

Boston Residents Jobs Policy Pre-Construction Packet



**Boston Residents
Jobs Policy**
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Boston, Massachusetts 02108
(617) 635- 1445
www.cityofboston.gov/brjp



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Boston, MA 02201
617 918-4208
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Boston Residents Jobs Policy New Ordinance Overview

In accordance with the New BRJP Ordinance (attached) which was approved on January 25, 2017 Below are the KEY CHANGES from the previous ordinance along with items that will need to be submitted to the BRJP Office on or before the project KICK-OFF MEETING:

KEY CHANGES from the previous ordinance:

- 1) Boston Resident workforce percentages - 50 to 51 %
- 2) People of Color workforce percentages - 25 to 40%
- 3) Female workforce percentages - 10 to 12 %
- 4) Trainee (Apprentice Goals) - 51 % BR, 40 % People of Color, 12 % Female
- 5) BPDA Projects subject to Boston Employment Commission

Enforcement of 7 compliance efforts (Non-Compliance could lead to a \$300 a day fine):

One - Time Fines

- 1) Attending pre-construction meetings
- 2) Attending corrective action meetings
- 3) Appearing at BEC meetings when requested

Cumulative Fines

- 4) Submission of weekly certified payrolls
- 5) Providing communications/confirmations (quarterly workforce projections/workforce request forms)
- 6) Providing referrals to jobs bank
- 7) Verifying Boston residents

The following items will need to be submitted on or before Kick-Off meeting with the BRJP Office:

- ❖ BRJP Office will provide history reports for potential contractors
- ❖ Workforce projections for each contractor
- ❖ Number of anticipated construction jobs for project
- ❖ Number of apprentices and Boston Resident, People of Color, Female status
- ❖ Number of anticipated permanent jobs (Optional)
- ❖ Number of jobs for veterans (Optional)
- ❖ List of potential M/WBE contractors for project (Optional)



BOSTON RESIDENTS JOBS POLICY HISTORY AND EMPLOYMENT STANDARDS

MISSION

The mission of the **Boston Residents Jobs Policy Office** is to increase employment opportunities for Boston residents, people of color, and women on City of Boston funded and Private construction projects and to monitor for compliance with labor standards and prevailing wages on federally funded projects.

HISTORY

Chapter 30 of the Ordinance of 1983 established the Boston Residents Jobs Policy.

The Mayor's Executive Order of July 12, 1985, entitled The Executive Order Extending the Boston Residents Jobs Policy, requires the Developer to prepare, and submit, and the authority to approve, a construction employment plan.

The Boston Employment Commission was established by an ordinance passed by City Council on July 30, 1986 and signed by the Mayor of the City of Boston. The Commission was created for the purpose of ensuring that findings may be determined with respect to compliance of the Boston Residents Jobs Policy in a manner that is comprehensive, consistent, and fair for all parties involved.

It is the policy of the City of Boston to comply with all laws and regulations concerning the hiring of workers in the construction process regarding federally assisted, city sponsored, and privately funded developments within the City limits.

The Boston Residents Construction Employment Standards as set forth in the Mayor's Executive Order of July, 1985 entitled The Executive Order Extending the Boston Residents Jobs Policy, attached hereto as Exhibit A and adopted by the Boston Redevelopment Authority on July 26, 1985. Specifically, the Executive Order requires that the Developer's Construction Employment Plan shall ensure that on a craft by craft basis for construction employment for the Project, the following Boston Residents Construction Employment Standards are met:

EMPLOYMENT STANDARDS

Revised and ratified on January 25, 2017 by the Boston City Council, the Boston Residents Jobs Policy standards are described below:

1. At least **fifty-one percent** of the total work hours of journey people and fifty-one percent of the total work hours of apprentices in each trade on a Covered Project shall be by bona fide Boston Residents;
2. At least **forty percent** of the total work hours of journey people and forty percent of the total work hours of apprentices in each trade on a Covered Project shall be by People of Color;
3. At least **twelve percent** of the total work hours of journey people and twelve percent of the total work hours of apprentices in each trade on a Covered Project shall be by Women.

- The pre-construction package and the Electronic Weekly Utilization Report can be downloaded from the BRJP website (listed on the cover page).



