**Role of Division**

1. Monitor compliance with the grant; approved plans, specifications and addenda; permits; cross-cutter agencies; and other requirements.
2. Perform periodic inspections to witness work and assess construction progress.
3. Review change orders and offer assistance to the Grantee.

**Division Inspections**

1. **The Division will only send out an inspection report when there is a finding.**  Take note of the comments and make any corrective actions. The report will be sent to the Grantee, Engineer and other parties (if so requested). Otherwise an inspection checklist will be completed and filed as a record of the inspection.
2. Prior notice will be given; however, unannounced inspections may also be conducted.
3. The Division will walk, observe, and photograph the construction site before or after the monthly progress meetings.
4. Engineer’s Inspections will be primarily focused on the project construction but will also be coordinated with the Division’s grant representative for grant administration issues as necessary. Note that the grant representative will perform separate field inspections for compliance with other CDBG program requirements.
5. A conformed set of contract drawings shall be furnished to the Grantee, Engineer Inspector, and to each contractor's superintendent or foreman. They are to be marked up as authorized changes occur, as hidden site conditions are discovered, and are to be used in preparing record drawings.
6. The Grantee/Engineer shall provide the Division Inspector with:
	* Monthly progress meeting minutes. Minutes should include
		1. Work completed in the previous month
		2. Work planned for the next month
		3. Schedule update
		4. Issues and concerns
		5. Change orders
	* Construction Schedule after engineer’s approval
	* ½ size conformed drawings
7. During inspections, the following documents should be available for the Division to review:
	* Shop drawing submittals
	* Engineer’s Inspector's field reports
	* As-built / mark ups drawings
	* Records of testing of materials, soils, concrete, and equipment
	* Log of Requests for Information, Requests for Proposals, Work Change Directives
	* Final punch list
	* Pending or executed change order documentation
8. The Division requests that all equipment and materials on the job site be properly stored, stockpiled, and protected. The job site is to be maintained in an acceptable manner.
9. Safe working conditions should be maintained at all times. When witnessed, the Division will discuss safety violations which are potentially life endangering or threatening serious injury. If necessary, the Division will take prompt action to notify State and OSHA regional representatives of any noted conditions.
10. Results of the inspection will be discussed at the job site upon completion of the inspection.
11. The Grantee shall coordinate with the Division to schedule a pre-final and/or final inspection. The Division must perform a final inspection after the project has reached substantial completion. The Project Closeout Checklist is attached for your information.
12. The Davis-Bacon Act prevailing wage provisions apply to this project. These include collecting weekly certified payrolls, verifying wages with the wage rate determination from the contract documents, displaying the Davis-Bacon wage poster and the wage rate determination where workers can see them, and performing employee interviews if irregularities in certified payrolls are observed. Grantee is responsible for meeting these requirements.
13. The Contractor shall post all other applicable signage and posters at the job site (i.e. Labor Law, EEO, OSHA, State and Federal Permits, etc.)

**Change Orders**

1. The Grantee shall notify the Division prior to commencement of any change order work that changes the scope of the project or that would necessitate an increase in the construction cost.
2. Change orders due to changes in costs, completion date, design alteration, or other changes from original contract terms and conditions are reviewed for eligibility. The Grantee must submit one copy of properly executed change orders and supporting documentation to the Division for an eligibility determination. If additional information is requested by the State, a response is required within two (2) weeks, or the change order will be returned without further action.
3. **Change orders will not be reviewed until backup documentation is submitted.**
4. The Change Order Checklist is attached for your information.
5. The Division recommends submittal of unexecuted change orders to provide the Grantee with a preliminary eligibility determination. Once the Grantee signs a change order, the Grantee is obligated to the Contractor. The State is not obligated to determine the change eligible or reimburse the Grantee.