Labor Standards Monitoring Form

**Grantee: Grant Number:**

**Prepared by: Prepared Date:**

**Project Name:**

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| **Labor Standards Administration** |
| 1. | Who requests the wage determination? |  |
| 2. | Who conducts the employee interviews? |  |
| 3. | Who receives and reviews the payroll and verification of wages? |  |
| **Pre-Bid Meeting & Bid Opening** |
| 4. | Date of Pre-Bid Meeting:  |  |
| 5. | Are minutes of the pre-bid meeting & sign-in sheet in the file?  |  [ ]  Yes [ ]  No |
| 6. | Does the pre-bid minutes indicate discussion of compliance requirements? |  [ ]  Yes [ ]  No |
| 7.. | Bid Opening Date:  |  |
| **Contractor / Sub-Contractor Information** |
| 8. | Contractor/Sub-Contractor Name & Address:  |  |
| Type of Construction (water, sewer, hook-up, etc.) |  |
| Type of Contractor:  |  [ ]  Prime [ ]  Sub  |
| Tax ID #:  |  |
| Contract Date: |  |
| Contract Amount: |  |
| Contractor is: | [ ]  MBE [ ]  WBE [ ]  Section 3 [ ]  HUB |
| 9. | Is the wage decision (WD) in the contract?If yes, list the WD number(s). | [ ]  Yes [ ]  No | WD: ***(Attach a copy of WD)*** |
| 10. | Were additional classifications needed? If yes, are they in the file? | ☐ Yes ☐ No  ☐ Yes ☐ No ☐ N/A |
| 11. | Is there a Section 3 plan? *Section 3 is triggered if contract is $100,000 or more for FY19 grants and older**Section 3 is triggered if total grant is $200,000 or more for FY20 grants and newer* |  Yes [ ]  No [ ]  N/A [ ]  Yes ☐ No ☐ N/A ☐  |
| 12. | Does the file contain certification of contractor eligibility? ***(Attach Copy)***  | [ ]  Yes [ ]  No |
| **Pre-Construction Conference/Meeting** |
| 13. | Date of Pre-Construction Conference/Meeting: |  |
| 14. | Are minutes of the pre-construction conference/ meeting in the file? | [ ]  Yes [ ]  No |
| 15. | Does the pre-construction minutes indicate discussion of compliance requirements? | [ ]  Yes [ ]  No |
| 16. | Date of the Start of Construction / Notice to Proceed:  |  |
| 17. | Has the recipient notified DWI of the start of construction? | [ ]  Yes [ ]  No |
| **Worker Sample 1 (Provide specific explanations for any No answers to questions)** |
| 18. | Contractor/Sub-Constructor Name:  |  |
| 19. | Payroll Number: |  |
| Employee Name: |  |
| Rate Paid: |  |
| Classification: |  |
| Decision Rate: |  |
| Is the rate paid equal to or more than the wage rate on the wage decision for the classification? | ☐ Yes ☐ No |
| Did the employee work more than 40 hours in the week?If yes, was the correct overtime paid? | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A |
| Are all payroll deductions permissible under Labor Standards regulations? | ☐ Yes ☐ No |
| Is there an employee interview for this employee? If yes, does the interview verify the correct work classification? | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A |
| **Worker Sample 2 (Provide specific explanations for any No answers to questions)** |
| 20. | Contractor/Sub-Constructor Name:  |  |
| 21. | Payroll Number: |  |
| Employee Name: |  |
| Rate Paid: |  |
| Classification: |  |
| Decision Rate: |  |
| Is the rate paid equal to or more than the wage rate on the wage decision for the classification? | ☐ Yes ☐ No |
| Did the employee work more than 40 hours in the week?If yes, was the correct overtime paid? | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A |
| Are all payroll deductions permissible under Labor Standards regulations? | ☐ Yes ☐ No |
| Is there an employee interview for this employee? If yes, does the interview verify the correct work classification? | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A |
| **Worker Sample 3 (Provide specific explanations for any No answers to questions)** |
| 22. | Contractor/Sub-Constructor Name:  |  |
| 23. | Payroll Number: |  |
| Employee Name: |  |
| Rate Paid: |  |
| Classification: |  |
| Decision Rate: |  |
| Is the rate paid equal to or more than the wage rate on the wage decision for the classification? | ☐ Yes ☐ No |
| Did the employee work more than 40 hours in the week?If yes, was the correct overtime paid? | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A |
| Are all payroll deductions permissible under Labor Standards regulations? | ☐ Yes ☐ No |
| Is there an employee interview for this employee? If yes, does the interview verify the correct work classification? | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A |
| **Payroll / Employee Interview Review** |
| 24. | How often were employee interviews conducted by the grantee? |  |
| 25. | Were a representative number of trades covered? ***(Attach reviewed interview documents)*** |  |
| 26. | Are payrolls submitted weekly? | ☐ Yes ☐ No |
| 27. | Are payrolls numbered? **(*Attach copy of reviewed payrolls)*** | ☐ Yes ☐ No |
| 28. | Are payrolls signed by the employer or authorized representative? | ☐ Yes ☐ No |
| 29. | Are any workers paid as apprentices or trainees? If yes, does the file contain appropriate apprentice/trainee registration records? ***(Attach documents)*** | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A |
| 30. | Were there any payroll corrections reviewed during visit? **If yes, attach.**  | ☐ Yes ☐ No |

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| **Site Visit** |
| 31. | Is the type of construction consistent with the contract documents and wage decision? | ☐ Yes ☐ No |
| 32. | Is the wage decision posted at the site of work in a prominent place readily accessible to workers? ***(submit pictures)*** | ☐ Yes ☐ No |
| 33. | Are the following items posted (Eng & Spn) and filled in where necessary?E & S - WH1321 Notice to Employees (Employee Rights)Minimum WageEqual OpportunityOHSAWorkers CompensationE-Verify If You Have the Right to Work | ☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No |
| **Notes:**  |

***List or attach supporting documentation or notate items reviewed to support work performed where deemed necessary for all questions listed on this monitoring checklist***

**Grantee Representative: Date:**

**CDBG-I Grants Representative: Date:**

**CDBG-I Supervisor: Date:**