

# Indiana Department of Labor

## Common Construction Wage Hearing Request Letter Guidelines

### Definitions of Appointees

Under [IC 5-16-7-1](#), the Appointees of the Committee are defined as follows:

#### Awarding Agency Representative:

The Awarding Agency Representative can be anyone that the Awarding Agency would like to send on their behalf to the hearing. The Indiana Department of Labor typically recommends that this person have some familiarity with the project(s) to be discussed.

#### Awarding Agency Taxpayer:

This representative is also appointed by the Awarding Agency, but must RESIDE in the COUNTY where the project will be constructed. This appointee should also pay taxes that go toward the project(s) discussed. If the project crosses county lines, then two hearings will be required, one to be held in each county. Each county will need to have a separate Awarding Agency Taxpayer.

#### County Legislative Body Representative:

The County Legislative Body Taxpayer is appointed by the legislative body of the county (e.g. the County Commissioners or County Council) where the project will be constructed. As with the Awarding Agency Taxpayer Representative, this appointee must RESIDE in the COUNTY of the project. This appointee should also pay taxes that go toward the project(s) discussed.

#### ***Please Note:***

Indiana's Common Construction Wage Law ([IC 5-16-7](#)) applies only to state and locally funded projects whose estimated cost is in excess of \$150,000. The Indiana Department of Labor will not establish a hearing for any project valued less than \$150,000. Any rates established for these projects would be legally unenforceable under Indiana's Common Construction Wage Law.

Unless consent is given, in writing, by the granting federal agency, any project using **federal funding** could be subject to federal "prevailing wage," or the Davis-Bacon Act. For more information on Davis-Bacon determinations, please talk to an attorney or visit <http://www.dol.gov/esa/programs/dbra/> .

If you have any questions concerning the Common Construction Wage process, please call the Indiana Department of Labor at (317) 232-2655.

# Sample Request Letter

To ensure prompt notice to your committee members, please provide e-mail addresses or fax numbers, if applicable.

Please fax your completed request to (317) 234-4449.

**DATE:**

Indiana Department of Labor  
ATTN: Wage and Hour Division  
402 West Washington Street, Room W195  
Indianapolis, Indiana 46204

RE: **PROJECT NAME(S),**  
**PROJECT DESCRIPTION(S)**  
**ACTUAL ESTIMATED COST(S)**  
**FUNDING SOURCE(S)**

Dear IDOL Representative:

On behalf of the **NAME OF AWARDING AGENCY, CITY, COUNTY**, Indiana, and pursuant to IC 5-16-7-1, we request that a hearing be scheduled to determine Common Construction Wages for the above referenced projects.

The Estimated Bid Award Date for this Project is **BID AWARD DATE**. Construction is estimated to begin on **CONSTRUCTION BEGIN DATE**.

The following representatives have been appointed and agree to serve on the committee:

Awarding Agency Representative:

**NAME**  
**ADDRESS**  
**PHONE NUMBER**  
**E-MAIL and/or FAX**

Awarding Agency Taxpayer Representative:

**NAME**  
**ADDRESS**  
**PHONE NUMBER**  
**E-MAIL and/or FAX**

County Legislative Body Taxpayer Representative:

**NAME**  
**ADDRESS**  
**PHONE NUMBER**  
**E-MAIL and/or FAX**

\*Also include the **NAMES**, **ADDRESSES**, and **EMAIL/FAX INFORMATION** of any Open Door Law (Public Notice) requests that you have received for this meeting.

If you have any questions, please contact me by phone at **YOUR PHONE NUMBER** or by email at **YOUR EMAIL ADDRESS**.

Sincerely,

**YOUR NAME**  
**YOUR TITLE**