



MINIMUM WAGE RATE (MWR) DEFERRAL APPLICATION FOR NON-PROFIT EMPLOYERS



DEFERRAL THAT REQUIRES OFFICE OF WAGE STANDARDS (OWS) APPROVAL

This application for the MWR deferral is only for NON-PROFIT CORPORATIONS with TWENTY-SIX (26) OR MORE EMPLOYEES and must be submitted along with supporting documents to wagesla@lacity.org or the OWS address below.

INACCURATE OR INCOMPLETE SUBMISSIONS WILL BE RETURNED.

Los Angeles Municipal Code (LAMC) Section 187.03, the Los Angeles Minimum Wage Ordinance, allows Employers that are Non-Profit Corporations with 26 or more Employees to qualify for the deferral rate schedule specified in LAMC Section 187.02(C), after approval by OWS. **The MWR deferral for a Non-Profit Corporation does not exempt an Employer from complying with any and all federal, state, or local laws and regulations, including any applicable higher federal or state minimum wage requirements. It is the Employer's responsibility to ensure that the Employer is in compliance with any such laws and regulations.**

SECTION I: EMPLOYER INFORMATION

1. Company Name: _____
2. Phone Number: _____
3. Company Address: _____
4. Email Address: _____
5. Has your business previously been approved for the MWR deferral by the OWS?
 - Yes, my business is reporting a change and requesting OWS to review eligibility. NPD #: _____ Date Issued: ____ / ____ / ____
Provide the Non-Profit Deferral Identification Number and issued date found on your Approval Letter. To report changes, complete Section III.
 - No, this is the first time my business is requesting a deferral.

SECTION II: 501(c)(3) ENTITY VERIFICATION

6. Is your business a Non-Profit Corporation with valid 501(c)(3) status? Yes No (Your business is **NOT ELIGIBLE FOR A DEFERRAL.**)
7. Employer Identification Number: _____ - _____
8. **ATTACH** a copy of your 501(c)(3) letter from the IRS and proceed to SECTION III below.

SECTION III: DEFERRAL ELIGIBILITY CRITERIA CHECK OFF ONE BOX THAT BEST DESCRIBES YOUR DEFERRAL ELIGIBILITY CRITERIA IN PART A AND ATTACH SUPPORTING DOCUMENTS LISTED IN PART B.

PART A: ELIGIBILITY CRITERIA	PART B: SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> 1. The Chief Executive Officer (or highest paid employee) makes less than five times the hourly wage of the lowest paid employee; or	A. STATE the hourly wage of the CEO (or HIGHEST paid employee) in the organization as of the last completed pay period: \$ _____ B. STATE the hourly wage of the LOWEST paid employee in the organization as of the last completed pay period: \$ _____ C. MULTIPLY B by 5: \$ _____ D. Based on answers above, is A less than C ? <input type="checkbox"/> Yes, proceed to Question E. <input type="checkbox"/> No E. Has A been less than C for twelve (12) continuous months ? <input type="checkbox"/> Yes. Provide copies of the most recent three (3) months of payroll records. <input type="checkbox"/> No. Your business is NOT currently eligible for a deferral under this eligibility criterion.
<input type="checkbox"/> 2. Entity is a Transitional Employer as defined in Section 10.31.1(h) of the Los Angeles Administrative Code; or	A. Provide your Transitional Job Opportunities Program (TJOP) Certification Number: TJOP- _____ B. Provide a copy of the City of Los Angeles TJOP Certification approval letter from the Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Administration.
<input type="checkbox"/> 3. Entity is a child care provider; or	A child care provider for purposes of the MWR deferral must be either: <input type="checkbox"/> A licensed child care facility. Provide a copy of the Child Care Facility license from the Community Care Licensing Division (CCLD) of the California Department of Social Services (CDSS); or <input type="checkbox"/> A license-exempt child care organization under California law. The State provides information on license-exempt child care facilities at http://cclld.ca.gov/res/pdf/License-ExemptChildCare.pdf . Provide your service type (i.e., Boy or Girl Scouts, Boys & Girls Club, YMCA, etc.):
<input type="checkbox"/> 4. Entity is funded primarily (51% or greater) by City, County, State, or Federal grants and/or reimbursements.	A. STATE the amount of government grants and/or reimbursements from the previous tax year: \$ _____ B. STATE the total revenue derived from the previous tax year: \$ _____ C. DIVIDE A by B , then MULTIPLY BY 100 : _____ % D. Based on the answers above, is C equal to or greater than fifty-one percent (51%) ? <input type="checkbox"/> Yes. Provide a copy of the most recent Return of Organization Exempt from Income Tax Form 990 or Short Form Return of Organization Exempt From Income Tax Form 990-EZ with all schedules, forms, supporting statements as required by and filed with the IRS. <input type="checkbox"/> No. Your business is NOT currently eligible for a deferral under this eligibility criterion.

If you **DID NOT** check off **ANY** boxes in **PART A**, your business is **NOT ELIGIBLE** for **DEFERRAL**.
If you checked **ANY BOX** in **PART A**, **ATTACH** supporting documentation, **SIGN**, and **SUBMIT DEFERRAL 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 deferral from the MWR on the basis indicated above. By signing below, I further agree that should the entity listed above cease to qualify for deferral because of a change in salary structure, non-profit status, the hiring of Employees, or any other reason that may affect the deferral eligibility, the entity will notify the OWS of such change and comply with the applicable MWR schedule specified in LAMC Section 187.02.

Print Name of Person Completing This Form _____ Title _____ Signature _____ Date _____