

1. All housing rehabilitation construction contracts MUST contain reference to the following federal laws:

- a. Title VI of the *Civil Rights Act of 1964*, as amended:

"All parties to this contract hereby agree to comply with the provisions of Title VI of the *Civil Rights Act of 1964* (Public Law 88-352) which provides: that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

- b. Executive Order 11246, as amended:

"All parties to this contract which exceed \$10,000.00 hereby agree to comply with the provisions of Executive Order 11246 which provides: that contractors and subcontractors take affirmative action to ensure fair treatment in employment, upgrading, demotion, layoff, or termination, rates of pay or other forms of compensation, and selection for training and apprenticeship."

- c. Section 109 of the *Housing and Community Development Act of 1974*, as amended:

"All parties to this contract hereby agree to comply with the provision of Section 109 of the *Housing and Community Development Act of 1974* which provides: that no person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the *Age Discrimination Act of 1975* or with respect to an otherwise qualified handicapped individual as provided in section 504 of the *Rehabilitation Act of 1973* shall also apply to any such program or activity.

- d. Section 3 of the *Housing and Urban Development Act of 1968*:

"All parties to this contract hereby agree to comply with the provisions of Section 3 of the *Housing and Urban Development Act of 1968* which provides:

- i) That to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the project area."
 - ii) All parties to this contract hereby agree to comply with the following:
 "Pursuant to the Provisions of 24 CFR Part 85 and Section 3 of the *Housing and Urban Development Act of 1968*, in procuring supplies, equipment, construction and services, and CONTRACTOR and all SUBCONTRACTORS will contact the firms located in the local project area (county) and, minority- and female-owned firms identified by the PUBLIC BODY on its solicitation list and provide such firms reasonable opportunities to compete for procurement contracts."
- e. The *Immigration Reform and Control Act of 1986*:

"All parties to this contract hereby agree to comply with the following provisions of the *Immigration Reform and Control Act of 1986* which provides: that the CONTRACTOR agrees by signing this contract that he or she does not and will not during the performance of this contract violate the provisions of the *Federal Immigration Reform and Control Act of 1986*, which prohibits employment of illegal aliens."
- f. *Lead-Based Paint Poisoning Prevention Act* (Public Law 91-695, 84 Stat. 2068 as amended by Public Law 93-151 and Public Law 94-317 (42 U.S.C. 4801))
 - i) "As pursuant to the *Lead-Based Paint Poisoning Prevention Act*, as amended, the CONTRACTOR and SUBCONTRACTORS shall not use lead based paint in residential structures and shall eliminate any lead-based paint hazards in residential structures rehabilitated."
 - ii) The governing body shall be responsible for inspection certifications and preparing specifications to eliminate identified lead based paint under CFR Section 35.24.
- 2. All housing rehabilitation construction contractors must submit a *Register of Assigned Employees* and a *Monthly CDBG Register of Contractors, Subcontractors and Suppliers* for all procurement of more than \$10,000 as found on the following pages.

Register of Assigned Employees

Explanation of Form

What it is Used For: To document all procurements of more than \$10,000 (or more than \$1,000 if a housing rehabilitation project) made in a CDBG project. To track progress toward hiring goals. To assist in assuring compliance with Section 3 and Davis-Bacon and Related Acts.

When it is Used: To document the initial workforce and new hires, rehires and any changes in job classifications, rate of pay and authorized deductions throughout the construction process. It is updated on an ongoing basis.

Where it Goes: The Grantee files all reviewed and accepted Registers in their labor standards and equal opportunity project files.

- Instructions:**
- COMPLETE THE “Month Covered” AND “Date Completed” IN THE TOP RIGHT CORNER.
 - The Local LMI Hiring Goal is always 30% Insert the Minority and Female goals as found in the Transmittal of Wage Decision letter sent to the Chief Executive Official by the PAAO Program Manager.
 - ROUND CONTRACT AMOUNTS TO THE NEAREST DOLLAR.
 - NEW HIRES are registered as such one time and only on the original submittal or for the month in which it occurred; DO NOT DUPLICATE ‘NEW HIRES’ ON SUBSEQUENT SUBMITTALS.
 - RECALLED means a person who was off of the Company’s payroll and is now back on the payroll. The person is treated as NEW HIRES except that the date recalled is entered in e(2). Subsequent recalls of any employees, whether originally listed as a ‘new hire’ or a ‘recall’ are treated as ‘modifications,’ see below.
 - MODIFICATIONS affect ONLY the following items: (ONLY ITEM ‘a’ AND ITEM(S) BEING MODIFIED ARE COMPLETED FOR MODIFICATIONS.)
 - Changes to employee’s name, e.g. due to marriage (item a) (if change is to name, show both old and new name)

- Changes in trade and job classification (item c)
- Changes in rate of pay and benefits (item d)
- Changes in authorized payroll deductions (item f)
- A recall of an employee previously registered (item e(2)).

