



Government of the District of Columbia
Vincent C. Gray
Mayor

Allen Y. Lew, City Administrator

Department of General Services
Brian J. Hanlon, Director

**Contractor's Reference Guide to District Workforce
Participation**

SEPTEMBER 2012

**Message from Mayor Vincent C. Gray**

The hiring of District residents is a major priority of my administration. In some of the wards the unemployment rate for District residents is three to four times the national average. Therefore, I have instructed my administration to maximize hiring of District residents with the expenditures of District dollars for construction, goods and services.

The District Council enacted and I signed the New First Source Law which mandates the hiring of District residents on all District-funded construction projects. My administration has also convened a number of citizens and organizations to discuss how we improve the hiring of District residents through a Workforce Intermediary Program.

I am particularly proud of the Workforce Incentive Program (WIP) which has an objective of recruiting, training and hiring District residents to work on the Department of General Services' (DGS) construction projects. Over the past two years, the WIP Program has been a resounding success. In the first year of the WIP Program, approximately 51% of the total hours worked on the various DGS school projects were performed by District residents. I have instructed DGS to expand the WIP Pilot Program to all its capital projects.

The following Contractors' Guide to Workforce Participation is a vital resource for those looking to partner with the District of Columbia. I encourage you to use it to learn more about how your business can be a long-term and successful partner to the District.

We are excited to work with you!

**Message from City Administrator, Allen Y. Lew**

When the Department of General Services (DGS) was created in the fall of 2011, a primary goal was to create an Agency with a mission to foster sustainable growth and development in the District. Through an aggressive Capital Improvement Plan we are well underway in delivering the highest quality facilities where District residents and guests work, learn and play.

Beyond the delivery of on-time and on-budget projects, it has been our unwavering commitment to expand workforce opportunities to District residents seeking employment opportunities. We have already seen success through our Workforce Incentive Program and are eager to expand this and other similar programs to increase participation.

I am proud to share this Contractors' Guide to Workforce Participation and believe that it will be a valuable resource for your company as you look to do business with the District.

**Message from Department of General Services Director, Brian J. Hanlon**

It is my distinct privilege to share with you the Contractors' Guide to Workforce Participation. As Director of the Department of General Services (DGS), I am proud of the commitment that our Agency has to District jobseekers and am thrilled to share this valuable resource for those seeking employment opportunities with the District government.

My goal as Director is to champion Mayor Gray's vision of "One City" and turn it into reality through the work of our Agency. A District that enjoys a robust local economy and a healthy employment rate is a community where all residents' quality of life is elevated. This is my vision for our work and I encourage all those interested in working with DGS to review this resource guide. If you have additional questions, please do not hesitate to be in touch.



GOVERNMENTAL PURPOSE:

The Workforce Incentive Program (WIP) was instituted by the Mayor in the summer of 2011 with the goal of reducing unemployment in the District of Columbia.

STATUTE:

Mayor's Executive Order

REQUIREMENTS OF STATUTE:

A general contractor and/or subcontractor that has been awarded a District government project must have 35 percent or more of the hours worked on that project worked by District residents.

MONITORING OF STATUTE:

STEP 1: Each contractor and/or subcontractor must submit certified payrolls on a weekly basis to the Department of General Services.

STEP 2: Certified payrolls are audited by the Department of Employment Services (DOES).

STEP 3: DOES and DGS monitors the residency verification of District residents.

REWARD/PENALTIES:

General Contractor Incentives:

General contractor - 5 percent incentive of its fee for achieving District resident hiring targets established as part of its GMP for the project.

Subcontractor Incentives:

Subcontractors - Incentive payment equal to 10 percent of the payroll that is paid to District residents on the project.

LEAD AGENCY:

Department of General Services

CONTACT PERSON(S):

Olivia Warren – Olivia.warren@dc.gov

Rosemary Suggs-Evans – rosemary.suggs-evans.@dc.gov

GOVERNMENTAL PURPOSE:

The Davis-Bacon Act of 1931 provides prevailing wages and fringe benefits protection to non-government workers

STATUTE(S):

29 CFR 5.5

REQUIREMENTS OF STATUTE:

The act covers all contracts over \$2,000 which calls for the construction, alteration and/or repairs, including painting and decorating, of public buildings or public works, as well other construction work financed from federal and/or District funds under statutes containing Davis-Bacon provisions. All covered contracts must contain a wage determination issued by the Secretary of Labor.

MONITORING OF STATUTE:

The Federal Davis-Bacon Law which covers the District of Columbia is monitored by the Department of Employment Services (DOES) Office of Apprenticeship Information and Training (OAIT). DOES monitors the Federal Davis-Bacon Law by reviewing the certified payrolls on each District- funded construction project.

REWARD/PENALTIES:

1. The Department of General Services (DGS) can withhold sufficient funds from offending contractors to compensate underpaid employees;
2. In addition, contractors and subcontractors can be held liable to the District for liquidated damages; and/or
3. A contractor can be debarred for violations for a three-year period.

LEAD AGENCY:

Department of Employment Services (DOES) Office of Apprenticeship Information and Training (OAIT)

CONTACT PERSON(S):

Lewis Brown, Associate Director OAIT and First Source – lewis.brown@dc.gov
Jamell Thrower – jamell.thrower@dc.gov
Alice Patterson – alicefpatterson@aol.com
Courtland Cox – courtlandc@starpower.net

**GOVERNMENTAL PURPOSE:**

Create a path to employment for District residents in skilled occupations in the construction trades.

STATUTE(S):

DC Law 2-156

REQUIREMENTS OF STATUTE:

All prime contractors and subcontractors performing any construction, renovation or information technology work exceeding \$500K in a single or cumulative contract in a 12-month period, must have a registered apprenticeship program with the DC Apprenticeship Council.

35% of all apprenticeable hours performed pursuant to apprenticeship program are required to be performed by District of Columbia residents.

MONITORING OF STATUTE:

Certified payrolls which are required weekly.

REWARD/PENALTIES:

Monetary fines in the amount of 5% of the direct and indirect costs of the contract.

LEAD AGENCY:

Department of Employment Services (DOES) Office of Apprenticeship Information and Training (OAIT)

CONTACT PERSON(S):

Lewis Brown, Director OAIT – lewis.brown@dc.gov

Jamell Thrower – jamell.thrower@dc.gov

Alice Patterson – alicefpatterson@aol.com

Courtland Cox – courtlandc@starpower.net

GOVERNMENTAL PURPOSE:

Provide employment opportunities to District residents on government-assisted projects.

STATUTE(S):

DC Law 593

REQUIREMENTS OF STATUTE:

1. Contracts between \$300K and \$4.99 million – 51% of all new hires must be District residents
2. Contracts \$5 million and above – Shall attain the following worksite requirements:
 - 20% of journey worker hours by trade shall be performed by District residents
 - 60% of apprentice hours by trade shall be performed by District residents
 - 51% of skilled laborer hours by trade shall be performed by District residents
 - 70% of common laborer hours shall be performed by District residents

MONITORING OF STATUTE:

Monthly First Source Compliance Forms and certified payrolls

REWARD/PENALTIES:

1. Monetary fines of 5% of direct and indirect labor costs as redefined by the new First Source Act.
2. Failure to meet hiring requirement shall result in a monetary fine.
3. Two violations in ten-year period can lead to debarment or ineligibility for consideration in any DC government-assisted project.

LEAD AGENCY:

Department of Employment Services (DOES) First Source Office

CONTACT PERSON(S)

Lewis Brown, Associate Director First Source Office – lewis.brown@dc.gov

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