

Prevailing Wage Contractor Certification Form

For use by contractors & subcontractors; please put on your letterhead.

Refer to page 2 for additional instructions

To: MSHDA Missing Middle Program

RE: Missing Middle Project _____ (project name per application)

From: _____ (Enter Contractor or Subcontractor Name)

PROPERTY ADDRESS SECTION: This memo certifies that at least the minimum prevailing wage rate identified within the construction contract has been paid for all work undertaken for the Missing Middle Program, specifically for the following property(s) located at these addresses:

1. _____
2. _____
3. _____
4. _____
5. _____

CONTRACTOR SECTION: The following employees have performed work for this Missing Middle project and were paid prevailing wage rates as outlined in the written agreement:

Contractor Name _____

1. _____
2. _____
3. _____
4. _____
5. _____

SUBCONTRACTOR SECTION: The following employees have performed work for this Missing Middle project and were paid prevailing wage rates as outlined in the written agreement:

Subcontractor Name _____

1. _____
2. _____
3. _____
4. _____
5. _____

Signature of Contractor or Subcontractor

Date

INFORMATION ON FILLING OUT THIS FORM:

- As explained in the Missing Middle prevailing wage policy, we are allowed reduced reporting requirements. This self-certification form is intended to replace the higher level of reporting typically required when prevailing wages are in effect. However, by signing this form, you are certifying that you are paying prevailing wages to your listed employees, and you are keeping related records. In the case of an audit, you may be required to provide more detailed information such as payroll reports as evidence you did in fact pay prevailing wage.
- If you need additional lines, simply add another page of this certification form and continue as needed.
- The goal of these forms is to represent all parties that worked on the site(s), which includes the contractor, subcontractor(s), and their employees. We expect the contractor to complete a form and each subcontractor to also complete a form.
- If staffing changes occur during construction, the contractor and/or subcontractor can always do another sheet so as to add new employees. In this case, they do not need to repeat the names of already remitted employees.

Information about each section:

PROPERTY ADDRESS SECTION: We want you to list the physical address(es) of the Missing Middle project you and/or your employees worked on. If it is one structure with a single address (ex: apartment building), list just that address. If it is a multi-unit situation with each home having its own address (ex: single family homes), then you should list each address you and/or your employees worked on. For example, if there are 5 homes, that would be 5 addresses. You can add an additional sheet if more lines are needed.

PROPERTY ADDRESS SECTION: This memo certifies that at least the minimum prevailing wage rate identified within the construction contract has been paid for all work undertaken for the Missing Middle Program, specifically for the following property(s) located at these addresses:

1. _____
2. _____
3. _____
4. _____
5. _____

CONTRACTOR SECTION: We expect the contractor to fill out this section. Be sure to include all names, including any subcontractor company name(s) who worked at the site. Note: If there are subcontractors, we also expect the subcontractor to fill out the lower section, SUBCONTRACTOR SECTION (can be on a separate form), listing his/her employees by name who worked on site.

For example, if the **contractor** is ABC Contracting and they have 2 employees working on the site(s) plus hired 2 subcontractors, the contractor should fill it out this section something like this:

Contractor Name _____ ABC Contracting _____

1. _____ Jane Doe _____
2. _____ John Smith _____
3. _____ Pete’s Plumbing (sub-contractor) _____
4. _____ Dave’s Drywall (sub-contractor) _____

SUBCONTRACTOR SECTION: We expect each subcontractor to fill out this section listing his/her employees who worked on site. Ideally the subcontractor fills out this section on a separate certification form.

For example, if the subcontractor and 2 employees are working on the site, the subcontractor should fill it out this section something like this:

Subcontractor Name _____ Pete’s Plumbing _____

1. _____ Pete Smith (owner) _____
2. _____ Sarah Smith _____
3. _____ Josh Springfield _____
4. _____