



Multifamily Kickoff Training

Texas General Land Office Community Development and Revitalization Program (GLO-CDR)

“We work to rebuild communities, to put Texans back in their homes, and to help businesses recover after the trauma of disaster.”

George P. Bush

Texas General Land Office Commissioner



Labor Standards Training

AGENDA

- **Project Set Up**
- **Davis-Bacon Laws**
- *Break*
- **Inspections/ Section 3**
- **Draw Requests**
- *Questions*





Project Set Up



CDBG Disaster Recovery Project Set-Up Checklist for MULTIFAMILY RENTAL DEVELOPMENTS	
Subrecipient	CDBG Contract #
Development Owner	Property Name
Award Date	Award Amount
Contract Start Date	Contract End Date

Submit the following REQUIRED documentation

Subrecipient/ Development Owner	GLO
<input type="checkbox"/> Governing body resolution approving award to Developer/Owner (If Applicable)	<input type="checkbox"/>
<input type="checkbox"/> Authority to Use Grant Funds / Environmental Clearance	<input type="checkbox"/>
<input type="checkbox"/> Duplication of Benefits (DOB) verification/documentation (if Applicable)	<input type="checkbox"/>
<input type="checkbox"/> Evidence of Hurricane Damage (If Applicable)	<input type="checkbox"/>
<input type="checkbox"/> Contract between Subrecipient and Owner (If Applicable)	<input type="checkbox"/>
<input type="checkbox"/> Verification from Subrecipient that NO parties have entered into a cost plus contract	<input type="checkbox"/>
<input type="checkbox"/> Multifamily CDBG workbook	<input type="checkbox"/>
<input type="checkbox"/> Labor Standards – Appointment of LSO, GLO Form 6-1	<input type="checkbox"/>
<input type="checkbox"/> Notice to Proceed (NTP)	<input type="checkbox"/>
<input type="checkbox"/> Land Use Restriction Agreement (LURA)	<input type="checkbox"/>
<input type="checkbox"/> Construction Plan Review Approval Letter	<input type="checkbox"/>

Certification

Subrecipient hereby certifies that the necessary provisions of the State of Texas Action Plan for Disaster Recovery, as posted on the GLO's website, Federal CDBG regulations, as published in 24 CFR Part 570.480, the state CDBG Rules, and other related administrative rules and regulations issued by the Federal government or State of Texas that are applicable to rental activities funded under the CDBG Disaster Recovery Program have been included or incorporated in all relevant sub agreements with the Developer/Owner of this project.

Subrecipient hereby certifies that we are familiar and have provided notification to the Developer/Owner that the transaction is subject to the requirements of Subrecipient's contract with the GLO which incorporates applicable provisions of the State of Texas Action Plan for Disaster Recovery, as posted on the GLO's website, Federal CDBG regulations, as published in 24 CFR Part 570.480, and other relevant administrative rules and regulations issued by the Federal government and/or State of Texas with respect to the CDBG Disaster Recovery Program and will enforce such rules for the duration of the Land Use Restriction Agreement for the proposed development.

Subrecipient hereby acknowledges that the Developer/Owner has been made aware that information relevant to the development, its operations and residents are covered under Chapter 552, Texas Government Code, the Texas Public Information Act unless a valid exception exists and Chapter 2306 of the Texas Government Code.

Subrecipient acknowledges all representations, undertakings, and commitments made by Developer/Owner in the application process for a development, shall be deemed to be a condition to any Commitment Notice, Determination Notice, Loan Commitment or Contract for such development, the violation of which shall be cause for cancellation of such Commitment Notice, Determination Notice, Loan Commitment or Contract and, shall be enforceable even if not reflected in the Land Use Restriction Agreement (LURA).

Subrecipient hereby asserts that the certifications made herein are true and correct and that Subrecipient has undergone sufficient investigation to affirm the validity of the statements made.

Subrecipient Authorized Signature: _____ Date: _____

Reviewed and Approved by:

GLO Authorized Signature: _____ Date: _____

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Project Set Up

Authority to Use Grant Funds

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Authority to Use Grant Funds

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

To: (name & address of Grant Recipient & name & title of Chief Executive Officer)	Copy To: (name & address of SubRecipient)
Pete Phillips Texas General Land Office Community Development and Revitalization P.O. Box 12873 Austin, TX 78711-2873	Maureen Mahoney
We received your Request for Release of Funds and Certification, form HUD-7015.15 on 12/07/2018	
Your Request was for HUD/State Identification Number B-17-DM-48-0001	

All objections, if received, have been considered. And the minimum waiting period has transpired. You are hereby authorized to use funds provided to you under the above HUD/State Identification Number. File this form for proper record keeping, audit, and inspection purposes.

Project Activity: [REDACTED]

Program Description: [REDACTED] is proposing to rehabilitate this apartment complex comprising of 3 buildings totaling 24 units. This activity will be funded by the Texas General Land Office, Community Development and Revitalization, Multi-family Affordable Rental Housing Program.

