




# Regional Public Owners

**Informational Session:**  
Priority Hire  
Community Workforce Agreements  
Project Labor Agreements



# Agenda

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- What is a CWA/PLA and why do we have them?
  - The Basics
  - Required Forms & Documents
  - Working on a CWA/PLA project
  - Tips for success
  - Questions & Answers

# Differences between a PLA and a CWA

## What is a Project Labor Agreement (PLA) or Community Workforce Agreement (CWA)?

PLAs and CWAs are pre-hire collective bargaining agreements between the owner and labor unions that set basic terms and conditions of employment on specific projects.

PLAs and CWAs may include provisions to diversify the workforce, support apprentices, and/or prioritize local workers for inclusion on projects.

# Why do we have CWAs/PLAs?

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City of Seattle, King County, Port of Seattle, and Seattle Public Schools (SPS) have Priority Hire programs.

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## **Our shared mission**

Provide contractors with access to a trained local workforce

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Strengthen opportunities for communities to access living-wage careers

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Create equitable access to construction careers

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Create a diverse workforce that is reflective of our region

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Prevent workforce shortages

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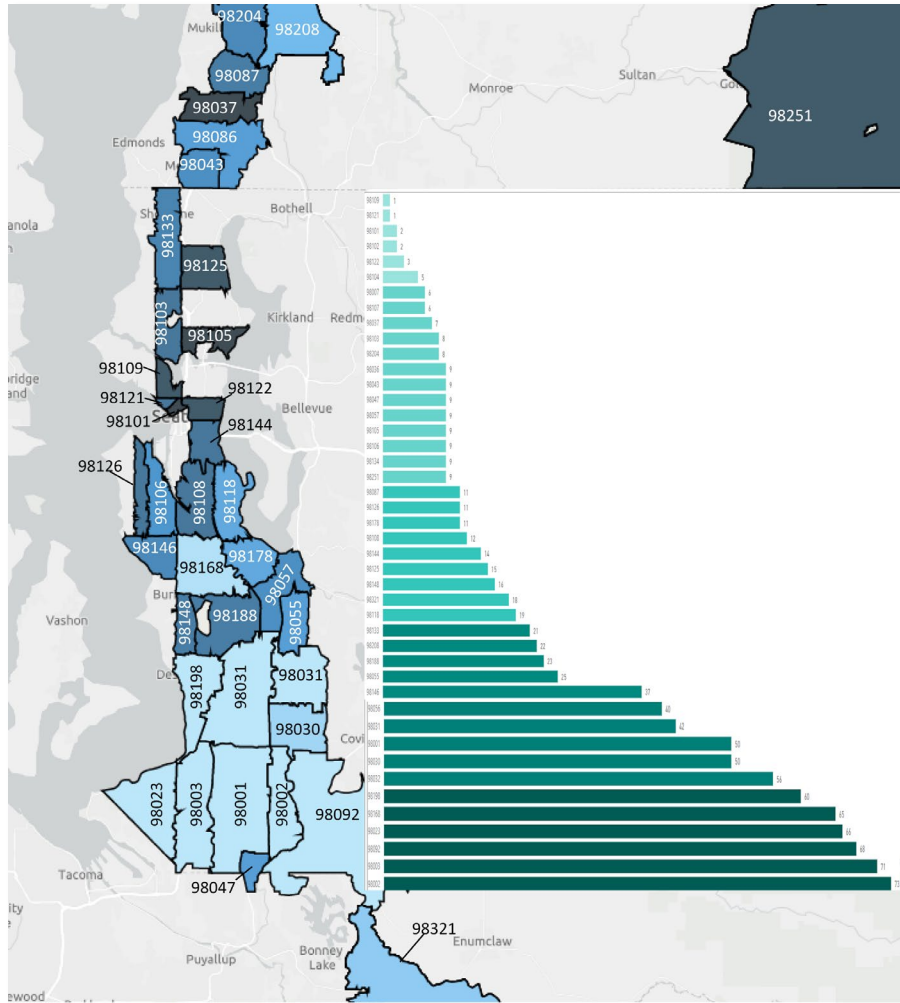
# What is Priority Hire?