GRANTEE'S RESPONSIBILITIES: For every procurement with a prime contractor, the Grantee must complete item (1) of SECTION I and supply the prime contractor with enough copies for the duration of the contract. After submission of the Register by its Prime, the Grantee must review the Register for completeness, accuracy and consistency with the Register of Contractors, Subcontractors, and Suppliers and the *Payroll Report*.

PRIME CONTRACTOR'S RESPONSIBILITIES: The Prime Contractor must submit this prior to start of construction and update it as necessary throughout the construction process. The Prime Contractor must use the forms supplied by the Grantee in which item (1) of Section I is already completed; item (2) remains blank. In SECTION II, the Prime Contractor completes items 'a' thru 'h' on 'new hires' and first time 'recalls', and only item 'a' and the item(s) being modified for modifications.

For every procurement with a subcontractor, the Prime Contractor should complete item (2) of SECTION I (item (1) is already completed on the form) and supply the subcontractor with enough copies for the duration of the subcontract. The Prime Contractor must obtain this form from all of its subcontractors for submission to the Grantee.

SUBCONTRACTOR'S RESPONSIBILITIES: The Subcontractor must submit this prior to start of construction, update it as necessary throughout the construction process and submit it to the Prime Contractor.

The Subcontractor must use the forms supplied by the Prime Contractor in which Section I is already completed. In SECTION II, the Subcontractor completes items 'a' thru 'h' on 'new hires' and first time 'recalls'; and only item 'a' and the item(s) being modified for modifications.

Register of Assigned Employees

Month Covered: _____, 20__

Date Completed: _____

Submit initial list of workforce prior to start of construction; update throughout construction to show changes.

SECTION I: Identification of Level of Submittal, see instructions on back of form

(1) Grantee: _____ Grant #: _____ Project Name: _____
HIRING GOALS: _____ 30% SECTION 3 _____ % MINORITY _____ 6.9% FEMALE
Prime Contractor _____ Contracted Amount \$ _____
(2) Subcontractor _____ Contracted Amount \$ _____

SECTION II: List all workers paid by this contract. For NEW HIRES: complete items 'a' thru 'h.' For MODIFICATIONS: complete only item 'a' and item(s) being modified. Update the Register to add new hires, rehires and changes to job classifications, rate of pay or authorized payroll deductions.

a. NAME OF EMPLOYEE b. COUNTY OF RESIDENCE	c. TRADE & JOB CLASSIFICATION d. RATE OF PAY & BENEFITS	e. (1). DATE HIRED or e (2). DATE RECALLED f. AUTHORIZED PAYROLL DEDUCTIONS	g. MINORITY	h. GENDER
a. b.	c. d.	e (1) _____ or e(2) _____ f. _____	____yes ____no	____female ____male
a. b.	c. d.	e (1) _____ or e(2) _____ f. _____	____yes ____no	____female ____male
a. b.	c. d.	e (1) _____ or e(2) _____ f. _____	____yes ____no	____female ____male
a. b.	c. d.	e (1) _____ or e(2) _____ f. _____	____yes ____no	____female ____male
a. b.	c. d.	e (1) _____ or e(2) _____ f. _____	____yes ____no	____female ____male

*SECTION 3 RESIDENT- A resident of the area in which Section 3 covered assistance is expended, and who qualifies as a low- or very-low-income person.

*SECTION 3 BUSINESS- A business of the area in which 51% or more is owned by Section 3 Residents or 30% of employed staff are Section 3 Residents; or 25% of subcontracts committed to Section 3 Businesses.

Monthly CDBG Register of Contractors, Subcontractors and Suppliers

Explanation of Form

What it is Used For: To document all procurements of more than \$10,000 made in a CDBG project. To assist in assuring compliance with Section 3 and Davis-Bacon and the Related Acts.

When it is Used: Procurements are registered as they occur or on a monthly basis prior to submittal. This form is compiled by the Grantee, the General Contractor, and each subcontractor per the instructions below for each month and part of month during the course of a contract.

Where it Goes: The Grantee files all reviewed and accepted submittals in their procurement and equal opportunity project files.