The Boston Residents Jobs Policy office (“BRJP office”) in the Office of Economic Development shall be responsible for the planning, implementation, and overall coordination of compliance monitoring on all Covered Projects, including but not limited to Major Development Projects. Some Covered Projects will be monitored by the Boston Planning and Development Agency compliance office (“BPDA compliance office”), which will assume the role of the BRJP office for purposes of this ordinance on those projects.

On Covered Projects, the developer, general contractor/construction manager, and each subcontractor must meet with the assigned compliance monitor prior to beginning construction to discuss initial project overview, including project duration, dollar amount, workforce projections, and BRJP standards. Subcontractors added to a Covered Project after the beginning of construction must meet with the assigned compliance monitor prior to beginning work on the project.

The shared sanctioning process developed by the BRJP/BPDA compliance teams lays out the following series of meetings that constitute the compliance monitoring process:

Pre-Development Meeting during Article 80 review Scoping Session

- ❖ (Prior to the issuance of the Certificate of Compliance)
- ❖ Discuss Jobs Policy standards, compliance efforts and Sanctions
- ❖ Meet with developer to review history reports for potential contractors.
- ❖ Review workforce projections for project
- ❖ Review jobs for project – construction and permanent
- ❖ Review MWBE participation (Highlight and emphasize workforce and MBE/WBE goals in writing)

Boston Resident Construction Employment Plan Signed with Boston Planning & Development Agency

- ❖ The contract between the City of Boston and the developer - Boston Employment Standards must be in contracts with all subs (including 2nd/3rd tier subs), *Developer* means an entity that owns or coordinates the construction or substantial rehabilitation of a Major Development Project. *General Contractor* or *Construction Manager* means any person, firm, partnership, owner operator, limited liability company, corporation, joint venture, proprietorship, trust, association or other legal entity that employs individuals to perform work on Covered Projects, including contractors and subcontractors of all tiers.)

Kick-Off Meeting (to include Union Business agents)

- ❖ Will review items requested at the pre-development meeting
- ❖ Review Jobs Policy standards, compliance efforts, and sanctions rubric
- ❖ Provide history reports for potential subcontractors
- ❖ Identify designated compliance monitor for GC
- ❖ Review pre-construction package and highlight and emphasize workforce goals in invitations to bid for all subcontractors
- ❖ Review BEC and quarterly review process and documents
- ❖ Identify the number of apprenticeship training opportunities on project
- ❖ Review use of Jobs Bank for walk on and apprentice training opportunities



Pre-Construction Meeting (to include Union Business Agents)

- ❖ Pre-construction meeting to be held with all contractors including 2nd and 3rd tier subs to review the hiring goals, efforts to meet the goals, pre-construction package and compliance efforts.

Construction Begins

- ❖ **Weekly Payroll Submissions:** Payrolls are to be submitted by the end of every work week for all contractors - GC has 7 business days after the week ending date to submit to BRJP Office
- ❖ **Site-visits:** to be conducted on a regular basis – especially priority projects
- ❖ **Corrective Action Meetings:** contractors that are non-compliant to be scheduled for meeting to discuss efforts to comply
- ❖ **Quarterly Reviews:** DIPP projects to be reviewed at the 25, 50, 75 and 100% benchmarks.
- ❖ **Boston Employment Commission Hearings:** as many projects as possible will be scheduled for BEC hearings for compliance review.

Certificate of Occupancy (C of O)

- ❖ Compliance Monitoring ends

Project Close-Out

- ❖ Projects will be closed out at Boston Employment Commission Meeting.

Boston Employment Commission

The Boston Employment Commission (BEC) has final decision making power regarding application of penalties for noncompliance: The BEC shall have the power to impose sanctions upon Developers, General Contractors/Construction Managers who are, or whose subcontractors, are found to be in noncompliance with the Boston Residents Jobs Policy. The sanctions would be based on the failure of GCs and subs to adhere to **seven (7) Compliance efforts** outlined in the Sanctions Rubric.

