

CDBG CONSTRUCTION CHECKLIST

| What | Who | Done |
|--|---------------------------------|------|
| Preliminary Activities | | |
| Select architect or engineer: If not an engineer of record, RFP is required and must be approved by CDBG. Must be at least 21-day advertisement. | Grant Administrator | |
| Negotiate professional services contract: | Grant Administrator | |
| Develop bid package with all CDBG terms and conditions, include SAM.gov | Grant Administrator | |
| Send complete bid document to CDBG Staff for review and approval need bid advertisement date, bid opening date | Grant Administrator | |
| Submit a Wage Determination request for State Prevailing (project \$100,000 or more) and Davis-Bacon wages from CDBG Staff as close to bid advertisement date. | Grant Administrator, CDBG Staff | |
| Advertise for bid: send to clearinghouse North: sierrasource@scsplanroom.com South: content@constructconnect.com Must be at least a 21-day bid advertisement | Grant Administrator | |
| Submit 10 Day Wage Determination request for updated wage rates or modifications from CDBG staff: 10 days prior to bid opening | Grant Administrator, CDBG Staff | |
| Send CDBG staff the minutes of bid opening, tabulation, and the selection process. | Grant Administrator | |
| Verify contractor eligibility (Debar) with CDBG Staff: Prior to signing a contract | Grant Administrator, CDBG Staff | |
| Check contractor references and license | Grant Administrator | |
| Preconstruction | | |
| Award contract | Grant Administrator | |
| Notify unsuccessful bidders | Grant Administrator | |
| Notify Labor Commission of contract award (if project is \$100,000 or more) | Grant Administrator | |
| Submit Contract and Subcontract Activity Report, Minority Business Enterprise Activity Report, and Section 3 Report to CDBG Staff. | Grant Administrator | |
| Wage Comparison Worksheet reviewed and approved by CDBG Staff prior to the pre-construction conference | Grant Administrator | |
| Hold preconstruction conference: Notify CDBG staff of time and date | Grant Administrator | |
| Obtain signed certifications from contractor and subcontractors | Grant Administrator | |
| Assemble sign in sheet and minutes of preconstruction conference and submit to CDBG staff | Grant Administrator | |

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| Construction/Enforcement | | |
|--|---------------------|--|
| Check employee payrolls: Payrolls and payroll checklist must be submitted to the CDBG Program Specialist weekly | Grant Administrator | |
| Conduct employee interviews: At least 5 employee interviews with 5 different people of 5 different classifications | Grant Administrator | |
| Monitor project progress | Grant Administrator | |
| Check for Labor & Equal Opportunity Posters | Grant Administrator | |
| Final inspection | Grant Administrator | |
| Acceptance of work | Grant Administrator | |
| Send final completion notice to State Labor Commissioner (if applicable) | Grant Administrator | |
| Complete compliance files and forms | Grant Administrator | |
| Liens removed | Grant Administrator | |
| Final payment made | Grant Administrator | |
| Final Wage Compliance Report | Grant Administrator | |
| Program closeout | Grant Administrator | |