Specialist certifying that the Project has been constructed in compliance with Section <u>E.4.a.6</u> of this Agreement or has provided the County with other evidence that the Project, as built, complies with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794, et seq.) and the Uniform Federal Accessibility Standards (UFAS). [<u>§2.6(c)</u>] | Prior to final disbursement of funds. |
| 19. | <u>Prevailing Wages.</u> The Developer has submitted copies of all certified payrolls to the County, and any identified payment issues have been resolved, or Developer is working diligently to resolve any such issues [<u>§B.47</u>] | At least thirty (30) days prior to final disbursement of funds financing |
| 20. | <u>Nondiscrimination Policy.</u> <u>A copy of the Grantee's written non-discrimination policy must be submitted to the HCD.</u> | Deemed Complete |

**Exhibit D
Construction Schedule**

| CONSTRUCTION PHASE | WORK IN PHASE | ESTIMATED WORK DURATION |
|---|---|--|
| Demolition Work & Asbestos Abatement | <ul style="list-style-type: none"> •Asbestos abatement & demo •Soft demo (clean up, A/C removal,) •Outside demo (asphalt removal) | Start: April 2025 End: September 2025 |
| Interior framing | <ul style="list-style-type: none"> •Framing •Electrical •Plumbing •Fire Sprinklers •Store front | Start: September 2025 End: January 2026 |
| Youth Drop-in Center – Exterior work | <ul style="list-style-type: none"> •Asphalt •Trash enclosure •Streetscape •Landscaping •Concrete •Roof •A/C installation | Start: November 2025 End: March 2026 |
| Tiny Home - Exterior work | <ul style="list-style-type: none"> •Concrete slabs for tiny homes •Tiny home bathroom •Common areas •Tiny home installation •Fencing | Start: March 2026 End: April 2026 |
| Completion of project | <ul style="list-style-type: none"> •Appliance installation •Landscaping •Punch list items •Solar •Final inspection | Start: April 2026 End: May 2026 |

Exhibit D Draw Request

| San Bernardino County Community Development and Housing Agency Project: Homekey Tiny Homes Developer: Family Assistance Program Entity to Be Paid: Draw (Invoice) Request #1 Lead Project Manager: Amanda Tower | | | | | | |
|---|--------|-----------|-----------|-------------------|-------------|-------------|
| Budget Category | Vendor | Date Paid | Invoice # | Method of Payment | Description | Amount Paid |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| Total Reimbursement Requested This Draw | | | | | | 0 |

| | | |
|---|---|--|
| Prepared By: Print Name: Date: | Approved By: Print Name: Date: | Project Draw Dashboard Total Award Amount: _____ Current Draw Request: _____ % of Current Draw _____ #DIV/0! Cumulative Draws: _____ Remaining Funds Available: _____ % of Funds Drawn To Date: _____ #DIV/0! |
|---|---|--|

| | | | | | | | | | | | | | |
|---|---|-------------------------|-----------------|-----------------------|------------------|------------------------|-----------|------------------------|----------------|--------------------------|----------------|--------------------------|----------------|
| Internal Use Only: Invoice Number: _____ Invoice Date: _____ OK to Pay? <input type="checkbox"/> Sufficient Balances? <input type="checkbox"/> Contract Number: _____ WBSE: _____ WBSE: _____ WBSE: _____ IDIS Activity #: _____ Project Manager (Signature/Date): _____ Housing Development Manager (Signature/Date): _____ Deputy Director (Signature/Date): _____ Director (Signature/Date): _____ | Finance Use Only: Vendor: _____ Vendor ID No: _____ PO No.: _____ Draw / Voucher: _____ Text Fold: _____ Interfund Transfer to other County Department: <table style="width: 100%;"> <tr> <td>From Cost Center: _____</td> <td>GL Debit: _____</td> </tr> <tr> <td>To Cost Center: _____</td> <td>GL Credit: _____</td> </tr> <tr> <td>AP Document No.: _____</td> <td>GL: _____</td> </tr> <tr> <td>AR Document No.: _____</td> <td>Initial: _____</td> </tr> <tr> <td>AP Processor Date: _____</td> <td>Initial: _____</td> </tr> <tr> <td>AR Processor Date: _____</td> <td>Initial: _____</td> </tr> </table> | From Cost Center: _____ | GL Debit: _____ | To Cost Center: _____ | GL Credit: _____ | AP Document No.: _____ | GL: _____ | AR Document No.: _____ | Initial: _____ | AP Processor Date: _____ | Initial: _____ | AR Processor Date: _____ | Initial: _____ |
| From Cost Center: _____ | GL Debit: _____ | | | | | | | | | | | | |
| To Cost Center: _____ | GL Credit: _____ | | | | | | | | | | | | |
| AP Document No.: _____ | GL: _____ | | | | | | | | | | | | |
| AR Document No.: _____ | Initial: _____ | | | | | | | | | | | | |
| AP Processor Date: _____ | Initial: _____ | | | | | | | | | | | | |
| AR Processor Date: _____ | Initial: _____ | | | | | | | | | | | | |

| | Original Budget | Budget Change | Revised Budget | Drawn to Date | Balance | % Drawn | Draw 1 DATE | Draw 2 DATE |
|-------------------------------------|--------------------|------------------|-------------------|------------------|---------|---------|-------------------|-------------------|
| Developer Partner Uses | | | | | | | | |
| Acquisition Costs: | | | - | - | - | | | |
| 200 Purchase Price | | | - | - | - | | | |
| 210 Liens | | | - | - | - | | | |
| 220 Title, Closing, Recording Costs | | | - | - | - | | | |
| 230 Extension Payment | | | - | - | - | | | |
| 240 Additional Acquisition Fees | | | - | - | - | | | |
| PreDevelopment: | | | - | - | - | | | |
| 300 Appraisal | | | - | - | - | | | |
| 310 Architect/Engineer | | | - | - | - | | | |
| 320 Environmental Assessment | | | - | - | - | | | |
| 330 Geotechnical Study | | | - | - | - | | | |
| 340 Boundary & Topographic Survey | | | - | - | - | | | |
| 350 Legal | | | - | - | - | | | |
| 360 Developer Fee | | | - | - | - | | | |
| 370 Project Management | | | - | - | - | | | |
| 380 Technical Assistance | | | - | - | - | | | |
| 390 Other Consultants | | | - | - | - | | | |
| Other PreDevelopment Costs | | | - | - | - | | | |
| Construction: | | | - | - | - | | | |
| 400 Basic Construction Contract | | | - | - | - | | | |
| 410 Bond Premium | | | - | - | - | | | |
| 420 Infrastructure Improvements | | | - | - | - | | | |
| 430 Hazardous Abate. & Monitoring | | | - | - | - | | | |
| 440 Construction Contingency | | | - | - | - | | | |
| 450 Sales Taxes | | | - | - | - | | | |
| 460 Other Construction Costs: FFE | | | - | - | - | | | |
| 470 Other Construction Costs: TI | | | - | - | - | | | |
| Development: | | | - | - | - | | | |
| 500 Appraisal | | | - | - | - | | | |
| 510 Architect/Engineer | | | - | - | - | | | |
| 520 Environmental Assessment | | | - | - | - | | | |
| 530 Geotechnical Study | | | - | - | - | | | |
| 540 Boundary & Topographic Survey | | | - | - | - | | | |
| 550 Legal | | | - | - | - | | | |
| 560 Developer Fee | | | - | - | - | | | |
| 570 Project Management | | | - | - | - | | | |
| 580 Technical Assistance | | | - | - | - | | | |
| 590 Other Consultants | | | - | - | - | | | |
| 595 Soft Cost Contingency | | | - | - | - | | | |
| Other Development: | | | - | - | - | | | |
| 600 Real Estate Tax | | | - | - | - | | | |
| 610 Insurance | | | - | - | - | | | |
| 620 Relocation | | | - | - | - | | | |
| 630 Bidding Costs | | | - | - | - | | | |
| 640 Permits, Fees & Hookups | | | - | - | - | | | |
| 650 Impact/Mitigation Fees | | | - | - | - | | | |
| 660 Development Period Utilities | | | - | - | - | | | |
| 670 Construction Loan Fees | | | - | - | - | | | |
| 680 Construction Interest | | | - | - | - | | | |
| 690 Other Loan Fees | | | - | - | - | | | |
| 700 LIHTC Fees | | | - | - | - | | | |
| 710 Accounting/Audit | | | - | - | - | | | |
| 720 Marketing/Leasing Expenses | | | - | - | - | | | |
| 730 Carrying Costs at Rent up | | | - | - | - | | | |
| 740 Operating Reserves | | | - | - | - | | | |
| 750 Replacement Reserves | | | - | - | - | | | |
| Total Uses | - | - | - | - | - | | - | - |
| Funding Sources by Draw | | | | | | | | |
| Homekey | | | | | | | | |
| | | | | | | | | |

Draw Check List

| | |
|--|--|
| | County of San Bernardino Draw Cover Sheet |
| | County of San Bernardino Draw Invoice (spread sheet) |
| | Warranty – Debarred Acknowledgment |
| | Developer Invoice |
| | Supporting invoice (Consultants/Developer fees/bank fees/contractor invoice... etc.) |
| | Lien releases |
| | Construction schedule (applies only to construction draws) |
| | Construction 3 - week look ahead (applies only to construction draws) |
| | Proof of payment - copy of cancelled check (alternative option - bank statement) |
| | Labor Compliance must be in good standing |

County of San Bernardino Community Development and Housing Agency
Project: Tiny Homes
Developer: Family Assistance Program
Entity to Be Paid: Family Assistance Program
Draw Request: #1
Lead Project Manager: Amanda Tower

We, the Borrower, represent and warrant that as of the date of this reimbursement request, no Defaults exist nor any act, failure, omission or condition that would constitute an event of Default under the Homekey Standard Agreement, or under any other agreement between the County and Borrower or its Affiliates. We confirm that evidence of the applicable billed scope of work has been met and that all cost associated with the said scope of work are needed.

We, the Borrower, represent and warrant that as of the date of this reimbursement request, there exists no material adverse change in our financial condition from that shown by the financial statements and other data and information we furnished to the County prior to the date of the Agreement, or any other agreement between the County and us, the Borrower, or our Affiliates.

We, the Borrower, represent and warrant that as of the date of this reimbursement request, none of the contractors used are debarred, suspended, or ineligible.

Signature: _____
Print Name: _____
Phone #: _____

Approved By: _____
Date: _____



Community Development and Housing (CDH)

CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (Attachment D)

NOTICE TO BIDDERS

COUNTYWIDE VISION

The project(s) implemented with these funds assist in meeting an element of the Countywide Vision for sustainable infrastructures and housing as adopted by the County Board of Supervisors and San Bernardino County Transportation Authority on June 30, 2011.

PROJECT FUNDING SUBJECT TO STATE PREVAILING WAGE REQUIREMENTS

Bidder is advised and certify by bidding on this project that bidder (including any and all sub-contractors) is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq. as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Section 1720 of the California Labor Code states in part: "For purposes of this paragraph, 'construction' includes work performed during the design, site assessment, feasibility study, and other preconstruction phases of construction including, but not limited to, inspection and land surveying work, regardless of whether any further construction work is conducted, and work performed during the post-construction phases of construction, including, but not limited to, all cleanup work at the jobsite." If the Services/Scope of Work are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services/Scope of Work available to interested parties upon request and shall post copies at the Contractor's principal place of business and at the project site. Contractor will also adhere to any other applicable requirements, including but not limited to, those regarding the employment of apprentices, travel and subsistence pay, retention and inspection of payroll records, workers compensation and forfeiture of penalties prescribed in the Labor Code for violations. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with Prevailing Wage Laws.

Upon request by bidder a copy of the Director's General Prevailing Wage Determination(s), the date of which reflects the latest applicable modification at the time of this bid advertisement will be furnished. Bidders shall be notified, via Addendum, of modifications, if any, which supersede that wage determination. Bidder can obtain a copy of the Director's General Prevailing Wage Determination(s) at: <http://www.dir.ca.gov/OPRL/dprevwagedetermination.htm>.

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- CONSTRUCTION CONTRACT PROVISIONS – DEFINITIONS
- LABOR COMPLIANCE REQUIREMENTS
- REQUIRED DOCUMENTS (including eDocuments)
- AFFIRMATIVE ACTION COMPLIANCE GUIDELINES FOR CONSTRUCTION AND NON-CONSTRUCTION CONTRACTORS
- EQUAL OPPORTUNITY CLAUSES
- CERTIFICATION OF COMPLIANCE WITH AIR AND WATER ACTS
- SAMPLE DOCUMENTS

CONSTRUCTION CONTRACT PROVISIONS - DEFINITIONS

The following are definitions of State and federal provisions/documents for federally-assisted projects.

NOTE: Please refer to the "Required Documents" table for any documents to be completed and submitted for this project. The term "Contractor" or "Contractor's" are used throughout this document and may refer to the Prime Contractor, Subcontractor and/or lower tier Subcontractor. See the "Required Documents" table for information on which Contractor(s) are required to submit each document.

Affirmative Action Compliance Guidelines for Construction or Non-Construction Contractors – Generally, affirmative action requirements apply to contracts and subcontracts in excess of \$10,000. This document provides guidelines to assist all Contractors, as identified on the "Required Documents" table, meet affirmative action and Equal Employment Opportunity requirements set forth in federal regulations 41 CFR 60.

Affirmative Action Compliance Form For Construction Contracts Over \$10,000 (LCF DB16-2.2) – eDocument affirming all Contractors, as identified on the "Required Documents" table, understanding and implementation of Affirmative Action Compliance requirements.

Authorization For Payroll Deduction(s) (LCF 16-1.4) – eDocument signed by any employee of the Contractor, as identified on the "Required Documents" table, who has "Other/Garnish" payroll deduction.

Bid Bond – A bid guarantee of at least 10% of the contract price is required from each bidder and must be submitted with the Bid.

Build America, Buy America Act (BABA) - Requires that all iron and steel, construction materials, and manufactured products used in federally-funded infrastructure projects are produced in the United States. **The Prime Contractor is responsible to include Build America, Buy America language in all executed Subcontractor/Sub-Tier contracts for the project(s).**

Business Certification – Business certification includes Disadvantaged Business Enterprise (DBE) – Disadvantaged Veteran Business Enterprise (DVBE) – Local Business Enterprise (LBE) – Minority Business Enterprise (MBE) – Small Business Enterprise (ESBE) – Women Business Enterprise (WBE).

