

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

- ☐ Attach a list of meeting participants - names and titles
- ☐ General Labor Standards concepts
- ☐ Grantee's role and responsibilities
- ☐ Contractor's role and responsibilities
- ☐ Section 3 of the Housing and Urban Development Act of 1968
- ☐ Equal Opportunity
- ☐ Submission of weekly payrolls, other reporting requirements, and sanctions
- ☐ Method and time frame for payment
- ☐ Use of subcontractors

- ☐ Submission of Apprenticeship documentation (if applicable)
- ☐ Federal Prevailing Wage determination (Heavy/Highway, Building, or Both)
- ☐ Applicability of dual Federal and State prevailing wage rates on CDBG-funded projects
- ☐ Contractor informed of the requirement to pay the higher of the State or Federal wage rate per classification on CDBG-funded projects. *(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.)*