CDBG-DR funds: \$1,506,000
Total Project funds: \$\$1,877,696

Project location: [REDACTED]

*Due to the urgent need for assistance to homeowners still experiencing the effects of damage caused by Hurricane Harvey, the State of Texas requested HUD's coordination to process the RROF and AUGF for this activity under 24 CFR 58.33(b). The public comment period and objection period were therefore combined for this request.

Typed Name of Authorizing Officer Stanley Gimont Title of Authorizing Officer Deputy Assistant Secretary for Grant Programs	Signature of Authorizing Officer X	Date (mm/dd/yyyy) DEC 20 2018
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Project Set Up



Texas General Land Office - Disaster Recovery

Duplication of Benefits (DOB) Calculation Form

Revised Form Effective 1/11/13

The DOB calculation form must document the total amount of DOB per household / property. All DOB calculated must follow the latest Clarification of Duplication of Benefits requirements under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery Grantees (71060 Federal Register/Vol. 76, No. 221/ Wednesday, November 16, 2011/Notices and 42 U.S.C. 5155 Section 312 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act, as amended).

Subrecipient must first determine the applicant's total post-disaster recovery need (based on actual bid and program caps). Then the Subrecipient must reduce the determined need by funding previously received for the same purposes. The remaining amount and any associated program caps is what the CDBG program is able to award. Following the identification of the total need, duplicative assistance must be calculated and documented below. See DOB: <http://www.glo.texas.gov/GLO/documents/disaster-recovery/housing/forms/hud-dob-guidance.pdf>

Applicant ID No:			
Applicant Name:		Address:	
Subrecipient Name:		Contract #:	

Section 1

A. Assistance Type and Amount verified/ documented by Subrecipient:

FEMA		SBA	
Insurance		Other	
Total Assistance:		Other Description:	

B. Expenditures (Receipts/ Support Documentation)

Receipts:	
Inspection Report:	
Forced Mortgage Payoff Amount:	
Total Expenditures:	

Total DOB (Difference calculated between Assistance minus Expenditures) = Remaining Gap	
<i>If Total Assistance (A) is greater than or equal to Total Expenditures (B), or if A ≥ B, then a positive dollar amount shown indicates a duplication of benefit.</i>	

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Section 2

Options/Alternatives:	Options	
Original Project Cost Amount:		Enter Bid Amount Here (e.g., 120000)
DOB Calculated:		DOB as Calculated in Section 1
Total Reductions to Bid Amount*:		Total Reductions from the Original Bid Amount* (e.g., 5000)
Provide Other Funding:		Total Amount of Other Funding by Applicant (e.g., 5000)
Remaining Gap:		

* Itemization must be captured on Homeowner DOB Exception Acknowledgment Form and must accompany this checklist

Subrecipient Signature:		Date:	
Applicant's Signature:		Date:	



Draw Workbook

Cover	Instructions	Final Sources of Funds	Final Uses of Funds	Final Budget	Vendor List	Disbursement Req	Request for Payment	Req. for Change Order	Close Out Report
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FINAL SOURCES OF FUNDS - Contract

Describe all sources of funds and total uses of funds. Information must be consistent with the Development Cost Schedule. Where funds such as tax credits, loan guarantees, bonds are used, only the proceeds going into the development should be identified so that "sources" match "uses."

Source #	Funding Description	Priority of Lien	Construction Sources	Permanent Sources	Financing Participants
1	Conventional Loan				
2	Conventional Loan/FHA				
3	Conventional Loan/Letter of Credit				
5	CDBG - DR				GLO
5	Other CDBG				
6	Housing Trust Fund				
7	HOME				
8	Mortgage Revenue Bonds				
10	HTC Syndication Proceeds				
13	Historic Tax Credit Syndication Proceeds				
14	USDA/ TXRD Loan(s)				
15	Other Federal Loan or Grant				
16	Other State Loan or Grant				
17	Local Government Loan or Grant				
18	Private Loan or Grant				
19	Cash Equity				
20	In-Kind Equity/Deferred Developer Fee				
TOTAL SOURCES OF FUNDS			\$ -	\$ -	
TOTAL USES OF FUNDS				\$ -	

Sources and Uses of Funds

Describe all sources of funds and total uses of funds. Information must be consistent with the Development Cost Schedule. Where funds such as tax credits, loan guarantees, bonds are used, only the proceeds going into the development should be identified so that "sources" match "uses."

USES OF FUNDS	Total Cost	Loan Proceeds (First Lien)	CDBG-GLO	Developer Cash	Deferred Developer Fee	Other Financing
Acq - Contract Price	\$ -					
Acq - Closing/Legal Other	\$ -					
Off-Sites	\$ -					
Site work	\$ -					
Direct Construction costs	\$ -					
General Requirements (<6%)	\$ -					
Overhead (<2%)	\$ -					
Profit (<6%)	\$ -					
Architectural - Design Fees	\$ -					
Architectural - Supervision Fees	\$ -					
Engineering Fees	\$ -					
Real Estate Attorney/other legal fees	\$ -					
Accounting Fees	\$ -					
Impact Fees	\$ -					
Building permits & related costs	\$ -					
Appraisal	\$ -					
Market analysis	\$ -					
Environmental Assessment	\$ -					
Soils Report	\$ -					
Survey	\$ -					
Marketing	\$ -					
Cost of Consturction Insurance	\$ -					
Hazard & liability insurance	\$ -					
Real Property Taxes	\$ -					
Personal Property Taxes	\$ -					
Tenant Relocation Expenses	\$ -					
Other Indirect/Soft Costs	\$ -					
Housing Consultant Fees	\$ -					
Developer Fee - G & A	\$ -					