Priority Hire **prioritizes** qualified **workers** for hire by contractors on **CWA projects and Port PLA projects**:

Requirements	Aspirational Goals	SPS-Specific Goals
Individuals from economically distressed ZIP codes	People of color	Former SPS students
Preferred entry (registered apprentices who are pre-apprenticeship graduates)	Women	SPS wage earners (workers who have current SPS students as dependents)
Registered apprentices		

**Residents** of economically distressed ZIP codes in Seattle and King County are **prioritized** in the dispatch process.

# Economic Investment of Priority Hire



- The Four B's
  - Breaking the Cycle
  - Building More
  - Boots on the Ground
  - Better Government

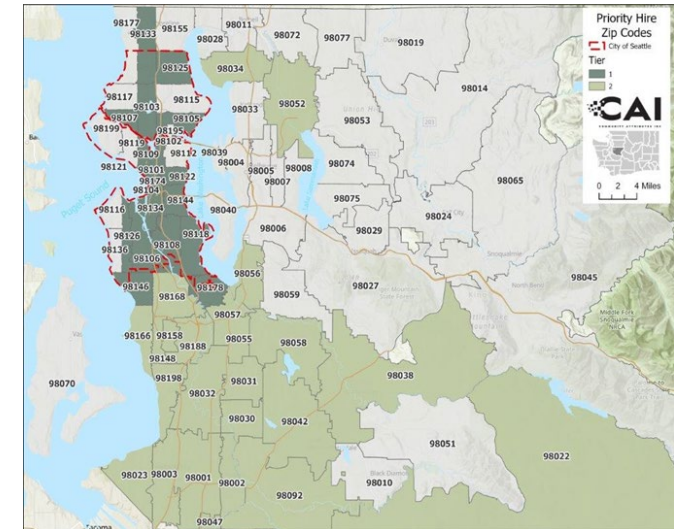
# Priority Hire ZIP Codes

## City of Seattle, King County, Port of Seattle, SPS

Refer to the CWA or PLA on your project to confirm which ZIP codes apply!

Seattle Neighborhood	ZIP Code
Downtown	98101
Capitol Hill/Eastlake	98102
Green Lake	98103
Downtown/ID	98104
Laurelhurst/University District	98105
Delridge	98106
Ballard	98107
S. Beacon Hill/South Park	98108
Interbay/Queen Anne	98109
Rainier Valley/Rainier Beach	98118
Belltown	98121
Central District	98122
Lake City	98125
Delridge/High Point	98126
Bitter Lake/NW Seattle	98133
Industrial District	98134
N. Beacon Hill	98144
White Center	98146
Rainier Beach/Skyway	98178

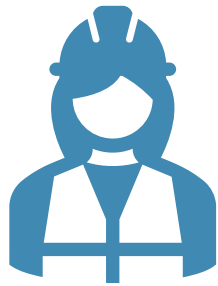
King County Neighborhood	ZIP Code
Auburn	98001
Auburn	98002
Federal Way	98003
Enumclaw	98022
Federal Way	98023
Kent	98030
Kent	98031
Kent	98032
Kirkland	98034
Maple Valley	98038
Kent	98042
Pacific	98047
Redmond	98052
Renton	98055
Renton	98056
Renton	98057
Renton	98058
Auburn	98092
Burien	98148
SeaTac	98158
Burien	98166
SeaTac/Tukwila	98168
SeaTac/Tukwila	98188
Des Moines	98198



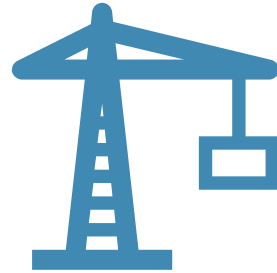
### Notes:

- SPS only uses Seattle ZIPs only
- King County and Port also have ZIP codes in Pierce and Snohomish counties on some projects

# Impacts of Priority Hire



\$240 million  
in local wages



Worker and  
worksite safety  
requirements



Applied to  
over \$7 billion  
worth of  
contracts

# CWAs and PLAs

A comprehensive pre-hire collective bargaining agreement

Workforce and economic development strategy

Prioritizes local hire and advances equitable access to living-wage construction careers for historically underserved communities


Applies to City of Seattle, King County, Port of Seattle, and SPS public works projects estimated at \$5 million or more and Sound Transit's new construction projects


# CWA/PLA Administration And Key Components



# Pre Job Conference Forms

Must attend **at least 2 weeks** prior to starting work, but not more than 90 days prior to starting work



**Pre Job Conference Form**  **King County**

Please fill out the following pages. Please complete the document in it's entirety. If you have questions, please contact your contractor or your CWA Administrator.

