

PRE-CONSTRUCTION REPORT FORMAT (SAMPLE)

Project Name: _____ Project # _____

Location: _____

Description of Work to be Performed: _____

Contractor: _____ Contract Amount: \$ _____

Conference Date: _____ / _____ / _____ Location: _____

Items covered During Pre-Construction Conference

- | | |
|---|--|
| <input type="checkbox"/> Attach a list of meeting participants - names and titles | <input type="checkbox"/> Submission of Apprenticeship documentation (if applicable) |
| <input type="checkbox"/> General Labor Standards concepts | <input type="checkbox"/> Federal Prevailing Wage determination (Heavy/Highway, Building, or Both) |
| <input type="checkbox"/> Grantee's role and responsibilities | <input type="checkbox"/> Applicability of dual Federal and State prevailing wage rates on CDBG-funded projects |
| <input type="checkbox"/> Contractor's role and responsibilities | <input type="checkbox"/> Contractor informed of the requirement to pay the higher of the State or Federal wage rate per classification on CDBG-funded projects. <i>(Note—in cases when the "80/20 rule" applies, the Federal Heavy & Highway determination may be in force along with the State Building schedule. In this circumstance, the higher wage rate must be paid.)</i> |
| <input type="checkbox"/> Section 3 of the Housing and Urban Development Act of 1968 | |
| <input type="checkbox"/> Equal Opportunity | |
| <input type="checkbox"/> Submission of weekly payrolls, other reporting requirements, and sanctions | |
| <input type="checkbox"/> Method and time frame for payment | |
| <input type="checkbox"/> Use of subcontractors | |