

Labor Compliance Process and File Checklist for Sub-Recipients

BIDDING:

- Prepare bid documents

You must publish a construction bid advertisement in your local newspaper that includes the following section 3 paragraph (keep proof of publication in your records):

“This project is funded (or partially funded) through a Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG). The contractor will be required to comply with all federal labor standards and attendant laws, including the payment of the most current Davis-Bacon wages and compliance with Section 3 to provide employment opportunities for lower income persons. Local, minority and woman owned business owners are encouraged to bid. The lowest responsible bidder will be selected.”

Along with the paragraph above, the current Davis-Bacon Wage Decision and *HUD Form 4010* must be included in your bid specifications. In your bid advertisement/RFP, you can direct interested parties to contact your office to obtain a complete bid package that includes these documents

- Bid Notice/RFP published in local newspaper – Date: _____

- 10 Days prior to bid opening, contact MAG staff to check for wage determination modifications

Modification published 10 days prior to bid opening. Bidders notified of change –

Date: _____

No modification

- Bid opening – Date: _____

SELECTING A CONTRACTOR:

- Bid tabulation and selected bidder information submitted to MAG staff – Date: _____

Selected Bidder’s Name: _____ DUNS # _____

- Contractor eligibility/debarment check letter received from MAG – Date: _____

Do not enter into a contract before receiving this eligibility letter from MAG.

CONTRACT:

- Contract documents include *HUD Form 4010* and the most current wage decision.

PRE-CONSTRUCTION MEETING:

- Pre-construction meeting – Date: _____

Conference attendees should include MAG staff, principal contractor, **payroll staff**, and all available sub-contractors. This conference should be held prior to the start of construction. MAG staff will need approximately 10 minutes to review Davis-Bacon compliance matters. Please have someone available to take meeting minutes, which will include:

- Project name, location, description, and Wage Decision number
- Name of contractor
- Contract amount
- Date and location of conference
- Conference attendees
- Summary of items covered

CONSTRUCTION AND MONITORING:

- Section 3 Self certification form for contractor and all sub-contractors submitted to MAG staff – Date: _____
- Construction schedule provided to MAG staff – Date: _____
Project start date: _____
Estimated completion date: _____
- Labor Compliance documents posted on job site – Date: _____
HUD Form 4010, Wage Decision, and Davis-Bacon Posters
- Certified weekly payrolls submitted to MAG staff
Weekly certified payrolls must be completed by the contractor and sub-contractors, reviewed by the contract manager/sub-recipient, and submitted to MAG staff.
- Employee Deduction Authorization* forms for any employees with non-standard deductions (found in the “other” category on WH-347) submitted to MAG staff – Date: _____
- Fringe benefits contribution summary submitted to MAG staff if fringe benefits are paid to plans, funds or programs rather than in cash– Date: _____
- Designation of Signature Authority* submitted to MAG staff if president/owner of company does not sign certified payroll forms – Date: _____
- Hard copies of payrolls with original signatures mailed to MAG staff by end of project – Date: _____
- Monitoring visit completed by MAG staff – Date: _____

PROJECT COMPLETION:

- Submit any outstanding documents to MAG staff. Final reimbursement requests will not be processed until ALL documents are submitted and any restitution owed to employees is paid.
- ***Keep documentation of everything in this checklist! By HUD’s standards, if you didn’t document it, it didn’t happen.***