

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 12)
- * The General Contractor must submit "**Documents to be Completed and Submitted before Contract Execution**" to Lorena Young at Lyoung@njeda.com in either electronic or hard copy format. (items, A thru F)
- * "**General Contractor Notification of Monthly Compliance Requirements and Site Monitoring**" items will be discussed during the Pre-Construction Meeting to be scheduled. (items a thru f)

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	NJEDA Trade Codes for Certified Payroll	
10	U.S. Department of Labor Payroll (ONB No. 1235-0008) Form	
11	NJEDA Initial Construction Project Workforce Manning Report (AA Form 1)	
12	NJEDA Sandy Monthly Project Workforce Report - Construction (AA Form 2)	

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

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

Document Tracking Sheet

Documents to be Completed and Submitted before Contract Execution		√ Submitted to the NJEDA
A	Certification by Proposed General Contractor Regarding EEO	
B	Certification by Proposed Subcontractor Regarding EEO	
C	Affirmative Action / EEO /Prevailing Wage Addendum to Construction Contracts (AB/GC)	
D	Affirmative Action / EEO /Prevailing Wage Addendum to Construction Contracts (GC/SUBS)	
E	NJEDA Project Wage Rate Sheet	
F	NJEDA Initial Construction Project Workforce Manning Report (AA Form 1)	

General Contractor Notification of Monthly Compliance Requirements and Site Monitoring		√ Submitted to the NJEDA
a	U.S. Department of Labor Payroll (ONB No. 1235-0008) Form (Original ink signatures and hard copy format ONLY acceptable for submission)	
b	Form HUD-11 Record of Employee Interview	
c	NJEDA Sandy Monthly Project Workforce Report - Construction (AA Form 2) this form requires online registration and monthly electronic submission	
d	NJEDA Sample Referral letter to Union Hall	
e	NJEDA AA Sample Referral Letter to Minority & Referral Org	
f	NJEDA Prevailing Wage AA EEO SWMVBCE Completion Certificate GC & SUBS	