

## TEMPORARY SUBMISSION OF LOCAL HIRE FORMS

The City and County of San Francisco is transitioning to a new electronic certified payroll software vendor, LCPtracker. **As a result of this transition, Local Hire forms will no longer be submitted through Elation Systems.** The Office of Economic and Workforce Development (OEWD) is currently working with the new vendor to develop a new form submission process in LCPtracker. During this transition period, and until a new form submission process is completed in LCPtracker, contractors will need to temporarily submit their Local Hire Plan through a Google Form.

### INSTRUCTIONS FOR LOCAL HIRE FORMS THROUGH GOOGLE FORMS

Local Hire Forms will ONLY be accepted through the Google Form during the transition period until LCPtracker develops a new form in their system

- Access the Local Hire Plan Google Form through this link:

<https://goo.gl/forms/OefbyIEDcPkyKV7o1>

- Prime/General Contractors will no longer be submitting the Form 1 or Form 2 on their subcontractors' behalf. Both forms have been combined into ONE single form – Form 1: Local Hiring Plan.
- **All contractors, subcontractors, and subtier contractors must submit their own Local Hire Plan Google Form for each individual project, and provide Workforce Projections for their own scope of work.** Contractors who have previously submitted Local Hire forms for existing projects are not required to re-submit.
- Contractors who do not anticipate meeting the requirements of the Local Hiring Policy will need to contact the project's assigned OEWD/CityBuild compliance officer for an updated Conditional Waiver Request Form after submission of the Google Form. **Conditional Waiver Request Forms must be reviewed and approved by the assigned OEWD/CityBuild compliance officer.**