Certificate of Owner's Attorney – This certificate is to be completed by the owner's attorney when applicable.

Certificate of Understanding and Authorization Form (LCF 16-1.2) – eDocument signed by all Contractors, as identified on the "Required Documents" table, certifying the most current "Davis-Bacon Labor Standards" has been read and understood.

Certification of Bidder Regarding Equal Employment Opportunity (LCF DB16-2.1) – eDocument certification required by all Contractors, as identified on the "Required Documents" table, by federal regulations (41 CFR 60).

Certification of Compliance with Air and Water Acts – All Contractors, as identified on the "Required Documents" table, must comply with this certification when the contract exceeds \$100,000.

Checklist of Labor Law Requirements (LCF CA16-3.1) – eDocument signed by all Contractors, as identified on the "Required Documents" table, acknowledging awareness of the applicable labor law requirements.

Contractor's Certification of Compliance with Davis-Bacon and Related Acts (LCF DB16-2.0) – eDocument certification required by all Contractors, as identified on the "Required Documents" table, by federal law (29 CFR 5).

Davis-Bacon Act Wage Decision – The Davis-Bacon Act Wage Decision contains the wage rates for construction projects within San Bernardino County. A copy of the Davis-Bacon Act Wage Decision is

included in the bid package and can also be found at <https://www.sam.gov/portal/public/SAM/>. The wage decision that applies to the project is the one in effect ten days prior to the bid opening date.

eDocuments – Labor compliance documents required to be submitted by all Contractors, as identified on the “Required Documents” table, electronically prior to Certified Payroll submission. Each eDocument is listed by name in the definitions herein.

Equal Employment Opportunity Clauses/Equal Employment Opportunity Construction Contract Provisions – These provisions are to be inserted in all applicable federally assisted contracts and subcontracts.

E-signature Authorization (LCF 16-1.0) – eDocument signed by an owner, partner, executive officer, and all duly authorized “Designee” employee(s) of all Contractors, as identified on the “Required Documents” table, who have authority to enter into agreements on behalf of Contractor and who will be uploading eDocuments and/or certified payroll records (CPR)s into LCPtracker. This document must be notarized with an “Acknowledgment” form and will be valid for a period of one (1) calendar year from the signature date.

Federal Labor Standards Provisions (HUD-4010 form) – These provisions set forth the federal labor requirements for Contractors working on federally assisted construction projects in which the prime contract exceeds \$2,000. Contractors are required to pay their laborers and mechanics working onsite a wage as specified in the FEDERALLY FUNDED PROJECTS section of this provision. ***The Prime Contractor is responsible to include the Labor Compliance Contract Addendum in all executed Subcontractor/Sub-Tier contracts for the project(s).***

Fringe Benefit Statement (LCF 16-1.3) – eDocument signed by all Contractors, as identified on the “Required Documents” table, identifying bona fide Fringe Benefits in which their employees are participating.

Labor and Materials Bond – This payment bond guarantees that employees/Subcontractors, and suppliers are paid for services rendered and materials supplied. The Labor and Materials Bond must be at least 100% of the contract price and must be submitted to the CITY/COUNTY upon award of the contract.

LCPtracker – County Community Development and Housing Department (CDH)’s Online Certified Payroll System.

Performance Bond – This bond guarantees the Contractor’s performance under the terms of the construction contract and must be at least 100% of the contract price and submitted to the CITY/COUNTY following award of the contract.

Project Wage Rate Sheet (LCF 16-1.1) – eDocument used by all Contractors, as identified on the “Required Documents” table, to list *all* labor classifications and wage rate(s) applicable for the project to be set up in LCPtracker for CPR submittal.

Section 3 (24 CFR Part 75, Subpart A-D) – This law applies to all housing rehabilitation, housing construction and other public construction projects contract exceeding \$200,000 or more of housing and community development financial assistance from one or more U.S. Department of Housing and Urban Development (HUD) programs.

Section 3 Resource Participation Certificate (LCF DB16-2.4) – eDocument to certify that all Contractors, as identified on the “Required Documents” table, have read the County’s Section 3 Plan and contacted the resources provided for information on participating in the program.

Section 3 Actions and Outcomes (LCF DB16-2.5) – eDocument signed by all Contractors, as identified on the “Required Documents” table, to certify how the Contractor will implement Section 3 hiring practices for the project.

LABOR COMPLIANCE REQUIREMENTS

Project Bidding

1. Borrower, Prime Contractor, Subcontractor, and every Sub-Tier contractor shall include this CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (Attachment D) in all bid documents for Prime Contractor(s), Subcontractor(s) and every Sub-Tier contractor(s) and must clearly state the appropriate prevailing wage rate(s) (i.e., Federal, State, commercial and/or residential and the date of the appropriate wage schedule) for the project(s).

Construction

1. Borrower, Prime Contractor, Subcontractor, and every Sub-Tier contractor shall include the Davis Bacon/California LABOR COMPLIANCE CONTRACT ADDENDUM (DB/CA LCCA) attachment and must clearly state the appropriate prevailing wage rate(s) (i.e., Federal, State, commercial and/or residential and the date of the appropriate wage schedule) for the project(s) in every executed agreement (i.e., contract, purchase order, on-call, etc.) on the project(s).
2. Borrower shall ensure that the Prime Contractor, prior to accepting prospective Subcontractor(s) bid(s) and any Subcontractor accepting prospective lower tier Subcontractor(s) bid(s), has confirmed that each Subcontractor's and lower tier Subcontractor bid is based on the appropriate prevailing wage rate(s) and the correct job classifications for the work to be performed on the project(s) under the subcontract.
3. Prime Contractor, Subcontractor, and every lower tier Subcontractor shall maintain copies of their executed contract(s) for the project(s) and shall provide to CDH a copy of such executed contract(s) upon request within no more than three (3) business days.
4. Prior to construction start, CDH will conduct a mandatory Labor Compliance Pre-Construction Meeting(s). Prime Contractor, Subcontractor, and every lower tier Subcontractor working on the project(s) shall have, in attendance from their office, a representative responsible for managing the duties of prevailing wage labor compliance. Items to be discussed include, but are not limited to, Federal and State labor law requirements applicable to the project(s), prevailing wage requirements, respective record-keeping responsibilities, the requirement for submittal of certified payroll records to CDH, compliance documents and the prohibition against discrimination in employment, required signage, sign-in sheets/daily logs, contract language, WMBE reporting, employee reporting, possible audits, etc. The meeting will be canceled and rescheduled if Prime Contractor, Subcontractor, and/or every lower tier Subcontractor working on the project(s) representative responsible for managing the duties of prevailing wage labor compliance fail to attend the meeting unless authorized to do so by CDH in writing prior to the meeting.
5. Prime Contractor shall maintain at project site(s) daily log/sign-in sheets. Daily log/sign-in sheets shall be separated by company. Sheets shall be written in English and Spanish (and other languages, as appropriate) and shall include CDH and any project labor consultant name and phone number of the current wage monitor, for any worker to contact if there are any questions or concerns about their wages or any other concerns about the project. Prime Contractor shall enforce that all workers employed on site must sign in at the job site daily including time-in, time-out and lunch period (including any applicable travel time to and from project site). The workers must identify the Prime Contractor, Subcontractor and any lower tier Subcontractor for whom they are working and their job classification. Daily log/sign-in sheets shall be emailed to CDH no more than seven (7) days from the end of the scheduled project work week. If requested in writing by CDH, Prime Contractor shall provide to CDH any requested daily log/sign-in sheet copies within no more than three (3) business days of request. Workers who are subject to split-classifications during their tour of duty on the project(s) site shall edit the daily log/sign-in sheets on day's worker duties triggered split-classifications assignment to reflect their actual hours worked in each classification.

6. Prime Contractor, Subcontractor, and every lower tier Subcontractor shall complete in its entirety a Project ID Card for each worker employed on the worksite of the project(s). The Project ID Card shall be completed within five (5) days of execution of contract award for project(s) or before worker(s) begins employment on the project(s) site. The Project ID Card template shall be downloaded from LCPtracker. Prime Contractor, Subcontractor, and every lower tier Subcontractor may use an equivalent Project ID form if approved by CDH in advance and in writing. Prime Contractor, Subcontractor, and every lower tier Subcontractor shall be responsible for furnishing and requiring each worker employed on the worksite to have in possession and/or display such identification card as may be approved and directed by CDH or its designee. Any worker(s) employed on project(s) site found to be without their Project ID Card may be removed from site until Project ID Card is restored. Any Prime Contractor, Subcontractor, and every lower tier Subcontractor who falsifies information on a Project ID Card and/or knowingly reports incorrect information regarding a worker employed on project(s) site shall be dismissed and removed from the project and barred from conducting further business on the project. Workers need to consider wearing heavy duty ID card holders, as they work in extremely physical environments.
7. CDH and/or its designee shall conduct employee interviews and Prime Contractor, Subcontractor, and every lower tier Subcontractor agrees to have their employees interviewed for the purposes of prevailing wage compliance. Employee interviews should be conducted at a frequency and number sufficient to establish the degree of adequacy and accuracy of the CPR, and the nature and extent of any violations. They should also be representative of all classifications of employees on the project. (29 CFR 5.6 (a) (3)).

In doubtful compliance situations, interviews with former employees may be appropriate. Employee interviews are intended to be private from their employer and Prime Contractor agrees allow CDH and/or its designee to conduct such interviews. Each employee should be informed that the information given is confidential, and that his/her identity will not be disclosed to the employer without the employee's written permission. CDH and/or its designee shall conduct at least one set of wage interviews with a representative group of workers during the project construction (PWRB 2013, Investigative Procedures Under Davis Bacon Related Act/Contract Work Hours and Safety Standards Act). CDH and/or its designee must conduct additional interviews if there is any reason to suspect a Contractor or their Subcontractor is at risk for violating wage requirements. As provided in 29 CFR 5.6(a)(5), all interviews must be conducted in confidence.

8. As permitted by Department of Labor, HUD, projects subject to DBRA and Title 8, section 16404 of the California Code of Regulations, allows Prime Contractor, Subcontractor and every lower tier Subcontractor to submit a weekly CPR electronically. Prime Contractor, Subcontractor, and every lower tier Subcontractor agrees to use LCPtracker and shall submit weekly CPR's as required during the term of construction on the project(s). LCPtracker is a web-based software CDH utilizes to collect, verify and manage prevailing wage certified payrolls and related labor compliance documentation.

Prime Contractor, Subcontractor and every Sub-Tier shall submit, via electronic submission, documents as required by CDH, which may include, but is not limited to Certified Payroll Records (CPR)s, Statements of Compliance and other required documents. Prime Contractor, Subcontractor and every Sub-Tier and/or their designee shall sign the E(Electronic)-Signature Authorization Agreement, which must be notarized with an "Acknowledgment", and establish a Personal Identification Number (PIN), on LCPtracker. Prime Contractor, Subcontractor and every Sub-Tier will electronically sign, by use of their established PIN, all documents requiring a signature that are submitted to CDH via LCPtracker. Prime Contractor, Subcontractor and every lower tier Subcontractor agree that their PIN, once established on LCPtracker, constitutes their electronic signature and understands that any information and documents submitted using their PIN is electronically certifying their signature. Prime Contractor, Subcontractor and every lower tier Subcontractor understand that they are legally bound, obligated, and responsible by use of their PIN/electronic signature as much as would be by their handwritten signature.

9. To meet labor compliance requirements, CDH requires that each Prime Contractor, Subcontractor, and every lower tier Subcontractor agrees to complete and submit all required eDocuments on LCPtracker.

All eDocuments are accessed, submitted and approved through LCPtracker. All eDocuments are submitted through CDH's Online Certified Payroll System using a PIN. If requested in writing by CDH, Prime Contractor, Subcontractor, and every lower tier Subcontractor shall provide to CDH any additional requested compliance documentation within no more than three (3) business days of request.

One of the documents that will be required to be uploaded in LCPtracker as part of the eDocuments, is a City business license or a letter stating the reasons why no business license is required. All contractors performing work on a project site located within an incorporated city must possess or obtain that city's business license. However, if the project is located in an unincorporated area of the County, and the contractor's business is located in an incorporated city, the contractor must possess or obtain a business license within the city where their business is located. An exception to the business license requirement will be a letter explaining the exception to the business license requirement, if the contractor's business and the project work site are both located in an unincorporated area of the County.

Prime Contractor, Subcontractor, and every lower tier Subcontractor agree to do the following on project(s):

- A. Submit a hard copy of the Electronic Signature Authorization form within five (5) working days of executed contract - to establish a Personal Identification Number (PIN)) Form must be completed and signed by a company owner, partner, executive officer or designee (if applicable) before a contractor may establish a PIN and electronically sign documents online.
- B. Complete Project ID cards as specified.
- C. Submit required eDocuments online within ten (10) working days of executed contract.
- D. Submit *non-required eDocuments and other documentation online as specified.
- E. Submit CPRs online within ten (10) working days of the work week's ending date.
- F. Submit one CPR online per project, per week.
- G. Report all workers, including owners, partners and superintendents, who were onsite.
- H. All contractors must submit CPRs online from the start of the project until the time that they finish their work on the project.
- I. All contractors must submit a Statement of Non-Performance online to certify that no work was performed by their company for any week of the project they are not working.
- J. All contractors must submit a final CPR online for the last week they are working on-site.
- K. All contractors must pay every worker on a weekly basis (if applicable).
- L. All CPRs must indicate check number or direct deposit transaction number.

(*Non-required eDocuments are those eDocuments which are not mandatory per LCPtracker; however, which may be required for a particular job on a case-by-case basis as specified.)