Appeals: Any party may appeal a vote to issue a fine under this Ordinance for reconsideration by the Commission. Such appeal must be made in writing and must include a memorandum of no more than five (5) pages explaining the reasons why the Commission's decision should be reversed. Such appeal must be received by the Commission within thirty (30) days of the hearing date at which the fine was ordered. Upon receipt of a timely appeal, the Commission must schedule the appeal for a hearing and send notice of the same to the appealing party and the assigned compliance monitor. At the hearing, the appealing party and the assigned compliance monitor may present additional relevant evidence. At the conclusion of the hearing, the Commission shall determine whether to vacate its initial findings based on the evidence presented on appeal.



Sanctions

Sanctions will be based on a failure to comply with seven (7) Compliance efforts delineated in the Ordinance, and reflected in the Sanctions Rubric. Sanctions will be determined by the Boston Employment Commission based on the recommendation of the Compliance Monitor and will be imposed on Developers and General Contractors/Construction Managers. Those seven Compliance efforts are:

- 1.Failure to attend Pre-Construction meetings prior to the start of ANY construction activity
- 2.Failure to provide copies of communications, confirmations requested or obtained as it relates to the specific project under review
- 3.Failure to provide referrals (Applicant Disposition Forms for walk-ons) to the BRJP Jobs Bank
- 4.Failure to provide weekly payrolls
- 5.Failure to provide documentation of Boston residency
- 6.Failure to attend Corrective Action Meetings
- 7.Failure to appear before the Boston Employment Commission

For City-Funded Projects, penalties and fines may include:

1. Fines to a maximum of three hundred dollars (\$300.00) for each violation, A violation occurs where a developer, contractor, or subcontractor has not complied with this Ordinance. Each day of non-compliance will be considered a separate violation.
2. Suspension of payments.
3. Termination of the contract.

For Major Development Projects, above 50,000 sq., penalties and fines may include:

1. Fines to a maximum of three hundred dollars (\$300.00) for each violation. A violation occurs where a developer, contractor, or subcontractor has not complied with this Ordinance. Each day of noncompliance will be considered a separate violation.
2. A record of non-compliance with City policy that can be considered when awarding future construction contracts on City-Funded Projects.
3. We propose to impose sanctions on projects based on certain Compliance Efforts outlined in the Compliance section of the new ordinance. The Commission shall take into account the stage of development and shall not impose sanctions upon an entity for non-compliance with the BRJP standards during periods where their total workforce on a project is significantly less than when fully mobilized. Initial review of projects by the Boston Employment Commission will begin at the 25% mark and General Contractors **will be allowed forty-five (45) days** to correct any discrepancies that surface in the initial review. Sanctions may only be imposed by a majority of **the Commission**



Sanctions Rubric

The Sanctions Rubric outlines the two tiers of Sanctions, the rationale for them and details the role of the compliance monitor, BRJP/BPDA manager, the Director and the BEC in deciding how sanctions are decided and applied.

Developers, General Contractors/Construction Managers will be subject to sanctions. These sanctions **will not exceed 45 days** and can be applied retroactively. **Sanctions will not be levied against Subcontractors** and subs will be advised to attend Corrective Action meetings to discuss with Compliance Monitors if payment of sanctions are levied against them by Developers, General Contractors or Construction Managers.

Final Project Review

Refusal to engage in the Compliance efforts outlined in the Ordinance and continuous low percentages in one or more categories – without documented efforts to increase participation – **will be determined as non-compliance** by the Boston Employment Commission at the end of the project. In those cases a record of non-compliance with City policy can be considered when awarding future construction contracts on City-Funded Projects.

Compliance Efforts

This section enumerates the Compliance Efforts that Developers/Contractors must take in order to increase the utilization of Boston residents, people of color and women in the skilled trades. These efforts may include expanded outreach, recruitment, training and other activities to increase the pool of qualified Boston residents, people of color and females. The actual selection decision is to be made on a non-discriminatory basis. Contractors are expected to verify each worker employed in the construction of the Covered Project by name and place of residence and may rely on traditional referral methods in the hiring of journeymen, apprentices, advanced trainees and helpers. Developers and contractors shall also implement affirmative action steps, which include the following to the extent that such steps do not conflict with any collective bargaining agreement:

