

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:

Scales adopted under Indiana's Common Construction Wage Act ([IC 5-16-7](#)) now apply to all projects awarded within three (3) months of the scale's adoption. Adopting a separate scale for each project is no longer required. As of January 1, 2012, the Common Construction Wage Act applies to state and locally funded projects whose estimated cost of construction exceeds \$250,000. Beginning January 1, 2013, this threshold will increase to \$350,000.

Unless consent is given in writing by the granting federal agency, projects receiving federal funding or assistance may be subject to federal "prevailing wage," or the Davis-Bacon Act. For more information about the Davis-Bacon Act please visit the USDOL Davis-Bacon website or call the USDOL-WHD office at (317) 226-6801.

If you have any questions concerning the Common Construction Wage process, please contact the Indiana Department of Labor by phone at (317) 232-2655 or by email at ccw@dol.in.gov.

NOTE: To ensure prompt notice to your committee members, please provide email addresses or fax numbers, if applicable. Please submit your completed request to us by email at ccw@dol.in.gov or by fax at (317) 233-3790.

Sample Request Letter

Please complete the fields underlined and highlighted below

DATE

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

RE: **Common Construction Wage Hearing**
NAME OF THE AWARDING AGENCY
COUNTY WHERE CONSTRUCTION WILL BE PERFORMED

Dear IDOL Representative:

On behalf of the **NAME OF AWARDING AGENCY, CITY, COUNTY WHERE THE CONSTRUCTION WILL BE PERFORMED**, 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 following representatives have been appointed and agree to serve on the committee:

Awarding Agency Representative: **NAME**
ADDRESS
PHONE NUMBER
EMAIL and/or FAX

Awarding Agency Taxpayer Representative: **NAME**
ADDRESS
PHONE NUMBER
EMAIL and/or FAX

County Legislative Body Taxpayer Representative: **NAME**
ADDRESS
PHONE NUMBER
EMAIL and/or FAX

Please 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