REQUIRED DOCUMENTS

| DOCUMENT QUICK REFERENCE | |
|---|----------------------|
| | Document Name/Number |
| Prime Contractor – Due prior to Pre-Construction Conference | |
| Executed Contract/Purchase Order (FLCCA and/or SLCCA must be attached) | |
| Bonds (Performance/payment or labor and material bonds) | |
| Prime/Subcontractor – Due prior to Start of Work | |
| Contractor Information Form ² (LCF 16-100) | |
| Copy of all executed Sub-Contractor contracts (FLCCA and/or SLCCA must be attached) ² | |
| Business Certification (LCF 16-SAM 2) ² | |
| E-Signature Authorization Annual Form (<i>Must be notarized</i>) (LCF 16-1.0) ² | |
| Affirmative Action Compliance Form for Construction Contracts over \$10,000 (LCF DB16-2.2) ^{*3} | |
| Affidavit of Compliance with California Prevailing Wage Law (LCF CA16-3.4) ⁵ | |
| Apprentice and Trainees Acknowledgement (LCF 16-XX) ⁴ | |
| Certification of Bidder Regarding Equal Opportunity (LCF DB16-2.1) ^{*3} | |
| Certification of Understanding and Authorization Form (LCF 16-1.2) ^{*3/4} | |
| Checklist of Labor Law Requirements (LCF CA16-3.1) ⁵ | |
| City Business License/Exception Letter ² | |
| Contractor's Certification of Compliance with Davis-Bacon and Related Act Requirements (LCF DB16-2.0) ^{*3} | |
| Fringe Benefit Statement Form (LCF 16-1.3) ^{*4} | |
| Labor Compliance Contract Addendum – LCCA ² | |
| Project Wage Rate Sheet ² (LCF -16-1.1) | |
| Public Works Contract Award Information (DAS 140) (LCF CA16-3.2) ⁵ | |
| Request for Dispatch of an Apprentice (DAS 142) (LCF CA16-3.3) ⁵ | |
| Section 3 Actions and Outcomes (LCF DB16-2.5) ³ | |
| Section 3 Resource Participation Certificate (LCF DB16-2.4) ³ | |
| Section 3 Business Certification (LCF DB 16-2.6) | |
| Section 3 Worker/Targeted Worker Eligibility Form (LCF DB 16-2.7) | |
| Section 3 Cumulative Report (LCF DB 16-2.8) | |
| Prime/Subcontractor – Due Progression of Work – Weekly | |
| Authorization for Payroll Deduction (LCF 16-1.4) ^{*3} | |
| Department of Industrial Relations – Apprentice Certification (LCF 16-SAM 5) ⁵ | |
| Department of Labor Apprenticeship Certification (LCF 16-SAM 4) ^{*3} | |
| Apprenticeship Program Appendix A ^{*3} | |
| Prime/Subcontractor – Due Progression of Work – Monthly | |
| Training Fund Contribution (LCF 16-SAM 8) ^{4/5} | |
| DIR – eCPR Submission Confirmation (LCF 16-SAM 9) ⁵ | |
| Ready-Mix Concrete Driver Certified Time Record (LCF 16-SAM 10) ⁵ | |
| Prime/Subcontractor – Due Progression of Work – As Needed | |
| C-10 Electrical Certification /Electrical Trainee (LCF 16-SAM 11) ⁵ | |
| Employee CPR Certified Documentation ^{1/2} | |

*These forms are located on the LCPTracker online database discussed in "Electronic Submission of Certified Payrolls" section and will be discussed by County CDH staff at the preconstruction conference.

¹ If applicable to contractor

² Applies to all regardless of Funding

³ Federal Funds ONLY (Davis-Bacon)

⁴ Federal and State Funds

⁵ State Funds ONLY

STATE PREVAILING WAGE REQUIREMENTS

A. All or a portion of the Scope of Work in the Contract or Purchase Order (as applicable) requires the payment of prevailing wages and compliance with the following requirements.

(1) Determination of Prevailing Rates

Pursuant to Labor Code sections 1770, et seq., the County has obtained from the Director of the Department of Industrial Relations (DIR) pursuant to the California Labor Code, the general prevailing rates of per diem wages and the prevailing rates for holiday and overtime work in the locality in which the Scope of Work is to be performed. Copies of said rates are on file with the County, will be made available for inspection during regular business hours, may be included elsewhere in the specifications for the Scope of Work, and are also available online at www.dir.ca.gov. The wage rate for any classification not listed, but which may be required to execute the Scope of Work, shall be commensurate and in accord with specified rates for similar or comparable classifications for those performing similar or comparable duties. In accordance with Labor Code section 1773.2, the Contractor shall post, at appropriate and conspicuous locations on the jobsite, a schedule showing all applicable prevailing wage rates and shall comply with the requirements of Labor Code sections 1773, et seq.

(2) Payment of Prevailing Rates

Each worker of the Contractor, Subcontractor, lower tier Subcontractor engaged in the Scope of Work, shall be paid not less than the general prevailing wage rate, regardless of any contractual relationship which may be alleged to exist between the Contractor, Subcontractor, lower tier Subcontractor and their respective worker(s). California law prohibits the use of credits for Employer Payments to reduce the obligation to pay the hourly straight time or overtime wages specified as the Basic Hourly Rate in the general prevailing wage determination.

(3) Prevailing Rate Penalty

The Contractor shall, as a penalty, forfeit two hundred dollars (\$200.00) to the County for each calendar day or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of the DIR for such work or craft in which such worker is employed by the Contractor, Subcontractor or lower tier Subcontractor in connection with the Scope of Work. Pursuant to California Labor Code section 1775, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate, shall be paid to each worker by the Prime Contractor, Subcontractor or lower tier Subcontractor.

(4) Ineligible Contractors

Pursuant to the provisions of Labor Code section 1777.1, the Labor Commissioner publishes and distributes a list of contractors ineligible to perform work as a Prime Contractor, Subcontractor, or lower tier Subcontractor on a public works project. This list of debarred contractors is available from the DIR website at <http://www.dir.ca.gov/Public-Works/PublicWorks.html>. Any contract entered into between a Prime Contractor and a debarred subcontractor is void as a matter of law. A debarred Subcontractor may not receive any public money for performing work as a Subcontractor on a public works contract, and any public money that may have been paid to a debarred Subcontractor by a Prime Contractor on the project shall be returned to the County. The Prime Contractor shall be responsible for the payment of wages to workers of a debarred Subcontractor or lower tier Subcontractor who has been allowed to work on the Scope of Work.

(5) Payroll Records

Pursuant to California Labor Code section 1776, the Prime Contractor, Subcontractor, and lower tier Subcontractor shall keep accurate certified payroll records showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed by them in connection with the Scope of Work. Each payroll record enumerated herein shall contain or be verified by a

written declaration that it is made under penalty of perjury stating both of the following: (1) the information contained in the payroll record is true and correct and (2) the Prime Contractor, Subcontractor, or lower tier Subcontractor has complied with the requirements of California Labor Code sections 1771, 1811, and 1815 for any Scope of Work performed by his or her employees. The payroll records shall be available for inspection at all reasonable hours at the principal office of the Prime Contractor on the following basis:

- (1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to such employee or his/her authorized representative on request;
- (2) A certified copy of all payroll records shall be made available for inspection or furnished upon request to the County or the Division of Labor Standards Enforcement of the DIR;
- (3) A certified copy of payroll records shall be made available upon request to the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through either the County or the Division of Labor Standards Enforcement. If the requested payroll records have not been previously provided to the County or the Division of Labor Standards Enforcement, the requesting party shall, prior to being provided the records, reimburse the cost of preparation by the Prime Contractor, Subcontractor, or lower tier Subcontractor and the entity through which the request was made. The public shall not be given access to such records at the principal office of the Prime Contractor;
- (4) The Prime Contractor shall file a certified copy of the payroll records with the entity that requested such records within ten (10) days after receipt of a written request; and
- (5) Copies provided to the public, by the County or the Division of Labor Standards Enforcement shall be marked or obliterated to prevent disclosure of an individual's name, address and social security number. The name and address of the Prime Contractor, Subcontractor, or lower tier Subcontractor performing a part of the Scope of Work shall not be marked or obliterated. The Prime Contractor shall inform the County of the location of payroll records, including the street address, city and county and shall, within five (5) working days, provide a notice of a change of location and address.

The Prime Contractor shall have ten (10) days from receipt of the written notice specifying in what respects they must comply with the above requirements. In the event Prime Contractor does not comply with the requirements of this section within the ten (10) day period, the Prime Contractor shall, as a penalty to the County, forfeit one-hundred dollars (\$100.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Labor Standards Enforcement, such penalty shall be withheld from any portion of the payments then due or to become due to the Prime Contractor.

(6) Limits on Hours of Work

Pursuant to California Labor Code section 1810, eight (8) hours of labor shall constitute a legal day's work. Pursuant to California Labor Code section 1811, the time of service of any worker employed at any time by the Prime Contractor, Subcontractor, or lower tier Subcontractor, upon the Scope of Work or upon any part of the Scope of Work, is limited and restricted to eight (8) hours during any one calendar day and forty (40) hours during any one calendar week, except as provided for under Labor Code section 1815. Notwithstanding the foregoing provisions, work performed by employees of the Prime Contractor, Subcontractor, or lower tier Subcontractor in excess of eight (8) hours per day and forty (40) hours during any one week, shall be permitted upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half (1½) times the basic rate of pay.

(7) Penalty for Excess Hours

The Prime Contractor shall pay to the County a penalty of twenty-five dollars (\$25.00) for each worker employed on the Scope of Work by the Prime Contractor, Subcontractor, or lower tier Subcontractor for

each calendar day during which such worker is required or permitted to work more than eight (8) hours in any calendar day and forty (40) hours in any one calendar week, in violation of the provisions of the California Labor Code, unless compensation to the worker so employed by the Prime Contractor, Subcontractor or lower tier Subcontractor is not less than one and one-half (1½) times the basic rate of pay for all hours worked in excess of eight (8) hours per day.

(8) Senate Bill 854 (Chapter 28, Statutes of 2014) Requirements:

1) Prime Contractor, Subcontractors and lower tier Subcontractors shall comply with Senate Bill 854 (signed into law on June 20, 2014). The requirements include, but are not limited to, the following:

- a. No Prime Contractor, Subcontractor, or lower tier Subcontractor may be listed on a bid proposal for a public works project unless registered with the DIR pursuant to Labor Code section 1725.5, with limited exceptions from this requirements for bid purposes only as allowed under Labor Code section 1771.1(a).
- b. No Prime Contractor, Subcontractor, or lower tier Subcontractor may be awarded a contract for public work or perform work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5.
- c. This project is subject to compliance monitoring and enforcement by the DIR.
- d. As required by the DIR, Prime Contractor is required to post job site notices, as prescribed by regulation, regarding compliance monitoring and enforcement by the DIR.
- e. Prime Contractor, Subcontractors, and lower tier Subcontractors must submit certified payroll records online to the Labor Commissioner for all public works projects, new or ongoing, on or after January 1, 2016.
 - a. The certified payroll must be submitted at least monthly to the Labor Commissioner.
 - b. The County reserves the right to require Prime Contractor, Subcontractors, and lower tier Subcontractor to submit certified payroll records more frequently than monthly to the Labor Commissioner.
 - c. The certified payroll records must be in a format prescribed by the Labor Commissioner.

2) Labor Code section 1725.5 states the following:

A Prime Contractor, Subcontractors, and lower tier Subcontractors shall be registered pursuant to this section to be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any public work contract that is subject to the requirements of this chapter. For the purposes of this section, "contractor" includes a subcontractor as defined by Section 1722.1.

(a) To qualify for registration under this section, a Prime Contractor shall do all of the following:

- (1) Beginning July 1, 2014, register with the Department of Industrial Relations in the manner prescribed by the Department and pay an initial nonrefundable application fee of four hundred dollars (\$400) to qualify for registration under this section and an annual renewal fee on or before July 1st of each year thereafter. The annual renewal fee shall be in a uniform amount set by the Director of Industrial Relations, and the initial registration and renewal fees may be adjusted no more than annually by the Director to support the costs specified in Section 1771.3.

(2) Provide evidence, disclosures, or releases as are necessary to establish all of the following:

- (A) Workers' Compensation coverage that meets the requirements of Division 4 (commencing with Section 3200) and includes sufficient coverage for any worker whom the Prime Contractor, Subcontractor or lower tier Subcontractor employs to

perform work that is subject to prevailing wage requirements other than a contractor who is separately registered under this section. Coverage may be evidenced by a current and valid certificate of Workers' Compensation Insurance or certification of self-insurance required under Section 7125 of the Business and Professions Code.

- (B) If applicable, the Prime Contractor, Subcontractor, or lower tier Subcontractor is licensed in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code.
 - (C) The Prime Contractor, Subcontractor or Sub-Tier does not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award. However, for purposes of this paragraph, the contractor shall not be disqualified for any judgment, order, or determination that is under appeal, provided that the contractor has secured the payment of any amount eventually found due through a bond or other appropriate means.
 - (D) The contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.
 - (E) The contractor has not bid on a public works contract, been listed in a bid proposal, or engaged in the performance of a contract for public works without being lawfully registered in accordance with this section, within the preceding 12 months or since the effective date of the requirements set forth in subdivision (e), whichever is earlier. If a contractor is found to be in violation of the requirements of this paragraph, the period of disqualification shall be waived if both of the following are true:
 - (i) The contractor has not previously been found to be in violation of the requirements of this paragraph within the preceding 12 months.
 - (ii) The contractor pays an additional nonrefundable penalty registration fee of two thousand dollars (\$2,000).
- (b) Fees received pursuant to this section shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.
- (c) A contractor who fails to pay the renewal fee required under paragraph (1) of subdivision (a) on or before the expiration of any prior period of registration shall be prohibited from bidding on, or engaging in the performance of, any contract for public works until once again registered pursuant to this section. If the failure to pay the renewal fee was inadvertent, the contractor may renew its registration retroactively by paying an additional nonrefundable penalty renewal fee equal to the amount of the renewal fee within 90 days of the due date of the renewal fee.
- (d) If, after a body awarding a contract accepts the contractor's bid or awards the contract, the work covered by the bid or contract is determined to be a public work to which Section 1771 applies, either as the result of a determination by the director pursuant to Section 1773.5 or a court decision, the requirements of this section shall not apply, subject to the following requirements:
- (1) The body that awarded the contract failed, in the bid specification or in the contract documents, to identify as a public work that portion of the work that the determination or decision subsequently classifies as a public work.
 - (2) Within 20 days following service of notice on the awarding body of a determination by the Director of Industrial Relations pursuant to Section 1773.5 or a decision by a court that the contract was for public work as defined in this chapter, the contractor and any subcontractors

are registered under this section or are replaced by a contractor or subcontractors who are registered under this section.

- (3) The requirements of this section shall apply prospectively only to any subsequent bid, bid proposal, contract, or work performed after the awarding body is served with notice of the determination or decision referred to in paragraph (2) of this subdivision.