Project Setup

Cover	Instructions	Final Sources of Funds	Final Uses of Funds	Final Budget	Vendor List	Disbursement Req	Request for Payment	Req. for Change Order	Close Out Report
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CDBG RENTAL HOUSING DEVELOPMENT BUDGET & DISBURSEMENT PLAN				
	Final Budget (DBG Budget)		Requested Funds (for estimate)	Comments
ACQUISITION				
Acquisition Contract Price			\$ -	
Acquisition Closing/Legal/Other			\$ -	
Total Acquisition	\$ -	\$ -	\$ -	
OFF-SITES				
SITE WORK				
DIRECT CONSTRUCTION COSTS			\$ -	
OTHER CONSTRUCTION COSTS			\$ -	
Contractor General requirements (<6%)			\$ -	
Contractor overhead (<2%)			\$ -	
Contractor profit (<6%)			\$ -	
<i>Total Contractor Fee Budgeted</i>	\$ -	\$ -	\$ -	
<i>Total Contractor Fee Limit: \$0</i>				
Contingency (<5%)			\$ -	
TOTAL DIRECT HARD COSTS	\$ -	\$ -	\$ -	
INDIRECT/SOFT CONSTRUCTION COSTS				
Architectural - Design fees			\$ -	
Architectural - Supervision fees			\$ -	
Engineering fees			\$ -	
Real estate attorney/other legal fees			\$ -	
Accounting fees			\$ -	
Impact Fees			\$ -	
Building permits & related costs			\$ -	
Appraisal			\$ -	
Market analysis			\$ -	
Environmental assessment			\$ -	
Soils report			\$ -	
Survey			\$ -	
Marketing			\$ -	
Course of construction insurance			\$ -	
Hazard & liability insurance			\$ -	
Real property taxes			\$ -	
Personal property taxes			\$ -	
Tenant relocation expenses			\$ -	
Other Indirect/Soft Costs			\$ -	
Subtotal Indirect Const. Cost	\$ -	\$ -	\$ -	
DEVELOPER FEES				
Housing consultant fees			\$ -	
Developer fee- General & Administrative			\$ -	
Developer fee- Profit or fee			\$ -	
Subtotal Developer's Fees	\$ -	\$ -	\$ -	
MAX DEVELOPER FEE FROM REA REPORT				
FINANCING COSTS:				
CONSTRUCTION LOAN(S)				
Construction Loan Interest			\$ -	
Construction Loan origination fees			\$ -	
Construction Loan Title & recording fees			\$ -	
Construction Loan Closing costs & legal fees			\$ -	
Construction Loan - Inspection fees			\$ -	

CDBG RENTAL HOUSING DEVELOPMENT VENDOR LIST - Contract #					
<p>The Vendor List must reflect all Vendors and the General Contractor for which reimbursement of costs are sought. The Vendor List must be updated each time a draw request is submitted as, necessary. If the Developer or Development Owner has an identity of interest with the general contractor, all requests for disbursement of construction costs must identify the <u>subcontractors or vendors</u> that are being paid, provide a general description of the work performed and identify the payment amount. This documentation must be provided as a supplement to the architect certified contractor's application for payment.</p>					
Code*	Contractor / Subcontractor / Vendor Name	Address	Phone	Fax	Tax ID Number
EE	dfdf				



Project Set Up

NOTICE TO PROCEED (Ten-Day Call)

Name of Project:

Applicant/Owner:

General Contractor:

Project Number:

Date:

The Texas General Land Office hereby authorizes <Name of Partnership> to proceed with rehabilitation construction of Project located in the City of <City>, <County> County, Texas.

This Notice to Proceed is issued prior to disbursement of funding for the construction related activity as stipulated in the Construction Loan Agreement, Section 23, Part (a).

The contractor has ten (10) calendar days from the issuance of this notice to commence construction activity. Building Permit issued by the City of <City>, Texas are attached as evidence of local jurisdiction authorization to begin construction on <Date>. The General Wage Decision No: <Number> Effective dated <date> officially locks-in prevailing wages required to be paid to laborers and mechanics working on this project. The attached prevailing wages are in effect throughout the construction phase of the project approved by the Agency

Name
Title

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Agenda

What is Davis Bacon (DB) and Labor Standards (LS) Compliance?

- Designation of LS Officer
- Wage Rates
- 10-day call
- Notice to Proceed
- Posting On-Site
- Employee Interviews





What is DB and LS Compliance?

