

To: Weatherization Subgrantees

From: Davis Bacon Compliance Unit

Date: September 30, 2010

Subject: **Submission of required form SF-1413 from subgrantees and subcontractors**

Appendix H of your American Recovery and Reinvestment Act (ARRA) contract specifies that U.S. Department of Labor (DOL) Standard Form 1413 (see attached) must be submitted to DHCR upon the issuance of an ARRA funded contract.

“Within 14 days after issuance of a Contract or lower-tier subcontract, the sub-recipient grantee shall deliver to the Recipient a completed Standard Form (SF) 1413, Statement and Acknowledgement, for each Contract and lower-tier subcontract within the United States, including the contractor and lower-tier subcontractor’s signed and dated acknowledgment that this term has been included in any contract and lower- tier subcontracts.”

Each subgrantee must immediately return (no later than 10/15/10) an SF- 1413 for both itself, and a separate one (signed by subcontractor) for each of its subcontractors.

The subgrantee should include with the forms forwarded a cover memo listing the names of all subcontractors that the subgrantee has so far contracted with using ARRA funds. The memo will indicate whether a SF -1413 is being forwarded to DHCR for each subcontractor now and which subcontractors that have not yet submitted the form to the subgrantee. It is the responsibility of the subgrantee to collect and forward all missing SF-1413 forms to DHCR by October 30, 2010.

If you require any questions please call Charles McPhillips (518) 486-7083

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