LWO – 501(C)(3) NON-PROFIT EXEMPTION APPLICATION

This application for exemption must be submitted along with your bid or proposal to the AWARDING DEPARTMENT. INCOMPLETE SUBMISSIONS WILL BE RETURNED.

Los Angeles Administrative Code 10.37, the Living Wage Ordinance (LWO), presumes all City contractors are subject to the LWO unless this exemption application is approved.

TO BE FILLED OUT BY THE CONTRACTOR:

1. Company Name: _____ Phone #: _____
2. Company Address: _____
3. Are you a Subcontractor? ☐Yes ☐No If YES, state the name of your Prime Contractor: _____
4. Type of Service Provided: _____

EXEMPTION INFORMATION:

CHECK OFF ONE BOX BELOW THAT BEST DESCRIBES THE TYPE OF EXEMPTION YOU ARE APPLYING FOR AND ATTACH THE SUPPORTING DOCUMENTATION LISTED ON THE RIGHT:

EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
501(c)(3) Non-Profit Organizations: ■ A corporation organized under 501(c)(3) of the IRS Code qualifies for an exemption from the LWO if the highest paid employee makes less than eight times the hourly wage of the lowest paid employee. ■ The exemption is valid for all employees except Child Care Workers. ■ Therefore, even if a 501(c)(3) organization meets the salary test, Child Care Workers performing work on the City agreement must still be provided with the LWO required wage and time off benefits. ■ Under the LWO's Rules and Regulations, a Child Care Worker is an employee "whose work on an agreement involves the care or supervision of children 12 years of age and under." ■ This is read broadly so that the term would include, for example, tutors working with children 12 or under.	1. **ATTACH** a copy of your 501(c)(3) letter from the IRS. 2. **ANSWER** the following questions: A. **STATE** the hourly wage of HIGHEST paid employee in the organization: $ _____ B. **STATE** the hourly wage of LOWEST paid employee in the organization: $ _____ C. **MULTIPLY B by 8**: $ _____ 3. Based on Question 2 above, is **A** less than **C**? ☐YES If YES, sign and submit this application for final approval. ☐NO If NO, your company is **NOT eligible** for an exemption. 4. Will there be any Child Care Workers (as defined by the LWO Regulations) working on this Agreement? ☐YES ☐NO 5. Fill & Submit LW-18 Subcontractor Information Form.

I declare under penalty of perjury under the laws of the State of California that: (1) I am authorized to bind the entity listed above; (2) the information provided on this form is true and correct to the best of my knowledge; and (3) the entity qualifies for exemption from the LWO on the basis indicated above. By signing below, I further agree that should the entity listed above cease to qualify for an exemption because of a change in salary structure, non-profit status, the hiring of employees, or any other reason, the entity will notify the Awarding Department and the Office of Contract Compliance of such change and comply with the LWO's wage and time off requirements.

_____ Print Name of Person Completing this Form

_____ Signature of Person Completing this Form

_____ Title

_____ Phone #

_____ Date

ANY APPROVAL OF THIS APPLICATION EXEMPTS ONLY THE LISTED CONTRACTOR FROM THE LWO DURING THE PERFORMANCE OF THIS CONTRACT. A SUBCONTRACTOR PERFORMING WORK ON THIS CONTRACT IS NOT EXEMPT UNLESS THE OFFICE OF CONTRACT COMPLIANCE HAS APPROVED A SEPARATE EXEMPTION FOR THE INDIVIDUAL SUBCONTRACTOR.

AWARDING DEPARTMENT USE ONLY:

Dept: _____ **Contact:** _____ **Phone #:** _____ **Contract #:** _____

OCC USE ONLY:

Approved / Not Approved – Reason: _____

By Analyst: _____ **Date:** _____