- **The Davis-Bacon Act (DBA).** The Davis-Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on Federal government and District of Columbia construction projects in excess of \$2,000. Construction includes alteration and/or repair, including painting and decorating, of public buildings or public works.
- **The Contract Work Hours and Safety Standards Act (CWHSSA).** CWHSSA requires time and one-half pay for overtime (O/T) hours (over 40 in any workweek) worked on the covered project. The CWHSSA applies to both direct Federal contracts and to indirect Federally-assisted contracts ***except*** where the assistance is solely in the nature of a loan guarantee or insurance. CWHSSA violations carry a liquidated damages penalty (\$10/day per violation). Intentional violations of CWHSSA standards can be considered for Federal criminal prosecution.
- The labor standards clauses describe the responsibilities of the contractor concerning Davis-Bacon wages and obligate the contractor to comply with the labor requirements. The labor standards clauses also provide for remedies in the event of violations, including withholding from payments due to the contractor to ensure the payment of wages or liquidated damages which may be found due. These contract clauses enable the contract administrator to enforce the Federal labor standards applicable to the project. HUD has standard forms that contain contract clauses. For example, the HUD-2554, Supplementary Conditions to the Contract for Construction, which is issued primarily for FHA multifamily housing and other construction projects

NOTE: By executing a GLO-DR contract, recipients have agreed to administer and enforce Davis-Bacon requirements and have accepted the responsibilities described in this document.



Labor Standards Training

LS Compliance Procedures

1) Designate a Labor Standards Officer (“LSO”) for the project.

2) Obtain an applicable Wage Decision for the project.

9/23/2016 www.wdd.gov/wdd/scaffles/davisbacon/AL00.dvb?v=0

General Decision Number: AL160090 01/08/2016 AL90
Superseded General Decision Number: AL20150090
State: Alabama
Construction Type: Residential
Counties: Bullock, Dale and Pike Counties in Alabama.
RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories).
Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Davis-Bacon Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

Modification Number	Publication Date
0	01/08/2016

* SUAL2007-117 10/23/2007

	Rates	Fringes
BRICKLAYER.....	\$ 12.94	0.00
CARPENTER, Excluding Drywall Hanging.....	\$ 10.17	0.00
CEMENT MASON/CONCRETE FINISHER...	9.96	0.00
DRYWALL FINISHER/TAPER.....	\$ 10.00	0.00
DRYWALL HANGER.....	\$ 11.18	0.00
ELECTRICIANS, Including HVAC Temp Controls.....	\$ 10.54	0.00
LABORER: Common or General.....	\$ 7.42	0.00
LABORER: Landscape.....	\$ 7.25	0.00
LABORER: Mason Tender - Cement/Concrete.....	\$ 8.00	0.00
OPERATOR: Backhoe.....	\$ 9.80	0.00
OPERATOR: Bulldozer.....	\$ 11.71	0.00
PAINTER: Brush and Roller, Excludes Drywall Finishing/Taping.....	\$ 10.21	0.00
PLUMBER.....	\$ 10.25	0.00

<http://www.wdd.gov/wdd/scaffles/davisbacon/AL00.dvb?v=0>



Labor Standards Training

LS Compliance Procedures (Cont.)

3) Include the correct wage determination in the bid documents.



4) Ensure that the wage decision is current ten days before bid opening.

5) Check the proposed prime construction contractor for eligibility status. (sam.gov)



Labor Standards Training

LS Compliance Procedures (Cont.)

6) Award the construction contract.

7) Hold a preconstruction conference to explain labor standards.

8) Submit the Labor Standards Record.





Labor Standards Training

LS Compliance Procedures (Cont.)

9) Conduct On-Site visits and payroll reviews during construction including employee interviews.

10) Submit final wage compliance report.





Additional Classifications

What if the work classification you need isn't on the wage decision?

If the work classification(s) that you need doesn't appear on the wage decision, you will need to request an additional classification and wage rate. This process is usually very simple and you'll want to start the request right away. Basically, you identify the classification you need and recommend a wage rate for DOL to approve for the project. There are a few rules about additional classifications; you'll find these rules in the DOL regulations, Part 5, and in the labor clauses in your contract.

Additional classification rules. Additional classifications and wage rates can be approved if:

1. The requested classification is used by construction contractors in the area of the project. (The area is usually defined as the county where the project is located).
2. The work that will be performed by the requested classification is not already performed by another classification that is already on the wage decision. (In other words, if there already is an Electrician classification and wage rate on the wage decision you can't request another Electrician classification and rate.)
3. The proposed wage rate for the requested classification "fits" with the other wage rates already on the wage decision. (For example, the wage rate proposed for a trade classification such as Electrician must be at least as much as the lowest wage rate for other trade classifications already contained in the wage decision.) And,
4. The workers that will be employed in the added classification (if it is known who the workers are/will be), or the workers' representatives, must agree with the proposed wage rate.



Labor Standards Training

Required Labor Forms

- Appointment of a Labor Standards Officer
- Wage Rate Issuance Notice
- Ten-Day Confirmation Form
- Pre-Construction Conference Report
- Labor Standards Record
- Additional Subcontractor Verification
- Financial Interest Report
- Standard DOL Payroll Form WH 347
- Record of Employee Interview
- Final Wage Compliance Report
- Request for Additional Classification and Rate



Labor Standards Training

Resources:

Department of Labor Website

<https://www.wdol.gov/dba.aspx>

Debarment Check:

<https://www.sam.gov/SAM/>

GLO-CDR Labor Forms:

<http://recovery.texas.gov/local-government/resources/infrastructure/index.html>

HUD Website:

<https://portal.hud.gov/hudportal/HUD>



Labor Standards Training

Thank You!





