

**FY 07-08 LIVING WAGE ORDINANCE SUBMISSION GUIDELINES**

**ALL CONTRACTORS AND SUBCONTRACTORS WHO ARE NOT GOVERNMENTAL AGENCIES MAY BE SUBJECT TO THE PROVISIONS OF THE LIVING WAGE ORDINANCE (LWO). USING THE FOLLOWING GUIDELINES AND INTERNET LINKS, PLEASE COMPLETE THE APPROPRIATE LWO FORMS AND RETURN THEM WITH RFCR/CONTRACT DOCUMENT. AUTOMATICALLY EXEMPT FROM LWO**

- Governmental Entity
- Contract period less than 3 months
- Contract value is \$25,000 or less

Include the following in Contract/Amendment submission

1. LWO Subcontractor Information & a Subcontractor's Declaration of Compliance (if contractor is a Governmental Entity)

**IN COMPLIANCE WITH LWO**

Include the followings in Contract/Amendment submission

1. LWO Subcontractor Info (can be updated within 10 days after execution)
2. LWO Employee Info (can be updated within 10 days after execution)
3. Subcontractor should either sign a Subcontractor's Declaration of Compliance, or request for exemption.

**REQUESTING AN EXEMPTION TO THE LWO**

**Submit the following with Contract/Amendment for self certified exemption request**

1. Non-Profit Salary/One Person Contractor Certification of Exemption From LWO (Attach a copy of IRS 501 (c) (3) letter, if the 501 (c) (3) Non-Profits -LAAC 10.37.1.g exemption basis is checked.) Make sure the form is signed by an authorized signatory.
2. LWO Subcontractor Info (can be updated within 10 days after execution)
3. Subcontractor should either sign a Subcontractor's Declaration of Compliance, or request for exemption.

**WEB LOCATION FOR LWO FORMS:**

Subcontractor Information: <http://bca.lacity.org/site/pdf/lwo/siflw18.pdf>

Employee Information: <http://bca.lacity.org/site/pdf/lwo/eiLW6.pdf>

Non-Profit Salary/One Person Contract Certification:

<http://bca.lacity.org/site/pdf/lwo/exemptioncertification.pdf>

Subcontractor's Declaration of Compliance:

<http://bca.lacity.org/site/pdf/lwo/doc.pdf>

List of Statutory Exemption: <http://bca.lacity.org/site/pdf/lwo/ExFormW2.pdf>

All LWO Forms:

[http://bca.lacity.org/index.cfm?nxt=ee&nxt\\_body=div\\_occ\\_lwo\\_forms.cfm](http://bca.lacity.org/index.cfm?nxt=ee&nxt_body=div_occ_lwo_forms.cfm)

FOR ANY QUESTIONS PLEASE CONTACT SUCY YU/ WDD CONTRACT UNIT AT (213) 744-7212, OR [sucy.yu@lacity.org](mailto:sucy.yu@lacity.org)