St. Louis County, MN

ST. LOUIS COUNTY, MINNESOTA

Submissions Checklist

For HUD-Funded Construction Projects

Form **1016**

Rev. 2-18-2025

This form is used to list the submission requirements for HUD-funded construction projects subject to Davis Bacon and Related Acts. Subrecipients are primarily responsible for providing all information within this form. All documentation can be submitted via email to St. Louis County Community Development Staff, except payroll-related documents.

Bidding Documents

- ☐ Request bidding documents from St. Louis County.
- ☐ Include the provided Buy America, Build America (BABA) language in the bid documents.
- ☐ Include the provided Section 3 language in the bid documents, if applicable.
- ☐ Email the complete bid package to St. Louis County for approval. *Upon review, Community Development Staff will provide written approval for the bid process to proceed*. Provide the bid opening date.
- ☐ Email any addenda to St. Louis County.
- ☐ Submit an email confirming that *no contracts will be awarded* until St. Louis County finalizes the environmental review.

Bidding and Award

- ☐ Email the bid tabulation and name of the contractor that will be awarded the project. Community Development Staff will verify the contractor's eligibility to work on federally funded projects and provide notification of their eligibility status.
- ☐ Email a copy of the signed contract including Notice of Award, Notice to Proceed, bonds, COI, the subcontractor list, and the completed BABA Form 1006 and Section 3 Form 1012A/1012B (if applicable).
- ☐ Review the Federal Wage Decision and notify Community Development Staff of any missing federal wage classes.

Pre-Construction and Construction

- ☐ Provide notification of the pre-construction meeting date and location.
- ☐ Provide a copy of the pre-construction meeting minutes and sign-in sheet within 10 days of the date.
- ☐ Email a picture of EEO Poster, WH-1321 Poster, and the federal wage decision posted at the project site (in a conspicuous place, protected from the elements, and in close proximity to the workers). Provide a description of their location.
- ☐ Contractors and Subcontractors must submit original payroll reports mailed weekly utilizing Forms WH-347 & WH-348 or equivalent, listing federal work classifications. Statement of Compliances must bear original ink signatures.
- ☐ Contractors and Subcontractors must submit Profile Form 1008, Fringe Benefit Explanation Form 1009 (or equal), and mailing addresses, email addresses, and phone numbers for onsite workers.
  Workers with Other Deductions must submit Court Orders, Union CBA and rate sheet, or Authorized Deductions Form 1015.
  Apprenticeship Documentation (agreement, ratios, & pay scaled earned) must be submitted with the apprentice's first payroll.

Project Completion and Close-Out

- ☐ Submit a copy of any change orders, contractual revisions, or notice of any exercised options.
- ☐ Submit a copy of the Certificate of Substantial Completion or Certificate of Final Completion.
- ☐ Submit BABA Project Completion Compliance Certification Form 1006A and Section 3 Reporting Form 1014 (if applicable).
- ☐ Submit completed Project Close-Out Form 1010 and Contractor Project Close-Out Forn 1010A.
- ☐ Submit Payment Request Form 1004 and this completed checklist, Form 1016.

Please note that any pay requests submitted to the Community Development Staff *will not be processed* until the required documentation has been received. The subrecipient is responsible for contractor compliance with Davis Bacon and Related Acts, Build America, Buy America, and Section 3 requirements, as applicable.

Contact Economic and Community Development

Duluth Office		Virginia Office	
Government Services Center 320 W 2nd Street, Suite 301 Duluth, MN 55802	Phone (218) 733-2755 www.stlouiscountymn.gov/communitydevelopment	Government Services Center 201 South 3rd Avenue West Virginia, MN 55792	Phone (218) 733-2755 www.stlouiscountymn.gov/communitydevelopment