- Instructions:*
- Complete the “Month Covered” and “Date Completed” in the top right corner.
 - ROUND CONTRACT AMOUNTS TO THE NEAREST DOLLAR.
 - RECORD THE PHYSICAL ADDRESS OF BUSINESS ONLY. P.O. Boxes and other mailing addresses are not acceptable.
 - A procurement is registered one time and only for the month in which it occurred; DO NOT DUPLICATE PROCUREMENTS ON SUBSEQUENT SUBMITTALS.

GRANTEE’S RESPONSIBILITIES: The Grantee should complete this form each month to register all applicable procurements with General Contractors, subcontractors and suppliers. For submittal to itself the Grantee completes line (1) of SECTION I; line (2) and (3) will be left blank. For every procurement with a General Contractor, the Grantee should complete lines (1) and (2) of SECTION I and supply the General Contractor with enough copies for the duration of the contract. After submission of the Register by its Prime, the Grantee must review the Register for completeness, accuracy and consistency with the *Register of Assigned Employees* and the *Payroll Report*. The Grantee should not pay the prime its final invoice until it has received all of the required Registers and has determined their accuracy.

GENERAL CONTRACTOR’S RESPONSIBILITIES: The General Contractor must prepare and submit this form every month and part of month to the Grantee along with

any submittals received from subcontractors. The General Contractor must use the forms supplied by the Grantee in which lines (1) and (2) of SECTION I are already completed and line (3) remains blank.

In SECTION II, the Prime will identify each procurement as either 'subcontractor' or 'supplier' and will give complete information in the remaining columns. For every procurement with a subcontractor, the General Contractor should complete item (3) of SECTION I (lines (1) and (2) being already completed by the Grantee) and supply the subcontractor with enough copies for the duration of the subcontract. The General Contractor must obtain this form monthly from all of its subcontractors for submission to the Grantee.

SUBCONTRACTOR'S RESPONSIBILITIES: The Subcontractor must complete this form every month and part of month during the course of the contract for submittal to the General Contractor. The Subcontractor should use the forms supplied by the General Contractor in which SECTION I is already completed. In SECTION II, the Subcontractor will identify each procurement as either 'subcontractor' or 'supplier' and will give complete information in the remaining columns. The subcontractor must submit its final Register to the General Contractor with its final invoice. The General Contractor must review its subcontractor's final register and verify that it is complete and accurate before payment of the final invoice to the subcontractor.

Monthly CDBG Register of Contractors, Subcontractors and Suppliers

Month Covered: _____, 20_____

Register all procurements of more than \$10,000 one time only, in month of occurrence

SECTION I: Identification of Level of Submittal, see instructions on back of form

(1) Grantee: _____ Grant #: _____ - _____ Project Name: _____ Section 3 County*: _____
 (2) General Contractor _____ IRS# (or owner's SSN) _____
 (3) Subcontractor _____ IRS# (or owner's SSN) _____

SECTION II: Details of Procurements

Choose one:	Name and Physical Address of Business, and IRS# (or owners' SSN)	Contract Description or Items Supplied	Amount of Contract or Purchase	Ownership of Business (check All that apply)
_____ General Contractor _____ Subcontractor _____ Supplier	IRS# (or SSN):		\$	_____ Minority-Owned Business _____ Section 3 Business _____ Female-Owned Business _____ White American _____ African American _____ Native** American _____ Hispanic American _____ Asian American _____ Not American Owned
_____ General Contractor _____ Subcontractor _____ Supplier	IRS# (or SSN):		\$	_____ Minority-Owned Business _____ Section 3 Business _____ Female-Owned Business _____ White American _____ African American _____ Native** American _____ Hispanic American _____ Asian American _____ Not American Owned
_____ General Contractor _____ Subcontractor _____ Supplier	IRS# (or SSN):		\$	_____ Minority-Owned Business _____ Section 3 Business _____ Female-Owned Business _____ White American _____ African American _____ Native** American _____ Hispanic American _____ Asian American _____ Not American Owned
_____ General Contractor _____ Subcontractor _____ Supplier	IRS# (or SSN):		\$	_____ Minority-Owned Business _____ Section 3 Business _____ Female-Owned Business _____ White American _____ African American _____ Native** American _____ Hispanic American _____ Asian American _____ Not American Owned

*SECTION 3 RESIDENT: – A resident of the area in which Section 3 covered assistance is expended, and who qualifies as a low- or very low-income person.

SECTION 3 BUSINESS: – A business of the area in which 51% or more is owned by Section 3 residents or 30% of employed staff are Section 3 residents or 25% of subcontracts are committed to Section 3 businesses.

**NATIVE AMERICAN: - American Indian/Alaskan Natives