**CDBG-I Grantees Labor Standards Reporting**

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

Prior to Construction starting, send the following package of documents, via the Division’s Online Supporting Documentation Submittal portal: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>:

1. Completed “Start of Construction Card” below.
2. Pre-Bid meeting minutes, with sign-in sheet with contact information.
3. Certification of Eligibility Form and support documentation (for known contractors and subcontractors)
4. HUD 2516 Form – Contract and Subcontract Activity (for known contractors and subs)
5. The wage decision(s) used in the bid documents and contract(s).
6. Pre-Construction meeting minutes and sign-in sheet with contact information.

This above-mentioned information will be used to help track reporting requirements to HUD in conjunction with the Semi-Annual Labor Report (due twice a year), the Annual Performance Report (due every January), and requests for additional classifications.

A letter will be emailed once the above are received and reviewed, it should be placed in grantee files. For additional guidance, please contact the CDBG-I Compliance Specialist.

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| **Start of Construction Card** |
| **Grantee Name:** | **Grant Number(s):** |
| **Bid Advertising Date:** | **Notice of Award Date:**  |
| **Pre-Bid Meeting Date:** | **Executed Contract Date:**  |
| **Bid Opening Date:** | **Bid Contract Amount:** |
| **Pre-Construction Meeting Date:** | **Notice to Proceed Date:** |
| **Wage Decision(s) Locked In for Project** *(NC ######, Mod ##, Date, Heavy):* |
| **Form Completed By Name (Print and Sign):**  |
| **Title:**  |
| **Email:**  |
| **Phone Number:**  |
| *Notes:* * *If project had to advertise for bids multiple times, provide the final attempt that results in the low, responsive, and responsible bidder.*
* *If multiple pre-bid meetings occurred, provide the date of the final one.*
* *Notice of Award date – official date, not tentative.*
* *If construction contract is being paid with multiple CDBG-I grants, bid contract amount must be split between funding grants.*
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