- (e) The requirements of this section shall apply to any bid proposal submitted on or after March 1, 2015, and any contract for public work, as defined in this chapter, entered into on or after April 1, 2015.

3) Labor Code section 1771.1 states the following:

- (a) A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.
- (b) Notice of the requirement described in subdivision (a) shall be included in all bid invitations and public works contracts, and a bid shall not be accepted, nor any contract or subcontract entered into without proof of the contractor or subcontractor's current registration to perform public work pursuant to Section 1725.5.
- (c) An inadvertent error in listing a subcontractor who is not registered pursuant to Section 1725.5 in a bid proposal shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive, provided that any of the following apply:
 - (1) The subcontractor is registered prior to the bid opening.
 - (2) Within 24 hours after the bid opening, the subcontractor is registered and has paid the penalty registration fee specified in subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5.
 - (3) The subcontractor is replaced by another registered subcontractor pursuant to Section 4107 of the Public Contract Code.
- (d) Failure by a subcontractor to be registered to perform public work as required by subdivision (a) shall be grounds under Section 4107 of the Public Contract Code for the contractor, with the consent of the awarding authority, to substitute a subcontractor who is registered to perform public work pursuant to Section 1725.5 in place of the unregistered subcontractor.
- (e) The department shall maintain on its Internet Web site a list of contractors who are currently registered to perform public work pursuant to Section 1725.5.
- (f) A contract entered into with any contractor or subcontractor in violation of subdivision (a) shall be subject to cancellation, provided that a contract for public work shall not be unlawful, void, or voidable solely due to the failure of the awarding body, contractor, or any subcontractor to comply with the requirements of Section 1725.5 or this section.
- (g) If the Labor Commissioner or his or her designee determines that a contractor or subcontractor engaged in the performance of any public work contract without having been registered in accordance with this section, the contractor or subcontractor shall forfeit, as a civil penalty to the state, one hundred dollars (\$100) for each day of work performed in violation of the registration requirement, not to exceed an aggregate penalty of eight thousand dollars (\$8,000) in addition to any penalty registration fee assessed pursuant to clause (ii) of subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5(h).

(h)(1) In addition to, or in lieu of, any other penalty or sanction authorized pursuant to this chapter, a higher tiered public works contractor or subcontractor who is found to have entered into a subcontract with an unregistered lower tier subcontractor to perform any public work in violation of the requirements of Section 1725.5 or this section shall be subject to forfeiture, as a civil penalty to the state, of one hundred dollars (\$100) for each day the unregistered lower tier subcontractor performs work in violation of the registration requirement, not to exceed an aggregate penalty of ten thousand dollars (\$10,000).

- 1) The Labor Commissioner shall use the same standards specified in subparagraph (A) of paragraph (2) of subdivision (a) of Section 1775 when determining the severity of the violation and what penalty to assess, and may waive the penalty for a first time violation that was unintentional and did not hinder the Labor Commissioner's ability to monitor and enforce compliance with the requirements of this chapter.
- 2) A higher tiered public works contractor or subcontractor shall not be liability for penalties assessed pursuant to paragraph (1) if the lower tier subcontractor's performance is in violation of the requirements of Section 1725.5 due to the revocation of a previously approved registration.
- 3) A subcontractor shall not be liable for any penalties assessed against a higher tiered public works contractor or subcontractor pursuant to paragraph (1). A higher tiered public works contractor or subcontractor may not require a lower tiered subcontractor to indemnify or otherwise be liable for any penalties pursuant to paragraph (1).

(i) The Labor Commissioner or his or her designee shall issue a civil wage and penalty assessment, in accordance with the provisions of Section 1741, upon determination of penalties pursuant to subdivision (g) and subparagraph (B) of paragraph (1) of subdivision (h). Review of a civil wage and penalty assessment issued under this subdivision may be requested in accordance with the provisions of Section 1742. The regulations of the Director of Industrial Relations, which govern proceedings for review of civil wage and penalty assessments and the withholding of contract payments under Article 1 (commencing with Section 1720) and Article 2 (commencing with Section 1770), shall apply.

(j) (1) Where a contractor or subcontractor engages in the performance of any public work contract without having been registered in violation of the requirements of Section 1725.5 or this section, the Labor Commissioner shall issue and serve a stop order prohibiting the use of the unregistered contractor or the unregistered subcontractor on all public works until the unregistered contractor or unregistered subcontractor is registered. The stop order shall not apply to work by registered contractors or subcontractors on the public work.

- 2) A stop order may be personally served upon the contractor or subcontractor by either of the following methods:
 - a) Manual delivery of the order to the contractor or subcontractor personally.
 - b) Leaving signed copies of the order with the person who is apparently in charge at the site of the public work and by thereafter mailing copies of the order by first class mail, postage prepaid to the contractor or subcontractor at one of the following:
 - a. The address of the contractor or subcontractor on file with either the Secretary of State or the Contractors' State License Board.
 - b. If the contractor or subcontractor has no address on file with the Secretary of State or the Contractors' State License Board, the address of the site of the public work.
- 3) The stop order shall be effective immediately upon service and shall be subject to appeal by the party contracting with the unregistered contractor or subcontractor, by the unregistered

contractor or subcontractor, or both. The appeal, hearing, and any further review of the hearing decision shall be governed by the procedures, time limits, and other requirements specified in subdivision (a) of Section 238.1.

- 4) Any employee of an unregistered contractor or subcontractor who is affected by a work stoppage ordered by the commissioner pursuant to this subdivision shall be paid at his or her regular hourly prevailing wage rate by that employer for any hours the employee would have worked but for the work stoppage, not to exceed 10 days.

(k) Failure of a contractor or subcontractor, owner, director, officer, or managing agent of the contractor or subcontractor to observe a stop order issued and served upon him or her pursuant to subdivision (j) is guilty of a misdemeanor punishable by imprisonment in county jail not exceeding 60 days or by a fine not exceeding ten thousand dollars (\$10,000), or both.

(l) This section shall apply to any bid proposal submitted on or after March 1, 2015, and any contract for public work entered into on or after April 1, 2015. This section shall also apply to the performance of any public work, as defined in this chapter, on or after January 1, 2018, regardless of when the contract for public work was entered.

(m) Penalties received pursuant to this section shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.

(n) This section shall not apply to work performed on a public works project of twenty-five thousand dollars (\$25,000) or less when the project is for construction, alteration, demolition, installation, or repair work or to work performed on a public works project of fifteen thousand dollars (\$15,000) or less when the project is for maintenance work.

4) Labor Code section 1771.4 states the following:

(a) All of the following are applicable to all public works projects that are otherwise subject to the requirements of this chapter:

(1) The call for bids and contract documents shall specify that the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

(2) The awarding body shall post or require the prime contractor to post job site notices, as prescribed by regulation.

(3) (A) Each contractor and subcontractor shall furnish the records specified in Section 1776 directly to the Labor Commissioner, in the following manner:

(i) At least monthly or more frequently if specified in the contract with the awarding body. For purposes of this clause, "monthly" means that a submission of records shall be made at least once every 30 days while work is being performed on the project and within 30 days after the final day of work performed on the project.

(ii) In an electronic format, in the manner prescribed by the Labor Commissioner, on the department's internet website.

(B) A contractor or subcontractor who fails to furnish records pursuant to subparagraph (A), relating to its employees, shall be subject to a penalty by the Labor Commissioner of one hundred dollars (\$100) per each day in which that party was in violation of subparagraph (A), not to exceed a total penalty of five thousand dollars (\$5,000) per project. Penalties received pursuant to this paragraph shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.

(C) The Labor Commissioner shall not levy a penalty pursuant to subparagraph (B) until a contractor or subcontractor fails to furnish the records pursuant to subparagraph (A) 14 days after the requirement set forth in clause (i) of subparagraph (A).

(D) Penalties pursuant to subparagraph (B) may only accrue to the actual contractor or subcontractor that failed to furnish the records pursuant to subparagraph (A).

(4) If the contractor or subcontractor is not registered pursuant to Section 1725.5 and is performing work on a project for which registration is not required because of subdivision (f) of Section 1725.5, the unregistered contractor or subcontractor is not required to furnish the records specified in Section 1776 directly to the Labor Commissioner but shall retain the records specified in Section 1776 for at least three years after completion of the work.

(5) The department shall undertake those activities it deems necessary to monitor and enforce compliance with prevailing wage requirements.

(b) The Labor Commissioner may exempt a public works project from compliance with all or part of the requirements of subdivision (a) if either of the following occurs:

(1) The awarding body has enforced an approved labor compliance program, as defined in Section 1771.5, on all public works projects under its authority, except those deemed exempt pursuant to subdivision (a) of Section 1771.5, continuously since December 31, 2011.

(2) The awarding body has entered into a collective bargaining agreement that binds all contractors performing work on the project and that includes a mechanism for resolving disputes about the payment of wages.

(c)

(1) The requirements of paragraph (1) of subdivision (a) shall only apply to contracts for public works projects awarded on or after January 1, 2015.

(d) The requirements of paragraph (3) of subdivision (a) shall apply to all contract for public work, whether new or ongoing, on or after January 1, 2016.

(9) Compliance with California Labor Code section 1720.9

(1) Labor Code section 1720.9 expanded the definition of “public works” under the California Prevailing Wage Law to include the following:

(a) Hauling and delivery of ready-mixed concrete to carry out a public works, contract, with respect to contracts involving any state agency, including the California State University and the University of California, or any political subdivision of the state.

(2) Section 1720.9 defines the term “ready-mixed concrete” and specifies that rate of pay shall be the current prevailing wage “for the geographic area in which the factory or batching plant is located” as determined by the DIR. The entity hauling or delivering ready-mixed concrete to carry out a public works contract shall enter into a written subcontract agreement with the party that engaged the entity to supply the ready-mixed concrete. The written agreement shall require compliance with Prevailing Wage Law.

(3) Section 1720.9 requires that the entity hauling or delivering ready-mixed concrete to carry out a public works contract shall submit a certified copy of the payroll records required by subdivision (a) of Section 1776 to the party that engaged the entity and to the general contractor within five working days after the employee has been paid, accompanied by a written time record that shall be certified by each driver for the performance of job duties in Section 1720.9(c).

(4) Section 1720.9(e) the entity hauling or delivering ready-mixed concrete for public works project shall be considered subcontractors and must register with the DIR as per Labor Code 1725.5.

B. STATE PUBLIC WORKS APPRENTICESHIP REQUIREMENTS

1. State Public Works Apprenticeship Requirements:

The Contractor is responsible for compliance with Labor Code section 1777.5 and the California Code of Regulations, title 8, sections 230 – 230.2 for all apprenticeable occupations (denoted with “#” symbol next to craft name in DIR Prevailing Wage Determination), whether employed by the Contractor, subcontractor, vendor or consultant. Included in these requirements is (1) the Contractor’s requirement to provide notification (i.e. DAS-140) to the appropriate apprenticeship committees; (2) pay training fund contributions for each apprenticeable hour employed on the Contract; and (3) utilize apprentices in a minimum ratio of not less than one apprentice hour for each five journeyman hours by completion of Contract work (unless an exception is granted in accordance with Labor Code section 1777.5) or request for the dispatch of apprentices.

Any apprentices employed to perform any of the Scope of Work shall be paid the standard wage to apprentices under the regulations of the craft or trade for which such apprentice is employed, and such individual shall be employed only for the work of the craft or trade to which such individual is registered. Only apprentices, as defined in California Labor Code section 3077, who are in training under apprenticeship standards and written apprenticeship agreements under California Labor Code sections 3070 et seq. are eligible to be employed for the Scope of Work. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and apprentice agreements under which such apprentice is training.

2. Compliance with California Labor Code section 1777.5 requires all public works contractors to:

(1) Submit Contract Award Information (DAS-140)

- a. Although there are a few exemptions (identified below), all Contractors, regardless of union affiliation, must submit contract award information when performing on a California public works project.
- b. The DAS-140 is a notification “announcement” of the Contractor’s participation on a public works project—*it is not a request for the dispatch of an apprentice.*
- c. Contractors shall submit the contract award information (you may use form DAS 140) within 10 days of the execution of the prime contract or subcontract, but in no event later than the first day in which the Contractor has workers employed on the public work project.
- d. Contractors who are already approved to train apprentices (i.e. check “Box 1” on the DAS-140) shall only be required to submit the form to their approved program.
- e. Contractors who are NOT approved to train apprentices (i.e. those that check either “Box 2” or “Box 3” on the DAS-140) shall submit the DAS-140 TO EACH of the apprenticeship program sponsors in the area of your public works project. For a listing of apprenticeship programs see <http://www.dir.ca.gov/Databases/das/pwaddrstart.asp>.

(2) Employ Registered Apprentices

- a. Labor Code section 1777.5 requires that a contractor performing work in an “apprenticeable” craft must employ one (1) hour of apprentice work for every five (5) hours performed by a journeyman. This ratio shall be met prior to the Contractor’s completion of work on the project. “Apprenticeable” crafts are denoted with a pound symbol “#” in front of the craft name on the prevailing wage determination.
- b. All Contractors who do not fall within an exemption category (see below) must request for dispatch of an apprentice from an apprenticeship program (for each apprenticeable craft or trade) by giving the program actual notice of at least 72 hours (business days only) before the date on which apprentices are required.
- c. Contractors may use the “DAS-142” form for making a request for the dispatch of an apprentice.
- d. Contractors who are participating in an approved apprenticeship training program and who did not receive sufficient number of apprentices from their initial request must request dispatch of apprentices from ALL OTHER apprenticeship committees in the project area in order to fulfill this requirement.
- e. Contractor should maintain and submit proof (when requested) of its DAS-142 submittal to the apprenticeship committees (e.g. fax transmittal confirmation). A Contractor has met its requirement

to employ apprentices only after it has successfully made a dispatch request to all apprenticeship programs in the project area.

- f. Only "registered" apprentices may be paid the prevailing apprentice rates and must, at all times work under the supervision of a Journeyman (Cal. Code Regs., tit 8, § 230.1).