**Contractor Request for Waiver** Yes No

The Contractor may request a waiver of the Pre-Job Conference if they have attended a previous King County Pre-Job Conference. The contractor recognizes and agrees that the Seattle Building and Construction Trades Council and the Affiliated Local Unions signatory to the MCWA, retain their rights as stipulated in the MCWA to deny this waiver request, and to challenge any proposed trade assignment. A contractor working for the first time under this MCWA cannot waive attendance.

Seattle Building Trades Council Date Approved Yes No

**Contractor Information**

Contractor/Subcontractor Name \_\_\_\_\_

Billing Address \_\_\_\_\_

General Contractor Name / Pre-Job Date \_\_\_\_\_ Time: 11:00 am or 1:00 pm every Tuesday  
All Prejobs are virtual until further notice.

Project Name/Contract # \_\_\_\_\_

Contract Dollar Amount \_\_\_\_\_ Intent # \_\_\_\_\_

Office Contact \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Superintendent \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Safety Representative \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Scope of Work**  
(Describe the scope of work to be performed.)

Will you be subcontracting to additional sub-contractors? Yes No  
If yes, list sub-contractors and work description:

Sub-Contractor Name	Work Description

Page 1 of 4

**Current Union Agreements**

Approx. Job Start Date: \_\_\_\_\_ Approx. Job End Date: \_\_\_\_\_

Work Shifts: \_\_\_\_\_

Weekly Pay Day \_\_\_\_\_

**Proposed Trade Assignment**

All Workers, including core employees, must be dispatched through Union hall. List trade assignments by craft including scope of work description for each assignment. List each piece of equipment planned for use by craft. Include all equipment and tools. If more space is required, attach additional sheets.

Craft	Scope	Equipment/Tools

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**Project Craft Demand List**

Craft	Peak	Average	Apprentices
Asbestos Workers			
Boiler Makers			
Brick Layers			
Carpenters			
Carpet, Lino & Soft Tile Layers			
Cement Masons			
Drywall Hanger/Metal Stud Framers			
Drywall Finishers			
Electrical Workers			
Elevator Constructors			
Glaziers			
Heat and Frost Insulators			
Iron Workers (Structural/Rebar)			
Iron Workers (Ornamental/Architectural)			
Laborers			
Millwrights			
Operating Engineers			
Painters			
Pile Drivers/Diver			
Plumbers & Pipefitters			
Plasterers/Fire Proofers			
Roofers			
Sheet Metal Workers			
Sign Makers/Painters			
Sprinkler Fitters			
Teamsters			

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# Pre Job Conference Forms - continued

Core Workers (Open Shop Contractors only)	
<p>For each contract held, a contractor may request up to three journey employees and/or two apprentices to be placed on the job. Such workers must meet the qualifications in the MCWA and place their names with the respective Union Hall dispatch prior to the worker(s) start of work.</p>	
Core Worker information provided by (name)	
Email Address	
Core Worker information verified by (name)	
Open-Shop Core Worker #1	
Employee Name:	Hire Date:
	Classification:
This employee meets the qualifications specified in the MCWA	
	No
Open-Shop Core Worker #2	
Employee Name:	Hire Date:
	Classification:
The employee meets the qualifications specified in the MCWA	
Yes	No
Open-Shop Core Worker #3	
Employee Name:	Hire Date:
	Classification:
The employee meets the qualifications specified in the MCWA	
Yes	No
Apprentice #1	
Apprentice Name:	Hire Date:
Apprentice ID#	Classification:
The apprentice meets the qualifications specified in the MCWA	
Yes	No
Apprentice #2	
Apprentice Name:	Hire Date:
Apprentice ID#	Classification:
The apprentice meets the qualifications specified in the MCWA	
Yes	No
Form completed by	
print name	date
	Signature
Page 4 of 4	

