



SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY (SCRRA)

LABOR COMPLIANCE DOCUMENT SUBMITTAL SCHEDULE

FORM	PURPOSE	SUBMITTED BY	FREQUENCY	DUE	DISTRIBUTION
Form 105 “Contractor’s Certification Concerning Labor Standard and Prevailing Wage Requirement”	Certifies that the Prime Contractor and Subcontractors are not designated as ineligible to perform on public works projects.	Prime Contractor and Subcontractors	One time submittal	Prior to starting work on jobsite	Original – SCRRA
Form 106 “Certificate From Contractor Appointing Officer or Employee to Supervise Payment of Employees”	Identifies the officer/employee responsible for signing the Statement of Compliance to certify payroll submittals.	Prime Contractor and Subcontractors	One time submittal or when a change in the original individual designated occurs.	Prior to starting work on jobsite.	Original – SCRRA
Section 3700 Form – Contractor Certificate	Certifies that the Prime Contractor and Subcontractors are aware of worker compensation requirements	Prime Contractor and Subcontractors	One time submittal	Prior to starting work on jobsite.	Original – SCRRA
“Public Works Payroll Reporting Form”	Reports accurate payroll records of all workers covered under the labor standard provisions (also known as CPRs).	Prime Contractor and Subcontractors	Report Weekly / Due Monthly	Monthly	Original – SCRRA Electronic Copy – DIR eCPR
“Statement of Compliance”	Certifies, under penalty of perjury, accuracy /completeness of information on certified payroll records & Contractor’s compliance with labor standard provisions.	Prime Contractor and Subcontractors	Report Weekly / Due Monthly	Submit with each Payroll	Original – SCRRA Electronic Copy – DIR eCPR
“Owner-Operator Listing Form”	Identifies Owner-Operators performing on the project.	Prime Contractor and Subcontractors	Report Weekly / Due Monthly	Monthly	Original – SCRRA Electronic Copy – DIR eCPR
“Fringe Benefit Statement”	Provides the employer’s package of fringe benefits contributions paid on behalf of each worker classification to a third party plan.	Prime Contractor and Subcontractors	Submit with 1 st Payroll submittal and as needed when changes occur.	With 1 st Payroll and whenever a change in the amount of a fringe benefit occurs.	Original – SCRRA

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“Monthly Employment Utilization Report”	Shall include the total work-hours for each employee classification in each trade in the covered area for the monthly reporting period	Prime Contractor and Subcontractors	Monthly	Monthly	Original – SCRRA
DAS Form 140 “Public Works Contract Award Information”	Requires Contractor to report award information to the apprenticeship committee for each applicable apprenticeable craft or trade.	Prime Contractor and Subcontractors	One time submittal	Prior to starting work on jobsite	Original – Applicable Apprenticeship Committee and Copy to SCRRA
DAS Form 142 “Request for Dispatch of an Apprentice”	To request dispatch of an apprentice from the Apprenticeship Committee in the craft or trade in area of the public works.	Prime Contractor and Subcontractors	Upon Request by SCRRA	Upon Request by SCRRA	Original – Applicable Apprenticeship Committee and Copy to SCRRA
CAC-2 Form, “CAC Training Fund Contributions”	Certifies that the training fund contributions have been paid to the California Apprenticeship Council (CAC)	Non-Union Contractors	Monthly	Monthly	Original – CAC and Copy to SCRRA
“Employer’s Monthly Report to Trustees”	Reports employer contributions paid to a third party on behalf of each workers	Union Contractors	Upon Request by SCRRA	Upon Request by SCRRA	Copy to SCRRA
Form 107 “Final Labor Certificate – Labor Compliance”	Certifies that all workers, including subcontractors on the project have been paid wages in accordance with contract and labor provisions.	Prime Contractor	One time submittal	Project completion (form to accompany “Final” Contractor certified payroll record)	Original – SCRRA