

Office of Housing Division 00 Checklist

Name of Project: _____

Applicable to project?	Item	Triggered by:	Specific Forms:	Form Held by:	Monitored by:	Date of Forms	Action Item
	Apprentice Participation	Dept of Commerce Funding *: HTF, Grants & Loans of \$1 million total project cost or greater	Apprenticeship Participation: Documentation Requirements of HTF Projects	Commerce	WCRA , on behalf of Commerce	NA	Informational only
			Statement of Apprentice / Journeyman Participation	http://www.ga.wa.gov/Construction/3FormsRef.htm	WCRA , on behalf of Commerce	NA	Contractor to submit to WCRA each month during construction. Goal is 15% hours worked by apprentices.
	Supplementary Conditions	Any OH funding	OH Supplementary Conditions	Office of Housing (OH)	OH	1/20/10	Informational only - addresses applicable laws, codes & ordinances that apply to construction contract.
	Bid Forms	Any OH funding	Description of Bid Process	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Complete one form for each sub-contract describing bid process and submit to OH upon request.
			Summary of Winning Bidders	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Complete one form for all winning bidders and submit to OH upon request.
	Prevailing Wage Rates	OH funding	Residential Prevailing Wage Rate Policy	Office of Housing (OH)	OH	5/11/10	Informational only - describes when prevailing wage rates apply, process for OH administering wage requirements, & borrower's responsibility. Contact Miguel Beltran at (206) 684-0385 for wage rate questions.
			Current Wage Rate Determination - Wages locked in 10 days prior to bid, as long as contract is signed within 6 months.	Labor & Industries	Seattle OH collects forms & monitors	Varies	Include wage rate schedules for bidders / subs to use to determine minimum wages to pay. Wages schedules are at: http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp
			Employment Standards Program - PVA Application Determination letter	Office of Housing (OH)	OH	2/4/05	Informational only - clarifies drywall texture and PVA application wage rates.
			City of Seattle Intent to File Prevailing Wages	http://www.seattle.gov/housing/development/construction.htm	Seattle OH collects forms & monitors	6/17/10	Submit form for GC & all subs when contracts are signed, prior to beginning work on site.
			City of Seattle Affidavit of Wages Paid	http://www.seattle.gov/housing/development/construction.htm	Seattle OH collects forms & monitors	NA	Submit form for GC & all subs after all work on site is complete.
	Davis Bacon Wage Rates	HOME, CDBG, more than 8 units of Section 8 vouchers	Wage Requirements Where Davis Bacon Wages Apply	Office of Housing (OH)	OH	1/20/10	Informational only -clarifies how to determine wage requirements for projects in Seattle when both State Residential Prevailing Wages AND federal Davis Bacon wages apply to the project.
			Current Wage Rate Determination - Wages locked in at contract signing.	http://www.gpo.gov/davisbacon/	Seattle OH collects forms & monitors	Varies	Include wage rate schedules for bidders / subs to use to determine minimum wages to pay. Wage schedules are at: http://www.gpo.gov/davisbacon/WA.html
			Federal Labor Standards Provisions (HUD-4010)	http://www.hudclips.org/	OH / Human Services Dept.	6/09	Information only - includes HUD rules and regulations for complying with Davis Bacon certified payroll reporting.
			Contract & Subcontract Activity Form (HUD-2516) - WMBE Monitoring	http://www.hudclips.org/	OH / Human Services Dept.	NA	Submit to OH Davis Bacon monitoring person as subcontracts are awarded.
			Prime Contractor's Certification of Business Status	http://www.hudclips.org/	OH / Human Services Dept.	NA	Submit to OH Davis Bacon monitoring person prior to starting construction.
			Prime/Subcontractor Agreement Form	http://www.hudclips.org/	OH / Human Services Dept.	NA	Submit to OH Davis Bacon monitoring person as subcontracts are awarded, prior to sub starting work on site.
			Subcontractor / Subtier Agreement Form	http://www.hudclips.org/	OH / Human Services Dept.	NA	Submit to OH Davis Bacon monitoring person as subcontracts are awarded, prior to sub starting work on site.
			Contractor & Subcontractor Authorization to Sign Payrolls (HUD-5282)	http://www.hudclips.org/	OH / Human Services Dept.	NA	Submit to OH Davis Bacon monitoring person as subcontracts are awarded, prior to sub starting work on site.
			Fringe Benefits Forms	http://www.hudclips.org/	OH / Human Services Dept.	NA	Submit to OH Davis Bacon monitoring person as subcontracts are awarded, prior to sub starting work on site.
			Employee Roster Form	http://www.hudclips.org/	OH / Human Services Dept.	NA	Submit to OH Davis Bacon monitoring person as subcontracts are awarded, prior to sub starting work on site.
			Sign-in Form for Drywall Activities	http://www.hudclips.org/	OH / Human Services Dept.	NA	Submit to OH Davis Bacon monitoring person while drywall hanging & finishing activities are happening on site.
			Weekly Payroll Reports (WH-347)	http://www.dol.gov/whd/forms/wh347.pdf	OH / Human Services Dept.	NA	Submit to OH Davis Bacon monitoring person on a regular basis once work onsite has begun.