Labor Standards Training

22.404 -- Davis-Bacon Act Wage Determinations

- DOL is responsible for issuing wage determinations reflecting prevailing wages, including fringe benefits.
- The wage determinations apply only to those laborers and mechanics performing work at the site of the work including drivers who transport to or from the site.
- Determinations are issued for different types of construction, such as building, heavy, highway, and residential (referred to as rate schedules), and apply only to the types of construction designated in the determination.



Labor Standards Training

22.404-3 - Procedures for Requesting Wage Determinations

- Do not need to notify DOL of use if wage determination is on the website.
- When you need a wage rate not listed, submit a request and include:
 - Location where the proposed project is located.
 - Name of the project and a detailed description of the work
 - Estimated cost of each project.
 - All the classifications of laborers and mechanics likely to be employed.
- *Time for submission of requests.*
 - Processing = at least 30 days. Submit requests at least 45-60 days before issuing the solicitation or exercising an option.
- *Review of wage determinations:* Immediately upon receipt, the contracting agency shall examine the wage determination and inform the DOL of any changes and to correct errors.



Labor Standards Training

22.404-5 - Expiration of Project Wage Determinations

- Make every effort possible to ensure the award is made before expiration of the project wage determination.

The following procedure applies when **contracting by sealed bidding**:

- Postpone the bid opening date to allow time to obtain the determination, amend the solicitation, and permit bidders to amend their bids.
- Request an extension if the determination will expire after bid opening but before award. Include a statement as to why the extension is necessary and proper in the public interest or to prevent undue hardship.
 - If the new determination changes any wage rates to be used in the contract, the CO may cancel the solicitation, or award the contract with the new determination. Equitably adjust the contract price for any cost changes from the new wage determination.
 - If the new determination does not change any wage rates, the CO shall award the contract, modify it to include the new determination.



Labor Standards Training

22.404-6 - Modifications of Wage Determinations

The following applies when **contracting by negotiation**:

- Must modify the solicitation if the wage determination is modified before award.
- If modified before award: follow the procedures in [22.404-5\(c\)\(3\)](#) or (4).
- If modified after award: follow the procedures in [22.404-6\(b\)\(5\)](#).
- Receive modified determination before exercising the option: must modify the contract to incorporate the modified wage determination, and adjust for any changes in cost.



Labor Standards Training

22.404-6 - Modifications of Wage Determinations

Sealed Bidding:

- A written action to modify the wage determination shall be effective if it is published 10+ days before the date of bid opening **or** <10 days before bid opening if the CO has reasonable time to notify the prospective bidders.
- Modifying the wage determination after bid opening shall not be included in the solicitation.
- If the modification is received after award: modify the contract to incorporate the wage modification retroactive to the date of award. Equitably adjust the contract price for any changes in cost.
- If an award is not made within 90 days after bid opening, modification to a wage determination shall be effective for any resultant contract.
 - A 90-day extension can be obtained from DOL if the extension is in the public interest to prevent injustice, undue hardship, or to avoid serious impairment.