(3) Make Training Fund Contributions

- a. Contractors performing in apprenticeable crafts on public works projects, must make training fund contributions in the amount established in the prevailing wage rate publication for journeymen and apprentices.
- b. Contractors may use the "CAC-2" form for submittal of their training fund contributions.
- c. Contractors who do not submit their training fund contributions to an approved apprenticeship training program must submit their contributions to the California Apprenticeship Council (CAC), PO Box 420603, San Francisco, CA 94142-0603.
- d. Training fund contributions to the CAC are due and payable on the 15th day of the month for work performed during the preceding month.
- e. The "training" contribution amount identified on the prevailing wage determination shall not be paid to the worker, unless the worker falls within one of the exemption categories listed below.

3. Exemptions to Apprenticeship Requirements:

The following are exempt from having to comply with California apprenticeship requirements. These types of contractors do not need to submit a DAS-140, DAS-142, make training fund contributions, or utilize apprentices.

- a. When the Contractor holds a sole proprietor license ("Owner-Operator") and no workers were employed by the Contractor. In other words, the contractor performed the entire work from start to finish and worked alone.
- b. Contractors performing in non-apprenticeable crafts. "Apprenticeable" crafts are denoted with a pound symbol "#" in front of the craft name on the prevailing wage determination.
- c. When the Contractor has a direct contract with the Public Agency that is under \$30,000.
- d. When the project is 100% federally-funded and the funding of the project does not contain any city, county, and/or state monies (unless the project is administered by a state agency in which case the apprenticeship requirements apply).
- e. When the project is a private project not covered by the definition of public works as found in Labor Code section 1720.

4. Exemption from Apprenticeship Ratios:

The Joint Apprenticeship Committee shall have the discretion to grant a certificate, which shall be subject to the approval of the Administrator of Apprenticeship, exempting the Contractor from the 1-to-5 ratio set forth in this Section when it finds that any one of the following conditions are met:

- (1) Unemployment for the previous three-month period in such area exceeds an average of fifteen percent (15%); or
- (2) The number of apprentices in training in such area exceeds a ratio of 1-to-5 in relation to journeymen; or
- (3) The Apprenticeable Craft or Trade is replacing at least one-thirtieth (1/30) of its journeymen annually through apprenticeship training, either on a statewide basis or on a local basis; or
- (4) If assignment of an apprentice to any work performed under the Contract Documents would create a condition which would jeopardize such apprentice's life or the life, safety or property of fellow employees or the public at large, or if the specific task to which the apprentice is to be assigned is of such a nature that training cannot be provided by a journeyman.

When such exemptions from the 1-to-5 ratio between apprentices and journeymen are granted to an organization which represents contractors in a specific trade on a local or statewide basis, the member contractors will not be required to submit individual applications for approval to local Joint Apprenticeship Committees, provided they are already covered by the local apprenticeship standards.

5. Contractor's Compliance:

The responsibility of compliance with this Section for all Apprenticeable Trades or Crafts is solely and exclusively that of the Contractor. All decisions of the Joint Apprenticeship Committee(s) under this Section are subject to the provisions of California Labor Code section 3081 and penalties are pursuant to Labor Code section 1777.7 and the determination of the Labor Commissioner.

AFFIRMATIVE ACTION COMPLIANCE GUIDELINES FOR CONSTRUCTION AND NON-CONSTRUCTION CONTRACTORS

AFFIRMATIVE ACTION COMPLIANCE GUIDELINES FOR CONSTRUCTION AND NON-CONSTRUCTION CONTRACTORS

These Affirmative Action Compliance Guidelines have been designed to provide Contractors with information necessary to comply with Federal regulations found under Title 41, Part 60 of the Code of Federal Regulations. It is the intent of these guidelines to ensure that equal opportunity for employment is practiced by the Contractor without regard to race, color, sex, religion, national origin, disability, and veteran's status. These guidelines provide the minimum information necessary to comply with EEO and affirmative action requirements, including the preparation of an Affirmative Action Plan that complies with federal regulations regarding Affirmative Action for federally assisted projects. Contractors are urged to contact the implementing entity or the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) officer for any necessary technical assistance in meeting Affirmative Action requirements if they are considering bidding under this contract.

I. AFFIRMATIVE ACTION COMPLIANCE PROGRAM

A. The Affirmative Action program embodies the following principles:

1. Discrimination because of race, color, age, sex, religion, national origin, marital status, disability, or veteran's status is inconsistent with the constitution, laws, and policies of the United States, State of California and San Bernardino County.
2. The implementing entity is committed to ensure that there be no discrimination by vendors, Contractors (including professional services and consultants), lessors, or lessees doing business with the implementing entity.
3. Contractors and Subcontractors agree to take affirmative personnel actions to hire and promote workers who traditionally have been discriminated against in the job market, including women, minorities, members of certain ethnic and religious groups, individuals with disabilities, and veterans.

B. Affirmative Action Step Requirements for CONSTRUCTION Contractors and Subcontractors:

1. Personnel affirmative action in recruitment, hiring, and promotion is required by Contractor and Subcontractors who have entered into a federally assisted construction or non-construction contract that exceed \$10,000 or \$10,000 in the aggregate over a 12-month period.
2. Contractors and Subcontractors who enter into a CONSTRUCTION CONTRACT in excess of \$10,000 must take 16 specific affirmative action steps to ensure equal employment opportunity. These steps are included in 41 CFR 60-4.3 (a) (7) and are also included under "Standard Federal Equal Employment Opportunity Construction Contract Specifications" of Attachment "D" of the bid package.

C. Affirmative Action Plan requirements for NON-CONSTRUCTION Contractors:

1. All Contractors who have entered into a NON-CONSTRUCTION CONTRACT and who: 1) do business in the amount of \$50,000 or more with the implementing entity in any one fiscal year and, 2) employ 50 or more employees, must develop a written Affirmative Action Program within 120 days after the contract award date.
2. All Subcontractors rendering services or supplies to a Contractor in the amount of \$50,000 or more and employ 50 or more employees, must develop a written Affirmative Action Program within 120 days after the contract award date.

D. Exemptions under 41 CFR 60:

The following persons/contracts shall be exempt from this program:

1. A contract or contracts by a Contractor that do not exceed \$10,000 in the aggregate over a 12-month period.
2. Contracts for Work outside the United States
3. State and Local Governments
4. Contracts with certain educational institutions
5. Work on or near Indian Reservations
6. Specific contracts and facilities found exempt by Deputy Assistant Secretary
7. Contracts with religious entities
8. National security contracts

Any Contractor who feels qualified for an exemption should contact the local Contract Compliance Officer or the U.S. Department of Labor's OFCCP Officer for further information.

II. SATISFYING AFFIRMATIVE ACTION PLAN

A. Affirmative Action Plan requirements for NON-CONSTRUCTION Contractors can be met through the following:

1. Completing a Contract Compliance Qualifying Report for Non-construction Contractors and Vendors, (refer to the form found in the "Additional Required Documents/Sample Documents" section of Attachment "D" of the bid package).
2. Completing a Contractor's Affirmative Action Policy, including methods of recruiting minorities and women. If the Contractor does not have its own Affirmative Action Policy, it may adopt the County's model Affirmative Action Policy ((refer to the form found in the "Additional Required Documents/Sample Documents" section of Attachment "D" of the bid package).
3. Following Federal Affirmative Action Plan guidelines which comply with the requirements of 41 CFR 60.2.10.

DEFINITIONS

Unless a provision of a contract otherwise requires, certain words and phrases shall be defined as follows:

- A. "Affirmative Action" is a commitment to increase the number of minorities and women in the work force by setting employment goals and timetables, including action to achieve objectives. Affirmative Action seeks to ensure that discrimination is eliminated in dealings with employees or applicants for employment whether the discrimination is intentional or unintentional. In addition, Affirmative Action seeks to improve job standards and productivity through the removal of artificial and unnecessary barriers to employment and promotion and ensure that all job actions are related to job performance measures.
- B. "Affirmative Action Plan" is a written affirmative plan required of Contractors and Subcontractors who have 50 or more employees and have entered into a contract with the implementing entity that exceeds \$50,000, or \$50,000 in contracts over a 12-month period.
- C. "Contract" means a federally assisted purchase order, offer and acceptance, lease, agreement or other arrangement creating an obligation to which the implementing entity is a party, which would make one of the parties within the definition a Contractor.
- D. "Construction" means the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways or other changes or improvements to real property, including facilities providing utility services.
- E. "Contractor" means a prime Contractor or Subcontractor.
- F. "Covered Area" means the geographical area described in the solicitation from which the contract resulted;
- G. "Director" means Director, OFCCP, U.S. Dept. of Labor, or any person to whom the Director delegates authority to;
- H. "Employee" means one who performs work for compensation, or a person who is permanently or regularly employed by the Contractor or Subcontractor.
- I. "Employer Identification Number" means the Federal Social Security Number;
- J. "Disability" means any individual who:
 - 1. Has a physical or mental impairment, which substantially limits one or more major life activities of such individual;
 - 2. Has a record or such impairment or,
 - 3. Is generally regarded as having such an impairment.
- K. "Employer Identification Number" means the Federal Social Security Number;
- L. "Implementing Entity" means public jurisdiction who is administering the contract.
- M. "Minority" includes:
 - 1. Black (all persons having origins in any Black African racial groups not of Hispanic origin);
 - 2. Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - 3. Asian or Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands);
 - 4. American Indian or Alaskan native (all persons having origins in any of the native peoples of North America and maintaining identifiable tribal affiliations through membership and participation in community identification).
- N. "Non-construction Contract" means any contract that does not fall within the definition of "Construction Contract".
- O. "Officer" means the Contract Compliance Officer of the implementing entity or U.S. Department of Labor Office of Federal Contract Compliance Program (OFCCP) Officer.
- P. "Persons" means any individual, firm, co-partnership, public service, joint venture, association, social club, fraternal organization, corporation, estate, trust receiver, syndicate CITY, county, municipal corporation, district or other political subdivision, or any other group or combination acting as a unit.
- Q. "Underutilization" means having fewer minorities or women in a particular job classification than would reasonably be expected by their availability.
- R. "Vietnam-Era Veteran" means a person who:
 - 1. Served on actual duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge; or
 - 2. Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

S. Violation and Appeal Procedure:

1. A Contractor found in violation of equal opportunity/affirmative action laws will be referred to the U.S. Department of Labor's OFCCP Division, and the Solicitor for Labor, Associate Solicitor of Labor Relations and Civil Rights Regional Solicitors and Regional Attorney are authorized to institute enforcement proceedings by filing a complaint and serving that complaint to the Contractor (defendant), in accordance with procedures set forth in 41 CFR 60-30.5. The complaint shall contain information on the alleged violation, a prayer regarding the relief being sought, and the name and address of the attorney representing the Government. Within 20 days after receiving the complaint, the defendant shall file an answer with the Chief Administrative Law Judge, if the case has not been assigned to an Administrative Law judge.
2. The answer shall contain a statement of the facts which constitute the ground of defense, and shall:
 - 1) specifically admit, explain, or deny each of the allegations of the complaint unless the defendant is without knowledge, or
 - 2) state that the defendant admits all the allegations contained in the complaint. The answer may contain a waiver for a hearing and if not, a separate paragraph in the answer shall request a hearing. The answer shall contain the name and address of the defendant, or of the attorney representing the defendant. Failure to file an answer or plead specifically to an allegation of the complaint shall constitute an admission of such allegation.
3. Contractor agrees to fully comply with the laws and programs (including regulations issued pursuant thereto) identified herein. Such compliance is required to the extent such laws, programs and their regulations are, by their own terms, applicable to this contract. Contractor warrants that he will make himself thoroughly familiar with the applicable provisions of said laws, programs, and regulations prior to commencing performance of the contract. Copies of said laws, programs, and regulations are available upon request from the implementing entity's Contract Compliance Officer, or from the U.S. Department of Labor's OFCCP Officer to the extent applicable the provisions of said laws programs and regulations are deemed to be a part of this contract as if fully set forth herein.
4. Vietnam Era Veterans' Readjustment Assistance Acts of 1972 and 1974, as amended. Pub. L. 92-540, Title V, Sec 503(a), Pub. L. 93-508. Title IV, Sec. 402. (38 USCA 2011-2013).
5. Rehabilitation Act of 1973, as amended (disability) Pub. L. 93-112 as amended. (29 USCA 701-794).
6. California Fair Employment Practice Act. Labor Code Sec. 1410 *et seq.*
5. Civil Rights Act of 1964, as amended (42 USCA 2000a to 2000H-6) and Executive Order No. 11246, September 24, 1965, as amended.

CERTIFICATION OF COMPLIANCE WITH AIR AND WATER ACTS

(Applicable to federally assisted construction contracts
and related subcontracts exceeding \$100,000)

During the performance of this Contract, the Contractor and all Subcontractors shall comply with the requirements of the Clean Air act, as amended, 42 U.S.C. 1857 et. seq., the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et. seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the forgoing requirements, all nonexempt Contractors and Subcontractors shall furnish to the owner, the following:

- (1) A stipulation by the Contractor or Subcontractors, that any facility to be utilized in the performance of any nonexempt Contract or subcontract, is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
- (2) Agreement by the Contractor to comply with all requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. 1318) relating to inspection, monitoring entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- (3) A stipulation that as a condition for the award of the Contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the Contract, is under consideration to be listed on the EPA List of Violating Facilities.
- (4) Agreement by the Contractor to include, or cause to be included, the criteria and requirements in paragraph (1) through (3) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the Government may direct as a means of enforcing such provisions.

SAMPLE DOCUMENTS



Community Development & Housing Agency

CONTRACTOR INFORMATION FORM

PROJECT NAME: _____ PROJECT CODE: _____

COMPANY NAME: _____

PLEASE CHECK ONE OF THE FOLLOWING: ☐ PRIME CONTRACTOR ☐ SUBCONTRACTOR ☐ SUB-TIER

A. ☐ **PRIME CONTRACTOR:** OUR company **IS** a "Prime Approver" and **IS ENTERED** in Community Development and Housing's Contractor Database. If checked, **complete and sign only the shaded area below (DO NOT COMPLETE ENTIRE FORM)**.

B. ☐ **PRIME CONTRACTOR:** OUR company **IS NOT** a "Prime Approver" but **IS ENTERED** in Community Development and Housing's Contractor Database. We have designated the following company personnel as acting "Prime Approver(s)"

Name: _____ Email: _____

Name: _____ Email: _____

C. ☐ **PRIME CONTRACTOR:** OUR company **IS NOT** a "Prime Approver" and **IS NOT ENTERED** in Community Development and Housing's Contractor Database. We have designated the following company personnel as acting "Prime Approver(s)"

Name: _____ Email: _____

Name: _____ Email: _____

D. ☐ **SUBCONTRACTOR/SUB-TIER:** OUR company **IS ENTERED** in Community Development and Housing's Contractor Database. If checked, **complete and sign only the shaded area below (DO NOT COMPLETE ENTIRE FORM)**.

