



CDBG GRANTEES LABOR STANDARDS REPORTING YELLOW CARD FORM

All CDBG grantees shall submit a copy of the following documents via mail to REDD’s respective designated staff, prior to construction starting:

Submit to CDBG Compliance Specialist:

1. Complete the “Start of Construction” section below and return the entire form.
2. Pre-Bid meeting minutes, with sign-in sheet with contact information.
3. Certification of Eligibility Form and support documentation (for known contractors and subcontractors)
4. HUD 2516 Form – Contract and Subcontract Activity (for known contractors and subs)

Submit to Assigned Grants Management Representative:

1. The wage decision(s) used in the bid documents and contract(s).
2. Pre-Construction meeting minutes and sign-in sheet with contact information.

This above-mentioned information will be used to help track reporting requirements to HUD in conjunction with the Semi-Annual Labor Report (due April 1st and October 1st) each year, the Annual Performance Report (due by every January 31st), and requests for additional classifications.

A letter will be emailed once the above are received and reviewed, it should be placed in grantee files. For additional guidance, please contact CDBG Compliance Specialist at (919) 814-4705 or compliance@commerce.nc.gov.

NC Department of Commerce Rural Economic Development Division (REDD) Start of Construction	
Grantee Name:	Grant Number(s):
Project Name:	
Bid Advertising Date:	Notice of Award Date:
Pre-Bid Meeting Date:	Executed Contract Date:
Bid Opening Date:	Contract Amount:
Pre-Construction Meeting Date:	Notice to Proceed Date:
Wage Decision(s) Locked In for Project (NC #####, Mod ##, Date, Heavy):	
Form Completed By Name (Print and Sign):	
Title:	
Email:	Phone Number:
Notes:	
<ul style="list-style-type: none"> If a project had to advertise for bids multiple times, provide the final attempt that results in the low, responsive, and responsible bidder. If multiple pre-bid meetings occurred, provide the date of the final one. Notice of Award date – official date, not tentative. If construction contract is being paid with multiple CDBG grants, bid contract amount must be split between funding grants. 	