- a. Prior to the start of construction, the general contractor/construction manager shall designate an individual to serve as a compliance officer for the purpose of complying with the Boston Residents Jobs Policy.
- b. Prior to the start of construction, the general contractor/construction manager and each subcontractor then selected shall meet with the assigned compliance monitor for the purpose of reviewing the Boston Residents Jobs Policy standards, estimated construction activity over the construction period of the Covered Project, and each item listed in section 8-9.2(c). A representative of the awarding or contracting authority on public projects may attend the meeting. The general contractor/construction manager shall in a timely manner complete and submit to the Commission and the assigned compliance monitor a projection of the workforce needs over the course of construction of the Covered Project. Such submission shall reflect the needs by trade for each month of the construction process. This process shall continue with each subcontractor subsequently hired. All meetings shall be documented and a copy of the documentation shall be filed with the assigned compliance monitor.



c. Whenever any person involved in the construction of a Covered Project makes a request to a union hiring hall, business agent, general contractor/construction managers' association, or community referral source for qualified construction workers, the request shall ask that those qualified applicants referred for construction positions be referred in proportions specified in the Boston Residents Jobs Policy and shall further contain a recitation of the standards listed in section 8-9.1. However, if the requesting party's workforce composition at any time falls short of any one or more of the standards, the requesting party shall adjust his or her request so as to seek to more fully achieve the proportions specified in section 8-9.1.

If the union hiring hall, business agent, general contractor/construction managers' association, or community referral source to whom a request for employees has been made fails to fully comply with such request, the requesting party's compliance officer shall seek written confirmation from the hall, agent, association, or community referral source that there are insufficient employees in the categories in the request and that the insufficiency is documented on the unemployed list maintained by the hall, agent, association, or community referral source. Copies of any confirmations obtained, as well as the requests for confirmation, shall be forwarded to the assigned compliance monitor.

d. All Boston residents, people of color, and women applying directly to the general contractor/construction manager or any subcontractor for employment in construction on a Covered Project who are not subsequently employed by the party to whom application is made shall be referred by said party to the BRJP Jobs Bank and a written record of such referral shall be made by said party, a copy of which shall be sent to the assigned compliance monitor.

e. General contractors/construction managers and subcontractors shall maintain a current file of the name, address, and telephone number of each Boston resident, person of color, and woman who has sought employment with respect to a Covered Project, or who was referred to the general contractor/construction manager by the BRJP Jobs Bank but was not hired. The general contractor/construction manager shall maintain a record of the reason any such person was not hired. A copy of the file shall be sent each month to the assigned compliance monitor.

f. Before hiring, general contractors/construction managers and subcontractors shall obtain from each Boston Resident worker to be employed in the construction of the Covered Project a sworn statement containing the worker's name and place of residence, as well as a driver's license or state form of identification and a current (30 days), postmarked bill sent to their permanent residence. Documentation of residency shall be kept in the worker's file and be included in the initial compliance review. The residency verification will be good for the duration of the project. Failure to properly verify a worker's residency will result in not having the resident hours credited towards the overall project hours.

g. One week after the commencement of the construction of the project, and each week thereafter until the completion of the project, general contractors/construction managers and subcontractors shall submit electronically to the BRJP office or BPDA compliance office for the week just ended a report which contains the following information for each employee who performed any work on the project in the week just ended: the employee's name, place of residence, race, gender, craft, job category, apprenticeship participation, number of hours worked, and employer. The report shall also include the total number of hours worked by the total workforce in each craft during the week just ended.



- h. Compliance monitors will be allowed to make site visits to construction projects to determine employment standards relative to the BRJP goals. General contractors/construction managers and selected subcontractors shall attend corrective action meetings with the assigned compliance monitor upon the monitor's request to review and outline action steps required towards targeted goals for the duration of the project. The results of the corrective action meetings shall be included in compliance reviews.
- i. General contractors/construction managers and subcontractors shall send a letter to the assigned compliance monitor upon issuance of the final certificate of occupancy related to a Covered Project. The general contractor/construction manager or subcontractor must cooperate with close out procedure.
- j. General contractors/construction managers and subcontractors shall appear before the Boston Employment Commission when requested.
- k. General contractors/construction managers and each subcontractor shall maintain records reasonably necessary to ascertain compliance with the steps detailed in clauses (a) through (i) of this section for at least three (3) years after the issuance of a certificate of occupancy for the Covered Project.
- l. General contractor/construction managers shall incorporate in every subcontractor contract an enumeration of the BRJP standards and shall impose on each subcontractor a responsibility to take all steps enumerated in clauses (a) to (k) of this section; or
- 3. By demonstrating the high impracticality of complying with the BRJP standards for a particular contract or class of employees in a particular craft before project commencement and agreeing to sponsor a specified number of new apprentices or other trainees specifically for the purpose of satisfying this subsection, in trades in which noncompliance is likely, and retaining those apprentices or trainees throughout the duration of the project. All apprentices or trainees retained to satisfy this subsection must be bona fide Boston residents, people of color, or women. The general contractor/construction manager or subcontractor must work in coordination with the BRJP office or Boston Planning and Development Agency compliance office to avoid fines and other penalties under this section. This subsection may be utilized for compliance with this Ordinance only upon written authorization by the compliance monitor for each particular craft on a project.



