**CDBG-I Grantees Labor Standards Reporting**

All CDBG-I grantees shall submit a copy of the following to CDBG-I Compliance Staff:

1. Prior to pre-construction meetings are scheduled:

* Pre-bid meeting minutes including a copy of the sign in sheet (the sign in form shall include the email information from participants).
* Submit a copy the above documentation by e-mail in pdf format to [colleen.simmons@ncdenr.gov](mailto:colleen.simmons@ncdenr.gov) with the subject heading “Grantee Name, Grant Number, Pre-bid Documents”

1. Prior to construction starting:

* Completed “Start of Construction Card”
* Copy of wage decision(s) used in the bid documents and contract(s)
* Pre-construction meeting minutes and sign-in sheet.
* Submit a copy the above documentation by e-mail in pdf format to [colleen.simmons@ncdenr.gov](mailto:colleen.simmons@ncdenr.gov) with the subject heading “Grantee Name, Grant Number, Pre-Construction Documents”

Email confirmation receipts will be sent out and should be placed in grantee files.

This above mentioned information will be used to help track reporting requirements to HUD in conjunction with Semi-Annual Labor Report (HUD Form 4710), which are due second a year.

For additional guidance, please contact Colleen Simmons at [colleen.simmons@ncdenr.gov](mailto:colleen.simmons@ncdenr.gov) or 704-235-2202.

|  |  |
| --- | --- |
| **Start of Construction Card** | |
| Grantee Name: | Grant Number: |
| Bid Advertising Date: | Bid Opening Date: |
| Date of Contract Award: | Bid Contract Amount: |
| Date of Pre-construction Meeting: | Estimated Construction Start Date: |
| Wage Decision(s) used: | Completed by: |
| Signature: | |
|
|