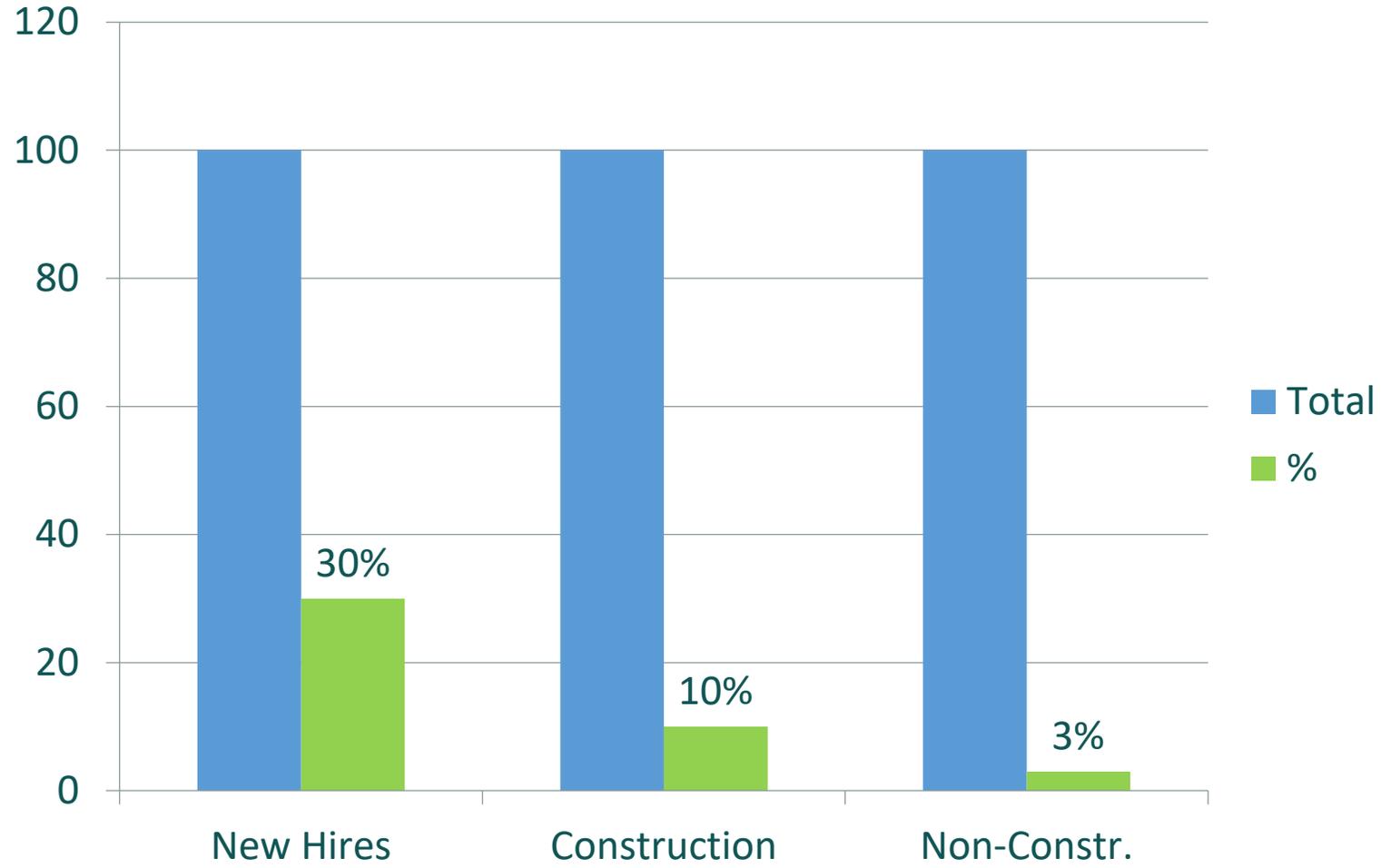


What is Section 3?



“Section 3” refers to Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u, section 3).







Section 3 Quarterly Summary Report



Texas General Land Office
Community Development and Revitalization Program

Section 3 Quarterly Summary Report Economic Opportunities for Low- and Very Low-Income Persons

1. Grantee / Subrecipient Name and Address		2. GLO Contract Number	
		3. Contact Person/ Section 3 Coordinator	
		4. Phone (include area code)	
		5. Email	
6. Total Amount of Award:	7. Year	8. Quarter Being Reported	
9. Executed Contracts This Quarter	11. Program Code: (Use separate sheet for each program code.)		
	8 = CDBG-State Administered		
10. Date Report Submitted			

Part I: Employment and Training (** Columns B, C and F are mandatory fields. Include New Hires in E & F)

A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Sec. 3 New Hires (Optional)	E		F Number of Section 3 Trainers <small>Enter the number of Section 3 business in contractor with this award</small>
				Section 3 employee hours (Optional) <small>Include hours for paid time available</small>	Total staff hours (Optional) <small>The percentage of the total staff hours worked by Section 3 employees contracted with this award</small>	
Professionals						
Clinical						
Case Management						
Facilities/Maintenance						
Technical (Bookkeeping, IT, etc.)						
Carpentry						
Masonry						
Plumbing						
Electrical						
Administrative						
Other (Describe)						
Total						

Revised form effective 10/6/2017

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of construction contracts awarded	
B. Total dollar amount of construction contracts awarded to Section 3 businesses	
C. Percentage of total dollar amount that was awarded to Section 3 businesses	
D. Total number of Section 3 businesses receiving construction contracts	

2. Non-Construction Contracts:

A. Total dollar amount of all non-construction contracts awarded	
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	
C. Percentage of total dollar amount that was awarded to Section 3 businesses	
D. Total number of Section 3 businesses receiving non-construction contracts	

Contracts Executed During Reporting Quarter (Report all contracts executed during the reporting quarter.)

1. Construction Contracts (10% of all awarded construction contracts, awards to Section 3 Business Concerns-represents minimum goals)

Prime Contractor	Construction Contract Amount	Section 3 Bus.	Contract Award Date	Placed Job Notice in Work-in-Tenured Local Workforce Skills	No. of New Hires	No. of New Hires (Section 3 Residents)	Total No. of New Hires (Section 3 Residents)	
								+
								-
Subcontractor (Name)	Contract Amount	Section 3 Bus.	Contract Award Date	Placed Job Notice in Work-in-Tenured Local Workforce Skills	Contractor Type: Plumbing, Electrical, etc.			
								+
								-

2. Non-Construction Contracts (3% of all awarded non-construction contracts, awards to Section 3 Business Concerns-represents minimum goals) (Report awarded Contracts that are valued at or above \$2,000)

Business Name	Contract Amount	Section 3 Bus.	Contract Award Date	Placed Job Notice in Work-in-Tenured Local Workforce Skills	Section 3 Contract Amount	Reason/Contract Type	
							+
							-

If more lines are needed for any fields, please add an additional page.