OFFICE OF BOSTON RESIDENTS JOBS POLICY QUARTERLY WORKFORCE PROJECTION TABLE

PROJECT:			
CONTRACTOR:		ADDRESS:	
CONTACT:		PHONE NUMBER:	
QUARTER START DATE:		QUARTER END DATE:	
MONTH			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			
TRADE:			
TOTAL EMPLOYEES			
RESIDENT EMPLOYEES			
MINORITY EMPLOYEES			
FEMALE EMPLOYEES			

COMPANY OFFICIAL'S SIGNATURE: _____ DATE: _____



**OFFICE OF BOSTON RESIDENTS JOBS POLICY
BOSTON RESIDENT VERIFICATION FORM**

This form must be submitted to verify the address of all Boston resident employees and to report the change of address for any Boston resident employee while working on this project.

Check if reporting an address change. Date moved: _____

Project Name: _____

Contractor Name: _____

Employee Name: _____ SSN# (last 4 digits only) _____

Address: _____ Race: _____ Sex: _____
(A P.O. Box is not an acceptable address.)

City: _____

State & Zip: _____

Phone: _____

Race Codes

- A. Asian
- B. Black
- C. Caucasian
- H. Hispanic
- O. Other
 - Native American/
Alaskan Native
 - Cape Verdean

Date Arrived on Job Site: _____ Trade: _____

Check if Applicable: Non-union Union (Local) New Hire Transfer

❖ **I hereby state under the pains and penalties of perjury that the foregoing information is true.**

Signature of Employee: _____ Date: _____

PLEASE ATTACH A PHOTOCOPY OF ONE OF THE DOCUMENTS LISTED BELOW AS PROOF OF RESIDENCY.

_____ Driver's License (Current address must be listed on the face of the license)

_____ Massachusetts Identification Card (current) with expiration date

_____ Utility Bill (Bill must be less than 6 months old)

(Accept only: gas, electric, cable or landline phone bills (see page ? for more details) **The bill must state employee's name, address and bill date.**)

Signature of Contractor or Subcontractor: _____ Date: _____



RACE AND ETHNIC STANDARDS

People of Color means individuals who are Black, Hispanic/Latino, Asian/Pacific Islander, or Native American or Alaskan Native or Cape Verdean.

CAUCASIAN : A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

BLACK: A person having origins in any of the black racial groups of Africa.

HISPANIC/LATINO: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish/Indian cultural origins. (This category is not to include people of European or Arabic ancestry.)

ASIAN OR PACIFIC ISLANDERS: A person having origins in any of the original peoples of the Far East, Southeastern Asia, the Indian Subcontinent, or the Pacific Islands. This area includes China, Japan, Korea, the Philippine Islands, Samoa, India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikhism and Shulan.

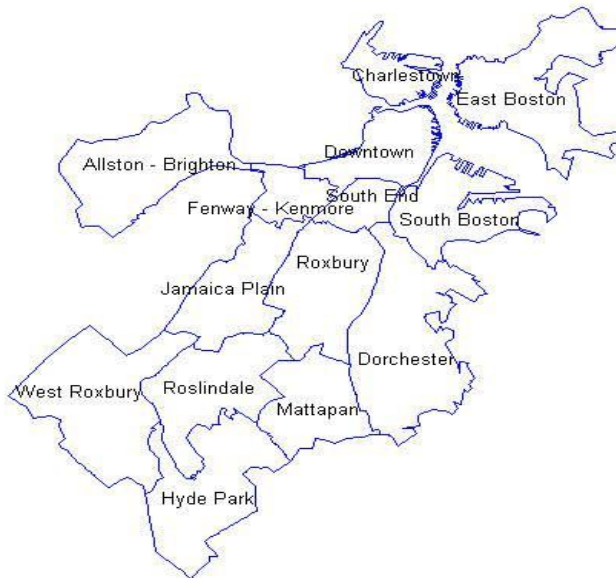
NATIVE AMERICAN OR ALASKAN NATIVE: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

