

NEW JERSEY ECONOMIC DEVELOPMENT

Office of Recovery - New Jersey Stronger Business Loan (SBL) Program

Labor Standards (LS) / EEO / Affirmative Action (AA)

Document Check List

Forms can be located on the NJEDA's website at:

www.njeda.com/affirmativeaction

Instructions

The following is a complete list of documents for LS/EEO/AA/ SWMVBE compliance for the General Contractor and their subcontractors.

- * The General Contractor must download the "**Complete Construction Package Documents and Mandatory Contract Language**" from the NJEDA's website. (items 1 thru 13)

Box The General Contractor must submit "**Documents to be Completed and Submitted before Contract Execution**"

A to Lorena Young at Lyoung@njeda.com in either electronic or hard copy format.

Box **Monthly Compliance Requirements and Site Monitoring**" items will be discussed during the Pre-

B Construction Meeting to be scheduled.

Box **Labor Standards Construction Completion Notification** - required when Labor Standards Compliance

C is completed and no additional CPRs are required for construction site work.

Complete Construction Package Documents and Mandatory Contract Language		√ Downloaded by General Contractor
1	HUD - 4010 Federal Labor Standards	
2	Labor Standards Posters (3 samples)	
3	Certification by Proposed General Contractor Regarding EEO	
4	Certification by Proposed Subcontractor Regarding EEO	
5	Affirmative Action / EEO /Prevailing Wage Addendum to Construction Contracts (AB/GC)	
6	Affirmative Action / EEO /Prevailing Wage Addendum to Construction Contracts (GC/SUBS)	
7	Official Wage Determinations (Federal, Statewide, State-COUNTY)	
8	NJEDA Project Wage Rate Sheet	
9	U.S. Department of Labor Payroll (ONB No. 1235-0008) Certified Payroll Form WH-347	
10	Certified Payroll Review Checklist	
11	NJEDA Initial Construction Project Workforce Manning Report (AA Form 1)	
12	NJEDA Sandy Monthly Project Workforce Report - Construction (AA Form 2)	
13	NJEDA Prevailing Wage AA EEO SWMVBE Completion Certificate GC & SUBS	

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Document Tracking Sheet

Box A		√ Submitted to the NJEDA
Documents to be Completed and Submitted before Contract Execution		
3	Certification by Proposed General Contractor Regarding EEO	
4	Certification by Proposed Subcontractor Regarding EEO	
5	Affirmative Action / EEO /Prevailing Wage Addendum to Construction Contracts (AB/GC)	
6	Affirmative Action / EEO /Prevailing Wage Addendum to Construction Contracts (GC/SUBS)	
8	NJEDA Project Wage Rate Sheet: NOTE: OFFICIAL Prevailing Wage Determinations are issued at this time NJ State (County and Statewide), and Federal	
11	NJEDA Initial Construction Project Workforce Manning Report (AA Form 1)	

Box B		√ Submitted to the NJEDA
Monthly Compliance Requirements and Site Monitoring		
9	U.S. Department of Labor Payroll (ONB No. 1235-0008) Certified Payroll Form WH-347 (Original ink signatures and hard copy format ONLY acceptable for submission)	
12	NJEDA Sandy Monthly Project Workforce Report - Construction (AA Form 2) this form requires online registration and monthly electronic submission	

Box C		√ Submitted to the NJEDA
Labor Standards Construction Completion Notification		
13	NJEDA Prevailing Wage AA EEO SWMVBE Completion Certificate GC & SUBS	