



CDBG-I GRANTEES LABOR STANDARDS REPORTING

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

1. Prior to Construction starting, send the following package of documents:
 - Pre-Bid meeting minutes, with sign-in sheet (the sign-in form shall include the email information from participants).
 - Completed “Start of Construction Card” below.
 - The wage decision(s) used in the bid documents and contract(s).
 - Pre-construction meeting minutes and sign-in sheet.
 - Submit the above documentation by e-mail in pdf format to the CDBG-I Compliance Specialist with the subject heading “Grantee Name, Grant Number, Start of Construction Documents”

This above-mentioned information will be used to help track reporting requirements to HUD in conjunction with Semi-Annual Labor Report, which are due twice of year. In addition to requests for additional classifications.

Email confirmation receipts will be sent out once the above are received and should be placed in grantee files. For additional guidance, please contact the CDBG-I Compliance Specialist.

Start of Construction Card	
Grantee Name:	Grant Number:
Bid Advertising Date:	Contract Award Date:
Pre-Bid Meeting Date:	Bid Contract Amount:
Bid Opening Date:	Notice to Proceed Date:
Pre-Construction Meeting Date:	
Wage Decision(s) used <i>(NC #####, Mod ##, Date, Heavy):</i>	
Form Completed By:	
Name:	
Title:	
Email:	
Phone Number:	