



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
REVISED EMPLOYMENT PLAN**



**I. REVISED FIRST SOURCE EMPLOYMENT PLAN**

**GOVERNMENT-ASSISTED PROJECT/CONTRACT INFORMATION**

DISTRICT CONTRACTING AGENCY: \_\_\_\_\_  
 CONTRACTING OFFICER: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_  
 TOTAL CONTRACT AMOUNT: \_\_\_\_\_  
 EMPLOYER CONTRACT AMOUNT: \_\_\_\_\_  
 PROJECT NAME: \_\_\_\_\_  
 PROJECT ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 PROJECT DESCRIPTION OF WORK: \_\_\_\_\_  
 \_\_\_\_\_  
 PROJECT START DATE: \_\_\_\_\_ PROJECT END DATE: \_\_\_\_\_  
 EMPLOYER START DATE: \_\_\_\_\_ EMPLOYER END DATE: \_\_\_\_\_

**EMPLOYER INFORMATION**

EMPLOYER NAME: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 EMPLOYER ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_ FEDERAL IDENTIFICATION NO.: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_  
 EMPLOYER DESCRIPTION OF WORK: \_\_\_\_\_

PRIME CONTRACTOR WILL MEET THE 51% HIRING OF DISTRICT RESIDENT REQUIREMENTS FOR ENTIRE PROJECT  OR PER EACH SUBCONTRACTOR

**A. EMPLOYMENT HIRING PROJECTIONS**

**ALL EMPLOYERS:**

Please indicate ALL new position(s) you will create as a result of the project. If you WILL NOT be creating any new employment opportunities, please complete the attached justification sheet with an explanation. Attach additional sheets as needed.

JOB TITLE	# OF JOBS		SALARY RANGE	UNION MEMBERSHIP REQUIRED NAME LOCAL#	PROJECTED HIRE DATE
	F/T	P/T			
A					
B					
C					
D					
E					
F					
G					
H					



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**B. JUSTIFICATION SHEET:** Please provide a detailed explanation of why the Employer will not have any new hires on the project.

This page to be completed by Employer

\_\_\_\_\_  
Employer Initials



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**C. EMPLOYMENT PROJECTIONS**

- I. A projection of the total number of hours to be worked by full-time and part-time hourly wage employees on an annual basis by job category and the total number of hours to be worked by full-time and part-time hourly wage employees who are District residents;
- II. A projection of the total number of full-time and part time salaried employee on an annual basis by job category and the total number of full-time and part-time salaried employees that will be District residents;
- III. A timetable outlining the total hours worked by full-time and part-time hourly wage employees by job category and the total number of full-time and part-time salaried employees by job category over the duration of the life of the 51% hiring requirements set and an associate hiring schedule which will predicts when specific job openings will be available.
- IV. Provide descriptions of the skill requirements by job title or position, including industry-recognized certifications required for the different positions.
- V. Provide a strategy to fill the 51% hiring of District residents requirement, including a component on communicating these requirements to contractors and subcontractors and a component on potential community outreach partnerships with the University of the District of Columbia, the University of the District of Columbia Community College, the Department of Employment Services, Jointly Funded Apprenticeship Programs, the District of Columbia Workforce Intermediary, or other government-approved, community-based job training providers.

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**C. EMPLOYMENT PROJECTIONS (Continued)**

- VI. This strategy should include a remediation strategy to ameliorate any problems associated with meeting these 51% Hiring of District Resident requirements, including any problems encountered with contractors and subcontractors.
  
- VII. The designation of a senior official from the Employer who will be responsible for implementing the hiring and reporting requirements.
  
- VIII. Provide descriptions of the health and retirement benefits that will be provided to District residents working on the project or contract.
  
- IX. Provide a strategy to ensure that District residents who work on the project or contract receive ongoing employment and training opportunities after they complete work on the job for which they were initially hired and a review of past practices in continuing to employ District residents from one project or contract to the next.

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**C. EMPLOYMENT PROJECTIONS (continued)**

**X.** Provide a strategy to hire graduates of District of Columbia Public Schools, District of Columbia Public Charter Schools, community-based job training providers, and hard-to-employ residents.

**XI.** Please disclose past compliance with the First Source Employment Agreement Act of 1984 or the Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011 and the Davis-Bacon Act, where applicable, and the bidder or offeror's general District-resident hiring practices on projects or contracts completed within the last two (2) years.

**XII.** Please note that EMPLOYERS with construction projects must make payroll and personnel records available upon request at job sites to the contracting District of Columbia agency.

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Once approved, this revised employment plan shall not be amended except with the approval of Department of Employment Services.

By:

\_\_\_\_\_  
EMPLOYER Senior Official (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
EMPLOYER Senior Official (Signature)

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature Department of Employment Services

\_\_\_\_\_  
Date