CAPE VERDEAN: A person having origins in any of the original peoples of the Cape Verde Islands.

NOTE: The 1997 OMB standards permit the reporting of more than one race. An individual's response to the race question is based upon self-identification. The Census Bureau does not tell individuals which boxes to mark or what heritage to write in. For the first time in Census 2000, individuals were presented with the option to self-identify with more than one race and this continued with the 2010 Census. People who identify with more than one race may choose to provide multiple races in response to the race question. For example, if a respondent identifies as "Asian" and "White," they may respond to the question on race by checking the appropriate boxes that describe their racial identities and/or writing in these identities on the spaces provided.

AREAS THAT COMPRISE THE CITY OF BOSTON

Allston
Charlestown
Dorchester
Fenway/Kenmore
Jamaica Plain
Mattapan
Mission Hill/Longwood
Roxbury
South End



Brighton
Chinatown
East Boston
Hyde Park
Readville
Downtown
North End
South Boston
West Roxbury



OFFICE OF BOSTON RESIDENTS JOBS POLICY WORKFORCE REQUEST DOCUMENTATION FORM

PROJECT: _____

Please email this form to the BRJP Monitor when requests for new employees are made.

FROM:			
DATE REQUESTED:	DATE REQUIRED:		
LOCAL #:			
REQUEST MADE TO:			
NAME:			
I. REQUEST (S) MADE TO UNION:			
TRADE:			
TOTAL	RESIDENT	POC	FEMALE
TRADE:			
TOTAL	RESIDENT	POC	FEMALE
REQUEST MADE BY:			
NAME:			
II. ACTUAL EMPLOYEE (S) SENT BY UNION:			
TRADE:			
TOTAL	RESIDENT	POC	FEMALE
TRADE:			
TOTAL	RESIDENT	POC	FEMALE
COMMENTS:			

When requesting workers, this form should be used to document telephone calls made to your local union representative or contractor's association. Please have your union or contractor's association follow-up in writing in regards to the result(s) of your request. Email a copy of this form along with the letter from union to the general contractor and the BRJP Monitor within 7 business days.



BOSTON RESIDENTS JOBS POLICY PROJECT SITE EMPLOYMENT APPLICATION

DATE:	PROJECT NAME:	Name of General Contractor:
		Name of subcontractor referred to:
APPLICANT NAME:		<input type="checkbox"/> BOSTON RESIDENT <input type="checkbox"/> Person of Color <input type="checkbox"/> FEMALE (Please check all that apply to you.)
STREET ADDRESS:		
CITY(Neighborhood)/STATE/ZIP:		
TELEPHONE NUMBER:		
EMAIL ADDRESS: (Email will be used to provide construction related information.)		
POSITION APPLIED FOR:		
<input type="checkbox"/> NON-UNION <input type="checkbox"/> UNION NAME: _____ LOCAL: # _____ O.S.H.A. TRAINING? (SPECIFY): _____		
LIST ALL TRADES EXPERIENCED IN:		
RECRUITMENT SOURCE (PLEASE SPECIFY):		
RESULTS: (Please check all that apply.)		
<input type="checkbox"/> HIRED		
<input type="checkbox"/> NOT HIRED REASON: _____		
<input type="checkbox"/> REFERRED TO UNION: RESULT: _____		
<input type="checkbox"/> REFERRED TO SUBCONTRACTOR <input type="checkbox"/> HIRED <input type="checkbox"/> NOT HIRED		
REASON NOT HIRED: _____		

CONTACT PERSON: _____

FOLLOW-UP RESULTS: _____

Applicants should be referred to contractor that employs the worker's trade. All applicants are to receive follow-up from the contractor as



to their employment status. GC must submit applications to City monitor and Jobs Bank Coordinator within 7 business days.

