

Subrecipients awarded CDBG funds to implement construction projects must adhere to a variety of procedural, regulatory, and policy requirements. Use the checklist below as a guide through the construction process and regularly consult with your assigned City project manager for questions regarding compliance.

- ☐ Pre-Design Construction Plans Drafted
- ☐ Review if Permits Are Needed/Schedule Inspection with Development Services Department
- ☐ Implement a bid process within ninety (90) days of the start of the fiscal year
- ☐ Review Advertisement for Project with Project Manager
- ☐ Review Invitation to Bid Announcement with Project Manager
- ☐ Publish Bid Advertisement Process (San Diego Daily Journal Corporation)
- ☐ Pre-Bid site walk-through with Potential Contractors (Invite the Project Manager)
- ☐ Bid Opening/Federal and State Labor Law Requirements
- ☐ Contractor Selection and Notification of Award
- ☐ Send Letters to Contractors Not Selected for Project
- ☐ General Contractor Contract Draft Agreement Reviewed by Project Manager
- ☐ Subcontractor Contract Draft Agreement Reviewed by Project Manager
- ☐ Pre-Construction Meeting with General Contractor/Subcontractor Selection
- ☐ Notice to Proceed Issued by Project Manager for Construction to Start
- ☐ Reporting Requirements/ED Grants
- ☐ Construction Site Visit from Project Manager
- ☐ Review Submitted Reports in ED Grants System
- ☐ Complete Closeout Reports and Submit to Project Manager

Contractors working on publicly funded projects with the City of San Diego must adhere to the following Labor Law Requirements (in accordance with CA Labor Code §1771.5 and CCR §16421):

1. **Payment of Prevailing Wage.** The contractor's duty to pay prevailing wages under Labor Code Section 1770 et seq., should the project exceed the exemption amounts;
2. **Apprentices.** The contractor's duty to employ registered apprentices on the public works project under Labor Code Section 1777.5;
3. **Penalties.** The penalties for failure to pay prevailing wages (for non-exempt projects) and employ apprentices including forfeitures and debarment under Labor Code Sections 1775 and 1777.7;
4. **Certified Payroll Records.** The requirement to keep and submit copies upon request of certified payroll records under Labor Code Section 1776; and penalties for failure to do so under Labor Code Section 1776(g);
5. **Nondiscrimination in Employment.** The prohibition against employment discrimination under Labor Code Section 1777.6, the Government Code, and Title VII of the Civil Rights Act of 1964;
6. **Kickback Prohibition.** The prohibition against accepting or extracting kickbacks from employee wages under Labor Code Section 1778;
7. **Acceptance of Fees Prohibition.** The prohibition against accepting fees for registering any person for public work under Labor Code Section 1779; or for filing work orders on public works under Labor Code Section 1780;
8. **Listing of Subcontractors.** The requirement to list all subcontractors under Public Contract Code Section 4100 et seq.;
9. **Proper Licensing.** The requirement to be properly licensed and to require all subcontractors to be properly licensed and the penalty for employing workers while unlicensed under Labor Code Section 1021 and under the California Contractors License Law, found at Business and Professions Code Section 7000 et seq.;
10. **Unfair Competition Prohibited.** The prohibition against unfair competition under Business and Professions Code Sections 17200-17208;
11. **Workers' Compensation Insurance.** The requirement that the contractor be properly insured for Workers Compensation under Labor Code Section 1861;
12. **OSHA.** The requirement that the contractor abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project;
13. **Undocumented Workers.** The federal prohibition against hiring undocumented workers, and the requirement to secure proof of eligibility/citizenship from all workers;
14. **Itemized Wage Statements.** The requirement to provide itemized wage statements to employees under Labor Code section 226.