

Project Check List
Washtenaw County Community Development Block Grant (CDBG) Program
Public Infrastructure and Facilities Improvement Projects

Community: _____

Project Name: _____

Eligibility Determination: OCED mark the HUD National Objective to be met by the project:

- Low/Mod: Area Benefit Low/Mod: Limited Clientele Low/Mod: Housing
 Low/Mod: Jobs Slum/Blight: Area Basis Slum/Blight: Spot Basis
 Slum/Blight: Urban Renewal

Prior to Bidding Project

- Request project [Wage Decision](#) from OCED

Wage Decision Type: _____

General Decision Number: _____

Modification Number and Date: _____

- Include [Federal Funding Reference](#) in project advertisement
 Include [Required Bid and Contract Documents](#) Packet and project Wage Decision in bid packet
 Request OCED approval of advertisement and bid packet prior to publishing

During Project Bidding Process

- Notify OCED of bid advertisement date: _____
 Notify OCED of pre-bid meeting date (if applicable): _____
 Notify OCED of bid opening date: _____
 Contact OCED 10 days prior to bid opening to verify the Wage Decision is still current

After Bid Opening

- Provide OCED with a copy of the bid tabulation
 Notify OCED of any Section 3 contractors that responded: or No Section 3 contractors responded
Section 3 Contractor: _____

If you have any questions about this Project Checklist, please contact: Tara Cohen, Management Analyst at cohent@ewashtenaw.org or by calling (734) 544-3056.

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Section 3 Contractor: _____

Section 3 Contractor: _____

Pre-Construction Period

- Provide OCED with a copy of the contract award letter or resolution
- Notify OCED of the contract award date: _____
- Confirm the award date is within 90 days of bid opening?

If the contract award date is more than 90 days of the bid opening, contact OCED for an updated Wage Decision prior to entering into a contract.

- Notify OCED of the contract dollar amount: _____
- Submit completed [Section 3 Plan Information Sheet](#) to OCED
- Submit a completed [Subcontractor Information Sheet](#) to OCED
- Request OCED staff to confirm the contractor and sub-contractors are not on the [Excluded Parties List](#)
- Include [Required Bid and Contract Documents](#) Packet and project Wage Decision in the construction contract (packet and wage decision provided by OCED)
- Provide a copy of a signed construction contract to OCED
- Notify OCED of the pre-construction meeting date (if applicable): _____
- Provide OCED with a copy of the pre-construction meeting notes and sign in sheet (if applicable)
- Provide OCED with a copy of the Performance Bond (if required)
- Provide OCED with a copy of the Construction Schedule
- Provide OCED with a copy of the Notice to Proceed Letter
- Confirm that work began within 90 Days of contract signing

If work began more than 90 days after the contract signing, contact OCED for an updated Wage Decision.

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Contractor Information and Responsibilities

Prime Contractor: _____ Address: _____

Contact: _____ Phone: _____

- Include [Required Bid and Contract Documents](#) Packet and project Wage Decision in all sub-contracts
- Submit completed [Project Wage Rate Sheet](#) to OCED prior to construction
- Notify OCED staff of construction start date: _____
- [Equal Employment Opportunity](#) and [Employee Rights Under the Davis-Bacon Act](#) posters and [Wage Rate Sheet](#) are posted at all construction sites
- Submit signed certified [Payroll](#) (with original signatures) for each week of work and verify the following information has been included:
 - Identify name and last 4 digits of Social Security Number for each employee
 - List Work Classification from project Wage Decision for each employee
 - Hours worked each day
 - Rate of pay
 - No "Other Deductions"
 - Fringes Option A marked
 - Payrolls Numbered
 - Payroll Signed by Ownerand
 - Fringe rate (include \$ value for each employee)
 - ["Other Deductions" with Written Authorization](#)
 - Fringes Option B marked
 - Final Payroll Marked
 - Letter from owner authorizing other signatory attached
- Submit [Waiver of Construction Liens](#) (required before draws will be made by OCED)
- Submit [Unconditional Waiver](#) (required before final payment will be made by OCED)
- Submit [Sworn Statement](#) – Signed and Notarized (required before final payment will be made by OCED)
- Submit [Section 3 Summary Report](#) (required before final payment will be made by OCED)
- Notify OCED of project completion date: _____

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Sub-Contractor Information and Responsibilities (complete for each sub-contractor)

Sub-Contractor: _____ Address: _____

Contact: _____ Phone: _____

- Submit completed [Project Wage Rate Sheet](#) to OCED prior to construction
- Notify OCED staff of construction start date: _____
- [Equal Employment Opportunity](#) and [Employee Rights Under the Davis-Bacon Act](#) posters and [Wage Rate Sheet](#) are posted at all construction sites
- Submit signed certified [Payroll](#) (with original signatures) for each week of work and verify the following information has been included:
 - Identify name and last 4 digits of Social Security Number for each employee
 - List Work Classification from project Wage Decision for each employee
 - Hours worked each day
 - Rate of pay and Fringe rate (include \$ value for each employee)
 - No "Other Deductions" or ["Other Deductions" with Written Authorization](#)
 - Fringes Option A marked or Fringes Option B marked
 - Payrolls Numbered and Final Payroll Marked
 - Payroll Signed by Owner or Letter from owner authorizing other signatory attached
- Submit [Waiver of Construction Liens](#) (required before draws will be made by OCED)
- Submit [Unconditional Waiver](#) (required before final payment will be made by OCED)

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Reimbursement Requests

- Submit a completed [Reimbursement Request Form](#) with the following information attached:
- Copy of invoice
 - Copy of proof of payment
 - Copy of final project inspection (if applicable) or N/A
 - Any other relevant backup documentation (if applicable) or N/A
 - A completed copy of this Project Checklist

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