CONTRACTOR GUIDELINES

EMPLOYMENT PLAN/ QUARTERLY WORKFORCE PROJECTION

- ❖ Due two weeks prior to the start of the quarter. The quarters are as follows - 1st quarter (July, August, & September), 2nd quarter (October, November & December), 3rd quarter (January, February, & March) and 4th quarter (April, May, & June).
- ❖ For each month during the quarter, estimate the total number of workers that will be employed on site for each trade. Give a breakdown of how many workers will be residents, people of color and females.

BOSTON RESIDENT VERIFICATION FORM

- ❖ Complete and submit this form the first time a Boston Resident employee is reported on the payroll report. We prefer to get a valid Mass Driver's License, as proof of residency, for each Boston resident. Workers who cannot provide a Driver's License will have to submit 2 proofs of residency from the remaining list of acceptable documents. Keep-in-mind that you are verifying address stated on the payroll report.
- ❖ All documentation must be legible!
- ❖ A **P.O. Box is not an acceptable address** for a Boston Resident worker.
- ❖ Verification Form must be signed by both the Boston Resident worker and the contractor.
- ❖ Use this form to report a change of address. Check the box, if reporting a change of address and indicate the date moved. Attach acceptable proof for a Boston address and forward documentation to general contractor.
- ❖ The following is **not** acceptable to verify a Boston Resident: expired driver's license, a temporary driver's license, a driver's license with a change of address sticker, a Mass ID without an expiration date, cell phone bill, water bill, bank statements, union cards, excise tax bill, a lease and change of address applications.
- ❖ In cases of conflicting documentation submitted to verify a worker's Boston address. The BRJP Office reserves the right to ask for additional documentation and remove Boston hours for unverified Boston residents.



WORKFORCE REQUEST FORMS

- ❖ The Work Force Request Documentation Form must be completed each time a contractor request workers through its union.
- ❖ It is important that section 2 (Actual Employees sent by the union) is completed.
- ❖ Provide support documentation from the union if they are unable to meet your request for resident, people of color and/or female workers.
- ❖ Email the Workforce Request Documentation Form along with support documentation to the general contractor - GC forwards form to designated BRJP Monitor.

PROJECT SITE EMPLOYMENT APPLICATION PROCESS

1. The applicant fills out and completes the application
2. The GC collects the applications each week
3. The GC forwards applications to subcontractors according to trades they employ
4. The subcontractors contact applicant for interview - consider applicant for employment (especially if they are not meeting the goals of 51%BR, 40% POC, 12%F) - Inform GC of workers disposition, i.e., hired or not hired
5. The subcontractor will indicate this by completing the bottom of the Project Site Employment Application
6. The GC then has 7 business days to forward applications to the Jobs Bank and cc assigned BRJP Monitor
7. The Jobs Bank Coordinator will contact applicants to complete Jobs Bank online referral form
8. The Jobs Bank Coordinator will refer applicant to contractors in Jobs Bank database
9. The Jobs Bank Coordinator will remind GC to forward applications to Jobs Bank
10. The Jobs Bank Coordinator will visit construction sites and follow up with GC

For more information please contact:

John Dunham | *Jobs Bank Coordinator*
john.dunham@boston.gov | 617.635.0047 | [how to sign up](#) | [Jobs Bank](#)



STOP/START FORM

This form **must** be filled out when a contractor:

1. Temporarily stops work with the expectation of remobilizing on-site (indicate expected return date)
3. Contractor has completed 100% of their work

Send completed form along with the last payroll before stoppage of work to the General Contractor - GC forwards this form to the BRJP Monitor

ELECTRONIC WEEKLY UTILIZATION REPORT

The required submission time for the weekly payroll is 7 business days from the week ending date.

The Payroll Format was designed specifically for the BRJP Database. **Do not change the format of the electronic Payroll Spreadsheet!!**

Contractors will need the BRJP Project ID# (**P**), and their BRJP Contractor ID# (**C**) to complete the Payroll Spreadsheet. The BRJP Office will provide this information to the General Contractor.

Subcontractor ID#'s will be given to the General Contractor. In the event a subcontractor cannot get this information from the General Contractor, they can call the BRJP Office.

