

LABOR STANDARDS FILE CHECKLIST

For each construction contract, the grantee should maintain a labor standards file that includes the following items. These items should be available for review when the project is completed and a CDBG staff person comes to monitor the project.

- Davis-Bacon Wage decision & any additional wage classifications requested on job
- Proof of publication of construction bid advertisement in local newspaper or your city's own procurement process.
- Labor standards provisions/section 3 statement included in bid advertisement.
- Evidence that the Davis-Bacon Wage decision was included in the specifications
- Evidence that the HUD 4010 form was included in the specifications
- Evidence that the Section 3 Construction Clause was included in the specifications
- Bid tabulation sheet
- Verification of contractor eligibility ("Clearance Letter" from Mountainland Association of Governments)
- Contract Award Letter & Notice to Proceed Letter
- Copy of pre-construction conference minutes (date, time, place and attendees)
- Copy of construction contract with federal labor standards attachments (HUD Form 4010, Davis-Bacon Wage decision and section 3 construction clause (for contracts which have triggered Section 3 compliance threshold)
- Evidence that the Davis-Bacon Wage decision was posted at the construction site
- Certified payrolls- General Contractor's weekly payroll sheets (numbered #1, #2, etc)
- Certified payrolls- Sub-contractor (s) weekly payroll sheets (numbered #1, #2, etc.)
- Hud-11's-employee interview sheets, (checked against wage decision)
- Documentation of all compliance and enforcement actions (Wage restitution owed? Paid? Any construction issues with contractor or subs? New employment opportunities created as a result of section 3 covered assistance)
- Date of construction completion: _____
- Documentation of Final Inspection - Substantial Completion, project close out, etc.
- Employees Right under the Davis-Bacon Act poster
English: <http://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf>
Spanish: <http://www.dol.gov/whd/regs/compliance/posters/davispan.pdf>
Date posted on job site: _____