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Section 3	HUD funding from OH	Section 3 Requirements for Owners, General Contractors and Subcontractors	http://www.seattle.gov/housing/development/construction.htm	OH	8/23/10	Informational only - describes process for targeting and documenting Section 3 requirements for projects in Seattle
		Project Plan	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Once contractor is selected, use this plan to estimate Section 3 goals for project - GC submits to developer. Once subs are selected, refine plans and send to OH.
		Hiring Plan for Subs	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Subs fill out within 30 days after contract is awarded and submit to GC, who sends to developer (not OH).
		Subcontracting Plan	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Subs that intend to subcontract - fill out within 30 days and submit to GC, who send to developer (not OH).
		Section 3 Status Report- Hiring / Subcontracting Activity	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Subcontractors to submit forms to GC prior to starting work onsite and each month during construction. GC to collect and use reports to fill out monthly Summary Report.
		Section 3 Project Summary Report	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Contractor to fill out each month and submit to developer with payment application.
		Section 3 Business Concern Certification	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Subs submit at with bids to show whether or not they are a Section 3 Business.
		Section 3 Resident Certification	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Subs and GC fill out this form when they hire a Section 3 resident to perform work on the project. Submit to GC, who uses form to fill out monthly Project Summary Report.
		Section 3 Status Report	http://www.seattle.gov/housing/development/construction.htm	OH	NA	Contractor to submit forms for GC and any subs with contracts > \$100,000 prior to starting work onsite and each month during construction.
Evergreen Standard	Dept of Commerce Funding *	ESDS Checklist	http://www.commerce.wa.gov/site/1027/default.aspx	WCRA , on behalf of Commerce	Varies	Include checklist in Division 00
		Evergreen Project Plan	Developed by project team. See sample plan at: http://www.commerce.wa.gov/site/1027/default.aspx	Commerce	Varies	Project team develops plan and submits to Commerce for approval.
Insurance - General Liability	All OH projects Dept of Commerce Funding	Insurance Checklist or form that clearly states what min. policy limits	NA	NA	Varies	Owner to check with all funders on project and compare insurance requirements. Use info to develop a job-specific checklist of insurance requirements for GC & all Subs (include in spec book so it is available to bidders).
Insurance - Builder's Risk	All OH projects Dept of Commerce Funding	Insurance Checklist or form that clearly states what min. policy limits	NA	NA	Varies	Owner to check with all funders on project and compare insurance requirements. Use info to develop a job-specific checklist of insurance requirements for GC (include in spec book so it is available to bidders).
Equal Employment Opportunity / WMBE		Equal Employment Opportunity Requirements	Office of Housing (OH)	HUD	1/20/10	Informational - outlines policies related to Equal Employment, non-discrimination and women & minority business enterprises. NOTE: if project also has King County funding, use KC language instead (more restrictive).
		Women & Minority Business Enterprises Report	http://www.seattle.gov/housing/development/construction.htm	OH	7/15/03	Contractor to fill out each month, sign and submit to developer with pay application.
		Women & Minority Business Enterprises Certification	Office of Housing (OH)	OH	NA	http://www2.ci.seattle.wa.us/vendorregistration/default.asp

* Evergreen Standard and Apprenticeship Requiements could be triggered by other State funds, passed through other State programs. Office of Housing will still require Evergreen Standard even when the State is not a funding source in the project.