

CONSTRUCTION RELEASE STATUS REPORT CHECKLIST

The following items should be uploaded to the main “Files” section of your Construction Release Status Report in GMS. This report should be submitted after you have submitted the ROF status report, and it has been approved, and prior to submitting construction draw requests. Please try to ensure all uploads are clear and oriented properly.

All the questions on the report should be filled with accurate dates and information. A check box indicates an upload is required. If applicable, check the box once it is uploaded. The pencil icon indicates a fill-in item. Be sure to hit the “Submit” button once completed so it can be reviewed by Grant Services.

CONTRACTOR INFORMATION

- Contractor/Subcontractor Verification ([Labor Form 6](#)) Uploads:
 - Active* [SAM.gov Registration of Prime contractor with no Active Exclusions](#).
If the Contractor is **not** currently registered instruct them to initiate the process following the information found on [Register Your Entity or Get a Unique Entity ID](#)
 - Upload email confirmation (PDF) of received pending registration from SAM.Gov *and*
 - Upload an Exclusions list from SAM.gov
(using this hyperlink: [How to Search for Exclusions](#))
Upload Active SAM registration prior to monitoring.
 - [HUD Limited Denial of Participation](#) Search for Prime Contractor and all known subcontractors
- Notice of Contract Award (fillable online Form 7) Fill-in
- Pre-Construction Conference Acknowledgement ([Labor Standards Form 8](#)) Upload

FILES –The following should be uploaded in the “Files” section of the Construction Release Status Report. Once documentation has been uploaded, check the corresponding box.

- For Prime Contractors only – Signed Contract with all federal provisions, insurance and bonding.
**If Prime contract is signed 90 days after date of bid open, the applicable Wage Decision that is in effect on the date the contract is signed will go into effect. A letter from the Prime contractor will be required confirming knowledge and adherence to the updated wage decision to approve construction release.*
- For all contractors/subcontractors**:
 - Signed Subcontractor Contract with correct federal provisions
 - Wage & Fringe Benefit Certification ([Labor Standards Form 9](#)) filled out in its entirety with current Wage Decision information and contractor total package
 - Supporting documentation for Fringe (Union Paperwork, breakdown of fringe allocation etc.)
 - Apprentice certification, when applicable
 - Signed Subcontractor Contract with correct federal provisions***For Subcontractors that have not started the project at time of construction release, upload documentation as it is received and inform Labor Standards Specialist for review.*

COMPLETION

- Notice to Start Construction (fillable online Form 12) Fill-in Construction Start and End Date. (Estimation as dates may vary)
“Submit”

****To Note:**

Any subcontractors that have not started the project at time of construction release will need the following uploaded prior to monitoring: (*Best Practice: Group documents together and name file with subcontractor name*)

- [HUD Limited Deniability Search](#)
- Signed Subcontractor Contract with correct federal provisions
- Wage/Fringe ([Labor Standards Form 9](#)) Benefit Certification completed in its entirety with current Wage Decision information and correct contractor total package
- Supporting fringe documentation (Union Paperwork, breakdown of fringe allocation etc.)
- Apprentice Certification when applicable