

**St. Louis County Planning Department  
Community Development Division**

**Required Submissions for All CDBG Construction Projects**

**PRE BID:**

Subrecipient, contractor, or a representative will submit to Community Development Staff:

1. The relevant and up-to-date General Wage Decision Number, Modification Number, and Publication Date of the federal wage rate that will be included in the bid documents.
2. Verification the most current edition of the HUD-4010 Federal Labor Standards Provisions is included in the bid documents.
3. Verification Section 3 requirements is included in the bid documents.
4. Notification of the bid opening and close date.

Upon receipt and approval of this information, the Community Development Staff will notify the Contractor and the engineer/architect that they may proceed with the bid process. Approval will be in writing, i.e., e-mail, fax or letter.

**POST BID:**

Subrecipient, contractor, or a representative will submit to Community Development Staff:

1. Copy of the bid tabulation sheet and name of contractor that will be awarded the construction contract. The Community Development Staff will verify the contractor's eligibility to work on federally-funded projects and notify the Contractor if an award of the contract may be offered.
2. Copy of the signed contract with the Contractor including the Notice of Award, executed performance bond, bid bond, and insurance coverage.
3. A memo verifying the federal wage rates, labor standard provisions, and Section 3 requirement were included in the contract with the Contractor. If a document is not included, address this in the memo.
4. As applicable, written notification of the preconstruction conference with an invitation to attend. Minutes of the preconstruction conference within 10 days after the conference.
5. A copy of the Notice to Proceed to Work indicating the start of construction and anticipated date of completion.
6. A revised budget based on the construction contract award including the engineering/architect costs, and other costs.

7. Verification EEO Poster, Employee Rights Under Davis Bacon, and the Federal Prevailing Wage decision are posted in an appropriate location on the work site.
8. Form 1008 and, as applicable, Form 1015 for all relevant employees will be submitted by mail to Community Development Staff. Fringe benefit calculations for employees will be provided at this time or with each payroll. Documentation of Other Deductions will be provided if not addressed on all relevant Form 1015s (eg. a CBA can be provided in place of Form 1015).
9. Original payroll reports on a weekly basis. These will be completed by the general contractor and all subcontractors working on the project and appropriately forwarded to Community Development Staff in a hard copy format. Statement of Compliances will have an original, wet ink, handwritten signature by an authorized representative.
10. Substantial Completion Form will be provided at the discretion of the Subrecipient which will pre-date project completion.
11. Memo verifying project is complete and all payrolls have been submitted to the Community Development Staff. Section 3 documentation, as required, will be provided at this time.
12. A completed CDBG closeout form reflecting the total project costs, funding sources, and description of any change orders that increased or decreased the total project costs.

**Please note that any pay requests submitted to the Community Development Staff will not be processed until the required information to that point of the project has been received. The Subrecipient is responsible for contractor compliance with Davis Bacon and Related Acts requirements.**

**Please submit payment requests in a timely matter as the project progresses.**