

CDBG Project - Labor Standards Checklist

#	Y	N/A	Review each step and check off once completed
1			Complete Procurement Checklist first. Refer to Section F of the Grantee Handbook.
2			For construction projects only, contact CDBG staff person assigned to the project to schedule a mandatory pre-construction meeting with contractor, project manager and CDBG staff.
3			CDBG staff will provide general contractor with <i>Section 3 Business Concern Form</i> to complete, sign and return to the state.
4			CDBG staff will review the Davis-Bacon wage decision. Will any apprentices be on the job? If so, provide documentation from the local Office of Apprenticeship. Refer to <i>Section H - Labor Exhibits, H-11</i> in this handbook for more information.
5			Contact CDBG labor specialist if there are any trades needed for the project that are not listed on wage decision. The Labor Specialist will provide you with a partially completed form but will require the contractor to fill out the proposed hourly rate and any fringe benefits. Return the form to the labor specialist signed by the contractor representative with their title as well as the signature of the laborer who performed the work for the missing trade.
6			Collect all consecutively numbered weekly payrolls from all contractors. All workers on the job must be listed on the payrolls, even owners. "No Work Done" payrolls must be collected also. Owners will report the amount of compensation they made during each pay period and not hours OR they can report the total compensation that was made during the project in the final pay period. Hours worked are not required for owners.
7			Review payrolls for accuracy using instructions in the <i>Labor Exhibits</i> section of Grantee Handbook. Initial and date the payroll to show that a review was completed and that no restitution is owed for each pay period. If restitution is owed for a pay period, proof of restitution having been paid is required.
8			Conduct employee interviews with <u>all laborers</u> and a sample of other trades once during the life of the project.
9			Compare payrolls to employee interviews for accuracy. Contact the general contractor with any questions about discrepancies. Sign the employee interview form as Payroll Examiner. Attach certified and reviewed payrolls in webgrants at the end of each pay period (weekly).
10			Refer to instructions in the <i>Labor Exhibits</i> that explain how to attach all payrolls in WebGrants in <i>Grantee Attachments</i> . Label by contractor and consecutive week, including weeks where there was "No Work Done". All payrolls for the life of the project must be attached in WebGrants.
11			Attach employee interviews (by contractor) in WebGrants in <i>Grantee Attachments</i> .
12			<u>Do not</u> attach payrolls to <i>Claims</i> when submitting in WebGrants.
13			Notify CDBG staff when project is 90% completed.