



**DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
PRE-CONSTRUCTION CONFERENCE MINUTES  
(Attendance List Attached)**

Date: \_\_\_\_\_

CDBG Project Number: CDBG-\_\_\_\_\_

Project Name: \_\_\_\_\_

Community: \_\_\_\_\_

Conducted By: \_\_\_\_\_

Amount of Contract: \$ \_\_\_\_\_

Contractor: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Minority Contractor: \_\_\_ Yes \_\_\_ No

Female Contractor: \_\_\_ Yes \_\_\_ No

Section 3 Contractor: \_\_\_ Yes \_\_\_ No

**LABOR STANDARDS ACTS**

(Check off Items as Covered in Conference)

Wage Decision Number: ME\_\_\_\_\_

Posting of Wage Decision at Job Site (Copy Provided to Contractor)

**Davis-Bacon Acts**

If a contract exceeds \$2,000, all laborers and mechanics employed by the Contractor and any Subcontractor on construction work pursuant to this Contract shall be paid wages at rates not less than the prevailing wages contained in the Wage Determination for \_\_\_\_\_ County, Maine, as determined by the United States Department of Labor. Furthermore, each Contractor or Subcontractor shall submit to the Town of \_\_\_\_\_ weekly payrolls for each week from the time the work is started on the project until it is completed. Weekly payrolls shall be submitted promptly, preferably, no later than seven working days following completion of the work week and shall be numbered sequentially, and the final payroll marked "Final."

Exceptions to minimum wage requirements

Fringe Benefit Payments Discussed

Payroll forms explained and distributed

Underpayments and Restitution explained

Employee interviews explained

Posting of "Employee Rights Under Davis-Bacon Act" poster (Poster Provided to Contractor)

**Contract Work Hours and Safety Standards Act**

All laborers and mechanics employed by the Contractor or any Subcontractor shall receive overtime compensation at rates not less than one and one-half times the basic rate of pay for work in excess of 40 hours per week.

- Underpayments and Liquidated Damages explained - \$27 for each calendar day in workweek on which such individual was required or permitted to work in excess of 40 hours without payment of required overtime wages.

**Copeland Anti-Kickback Act**

- The Contractor or any Subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion or repair of any public building or public work to give up any part of the compensation to which he or she is otherwise entitled.
- Violations explained
- Permissible deductions explained

**Use of Volunteers**

- Check here if any Contractor or Subcontractor intends to utilize volunteer labor on this project.
- Permissible use of volunteers explained
- Need of OCD notification and approval

**Title VI of the Civil Rights Act of 1964**

- No person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination on the grounds of race, handicap, color, sex, sexual orientation, national origin, or familial status

**Equal Employment Opportunity**

- All contractors and Subcontractors must comply with Executive Order 11246, entitled "Equal Employment Opportunity", as contained in the Construction Contract.
- Posting of the EEO Poster at the jobsite (Copy distributed to Contractor)
- Certification of Contractor and Subcontractors Regarding Nonsegregated Facilities as required by the May 19, 1967, Order 32F.R. 74390
- Certification of Bidder Regarding Equal Employment Opportunity as required by the Construction Contract and all subcontracts

**Section 3 of the Housing and Urban Development Act of 1964**

- Contractor must submit a completed Section 3 Affirmative Action Plan as required in the Construction Contract.
- Contractor and all subcontractors must complete Section 3 Income Worksheet for all new hires and existing employees.
- Contractor must submit a completed Section 3 Utilization Report prior to receiving final payment.

Contractor fully understands his/her obligations as presented above.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

