

General Contractor Packet Requirements

Project Name: _____

PHFA #: _____

*****Note: All submitted documents requiring a signature must be original copies signed in blue ink.**

General Contractor - Must complete the following form(s) **one time** at the beginning of the project

- Certification of Contractor Regarding EEO (for contracts of \$10,000 or above)
 - Subcontractor Notification Letter of Awards (for contracts \$10,000 or above)
 - Contractor/Subcontractor Certification
 - Non-Collusive Affidavit
 - Section 3 Certification Letter
 - Exhibit 2 - Section 3 Workforce/Training Needs Table (for contracts of \$100,000 or above)
 - Exhibit 3 - MBE/WBE/Section 3 Contact/Solicitation and Commitment Statement
 - Payroll Authorization Letter (If applicable)
 - Payroll Deduction Authorization Letter (If applicable)
 - Employee Listing (Name, Address, Social Security Number)
 - Debarment Review of Subcontractors (EPLS)
 - Debarment Review of Sub-tier Subcontractors (EPLS) (If not performed by Subcontractor)
 - Copies of Subcontractor Contracts
 - Federal Compliance Supplement: General Conditions Federal Requirements (within subcontractors' contracts)
 - Request For Authorization Of Additional Classification and Rate (As needed)
 - Anti-Lobbying Certificate (for contracts of \$100,000 or above)
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General Contractor - Must complete the following form(s) **monthly**:

- Exhibit 10 – Monthly Section 3, MBE, WBE Business Utilization Report
 - Exhibit 13 – Monthly Section 3 Employment & Training Report
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- Both GC and Subcontractors should read and review **Certified Payroll Report Requirements** before completion of Certified Payroll forms. This information is designed to increase knowledge and accuracy on how to complete Payroll forms properly.
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General Contractor - Must complete the following form(s) **weekly**:

- Certified Payroll Form (WH-347)
 - No Work Reports
 - Fringe Benefit Form
 - Other Deductions Form
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General Contractor - Must complete the following form(s) **one time** at the end of the project:

- Contractor & Subcontractor Activity Form (HUD 2516)
- Section 3 Summary Report (HUD 60002)