The filename for each Payroll Spreadsheet **must** be in the following format (which consist of the BRJP Project ID# (**P**), the BRJP Contractor ID# (**C**) and the week ending payroll date (**D**) - example **P1234C99D081709.XLS**. You will receive your BRJP Project ID# and the contractor ID# from the assigned BRJP Monitor and/or the general contractor.

EMPLOYEE DATA INSTRUCTIONS

1. Only 1 week of payroll information should be reported on each Electronic Payroll Spreadsheet. **Do not submit more than 10 payrolls within one email.**
2. The week ending date must be in this two digit format with slashes (i.e.12/01/09).
3. Only provide the last 4 digits of workers SSN#.
4. For workers who work overtime, enter standard time and overtime hours separately.
5. The columns highlighted in green have a drop-down menu, select correct information for worker.
6. **We do not accept P.O. Box addresses for workers reported as Boston Residents.**
7. In the City column, if worker is a Boston Resident, input specific Boston Neighborhood.
8. In the Neighborhood column, if worker is a Boston Resident - select the specific Boston neighborhood. If worker is not a Boston Resident - select "Non-Boston".
9. The people of color and Resident column requires a Y or N response.
10. Gender column requires F (Female) or M (Male) response.
11. **In the Race Code column, "other" refers to workers who are Native American/Alaskan Native or Cape Verdean.**



12. For an employee who did not perform work, leave the work hours and the hourly wage columns blank or enter a zero.
13. Omit the following individuals from the payroll, supervisory personnel including all non-working foreman, administrative staff, truck drivers, surveyors, field engineers and employees that work within the company's shop.
14. All columns must be in TEXT format.
15. Do not hide any columns or rows.
16. Keep all the information left justified.
17. A typed name is acceptable as an electronic signature.
18. Problem Payrolls will be returned to the general contractor to be amended and must be re-submitted in a timely manner.
19. Contractors who do not have the ability to complete/submit the Electronic Payroll Spreadsheet must contact the assigned BRJP Monitor and a decision will be made on how to proceed.

FEDERAL PREVAILING WAGE PROJECTS – Blue Section

The Fringe Benefit Section (located on the Signature sheet) must be filled out for all Federal Prevailing Wage Projects. Check 4A or 4B in regards to Fringe Benefits Status.

Each column of the Electronic Payroll Spreadsheet must be filled out completely for each employee that worked during a pay period.

Total = FICA + Fed Taxes Withheld + State Taxes Withheld + Union Dues
Net Wages = Gross Earnings - Total

Confirm apprentice status by entering Y (Yes) or N (No). A copy of an Apprentice Certificate must be submitted to the assigned BRJP Monitor for all workers identified as an apprentice on federal prevailing wage projects.

If an employee worked overtime on a project you must enter his standard time and overtime work hours separately. Enter the standard work hours first, showing the regular hourly wage, gross earning, FICA, etc. Enter overtime work hours on next row with the correct hourly wage, gross earning, FICA, etc.

The **owner** of a company who performs work on a project must report his/her work hours and should enter **999** in the hourly wage column of the spreadsheet on federal prevailing wage projects.

E-MAIL INSTRUCTIONS

1. Completed Weekly Payrolls must be emailed to the assigned MIS person and to the assigned BRJP Monitor. Project Specific email instructions will be provided at the preconstruction meeting.
2. Reminder – Completed Payroll Spreadsheets must be returned in **Excel 97-2003** and the File name must be in this format **P1234C99D081709.XLS**, so that the payroll can be uploaded successfully.
3. If your company did not work during a week ending period, simply email a blank Payroll Spreadsheet stating, “No Work”.
4. Contractors must clearly identify all “revised payrolls” and state what was revised.



STOP/START WORK NOTIFICATION FORM

PROJECT: _____

GENERAL CONTRACTOR: _____

SUBCONTRACTOR: _____

BRJP MONITOR NAME: _____

DATE ENDING / DATE RESUMING:

Approximate Stop Date: _____

(Must Include this form with the last payroll before work stoppage)

Expected date that work will resume: _____

Reason for Stoppage:

Contractor must fill this form out when there is a stoppage of work and an expectation to proceed at a later date. The form must be submitted with the last payroll before work stops.