LETTER OF ASSENT FOR THE	
	
<p>The undersigned, as a Contractor(s) or Subcontractor(s) on a Contract which is part of the</p>	
<p>Project, for and in consideration of the award of a Contract to perform work on said Project, and in further consideration of the mutual promises made in the Master Community Workforce Agreement, (MCWA) a copy of which was received and is acknowledged, hereby:</p>	
<ol style="list-style-type: none"> <li>(1) On behalf of itself and all its employees, accepts and agrees to be bound by the terms and conditions of the MCWA, together with any and all amendments and supplements now existing or which are later made thereto, and understands that any act of non-compliance with all such terms and conditions, will subject the non-complying Contractor or employee(s) to being prohibited from the Project Site until full compliance is obtained.</li> <li>(2) Certifies that it has no commitments or agreements which would preclude its full compliance with the terms and conditions of said MCWA.</li> <li>(3) Agrees to secure from any Contractor(s) (as defined in said MCWA) which is or becomes a Subcontractor(s) (of any tier), a duly executed Letter of Assent in form identical to this document prior to commencement of any work.</li> </ol>	
Estimated Start Date	Estimated end date
UBL Number	Print Name and Title
Phone Number	Contractor/Company name
General Contractor	Subcontractor to (if applicable)
Jobsite Address	Billing Address
Date	Signature of Authorized Representative

# Port of Seattle Compliant Contractor Checklist

The undersigned, as a Contractor(s) or Subcontractor(s) on a Contract which is part of the Project, and in further consideration of the mutual promises made in the Project Labor Agreement, a copy of which was received and is acknowledged, hereby confirms the following statements to be true and accurate:

Company/Contractor Name

- Is a registered training agent with a program, covering the scope of work to be performed, registered with the Washington State Apprenticeship and Training Council, with this requirement waived for any Sub-contractor that is bidding on a subcontract with an estimate at time of bid to have a value of \$100,000 or less and/or if the subcontract does not include Covered Work for an apprenticeable trade;
- Holds current licenses that businesses or service professionals operating in the State of Washington must hold in order to undertake or perform the work specified in the contract;
- Has not been cited by state or federal authorities for a willful safety violation or failure to abate violation within the three years prior to submitting a bid on the Project; citations currently being contested or that were vacated upon review do not affect Contractor eligibility;
- Is not listed on Washington state debarment list; and
- If a Subcontractor of any tier, commits to self-performing at least 30% of the contract work awarded.

I certify as  of Contractor

that Contractor  meets all of these requirements.

Date

Signature

# Before you Bid: Key Considerations

CWA/PLA Requirement	Agencies with Requirement
Wage escalation	City, County, Port, Sound Transit, SPS
Benefit trust payments	City, County, Port, Sound Transit, SPS
Dual benefit reimbursement	City, Sound Transit, SPS
Parking costs and transportation (if required)	City, County, Port, Sound Transit, SPS
Compliant contractor checklist	Port

# Before you Start Work: Key Considerations

CWA/PLA Requirement	Agencies with Requirement
Letter of Assent	City, County, Port, Sound Transit, SPS
Pre-job documents and conference attendance	City, County, Port, Sound Transit, SPS
Core worker dispatch requirements for open-shop firms	City, County, Port, Sound Transit, SPS
Weekly payday	City, County, Port, Sound Transit, SPS
Apprenticeship, preferred entry, women, BIPOC	City, County, Port, Sound Transit, SPS
Priority Hire (economically distressed ZIP codes)	City, County, Port, SPS
SPS former students and wage earners	SPS

# Frequently asked questions

Question	Answer
<b>If I sign a Letter of Assent, do I become a “Union Shop” and become fully signatory to a union agreement for all my work?</b>	<p>No. The Letter of Assent binds you to the agreement for the duration of your contracted work.</p> <p>Contractors are not required to sign a collective bargaining agreement in addition to the Letter of Assent.</p>
<b>Can I use my current employees in this job?</b>	<p>Yes – there is a set number of core workers you can bring to the project, typically ranging up to 5 depending on the agreement</p>
<b>Will my current employees have to join a union?</b>	<p>No, but they will need to register with the appropriate union and be dispatched from the union hall</p>
<b>How does the CWA/PLA get implemented?</b>	<p>By virtue of the Letter of Assent</p>
<b>How do I start working with the unions?</b>	<p>Following the prejob meeting, the unions will reach out to the contractors to set up worker dispatch and trust payments</p>

# Wages

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- **CBA rates:** King County and Port of Seattle
  - King County CBA rates are adjusted annually
  - Port of Seattle CBA rates are adjusted per the CBA schedule
- **Prevailing wage rates:** City of Seattle, Sound Transit, and SPS
  - Wages must be escalated twice a year
- **Payment premiums like zone pay:** City of Seattle and Port of Seattle

