

Childcare Expansion Grant Program

Awarding Body (GRANTEE) Public Works Project Registration Worksheet

An awarding body is the entity that awards a contract for public works projects.

As a recipient of the Valley Health Foundation’s Childcare Expansion Grant Program for Childcare Center Construction Projects, it is required that your organization register with the CA Department of Industrial Relations (DIR) to monitor the State of California’s prevailing wage requirements on public works contracts.

Before you start the bidding process for your construction project, review the Steps to Register below to ensure compliance with DIR and utilize this worksheet to track your completion of the required activities

Grantee Name: _____

Grant Number: _____

Registration and Compliance Steps	Links and Guidance	Grantee Status and Date of Completion of Steps
1. Register your public works projects with DIR within 30 days of awarding the construction contract, but no later than the first day in which the contractor had workers on the project.	Go to Awarding Body Registration to create a new account. This site also offers guides and videos on how to register.	Awarding body number: Date of registration:
2. Obtain the prevailing wage rates from DIR. The wage rates are issued on February 22nd and August 22nd. Pull the applicable wage rates as of the bid	Prevailing Wage Rates Confirm the date of the wage determination is current and that it applies to Santa Clara County.	Trades pulled: Date rates pulled:

<p>date. Check with your contractor to determine which particular trades will work on your project.</p>		
<p>3. If the contractor/subcontractors will be utilizing apprentices, ensure that they follow the applicable guidance on wages.</p>	<p>Apprentice Prevailing Wage Rates</p>	<p>Apprentice trades for project:</p> <p>Date rates pulled:</p>
<p>4. Notify potential contractors that they must register with DIR and that the project is subject to enforcement by DIR to ensure workers are being paid a prevailing wage.</p>	<p>Contractor Registration. If a contractor has previously registered with DIR, request their Public Works/Prevailing Wage Contractor Registration #.</p>	<p>Date of notification:</p>
<p>5. Require proof of public works contractors'/subcontractors' registration before accepting a bid or awarding a contract.</p> <p>You must ensure that the contractors/subcontractors hired are registered, otherwise you may be subject to penalties of \$100/day up to \$10,000 per project.</p>	<p>Search for Contractor Registration. Enter the contractor/subcontractor's name in the Keyword Search box at the upper right corner of the page. Enter the contractor/subcontractor name and registration start and end dates.</p>	<p>Contractor Name:</p> <p>Contractor/subcontractor registration numbers:</p> <p>Start and End Dates of contractor registration:</p> <p>Date checked in DIR website by awarding body:</p>
<p>6. Post or require contractors to post jobsite notices on public works requirements. The Department of</p>	<p>Workplace Posters</p> <p>Cal/OSHA publications page.</p>	<p>Date of posting:</p>

<p>Industrial Relations requires employers to post information related to wages, hours and working conditions in an area frequented by employees where it may be easily read during the workday.</p>	<p>Should be located outside the perimeter of the jobsite</p> <p>Recommend taking photo of posters in work area(s)</p>	
<p>7. Review the list of Debarred Public Works Contractors to ensure the contractors you are considering have not been debarred or ineligible to work on public works projects.</p>	<p>List of Debarred Public Works Contractors.</p>	<p>Date Verified:</p>
<p>8. Complete and/or update your registration as necessary.</p>	<p>Include dates such as:</p> <ol style="list-style-type: none"> 1. Bid Date 2. Award Date 3. Contract Date 4. Estimated Start Date 5. Estimated End Date 6. Actual Start Date 7. Actual End Date 	<p>Date of updates prior to start of construction:</p>
<p>9. It is the Awarding Body's responsibility to report to DIR any suspected violations in labor laws associated with this project to the Labor Commissioner.</p>	<p>Labor Commissioner</p> <p>If applicable, attach copies of complaint forms.</p>	
<p>10. Establish the frequency that the CPRs will be filed. At minimum, they should be filed every 30 days.</p>	<p>CPR Frequency:</p> <ol style="list-style-type: none"> 1. Weekly 2. Bi-weekly 3. Monthly 	<p>Dates/frequency of CPRs:</p>
<p>11. One month after the start of the project,</p>	<p>CPR Search</p>	<p>Date(s) Verified:</p>

verify that the CPRs are being submitted.		
12. Maintain records for compliance of your completion of these required activities which may be reviewed during monitoring site visits by VHF and/or program audits.		
13. Other Resources.	Public Works Contact Frequently Asked Questions (FAQs) DIR Support Center	

I, _____, the undersigned, certify that I have completed all of the requirements listed above, as applicable to the above listed project.

Signature

Date