E. ☐ **SUBCONTRACTOR/SUB-TIER:** OUR company **IS NOT ENTERED** in Community Development and Housing's Contractor Database.

1) Federal Tax Id No.: _____ 2) D-U-N-S NO.: _____ 3) Public Works Reg. No.: _____

4) Contractor License No.: _____ 5) Contractor License Expiring Date: _____ 6) Contractor Lic. No.: _____
(or 10-Digit Phone Number/User ID Number) (To Display on Certified Payroll)

7) Insurance Certificate No.: _____ 8) Specialty License No.: _____ 9) Business Lic.No.: _____

10) Motor Carrier Permit No.: _____ 11) Worker's Compensation Policy No.: _____

11) Union Status: Select One 12) Type: Select One 13) Ethnicity: Select One 14) Type of Trade: Select One

15) Principal Name: _____ 16) Principal Title: _____ 17) Contact Name: _____

18) Phone No.: _____ 19) Contact Fax: _____ 20) Contact E-Mail: _____

21) Address 1: _____ City: _____ State: _____ Zip Code: _____

☐ Owner Operator: LCPTracker User ID Number: _____ (If Different From Contractor License Number)

22) Business Certifications: "None" _____

23) Certifying Agency: _____ 24) Issued Date: _____ 25) Expiration Date: _____

26) Estimated Start Date: _____ 27) Estimated End Date: _____ 28) Contract Amount: _____

I certify the information above is true and complete to the best of my knowledge and belief.

Contractor (Print Name)

Title

Contractor Signature

Date



Community Development and Housing Department

E – SIGNATURE AUTHORIZATION FORM (LCF 16-1.0)

| | |
|---------------|--|
| Company Name: | |
| Address: | |
| Phone number: | |
| Project Name: | |
| Project Code: | |

To simplify the reporting burden associated with federally funded construction activities, the San Bernardino County Community Development and Housing Department (CDH) utilizes an online software system called, LCP Tracker, for construction site compliance management, certified payroll(s) and workforce reporting. As a business who has received an award to work on a federally funded construction project, there several forms and certifications that you will be required to sign as part of the CDH's Labor Compliance Program.

Authorization Agreement

I am an owner, partner, executive officer, or authorized employee/designee of the above-listed contractor and have authority to enter into agreements on behalf of the above-listed contractor. By signing this e(Electronic)-Signature Authorization Agreement, I authorize CDH to accept, via electronic submission, documents submitted from the above-listed contractor as required by CDH's Online Certified Payroll and Compliance System, which may include, but is not limited to: Certified Payroll Records, Statements of Compliance and other required documents.

To establish a pin (e-signature password) that will allow you the ability to submit your labor compliance related documents electronically, please read the authorization statement below and provide your signature in blue or black ink, accepting the terms of this certification.

You may choose to delegate your signatory authority to other employees of your firm by acquiring their signature on the same form and by identify the employee(s) you wish to designate as an authorized co-signer on page 2 of this same form.

The original hardcopy of this Agreement containing an original wet signature(s), must be submitted to the **County of San Bernardino Community Development and Housing Department, 560 E. Hospitality Lane Suite 200, San Bernardino, CA 92415-0043.**

By signing the E-Signature Authorization form, I certify to comply with the following:

- I agree for the above-listed business will exclusively use CDH's Online Certified Payroll and Compliance System for all County of San Bernardino projects on which the above-listed business is required to submit Certified Payroll Reports, Statements of Compliance and other required documents electronically.
- I understand that CDH may change the Online Certified Payroll and Compliance System from time to time.
- I agree that the above-listed business will electronically sign, by use of an established Personal Identification Number (PIN), all documents requiring a signature that are submitted to CDH via the Online Certified Payroll System.
- I agree that my Personal Identification Number (PIN) which I establish on CDH's Online Certified Payroll and Compliance System constitutes my electronic signature.
- I understand that any information and documents submitted using my PIN is electronically certifying my signature.
- I understand that I am legally bound, obligated, and responsible by use of my PIN/electronic signature as much as I would be by my handwritten signature.
- I agree that I will protect my PIN/electronic signature from unauthorized use, and that I will contact CDH immediately, upon discovery that my PIN/electronic signature has been lost, stolen, or otherwise compromised.
- I certify that my PIN/electronic signature is for my own use, that I will keep it confidential, and that I will not delegate it or share it with any individual.
- This request is in effect immediately upon receipt by CDH and will remain in effect until I choose to cancel this request via written notification to the CDH.
- I understand that it is my responsibility to update and notify CDH within three (3) business days, of any circumstances, including my departure or terminated association with the above-listed Company.

| | | | |
|---------------------|--------------------------|--------------------|---------------|
| _____ Print Name | Select _____ Title | _____ Signature | _____ Date |
| _____ Print Name | Select _____ Title | _____ Signature | _____ Date |
| _____ Print Name | Select _____ Title | _____ Signature | _____ Date |



Community Development and Housing Department

E – SIGNATURE AUTHORIZATION FORM (LCF 16-1.0)

| | |
|---------------|--|
| Company Name: | |
| Address: | |
| Phone Number: | |
| Project Name: | |
| Project Code: | |

Authorized Designee(s) Section

I _____ certify that I am the owner, partner, executive officer, of the company listed above and further certify that the following employees as shown below are employees of this company and is/are authorized to enter into agreement(s) on behalf of the above company and can sign any contract(s), agreement(s), document(s) and Statement of Compliance where federally funded construction activities for the San Bernardino County Community Development and Housing Department (CDH) requires for the duration of the period the E-Signature Authorization form is in effect or until otherwise directed.

Authorized Designee(s)

| | | | |
|------------|-----------------|-----------|------|
| Print Name | Select Title | Signature | Date |
| Print Name | Select Title | Signature | Date |



Community Development and Housing Department

AFFIRMATIVE ACTION COMPLIANCE FORM FOR CONSTRUCTION CONTRACTS OVER \$10,000

(LCF DB16-2.2)

| | |
|------------------|--|
| Project Name | |
| Project Address: | |
| Company Name: | |

As the undersigned Contractor, Prime/Subcontractor/Sub-Tier, (Subcontractor/Sub-Tier having executed a contract with the above named contractor on the above referenced project), hereby make the following certification and acknowledgment. Please check the box that applies to your company to affirm an understanding and implementation of **AFFIRMATIVE ACTION COMPLIANCE** requirements and that you have read and completed the requirements for the project as noted below:

I / We have reviewed and understand the "**CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (ATTACHMENT D)**" of the bid package and/or "**LABOR COMPLIANCE CONTRACT ADDENDUM**".

☐ I / We **DO** currently maintain an effective Affirmative Action Program. The Affirmative Action Program complies with the **Standard Federal Equal Employment Opportunity Construction Contract Provisions Executive Order 11246, pursuant to 41 CFR 60-4.3 (a) (7)** and will furnish a copy upon request.

OR

☐ I / We **DO NOT** currently maintain an Affirmative Action Program. I / We agree to the **Equal Opportunity Clause for Federally-Assisted Construction Contracts (Executive Order 11246)**, as amended, and Title VII of the Civil Rights Act of 1964, and is applicable pursuant to 41 CFR 60-1.4) of "**CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (ATTACHMENT D)**" of the bid package and/or "**LABOR COMPLIANCE CONTRACT ADDENDUM**".

Personnel affirmative action in recruitment, hiring and promotion is required by Prime Contractors, Subcontractors and Sub-Tiers who have entered into a federally-assisted construction contract that exceeds \$10,000 or \$10,000 in the aggregate over a 12-month period. Prime Contractors, Subcontractors or Sub-Tiers who enter into a "Construction Contract" in excess of \$10,000 must take 16 specific affirmative action steps to ensure equal employment opportunity. These steps are included in **41 CFR 60-4.3 (a) (7)** and are also included under "Standard Federal Equal Employment Opportunity Construction Contract Specifications" of "**CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (ATTACHMENT D)**" of the bid package and/or "**LABOR COMPLIANCE CONTRACT ADDENDUM**".

| | | |
|---|--------|-------|
| | Select | |
| _____ | _____ | _____ |
| Print Name of Authorized E-Signature Signer | Title | Date |



Community Development and Housing Department

AFFIDAVIT OF COMPLIANCE WITH CALIFORNIA PREVAILING WAGE LAW, CALIFORNIA LABOR CODES SECTIONS 1720-1815

| | |
|-------------------------|--|
| Project Name: | |
| Project Address: | |
| Company Name: | |

The undersigned, being duly sworn, states as follows:

1. I the undersigned am the _____ of the above named contractor a subcontractor/sub-tier (referred to as Subcontractor) to _____ Responsible Employer / Contractor Name
I am familiar with the payroll practices of the above named on the Project. One of my duties and responsibilities is to ensure that the above named complies with the California Prevailing Wage Law, California Labor Code sections 1720 through 1815 on the Project. I make this sworn statement pursuant to California Labor Code sections 1775, subdivision (b)(4), and 1777.7, subdivision (d)(4).
2. I have reviewed the payroll practices and the payroll records for the above named on the Project. The above named has paid the specified prevailing rate of wages to each of its employees on the Project as required by Prevailing Wage Law, and has paid any amounts due such employees under California Labor Code section 1813. The above named has employed the required number of apprentices on the Project.
3. If applicable, I have also reviewed the payroll practices of each of the above named sub-tier subcontractors on the Project. Each of our sub-tier subcontractors has paid the specified prevailing rate of wages to its employees, has paid any amount due such employees under California Labor Code section 1813, has employed the required number of apprentices on the Project, and has provided the above named with an affidavit that complies with California Labor Code sections 1775, subdivision (b)(4), and 1777.7, subdivision (d)(4).
4. I understand that the Responsible Employer/Contractor is relying upon the truth of the contents of this sworn statement in making final payment to the above named for work performed on the Project and may suffer damages if my sworn representations were not true.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this affidavit was executed on _____ in _____, California.

Date

Location

Select

Print Name of Authorized E-Signature Signer

Title

Date



Community Development and Housing Department

APPRENTICES AND TRAINEES ACKNOWLEDGMENT FORM

| | |
|-------------------------|--|
| Project Name: | |
| Project Address: | |
| Company Name: | |

The only workers who can be paid less than the wage rate on the wage decision for their work classification are "Apprentices" and "Trainees" registered in approved apprenticeship or training programs. Approved programs are those which have been registered with the Department of Labor (DOL) or a DOL-recognized State Apprenticeship Council (SAC). Apprentices and Trainees are paid wage rates in accordance with the wage schedule in the approved program.

1. **Probationary Apprentice:** Can be paid as an Apprentice (less than the rate on the wage decision) if the DOL or SAC has certified that the person is eligible for probationary employment as an Apprentice.
2. **Pre-Apprentice:** Someone who is not registered in a program and who hasn't been DOL- or SAC- certified for Probationary Apprenticeship would not be considered an "Apprentice" and must be paid the full Journeyman's rate on the wage decision for the classification of work they perform.
3. **Ratio of Apprentices and Trainees to Journeymen:** The maximum number of Apprentices or Trainees that you can use on the job site cannot exceed the ratio of Apprentices or Trainees to Journeymen allowed in the approved program. Compliance with the ratio is determined on a daily, not weekly basis.
4. **Apprentices or Trainees:** All required Apprentice / Trainee documents must be submitted and approved by the Community Development Housing Department before the first payroll on which any Apprentice or Trainee appears. Incomplete or missing Apprentice / Trainee documents will render that Apprentice / Trainee a Journeyman and must be paid the full Journeyman's rate on the wage decision for the classification of work they perform.

REQUIRED DOCUMENTS FOR APPRENTICE PROGRAMS:

- ❖ Program Certification **MUST** be issued by the Department of Labor (DOL), Office of Apprenticeship (OA)
- ❖ Copy of DOL Individual(s) Apprenticeship Certification Print out : SAMPLE ATTACHED
- ❖ Copy of the Apprenticeship Program Appendix A which includes: SAMPLE ATTACHED
 - Level, Step or Period of the Apprentice
 - Ratio Information
 - Apprentice Wage Scale
 - Schedule of Work Experience
 - Schedule of Related Instructions
- ❖ Copy of Fringe Benefit Apprenticeship Percentage Form also referred to as Rate Sheet Copy of DIR-DAS Apprenticeship Programs (State only): SAMPLE ATTACHED

I acknowledge that I am aware of the foregoing requirements and that I am authorized to make this certification on behalf of the above-named contractor. I fully understand that failure to comply with any of the above requirements may result in the apprentice/trainee being rendered as improperly paid and will be entitled to the journeyman rate for the classification perform.

