



New Jersey Economic Development Authority (NJEDA)
Internal Process Management (IPM)

Prevailing Wage (PW) and Affirmative Action (AA) Pre-Construction Packet

All forms can be found online at:

http://www.njeda.com/public-information/affirmative_action/projects

This packet is intended as a guide for Prime Contractors to help them maintain compliance throughout the life of the project. The following is a list of documents required for Labor Standards Compliance on NJEDA PW and AA projects

| PW and AA Pre-Construction Packet | |
|-----------------------------------|---|
| 1. | Mandatory Contract Language; NJ Prevailing Wage |
| 2. | Mandatory Contract Language; Affirmative Action |
| 3. | PW & AA Addendum to the Construction Contract (Business Entity Receiving Financial Assistance & GC/Prime/CM and Landlord) |
| 4. | PW and AA Addendum to the Construction Contract (GC/Prime/CM and Subcontractors) |
| 5. | Web Portal Instructions |
| 6. | AA FORM 1: Initial Construction Project Workforce Report |
| 7. | County Goals for Minority and Women Participation |
| 8. | NJ Law Prohibits Discrimination in Employment Labor Poster |
| 9. | Payroll Certification for Public Works Projects |
| 10. | Diane B. Allen Equal Pay Act Information Slides |
| 11. | Employee Misclassification (Employee vs. Independent Contractors) |
| 12. | AA FORM 2: Monthly Project Workforce Report |
| 13. | Sample Referral Letters for Good Faith Efforts (GFE) |
| 14. | Sample Contractor Release Letter |
| 15. | PW and AA Completion Certificate |
| 16. | Post- Construction "Vintage Year" |
| 17. | Meeting Sign-In Sheet |

Additional Resources Available Online at:

http://www.njeda.com/public-information/affirmative_action/projects

- PW & AA Requirements for NJEDA Construction Projects
- NJEDA Affirmative Action Rules N.J.A.C Title 19 Chapter 30 Subchapter 3
- NJEDA Prevailing Wage Rules N.J.A.C Title 19 Chapter 30 Subchapter 4
- Notice Regarding Affirmative Action/Prevailing Wage & Green Building Requirement
- Diane B. Allen Equal Pay Act