**HOME/HTF** **Affordable Housing Development Grant Administration Manual Tools and Resources**

**Pre-Construction Conference Attendance and Materials Receipt Verification Form**

After the pre-construction conference, the contractor must complete this form to verify their attendance and receipt of program materials.

|  |  |
| --- | --- |
| Date: |  |
| Contractor: |  |
| Project: |  |
| Contract No.: |  |

On [Date] we, the undersigned, attended the pre-construction conference for [Project Name], a [HOME-/HTF-]assisted project implemented by [Grantee]. During the conference, we acknowledge receiving the following information:

1. HOME and/or HTF Supplemental Conditions (as applicable)
2. Section 3 and DBE/MBE/WBE Toolkit
3. System for Award Management (SAM) Quick Start Guide for New Grantee Registration
4. Job Site Notices:

* Equal Employment Opportunity (EEO) Poster
* OSHA Job Safety and Health Poster

1. Labor Standards Resources and Tools (**HOME only**, as applicable[[1]](#footnote-1))

* HUD Handbook 1344.1 (Rev. 2), Federal Labor Standards Requirements in Housing and Community Development Programs
* Davis-Bacon Labor Standards: A Contractor’s Guide to Prevailing Wage Requirements for Federally Assisted Construction Projects
* Federal Labor Standards Provisions (Form HUD 4010)
* Record of Employee Interview (Form HUD 11)
* Weekly Payroll Report Form (WH-347)
* Job Site Notices:
  + Federal Wage Poster (WH-1321)
  + Davis-Bacon Wage Determination

|  |  |
| --- | --- |
| Decision Number: |  |
| Decision Date: |  |

|  |  |  |
| --- | --- | --- |
|  | | |
| Name of Person Authorized to Sign for the Contractor |  |  |
|  |  |  |
| Signature |  | Date |

1. Federal labor standards apply to HOME projects with 12 or more assisted units. [↑](#footnote-ref-1)