

Responsible Contractor Guidance Checklist

Issued by the Massachusetts Executive Office of Housing and Livable Communities (HLC)

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For Projects with More Than 21 or More Housing Units:

- **Subcontractor List:** The General Contractor must provide a list of all participating subcontractors before work begins on a project. The General Contractor must update the list and share an updated subcontractor list with the project owner within 15 days after any change in subcontractors on the subcontractor.
 - [Subcontractor List Form](#)
- **Certificate of Compliance:** The General Contractor and any other contractor or subcontractor on a project must complete a Certificate of Compliance on the form provided by HLC before starting work on the project.
 - [Certificate of Compliance Form](#)
- **Excluded Parties List:** A project owner is responsible for checking whether the General Contractor is on any excluded parties list. The General Contractor is responsible for checking whether subcontractors are on these lists.
 - The [AGO debarment list](#);
 - The AGO listing of [civil enforcement actions 7/1/2021–present](#);
 - The [listing of debarred, suspended or decertified contractors maintained by the Division of Capital Asset Management and Maintenance](#);
 - Businesses on the [Department of Industrial Accidents' debarment list](#);
 - The [federal government excluded parties list](#).
- **Unemployment Assistance Certificate of Compliance:** Certificate of Compliance from MA Department of Unemployment Assistance issued within 30 days before commencing work from General Contractor and all Subcontractors.
 - [Request an Unemployment Assistance Certificate of Compliance | Mass.gov](#)
- **Department of Revenue Certificate of Good Standing:** Certificate of Good Standing from MA Department of Revenue issued within 30 days before commencing work from General Contractor and all subcontractors.
 - [DOR Certificate of Good Standing or Corporate Tax Lien Waiver | Mass.gov](#)

- **Written Approval of Subcontractors:** Written approval by the General Contractor of all Subcontractors.
- **Workers' Rights Information Posting:** Prominent posting at the job site of information about workers' rights under applicable laws.
 - [Massachusetts workplace poster requirements | Mass.gov](#)
- **Insurance:** General contractors and subcontractors must obtain appropriate insurance prior to commencing work, including worker's compensation insurance, general liability insurance, commercial vehicle insurance, and any other required insurance.
- **Bonds:** Providing payment, performance and lien bonds by the General Contractor.
- **OSHA Training Cards:** The General Contractor and any subcontractor must collect copies of OSHA training cards for every employee within two weeks the employee's start date on the project.
- **Daily Contemporaneous Records:** The General Contractor and any subcontractor must maintain electronic or paper forms that identify when each employee and their contractor/foreman are present at the Project.
 - Records may include: punch-in/punch-out systems, timesheet software, or daily sign-in/sign-out sheets
 - [Example of daily sign-in/sign-out sheet](#)
- **Certified Payrolls:** The General Contractor and any subcontractor must collect certified payrolls for all employees based on their normal payroll schedule, whether weekly or biweekly.
 - [Certified Payroll Form](#)
- **Closeout Certificate:** The General Contractor on a project must complete a Closeout Certificate on the form provided by HLC.
 - **For Projects with 21 or More Housing Units:** [Closeout Certificate](#)

For Projects with 20 or Less Housing Units:

Small projects with 20 or less housing units are exempt from many—but not all—of the requirements of the Guidance.

- **Certificate of Compliance:** The General Contractor and any other contractor or subcontractor on a project must complete a Certificate of Compliance on the form provided by HLC before starting work on the project.
- **Closeout Certificate:** The General Contractor on a project must complete a Closeout Certificate on the form provided by HLC.
 - **For Projects with 20 or Less Housing Units:** [Closeout Certificate](#)

All such documents for all sized projects shall be retained by the project owner for three years following the completion of construction. The project owner shall make these documents available for inspection by HLC, the Massachusetts Attorney General's Office, the U.S. Department of Labor, and any other applicable authorities upon reasonable notice.

Note that this checklist is intended as an educational guide and does not constitute proof of compliance with the Responsible Contractor Guidance. For more information on the Responsible Contractor Guidance, please visit [Responsible Contractor Guidance | Mass.gov](#).