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Part III: Summary Of Efforts

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.

(Select Yes to all. If a Section has not been made, default is No)

<input type="checkbox"/>	Recruited low-income residents through: local advertising media, signs prominently displayed at the project site, contacts with the community organizations and public or private agencies operating within the metropolitan area (or non metropolitan county) in which the Section 3 covered program or project is located, or similar methods.
<input type="checkbox"/>	Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
<input type="checkbox"/>	Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
<input type="checkbox"/>	Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
<input type="checkbox"/>	Other Efforts, Please describe below:

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(5) of the Fair Housing Act and Section 916 of the HCDIA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

If more lines are needed for any fields, please add an additional page.

Revised form effective 10/6/2017



Draw Checklist



CDBG Disaster Recovery Project Draw Request Checklist for MULTIFAMILY RENTAL DEVELOPMENTS	
Subrecipient	CDBG Contract #
Development Owner	Property Name
Award Date	Award Amount
Contract Start Date	Contract End Date

Interim Draw Request - Submit the following REQUIRED documentation

Subrecipient/ Development Owner	GLO
<input type="checkbox"/> Request for Payment (tab in the multifamily draw workbook);	<input type="checkbox"/>
<input type="checkbox"/> Vendor List (tab in the multifamily draw workbook)	<input type="checkbox"/>
<input type="checkbox"/> Draw/Disbursement Request Form (tab in the multifamily draw workbook)	<input type="checkbox"/>
<input type="checkbox"/> AIA Form G702 or G703, signed and <u>NOTARIZED</u>	<input type="checkbox"/>
<input type="checkbox"/> Lien Waiver Affidavit (sign by contractor)	<input type="checkbox"/>
<input type="checkbox"/> Interim down-date endorsement to title policy thru date of previous hard cost draw request	<input type="checkbox"/>
<input type="checkbox"/> Itemized Invoices for soft costs (must reflect the Development Name or Development Owner Name)	<input type="checkbox"/>
<input type="checkbox"/> Mid-inspection report	<input type="checkbox"/>
<input type="checkbox"/> Copies of itemized invoices to support draw request	<input type="checkbox"/>

Retainage Draw Request - Submit the following REQUIRED documentation

Subrecipient/ Development Owner	GLO
<input type="checkbox"/> Certificate of Substantial Completion (AIA Form G704) <u>updated to indicate 100% completion with a zero balance</u>	<input type="checkbox"/>
<input type="checkbox"/> Certificates of Occupancy provided by local jurisdiction, or for rehabilitation, Certification of completion from the Architect	<input type="checkbox"/>
<input type="checkbox"/> Labor Standards Final Wage Compliance Report In order to avoid delays in reimbursement, the GLO strongly recommends the Development Owner submit the Final Wage and Compliance Report for review and approval prior to submitting request for final draw. <i>Release of the final draw will not be approved by the GLO Labor Standards Specialist.</i>	<input type="checkbox"/>
<input type="checkbox"/> Final Lien Waiver Affidavit (sign by contractor)	<input type="checkbox"/>

Multifamily Draw Request Form

Page 1 of 2
July 1, 2014

Subrecipient/ Development Owner	GLO
<input type="checkbox"/> Down-date endorsement dated thirty (30) calendar days after completion of construction	<input type="checkbox"/>
<input type="checkbox"/> GLO Final Inspection letter confirming Development is in compliance with Section 504, Fair housing construction requirements, and has met all of the application requirements. <i>If noncompliance findings are identified in the final inspection, release of the final draw will not be approved until notification that findings are resolved is received from a GLO Inspection Specialist.</i>	<input type="checkbox"/>
<input type="checkbox"/> Project Completion Report screen completed in the Housing Contract System	<input type="checkbox"/>
<input type="checkbox"/> Close Out Report (tab in the multifamily draw workbook)	<input type="checkbox"/>



Draw Workbook

Cover	Instructions	Final Sources of Funds	Final Uses of Funds	Final Budget	Vendor List	Disbursement Req	Request for Payment	Req. for Change Order	Close Out Report
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CDBG RENTAL HOUSING DEVELOPMENT DRAW REQUEST FORM - Contract

The Vendor List must reflect all Vendors and the General Contractor for which reimbursement of costs are sought. The Vendor List must be updated each time a draw request is submitted as necessary. If the Developer or Development Owner has an identity of interest with the general contractor, all requests for disbursement of construction costs must identify the subcontractors or vendors that are being paid, provide a general description of the work performed and identify the payment amount. This documentation must be provided as a supplement to the architect

Draw Req. No.	Draw Req. Date	Cost Category	Validation Type	Payee <i>(Vendor List must be current)</i>	Invoice No.	Invoice Date	AIA # <i>(i.e. Division or Line number (IF APPLICABLE))</i>	Requested Amount	Modify if approval is less than requested <i>(FOR GLO USE)</i>	<i>(FOR GLO USE)</i>	Type of Work Performed	Possible Duplicate Checked	Approved By <i>(FOR GLO USE)</i>	Approval Date <i>(FOR GLO USE)</i>	Required Retainage
				dfdf	1	7/1/2014	1	\$ 5,000.00	\$ 5,000.00		Wst				\$ 555.56

