     , AZ

Dear      :

Enclosed is Wage Rate General Decision (WRD) **, dated      .** The Community requested the WRD for the **“     ”** projectvia an LS-1 that was received by CDBG on.

This WRD serves the purpose of providing the current WRD as applicable to this specific project. Going forward it is the grantee’s responsibility to check with the wdol (wage determinations on line) website at <http://wdol.gov> WEEKLY for updates to ensure the proper WRD is included in the bid documents.

All the forms necessary to comply with federal labor standards are in the February 2003 *Labor Standards Compliance Handbook* and the July 2001 *Procurement, Contracting and Acquisition Handbook*. You will find a detailed list of the forms on page 1-5 of the *Labor Standards* *Compliance* *Handbook*. If you do not already have a copy of these *Handbooks*, they can be obtained at our website, [www.housing.az.gov](http://www.housing.az.gov). The items below and the WRD should be included with the bid specifications and must be part of the contract. Copies of required documents can also be found on the ADOH website.

* + HUD 4010 - Federal Labor Standards Provisions
  + Civil Rights Provisions
  + LS 2 - Contractor's Certification
  + LS 3 - Subcontractor's Certification
  + LS 4 - Payroll
  + LS 5 - Statement of Compliance
  + LS-9 - Record of Employee Interview
  + LS 10 - Onsite Inspection Report

Since we need to review and approve the bid, the CDBG Program recommends that, for a speedier turnaround, you submit the draft bid package along with a copy of the bid desk monitoring form that is on 71-72 of the 2014 *Administration Handbook.*  We **require** receiving an LS-2 and any applicable LS-3's as soon as possible and before a contract is signed. **Within seven (7) days after the award date, an LS-8 MUST be submitted to the CDBG Program**. Further, as soon as the first week of construction is completed, please send us an LS-4, LS-5, LS-9 and an LS-10, which we will need to review before we can approve any Requests for Payment for construction.

It is strongly recommended that the grantee verify with the CDBG program ten (10) days prior to the bid opening date that the grantee has the most current and correct wage rate and/or modification in its bid documents. US Department of Labor regulations require current Davis Bacon Wage Rates be applied to federally funded projects. If you have questions about any of these forms or other issues relating to the CDBG Program, please call me at (602) 771-     .

Sincerely,

CD&R Program Specialist

Enclosure