

**CDBG-DR 6-4
PRE-CONSTRUCTION CONFERENCE CHECKLIST**

DATE _____

The following items were discussed as part of the pre-construction meeting. All parties understand the roles, responsibilities, and requirements necessary to complete the project in a manner consistent with Program expectations.

- Applicability of Davis-Bacon to construction activity of project
- Additional classifications
- Who is subject to Davis-Bacon and Related Acts (DBRA)
- Payment of Fringe Benefits
- Use of Apprentices and Trainees
- Copeland "Anti-Kickback" Act
- Contract Work Hours and Safety Standards Act (CWHSSA)(Overtime Compensation)
- Liquidated Damages (re: CWHSSA violations)
- Supply and installation contracts
- Exemptions of DBRA
- Contractor's (sub's) responsibilities
- Payrolls (It is advisable to discuss with Payroll Preparer for Company also)
 - Submission Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employees (Form for Contractor to designate someone else to sign the payrolls)
 - Payroll Form WH 347
 - Form WH 348 (Used if Contractor is using a payroll form other than WM 347)

IRS Employer Identification Number (or Social Security Number, if self-employed) of the contractor and subcontractor must be on the initial payroll in the upper right-hand corner of the first page.

Submission of payrolls to the Subrecipient

Review of payrolls by the Grantee

HUD 11, Employee Interview - Use of forms by Subrecipient

Maintaining payroll files

State monitoring of payroll files and documents

Split classifications

Working foreman

OTHER

Terms and conditions of contract

Begin and end dates

Change Orders

Bonding and insurance

Local ordinances, permit required etc.

Retention of records

Equal Opportunity

Questions and answers

Posters

Print Name _____ Signature _____

Print Name _____ Signature _____