Select

Print Name of Authorized E-Signature Signer

Title

Date

**U.S. DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP
APPRENTICESHIP CERTIFICATION**

#####

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of program CA##### - XXXXX Apprenticeship Program:

Laborers XXX Apprenticeship Program
XXXXXXXX

| Apprentice ID | SSN | Apprentice Name | Occupation | Date Apprenticeship Began | Date Cancelled | Date Completed |
|---------------|------------|-----------------|------------|---------------------------|----------------|----------------|
| ##### | ** - ##### | XXXX XXXXX | XXXXXX | ##/##/## | | |



Certified by the U.S. Department of Labor

Date Issued: ##/##/####

****VOID 90 DAYS FROM ISSUE DATE****

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

Southwest Carpenters Training Fund

FOR THE OCCUPATIONS OF

| | | |
|-----------------------|---------------------|------------------|
| CABINETMAKER | SOC CODE 51-7011.00 | RAPIDS CODE 0055 |
| CARPENTER | SOC CODE 47-2031.00 | RAPIDS CODE 0067 |
| DRY-WALL APPLICATOR | SOC CODE 47-2081.02 | RAPIDS CODE 0145 |
| FLOOR LAYER | SOC CODE 47-2042.05 | RAPIDS CODE 0199 |
| MILLWRIGHT | SOC CODE 49-9044.00 | RAPIDS CODE 0335 |
| PLASTERER | SOC CODE 47-2161.00 | RAPIDS CODE 0423 |
| RESIDENTIAL CARPENTER | SOC CODE 47-2031.01 | RAPIDS CODE 0564 |
| TERRAZZO WORKER | SOC CODE 47-2053.00 | RAPIDS CODE 0568 |
| ACOUSTICAL CARPENTER | SOC CODE 47-2031.01 | RAPIDS CODE 0861 |
| ASSEMBLER-INST. (GEN) | SOC CODE 51-2011.01 | RAPIDS CODE 0876 |
| INSULATION WORKER | SOC CODE 47-2031.01 | RAPIDS CODE 0909 |
| TERRAZZO FINISHER | SOC CODE 47-2053.00 | RAPIDS CODE 0972 |
| CARPENTER, PILEDRIVER | SOC CODE 47-2031.02 | RAPIDS CODE 1009 |

United States Department of Labor
Office of Apprenticeship



Registered as part of the National Apprenticeship Program in accordance
with the basic Standards of Apprenticeship established by the Secretary of Labor

APPROVED BY:

Richard Davis, California State Director
UNITED STATES DEPARTMENT OF LABOR,
OFFICE OF APPRENTICESHIP

DATE OF REGISTRATION: March 22, 2007
PROGRAM ID: CA000070088
ORG ID: SP589

Appendix A

Program Name: Southern California Carpenters Joint Apprenticeship and Training Committee

Program ID: CA000070086

For Occupation: Carpenter

O*NET/SOC CODE: 47-2031.00

RAIS CODE: 0067/0067 HY

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation Carpenter will be hybrid in nature with an on-the-job learning training term of **5200 - 8000 HOURS**. This occupation will be supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

The ratio as provided in the Collective Bargaining Agreement is as follows:

- A. The sponsor shall not indenture a number of apprentices that exceeds a ratio of one (1) apprentice/s to three (3) journey-workers normally employed in the jurisdictional area, consistent with proper supervision, training, safety, and continuity of employment.

The allowable ratio of apprentices to journey workers shall be no more than one (1) apprentice to one (1) journey worker and no less than one (1) apprentice in a crew of four, with one (1) additional apprentice for every three (3) journey workers hereafter as covered in the CBA.

No apprentice may work without a Journeyman Carpenter on the job.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage as stated below or as per the CBA.

| | |
|--|---------|
| Carpenter Commercial | \$40.40 |
| Carpenter Commercial (Kern, Inyo, Mono) | \$39.83 |
| Carpenter Commercial (San Diego) | \$35.10 |
| Carpenter Residential/Lt. Commercial (San Diego) | \$28.08 |
| Carpenter Engineering (San Diego) | \$40.20 |
| Bridge Carpenter | \$40.53 |
| Bridge Carpenter (Kern, Inyo, Mono) | \$40.53 |
| Pile Driver/Bridge Carpenter (San Diego) | \$40.33 |
| Locksmith (All Counties) | \$40.40 |
| Carpenter Residential Framer (all counties) | \$29.55 |
| Carpenter Residential Insulator | \$18.00 |
| Carpenter Residential Shingler | \$27.60 |
| Carpenter Residential Cabinet Installer | \$28.16 |
| Residential Subterranean Garage/Slab (Concrete) | \$27.08 |
| Carpenter Residential Floor Installer | \$24.71 |
| Residential Fence Builder | \$29.20 |

STATE OF CALIFORNIA

EDMUND G. BROWN, JR., Governor

**DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF APPRENTICESHIP STANDARDS**

P.O. Box 420603

San Francisco, CA 94142-0603



To whom it may concern:

The Division of Apprenticeship Standards hereby certifies that, according to transactions recorded as of January 21, 2015, the below named Apprentice is registered with the State of California as an apprentice in the occupation during the period between the start date and the end date or completion (comp) date listed below. If there is no end date for an occupation, the Apprentice is currently registered in that occupation.

| Name | Occupation | Shift | Effective Date | Cert. id |
|---------|------------------------------------|-------|----------------|----------|
| F Torre | Carpet, Linoleum & Soft Tile Layer | Shift | 12-12-2007 | De |

If you have any questions please contact your local Division of Apprenticeship Standards office.

A handwritten signature in black ink, appearing to read "Glen Forman".

Glen Forman
Deputy Chief

Required on project subject to State Prevailing
Wage requirements.



Community Development and Housing Department

CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY (LCF DB16-2.1)

| | |
|-------------------------|--|
| Project Name: | |
| Project Address: | |
| Company Name: | |

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder (Prime Contractor, or any of their proposed Subcontractors/Sub-Tiers) shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the Equal Opportunity Clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.

(check box)

☐ Yes (IF YES, identify the most recent contract) _____

☐ No (IF NO, bidder may be required to submit an EEO-1 survey or other reports to the Equal Employment Opportunity Commission; contact EEOC at 800-669-4000 or online at <https://www.eeocdata.org/eo1>.)

2. Compliance reports were filed in connection with such contract or subcontract with the Joint Reporting Committee, the Deputy Assistant Secretary or the Equal Employment Opportunity Commission.

(check box)

☐ Yes ☐ No ☐ None Required

3. Has Bidder ever been or is bidder being considered for sanction due to violation of EXECUTIVE ORDER 11246, as amended. <https://www.dol.gov/agencies/ofccp/executive-order-11246/as-amended>

(check box)

☐ Yes ☐ No

Select

Print Name of Authorized E-Signature Signer

Title

Date



Community Development and Housing Department

CERTIFICATE OF UNDERSTANDING AND AUTHORIZATION FORM (LCF 16-1.2)

| | |
|-------------------------|--|
| Project Name | |
| Project Address: | |
| Company Name: | |

The undersigned certifies that the company principal(s), or designee and the "Authorized Payroll Officer" have if project is subject to Davis-Bacon And Related Acts read the most current "LABOR STANDARDS" (A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects) and if project is subject to California prevailing wage requirements is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq. as well as California Code of Regulations, Title 8, Section 16000 et seq. ("PREVAILING WAGE LAWS"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. The undersigned further certifies under penalty of perjury that the records or copies thereof submitted are the originals or true, full and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, direct deposit or whatever form to the individual or individuals named. The undersigned have read, signed and submitted to the County of San Bernardino Community Development and Housing (CDH) the E-Signature Authorization form and have established Personal Identification Number (PIN), for CDH's Online Certified Payroll System.

THE UNDERSIGNED IS A (OWNER, PARTNER, OFFICER, DESIGNEE) WITH THE AUTHORITY TO ACT FOR AND ON BEHALF OF THE ABOVE NAMED CONTRACTOR DESIGNATE THE FOLLOWING PERSON(S) AS THE "AUTHORIZED PAYROLL OFFICER" AND IS HEREBY AUTHORIZED TO SIGN THE STATEMENT OF COMPLIANCE WHICH WILL ACCOMPANY EACH WEEKLY CERTIFIED PAYROLL REPORT FOR THE ABOVE PROJECT.

Authorized Payroll Officer

Date

Authorized Payroll Officer

Date

Print Name of Authorized E-Signature Signer

Select

Title

Date



Community Development and Housing Department

LABOR LAW REQUIREMENTS – (ONE-TIME FORM)

| | |
|-----------------------------------|--|
| Project Name: | |
| Project Address: | |
| Contractor (Company) Name: | |

PLEASE CHECK ONE OF THE FOLLOWING: ☐ PRIME CONTRACTOR ☐ SUBCONTRACTOR ☐ SUB-TIER

The FEDERAL AND STATE LABOR LAW REQUIREMENTS applicable to the contract are composed of, but not limited to, the following:

Payment of Prevailing Wage Rates

The contractor to whom the contract is awarded and its subcontractors hired for the public works project are required to pay not less than the specified general prevailing wage rates to all workers employed in the execution of the contract. Labor Code Section 1770 et seq.

The contractor is responsible for ascertaining and complying with all current general prevailing wage rates for crafts and any rate changes that occur during the life of the contract. Information on all prevailing wage rates and all rate changes are to be posted at the job site for all workers to view. Additionally, current wage rate information can be found at the DLSR web site, www.dir.ca.gov/dlsr/statistics_research.htm.

Apprentices

It is the duty of the contractor and subcontractors to employ registered apprentices on the public works project and to comply with all aspects of Labor Code Section 1777.5, relating to Apprentices on public Works. (1) Notify approved apprenticeship programs of contract award; (2) employ apprentices; (3) pay training fund contributions.

Penalties

There are penalties required for contractor's/subcontractor's failure to pay prevailing wages and for failure to employ apprentices, including forfeitures and debarment under Labor Code Sections 1775; 1776; 1777.1; 1777.7 and 1813.

Certified Payroll Reports

Under Labor Code Section 1776, contractors and subcontractors are required to keep accurate payroll records showing the name, address, social security number and work classification of each employee and owner performing work; also the straight time and overtime hours worked each day for each week, the fringe benefits, and, the actual per diem wage paid to each owner, journey person, apprentice worker or other employee hired in connection with the public works project.

This requirement includes and applies to all subcontractors performing work on Awarding Body projects even if their portion of the work is less than one half of one percent (0.05%) of the total amount of the contract.

The certified payroll records shall contain the same data fields listed on the Public Works Payroll Reporting Form (A-1-131) and contain or is accompanied by a declaration made under penalty of perjury. (California Code of Regulations, Section 16401).

Prime Contractors are responsible for submittal of their payrolls and those of their respective subcontractors as one package. Any payroll not submitted in the proper form will be rejected. In the event that there has been no work performed during a given week, the Certified payroll report shall be annotated: "No work" for that week or a Non-performance Statement must be submitted.

Employee payroll records shall be certified and shall be made available for inspection at all reasonable hours at the principal office of the contractor/subcontractor, or shall be furnished to any employee, or his/her authorized representative on request, pursuant to Labor Code Section 1776.



Community Development and Housing Department

Under Labor Code Section 1776(g) there are penalties required for contractor's/subcontractor's failure to maintain and submit copies of certified payroll records on request.

Nondiscrimination in Employment

There exist prohibitions against employment discrimination under Labor Code Sections 1735 and 1777.6, the Government Code, the Public Contracts Code, and Title VII of the Civil Rights Act of 1964.

Kickbacks Prohibited

Contractors and subcontractors are prohibited from recapturing wages illegally by accepting or extracting "kickbacks" from employee wages under Labor Code Section 1778.

Acceptance of Fees Prohibited

There exists a prohibition against contractor/subcontractor acceptance of fees for registering any person for public work under Labor Code Section 1779; or for filling work orders on public works contracts pursuant to Labor Code Section 1780.

Listing of Subcontractors

All prime contractors are required to list properly all subcontractors hired to perform work on the public works projects covering more than one-half of one percent, pursuant to Government Code Section 4104.

Proper Licensing

Contractors are required to be licensed properly and to require that all subcontractors be properly licensed. Penalties are required for employing workers while unlicensed under Labor Code Section 1021 and under the California Contractor License Law found at Business and Professions Code Section 7000 et seq.

Unfair Competition Prohibited

Contractors and sub-contractors are prohibited from engaging in unfair competition as specified under Business and Professions Code Sections 17200 to 17208.

Workers Compensation Insurance

Labor Code Section 1861 requires that contractors and subcontractors be insured properly for Workers Compensation.

OSHA

Contractors and subcontractors are required to abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project.

Proof of Eligibility/Citizenship

The federal prohibition against hiring undocumented workers, and the requirement to secure proof of eligibility/citizenship from all workers, is required.

Itemized Wage Statement

Labor Code Section 226 requires that employees be provided with itemized wage statements.

CERTIFICATION

I acknowledge that I have been informed and am aware of the foregoing requirements and that I am authorized to make this certification on behalf of the above named contractor. I fully understand that failure to comply with any of the above requirements may subject me, or my company, to penalties as provided above.

Select

Print Name of Authorized E-Signature Signer

Title

Date



Community Development and Housing Department

FRINGE BENEFIT STATEMENT

(LCF 16-1.3)

| | |
|-------------------------|--|
| Project Name | |
| Project Address: | |
| Company Name: | |

Use this form to identify those bona fide Fringe Benefit Plan(s) in which your employees are participating. List all third-party plans, funds or trustees to which your firm makes fringe benefit payments in the interest of your employees. Provide an hourly equivalent of each fringe type (in dollars) below. Payrolls will be monitored to ensure the proper Fringe Benefit rates are being paid. Additional documentation may be required if paying.

Specify the fringe benefit hourly amount along with the name, address and contact name/ phone number.

| | | |
|--------------------------------------|---|--------------------------------------|
| Classification: | Effective Date: | Subsistence or Travel Pay \$: |
| Fringe Benefit Hourly Amount: | Name, Address and Contact Information of Plan, Fund or Program | |
| Health & Welfare \$: | Name: Address: | Phone#: |
| Pension \$: | Name: Address: | Phone#: |
| Vacation/ Holiday \$: | Name: Address: | Phone#: |
| Apprentice/ Training \$: | Name: Address: | Phone#: |
| Other \$: Specify: _____ | Name: Address: | Phone#: |
| Classification: | Effective Date: | Subsistence or Travel Pay \$: |
| Fringe Benefit Hourly Amount: | Name, Address and Contact Information of Plan, Fund or Program | |
| Health & Welfare \$: | Name: Address: | Phone#: |
| Pension \$: | Name: Address: | Phone#: |
| Vacation/ Holiday \$: | Name: Address: | Phone#: |
| Apprentice/ Training \$: | Name: Address: | Phone#: |
| Other \$: Specify: _____ | Name: Address: | Phone#: |

☐ All Fringes Paid in Cash

I certify under penalty of perjury that I have read and understand the instructions for completing the fringe benefit statement clauses pertaining to this project; and that Fringe Benefits are paid to the approved plans, funds, programs or employees as listed above; and during the progress of work on above project should a change in plan or rate of any of the classifications be made supplemental statements will be submitted precipitously.

Select One

Print Name (Authorized E-Signature Signer)

Title

Date

LCF 16-1.3

Created 3-12 – Revised 2/2022



Community Development and Housing Department

FRINGE BENEFIT STATEMENT INSTRUCTIONS

The Fringe Benefit Statement must be submitted by each contractor and subcontractor with the first certified payroll report. The form details the fringe benefit contributions and indicates whether these payments are paid to employees in cash or made to a third party trust fund. Supplemental statements must be submitted during the progress of the work should there be an increase or change in rates. Classification: Include all Trades/Classifications of employees that your company will use on the project, including apprentices. Do not list each employee by name. Please provide group number when applicable. For apprentices, please list the period levels.

