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.

<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Contractor:</td>
</tr>
<tr>
<td>Project:</td>
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<tr>
<td>Contract No.:</td>
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</table>

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
5. Labor Standards Resources and Tools (HOME only, as applicable)
   - HUD Handbook 1344.1 (Rev. 2), Federal Labor Standards Requirements in Housing and Community Development Programs
   - 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

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1 Federal labor standards apply to HOME projects with 12 or more assisted units.