# Trust Payments

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- **Pay into union trust funds**
  - Required for union-shop contractors and open-shop contractors
  - Each union has own trust fund, including health and pension plans
- **All contractors are required to send trust remittance forms and hours monthly – stay on top of it!**

# Core Workers:

## City of Seattle, King County, and Port of Seattle

**All workers must be dispatched from the appropriate union hall**

Agency	Definition	Number of Core Workers
City of Seattle	<ul style="list-style-type: none"> <li>Open-shop workers who have worked at least 1,500 hours for the contractor in the craft over the last two years AND</li> <li>Have been on payroll for at least 60 of the last 90 days</li> </ul>	<ul style="list-style-type: none"> <li>3 journey workers AND</li> <li>2 WSATC apprentices if they also meet a workforce requirement or goal</li> </ul>
King County	<ul style="list-style-type: none"> <li>Open-shop workers who have worked at least 1,200 hours for the contractor in the construction craft over the last two years</li> <li>Having been on payroll for at least 60 of the last 90 days prior to contract award</li> </ul>	<ul style="list-style-type: none"> <li>3 journey workers AND</li> <li>2 WSATC apprentices if they also meet a workforce requirement or goal</li> </ul>
Port of Seattle	<ul style="list-style-type: none"> <li>Open-shop workers who have worked at least 1,200 hours in the craft over the last two years AND</li> <li>Have been on payroll for at least 60 out of the last 90 days prior to contract award</li> </ul>	<ul style="list-style-type: none"> <li>3 journey workers AND</li> <li>2 WSATC apprentices provided that the contractor complies with the apprentice to journey ratio</li> </ul>

# Core Workers:

## Seattle Public Schools and Sound Transit

**All workers must be dispatched from the appropriate union hall**

Agency	Definition	Number of Core Workers
Seattle Public Schools	<ul style="list-style-type: none"> <li>• Open-shop workers who have worked at least 1,500 hours for the contractor in the craft over the last two years AND</li> <li>• Have been on payroll for at least 60 of the last 90 days</li> <li>• Meet qualifications for scope of work</li> </ul>	<ul style="list-style-type: none"> <li>• 3 journey workers AND</li> <li>• 2 WSATC apprentices if they are also an SPS former student or wage earner or live in a Tier 1 economically distressed ZIP code</li> </ul>
Sound Transit	<ul style="list-style-type: none"> <li>• Possess any license required by state or federal law for the Project work to be performed</li> <li>• Have worked a total of at least 1,000 hours in the construction craft during the prior 3 years</li> <li>• Have been on payroll for at least 60 out of the last 180 days prior to contract award</li> <li>• Have the ability to perform safely the basic functions of the applicable trade</li> </ul>	<ul style="list-style-type: none"> <li>• Up to a maximum of 5 persons in each craft on an alternating basis with the Contactor selecting first</li> </ul>

# Preferred Entry

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- Preferred Entry workers are:
  - Apprentices AND
  - Graduates of a WSATC- recognized pre-apprenticeship program AND
  - They work a minimum number of hours on the project
    - The minimum hours vary by project and can range from 350 to 1,000 depending on project size; check your contract!
- Pre-apprenticeship graduates have been trained in:
  - Job readiness
  - Skill development
- WSATC-recognized pre-apprenticeship programs can be found here:  
<https://lni.wa.gov/licensing-permits/apprenticeship/apprenticeship-preparation>

# Support for Preferred Entry and Apprentices

- Financial wraparound supports are available for pre-apprenticeship graduates (preferred entry) and apprentices, including:
  - Gas cards, work clothes and tools, rent or phone assistance, and more!
- Resources:

Organization	Application	Contact
ANEW ARC	<a href="https://www.tfaforms.com/5122606">https://www.tfaforms.com/5122606</a>	<a href="mailto:ARRC@anewcareer.org">ARRC@anewcareer.org</a> 206-710-1020
BuildUp	<a href="https://buildup.tfaforms.net/5">https://buildup.tfaforms.net/5</a>	<a href="mailto:buildup.apprentices@gmail.com">buildup.apprentices@gmail.com</a> 206-358-0871
Urban League	<a href="https://ulms.tfaforms.net/f/intake">https://ulms.tfaforms.net/f/intake</a>	<a href="mailto:ctp@urbanleague.org">ctp@urbanleague.org</a> 206-348-2675

