

# HOME/HTF Affordable Housing Development Grant Administration Manual

## Tools and Resources

### Pre-Construction Conference Attendance and Materials Receipt Verification Form

After the pre-construction conference, the contractor must complete this form to verify their attendance and receipt of program materials.

Date:	
Contractor:	
Project:	
Contract No.:	

On [Date] we, the undersigned, attended the pre-construction conference for [Project Name], a [HOME-/HTF-]assisted project implemented by [Grantee]. During the conference, we acknowledge receiving the following information:

1. HOME and/or HTF Supplemental Conditions (as applicable)
2. Section 3 and DBE/MBE/WBE Toolkit
3. System for Award Management (SAM) Quick Start Guide for New Grantee Registration
4. Job Site Notices:
  - Equal Employment Opportunity (EEO) Poster
  - OSHA Job Safety and Health Poster
5. Labor Standards Resources and Tools (**HOME only**, as applicable<sup>1</sup>)
  - HUD Handbook 1344.1 (Rev. 2), Federal Labor Standards Requirements in Housing and Community Development Programs
  - Davis-Bacon Labor Standards: A Contractor's Guide to Prevailing Wage Requirements for Federally Assisted Construction Projects
  - Federal Labor Standards Provisions (Form HUD 4010)
  - Record of Employee Interview (Form HUD 11)
  - Weekly Payroll Report Form (WH-347)
  - Job Site Notices:
    - Federal Wage Poster (WH-1321)
    - Davis-Bacon Wage Determination  
Decision Number: \_\_\_\_\_  
Decision Date: \_\_\_\_\_

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Name of Person Authorized to Sign for the Contractor

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Signature

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Date

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<sup>1</sup> Federal labor standards apply to HOME projects with 12 or more assisted units.