Classification: List each craft(s) of employee(s) that you have working on the Project.

Effective Date: The date of the wage determination for the project.

Subsistence or Travel Pay: The amount shown in the wage decision of the craft of workers that require subsistence or travel at the Project location. If your company will be required to pay this fringe benefit insert the per diem amount within this section.

Fringe Benefit Hourly Amount: The amount of fringe benefits that are paid by craft. If any monies are paid on behalf of the employees they must be authorized in writing. All methods of payment must be shown on the form. Next to each listed Fringe Benefit, indicate the hourly rates for payments made to employees on the various classifications of work. **Do not** include amounts that are paid directly by the employee.

Name, Address and Contact Information of Plan, Fund or Program Paid To: Insert the name, address and phone# of the Plan, Fund or Program where the monies are being paid. If the benefit amount is to be paid directly to the employee, indicate **Paid to Employee**. **Do not** list each employee by name. Note: If you do not make your fringe benefit payments to the local union trust fund you may still claim your own benefit program paid on behalf of your employees, as long as the amounts do not exceed the total amount shown on the Department of Industrial Relations Wage Decision that is posted on their website. If the difference in the amount of your program is less than the amount shown in the wage determination then the difference must be paid to the employee as part as the basic wage rate. Remember that any Pension Fund payments must be irrevocably paid to a "Third Party Trust". All fringe benefits must be irrevocably paid to an authorized Plan, Fund, Program or to the employee.

Please note that training fund contributions cannot be paid directly to employees (Check DIR website for exceptions) and must be paid to the California Apprentice Council (CAC) or to an approved fund such as a union trust fund. Note: A worker's title or status with the employer is not determinative of an individual's coverage by the prevailing wage laws. What is determinative is whether the duties performed by the individual on the public works project constitute covered work. An individual who performs skilled or unskilled labor on a public works project is entitled to be paid the applicable prevailing wage rate for the time the work is performed, regardless of whether the individual holds a particular status such as partner, owner, owner-operator, independent contractor or sole proprietor, or holds a particular title with the employer such as president, vice-president, superintendent or foreman (Department of Industrial Relations (DIR) Public Works Manual).



Community Development and Housing Department

VACATION PLAN/PAID HOLIDAY DOCUMENTATION: CDH may require copies of your company's policy for employer paid vacation and holidays. For vacation, if requested please explain how you track the vacation hours for each employee. Additionally if requested, please submit copies of monthly reports or statements from the bank/fund depository showing that the plan and vacation amounts are available for the workers.

HEALTH AND WELFARE DOCUMENTATION: CDH may require copies of the plan documentation indicating monthly or quarterly billings for the covered benefits (and delineating all benefits per worker), as well as statements and copies of checks transmitted by your company to the trust fund or plan for these benefits.

PENSION PLAN DOCUMENTATION: CDH may require copies of the plan documentation from the Plan Administrator including the plan summary, account balances, monthly or quarterly transmittals into the account and copies of checks transmitted by your company as payments into the accounts.

TRAINING DOCUMENTATION: Please submit copies of the Apprenticeship Training Certification Letter from your Federally Registered Program Sponsors. The apprenticeship program must be registered with the Department of Labor (DOL), Office of Apprenticeship. Include level, step or period of the apprentice; apprentice's wage scale and ratio information. A training or apprentice wage can be paid only if the trainee is registered in a DOL approved apprenticeship or training program or with a State Apprenticeship Agency recognized by DOL. Otherwise, the individual is to be paid the Davis-Bacon and Related Acts (DBRA) prevailing wage rate for the classification of work that they are performing regardless of their skill level. (Federal regulations DO NOT REQUIRE the employment of apprentices on federally funded projects)

OTHER DOCUMENTATION: CDH may require copies of explanation, monthly reports or statements and plan documentation from the Plan Administrator for all "OTHER" company paid plan(s). The implementing agency will verify plan(s) for employer to receive credit.

If your company does not operate under a collective bargaining agreement or contribute based on an hourly amount; you may use the following formulas to compute hourly benefits. Please be advised that examples are provided only to demonstrate how the formulas are used.

Annual Calculation: The annual calculation is based on 2080 hours per year (40hrs x 52 weeks per year)

Formula: Employee's Basic Hourly Rate x Number of Benefit Hours (8 Hrs a Day x Number of Days) divided by 2080 Hours.

Example: At \$20/Hr, with 80 vacation hours a year, the hourly rate would calculate as follows:

$$\$20 \times 80 \text{ Hrs} = \$1,600 \text{ divided by } 2,080 \text{ hours per year} = \$.77$$

Fringe Benefit Hourly Amount: \$.77

Monthly Calculation: The monthly calculation factor 173.33 is based on 2080 hours per year divided by 12 months.

Formula: Monthly Benefit Plan Contribution divided by 173.33

Example: If employer pays \$200/month for a medical benefit, the monthly hourly rate calculates as follows:

$$\text{A monthly plan contribution of } \$200 \text{ divided by } 173.33 = \$1.15$$



Community Development and Housing Department

PROJECT WAGE RATE SHEET

(LCF-16-1.1)

| | |
|-------------------------|--|
| Project Name: | |
| Project Address: | |
| Company Name: | |

TYPE OF WAGE: ☐ DAVIS BACON

☐ APPRENTICE CLASSIFICATION

DAVIS BACON WAGE (DB) DECISION NUMBER/MODIFICATION NUMBER: _____

When completing form enter ONLY the DB Wage Decision Rates provided in the pre-con packet. Contractors employing apprentices on the project MUST complete a Project Wage Rate Sheet, be sure to list all available apprentice period/levels on form. For Apprentice rates, please forward to CDH a copy of the Appendix A and copy of the rate sheet with this form. All documents must be uploaded onto the applicable edocument type in LCPTracker.

| Department of Labor Wage /Apprentice Classification (For DB rate use classification as it appears on the DB decision) | Base Rate: | Fringe Benefit: | Total Rate: |
|--|------------|-----------------|-------------|
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |

Print Name of Authorized E-Signature signer

Select
Title

Date

*****CDH USE ONLY*****

Rates confirmed: ☐

Apprentice Rate Request- Appendix A uploaded in LCP Tracker ☐

PUBLIC WORKS CONTRACT AWARD INFORMATION

Contract award information must be sent to your Apprenticeship Committee if you are approved to train. If you are not approved to train, you must send the information (which may be this form) to ALL applicable Apprenticeship Committees in your craft or trade in the area of the site of the public work. Go to: <http://www.dir.ca.gov/databases/das/pwaddrstart.asp> for information about programs in your area and trade. You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

Do not send this form to the Division of Apprenticeship Standards.

| | |
|---|---|
| NAME OF YOUR COMPANY | CONTRACTOR'S STATE LICENSE NO |
| MAILING ADDRESS- NUMBER & STREET, CITY, ZIP CODE | AREA CODE & TELEPHONE NO. |
| NAME & ADDRESS OF PUBLIC WORKS PROJECT | DATE YOUR CONTRACT EXECUTED |
| | DATE OF EXPECTED OR ACTUAL START OF PROJECT |
| NAME & ADDRESS OF PUBLIC AGENCY AWARDED CONTRACT | ESTIMATED NUMBER OF JOURNEYMEN HOURS |
| | OCCUPATION OF APPRENTICE |
| THIS FORM IS BEING SENT TO: (NAME & ADDRESS OF APPRENTICESHIP PROGRAM(S)) | ESTIMATED NUMBER OF APPRENTICE HOURS |
| | APPROXIMATE DATES TO BE EMPLOYED |

This is not a request for dispatch of apprentices.

Contractors must make a separate request for actual dispatch, in accordance with Section 230.1(a) California Code of Regulations

Check One Of The Boxes Below

1. ☐ We are already approved to train apprentices by the _____
Apprenticeship Committee. We will employ and train under their Standards. Enter name of the Committee
2. ☐ We will comply with the standards of _____
Apprenticeship Committee for the duration of this job only. Enter name of the Committee
3. ☐ We will employ and train apprentices in accordance with the California Apprenticeship Council regulations, including § 230.1 (c) which requires that apprentices employed on public projects can only be assigned to perform work of the craft or trade to which the apprentice is registered and that the apprentices must at all times work with or under the direct supervision of journeyman/men.

Signature _____

Date _____

Typed Name _____

Title _____

**State of California - Department of Industrial Relations DIVISION
OF APPRENTICESHIP STANDARDS**

Explanation to box 1 - 3 on form DAS 140

- Box 1 is for contractors who are already approved to train by an apprenticeship program (signatory/member).
- Box 2 indicates that a contractor is willing to comply with a program's Standards for the current project only. This generally means that the fringe benefits and the training funds will be paid to that Committee's Trust Fund. It also allows a contractor to take advantage of a more generous maximum ratio than the CAC Standards, but does not affect the minimum ratio of 1 apprentice hour for every 5 journeyman hours.
- Box 3 means that a contractor will be governed by the regulations of the California Apprenticeship Council. Generally this means that the minimum and maximum ratio for apprentices is the same – 1 apprentice hour for every 5 journeyman hours per each craft, totaled at the end of the project. It also means the Training Fund Contribution is usually paid to the California Apprenticeship Council.

SAMPLE



REQUEST FOR DISPATCH OF AN APPRENTICE – DAS 142 FORM

DO NOT SEND THIS FORM TO DAS

You may use this form to request dispatch of an apprentice from the Apprenticeship Committee in the craft or trade in the area of the public work. Go to: <http://www.dir.ca.gov/databases/das/pwaddrstart.asp> for information about programs in your area and trade. You may also consult your local Division Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards. **Except for projects with less than 40 hours of journeyworkers work, you must request and employ apprentices in no less than 8 hour increments.**

List one occupation/craft per form

Date: _____

Contractor Requesting Dispatch:

To Applicable Apprenticeship Committee:

Name: _____

Name: _____

Address: _____

Address: _____

License No. _____

Tel. No. _____ Fax No. _____

PWC Registration Number: _____

Tel. No. _____ Fax No. _____

Project Information: PWC Project Number _____ Contract Number _____

Total Contract Amount. _____ Sub-Contract Amount _____

Name of the Project: _____

Address: _____

Dispatch Request Information:

Number of Apprentice(s) Needed: _____ Craft or Trade: _____

Date Apprentice(s) to Report: _____ (72 hrs. notice required) Time to Report: _____

Name of Person to Report to: _____

Address to Report to: _____

You may use this form to make your written request for the dispatch of an apprentice. Requests for dispatch must be in writing and submitted at least 72 hours in advance (excluding weekends and holidays) via first class mail, fax or email. **Proof of submission may be required.** Please take note of California Code of Regulations, Title 8, § 230.1 (a) for all applicable requirements regarding apprenticeship requests and/or

visit <https://www.dir.ca.gov/das/PublicWorksForms.htm>

DAS 142 (Revised 10/18)



Community Development and Housing Department

Clear form

AUTHORIZATION FOR PAYROLL DEDUCTION(S)

| | |
|-----------------------------------|--|
| Project Name: | |
| Project Code: | |
| Company Name: | |
| Employee Name: | |
| Last 4 digits of Social Security: | |

Form **MUST** be signed by the **EMPLOYEE** who has "OTHER/GARNISH" deduction(s) subtracted from his/her payroll check. Deduction types include: Alimony, Child Support, other Court-Ordered Deductions or Garnishments, Training, Uniforms, 401K, Loans, Advance Paybacks, or Voluntary Insurance, etc. This form is to be submitted **BEFORE** the first Certified Payroll Report (CPR) reflecting the deduction(s). **SUPPORTING DOCUMENTATION** for "Other/Garnish" deductions may be required, as requested.

| Deduction Type: | Explanation for Deduction(s) | Weekly Amount: |
|-----------------|------------------------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

I THE ABOVE NAMED EMPLOYEE, HEREBY AUTHORIZE THE ABOVE NAMED CONTRACTOR TO MAKE THE ABOVE LISTED DEDUCTION(S) FROM MY PAYROLL CHECK. IT IS UNDERSTOOD THAT THESE DEDUCTIONS ARE IN THE INTEREST OF THE EMPLOYEE AND NOT A CONDITION OF EMPLOYMENT, OR A DIRECT OR INDIRECT FINANCIAL BENEFIT ACCRUING TO THE EMPLOYER, AND NOT FORBIDDEN BY LAW.

Employee Signature

Date

Company Name/Name of Authorized E-Signature Signer

Title

Date

COMPLETE ONE (1) FORM PER EMPLOYEE.



**TRAINING FUND
CONTRIBUTIONS**

*California Apprenticeship
Council*

Transaction ID: XXXXXX

Total Amount: \$00.00

Please Mail this form and your check payable to the
California Apprenticeship Council to:

Contractor License: XXXXXX

**State of California
Department of Industrial Relations
California Apprenticeship Council
P.O. Box 511283
Los Angeles, CA 90051-7838**

Contractor's Name & Address:

Company name

Address 1

City, State Zip Code

Report Period: Dates

Contract/Project No: DIR Project #

Jobsite: Jobsite name #1

Remittance for the Following Project

| <u>COUNTY</u> | <u>CLASSIFICATION</u> | <u>HOURS</u> | <u>CONTRIBUTION RATE</u> | <u>AMOUNT</u> |
|----------------|-----------------------|--------------|------------------------------|---------------|
| SAN BERNARDINO | CARPENTERS | 28.00 | \$0.62 | \$17.36 |

Submitter Contact Information

| <u>Submitter's name</u> | <u>Submitter's title</u> | <u>Email address</u> | <u>Phone #</u> |
|-------------------------|--------------------------|----------------------|----------------|
| Name of submitter | Submitter Title | Email address | Phone # |

eCPR Online Confirmation

Your payroll submission request has been processed.

Please review the results of your submission. Should you have any questions please contact the eCPR unit at publicworks@dir.ca.gov.

Contractor Name: Name of Contractor.
Contractor Address: Contractor Address
City, CA Zip Code Awarding Body: Name of Awarding Body
Project ID: 123456
Contract With: Name of Prime Contractor
Week Ending Date: 2020-12-20
Payroll Number: 1
Amendment Number: 0

4 employee payroll record(s) processed

Your Transaction ID is: 100000000

[Print this Page](#)



View your submission

[Submit another set of payroll records](#)