Also check directly with pre-apprenticeship and apprenticeship programs

# Reminders

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- ALL contractors can be successful working under the CWA
- ALL contractors must attend a pre-job conference
- ALL workers must be dispatched and pay into trust
- Develop a strong plan for meeting workforce requirements and goals
- Stay up-to-date on trust payments
- Monitor priority hire workforce performance
- Read the CWA/PLA thoroughly
- We're here to help – *please use us as a resource!*

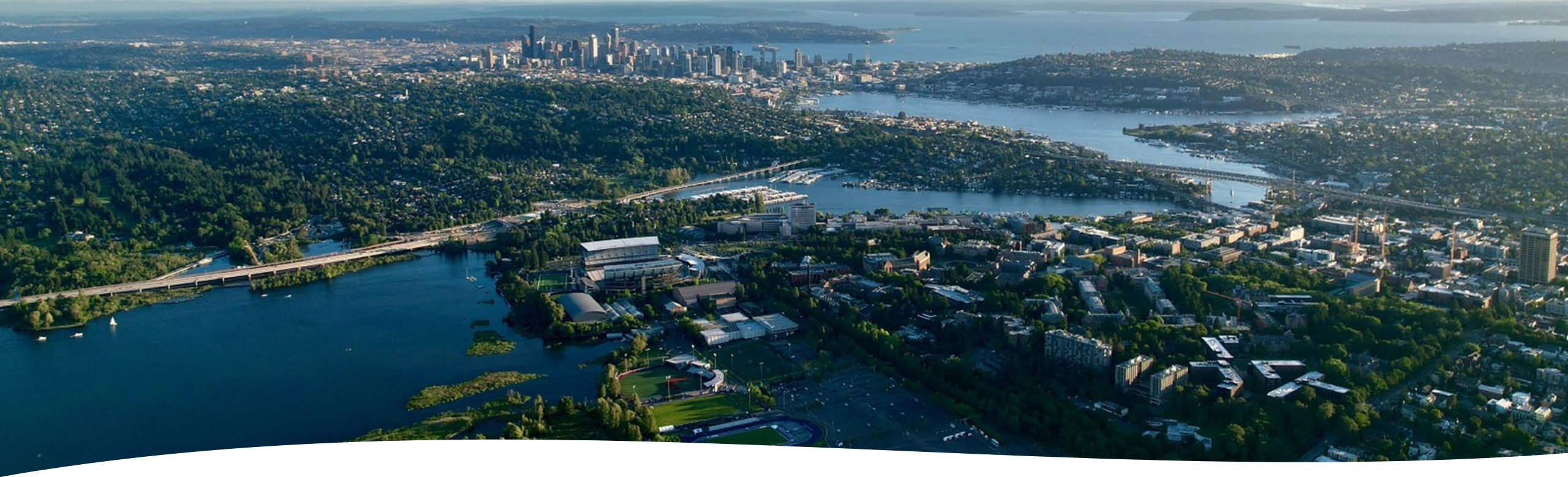
# Upcoming Projects: City of Seattle, King County, and Port of Seattle

Agency	Website	QR Code
<b>City of Seattle</b>	<a href="https://procurement.opengov.com/portal/seattle">https://procurement.opengov.com/portal/seattle</a>	
<b>King County</b>	<a href="https://kingcounty.gov/en/dept/executive-services/about-king-county/business-operations/finance-business-operations/procurement-payables/upcoming-projects">https://kingcounty.gov/en/dept/executive-services/about-king-county/business-operations/finance-business-operations/procurement-payables/upcoming-projects</a>	
<b>Port of Seattle</b>	<a href="https://hosting.portseattle.org/sops/#/Dashboard">https://hosting.portseattle.org/sops/#/Dashboard</a>	

# Upcoming Projects: Seattle Public Schools and Sound Transit

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Agency	Website	QR Code
<b>Seattle Public Schools</b>	<a href="https://www.seattleschools.org/departments/student-and-community-workforce-agreement/scwa-upcoming-projects/">https://www.seattleschools.org/departments/student-and-community-workforce-agreement/scwa-upcoming-projects/</a>	
<b>Sound Transit</b>	<a href="http://vendorportal.soundtransit.org">http://vendorportal.soundtransit.org</a>	



Questions?