CDBG REQUEST FOR PAYMENT	
Development Owner:	<input style="width: 90%;" type="text"/>
Development Name:	<input style="width: 90%;" type="text"/>
Development Address:	<input style="width: 90%;" type="text"/>
Date:	<input style="width: 90%;" type="text"/>
Contract Number:	0
Draw Request #:	<input style="width: 90%;" type="text"/>
Is this the final draw for release of retainage? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total CDBG Contract Amount	\$ -
Cumulative Amount Dispersed to Date	\$ -
Retainage Withheld	\$ -
AVAILABLE BALANCE	\$ -
Costs incurred during period	\$ -
Less Retainage (10%)	\$ -
Amount requested for Draw Number	\$ -



Interim Draw Request

G702 Document and Lien Waiver Affidavit

Application and Certificate for Payment

TO OWNER:	PROJECT:	APPLICATION NO:	Distribution to:
		PERIOD TO:	OWNER <input type="checkbox"/>
		CONTRACT FOR:	ARCHITECT <input type="checkbox"/>
FROM CONTRACTOR:	VIA ARCHITECT:	CONTRACT DATE:	CONTRACTOR <input type="checkbox"/>
		PROJECT NOS:	FIELD <input type="checkbox"/>
			OTHER <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. The Continuation Sheet is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certifications for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$ _____	CONTRACTOR: By: _____ Date: _____ State of: _____ County of: _____ Subscribed and sworn to before me this: _____ day of: _____ Notary Public: My commission expires: _____
2. NET CHANGE BY CHANGE ORDERS	\$ _____	
3. CONTRACT SUM TO DATE	\$ _____	
4. TOTAL COMPLETED AND STORED TO DATE	\$ _____	
5. RETAINAGE:		
a. _____ % of Completed Work (Columns D + E on Continuation Sheet)	\$ _____	
b. _____ % of Stored Material (Column F on Continuation Sheet)	\$ _____	
Total Retainage (Lines 5a + 5b, or Total in Column 1 of Cont. Sheet)	\$ _____	
6. TOTAL EARNED LESS RETAINAGE	\$ _____	ARCHITECT'S CERTIFICATE FOR PAYMENT
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ _____	In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.
8. CURRENT PAYMENT DUE	\$ _____	AMOUNT CERTIFIED
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$ _____	(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation sheet that are changed to conform with the amount certified.)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total charges approved in previous months by Owner	\$ _____	\$ _____
Total approved this month	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
NET CHANGES by Change Order	\$ _____	

ARCHITECT:
By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT (TEXAS)

Project: _____
Job No.: _____

Upon receipt by the undersigned of a check from _____ in the sum of _____ DOLLARS (\$ _____) made payable to _____, and when the aforesaid check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien right, any right arising from a payment bond that complies with a state or federal statute, any common law payment bond right, claim for payment, and any rights under any similar ordinance, rule, or statute related to claim or payment rights for persons in the undersigned's position which the undersigned has on the property of _____ (name of property owner) (the "Owner") located at _____ (property address), to the following extent: _____ (job description)

This release covers a final payment for all labor, services, equipment, or materials furnished to the property or to _____ (name of person with whom the claimant contracted).

Before any recipient of this document relies on this document, the recipient should verify evidence of payment to the undersigned.

The undersigned warrants that the undersigned has already paid or will use the funds received from this final payment to promptly pay in full all of the undersigned's laborers, subcontractors, materialmen, and suppliers for all work, equipment, materials, or services provided for or to the above referenced project up to the date of this waiver and release.

DATED this _____ day of _____, 20____.

Name of Company

By: _____
Authorized signature

Title: _____



Retainage Draw Request

AIA Document G704™ – 2000

Certificate of Substantial Completion

PROJECT: (Name and address) PROJECT NUMBER: OWNER

CONTRACT FOR: ARCHITECT

CONTRACT DATE: CONTRACTOR

TO OWNER: (Name and address) TO CONTRACTOR: (Name and address) FIELD

OTHER

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

ARCHITECT BY DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$

The Contractor will complete or correct the Work on the list of items attached hereto within () days from the above date of Substantial Completion.

CONTRACTOR BY DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at (time) on (date).

OWNER BY DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows: (Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

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2019
STATE, FEDERAL & OSHA
LABOR LAW POSTER



Retainage Draw Request - Submit the following REQUIRED documentation

Subrecipient/ Development Owner	GLO
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<input type="checkbox"/> Certificates of Occupancy provided by local jurisdiction, or for rehabilitation, Certification of completion from the Architect	<input type="checkbox"/>
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<input type="checkbox"/> Final Lien Waiver Affidavit (sign by contractor)	<input type="checkbox"/>



Final Questions

The Multifamily team at GLO is here to help you

Jeff Crozier- Multifamily Manager

Matt Zimmerman

John Douglas

Julie Parlato

RM Jackson

Thank you for attending