# Resources

Agency	Website	Contact
<b>City of Seattle</b>	<a href="http://www.seattle.gov/priorityhire">www.seattle.gov/priorityhire</a>	<a href="mailto:LaborEquity@seattle.gov">LaborEquity@seattle.gov</a>
<b>King County</b>	<a href="http://www.kingcounty.gov/priorityhire">www.kingcounty.gov/priorityhire</a>	<a href="mailto:opportunity@kingcounty.gov">opportunity@kingcounty.gov</a>
<b>Port of Seattle</b>	<a href="https://www.portseattle.org/node/11087">https://www.portseattle.org/node/11087</a> <a href="https://www.portseattle.org/business/labor-partners/labor-agreement">https://www.portseattle.org/business/labor-partners/labor-agreement</a>	<a href="mailto:Calvert.a@portseattle.org">Calvert.a@portseattle.org</a>
<b>Seattle Public Schools</b>	<a href="https://www.seattleschools.org/departments/student-and-community-workforce-agreement/">https://www.seattleschools.org/departments/student-and-community-workforce-agreement/</a>	<a href="mailto:rudy.camacho@seattle.gov">rudy.camacho@seattle.gov</a>
<b>Sound Transit</b>	<a href="https://www.soundtransit.org/get-to-know-us/doing-business-with-us/labor-workforce-development">https://www.soundtransit.org/get-to-know-us/doing-business-with-us/labor-workforce-development</a>	<a href="mailto:john.boufford@soundtransit.org">john.boufford@soundtransit.org</a>

Pre-apprenticeship and apprenticeship programs can be found in the Construction Apprenticeship Guidebook: [www.bitly.com/apprenticeshipguidebook](http://www.bitly.com/apprenticeshipguidebook)

# Additional Business Training Opportunities

Organization	Training/Capacity Building Scope	Contact
<b>Tabor 100</b>	1x1 support for understanding contracting, insurance, bonding, change orders, certifications, etc.	<a href="https://tabor100.org/">https://tabor100.org/</a>
<b>Business Impact NW</b>	Cohort class series on business growth including marketing and financial planning	<a href="https://businessimpactnw.org/">https://businessimpactnw.org/</a>
<b>UW Ascend</b>	Cohort class series on capacity building with management skills, financial strength and market expansion	<a href="https://www.ascenduwfoster.com/">https://www.ascenduwfoster.com/</a>

# Survey

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Help us improve how we support you! Please fill out this anonymous, 3-minute survey:

Priority Hire and CWA/PLA  
Training



# Contact Information

Agency	Contact Name	Contact Info
<b>City of Seattle</b>	Nidia Henriquez, Labor Equity Advisor Jeanne Fulcher, Labor Equity Manager	206-640-5065 or <a href="mailto:nidia.henriquez@seattle.gov">nidia.henriquez@seattle.gov</a> 206-473-1763 or <a href="mailto:jeanne.fulcher@seattle.gov">jeanne.fulcher@seattle.gov</a>
<b>King County</b>	Joe Baca, CWA Administrator Jessica Summerton-Moore, Interim Labor Equity Program Supervisor	206-458-8388 or <a href="mailto:jbaca@kingcounty.gov">jbaca@kingcounty.gov</a> 206-263-2447 or <a href="mailto:jsummertonmoore@kingcounty.gov">jsummertonmoore@kingcounty.gov</a>
<b>Port of Seattle</b>	Allison Calvert, Construction Labor Manager	206-499-6490 or <a href="mailto:calvert.a@portseattle.org">calvert.a@portseattle.org</a>
<b>Seattle Public Schools</b>	Rudy Camacho, SCWA Advisor Virginia Bethea, SCWA Coordinator	206-666-7888 or <a href="mailto:rudy.camacho@seattle.gov">rudy.camacho@seattle.gov</a> 206-423-6767 or <a href="mailto:vowens@seattleschools.org">vowens@seattleschools.org</a>
<b>Sound Transit</b>	Casey Cocker, Labor Compliance Manager  John Boufford, Labor Director	206-641-1889 or <a href="mailto:casey.cocker@soundtransit.org">casey.cocker@soundtransit.org</a> 253-304-1727 or <a href="mailto:john.boufford@soundtransit.org">john.boufford@soundtransit.org</a>