Procurement & Contract Management Monitoring Form

**Grantee: Grant Number:**

**Prepared by: Visit / Prepared Date:**

**Project Name:**

**Execution Date of NCDEQ Contract: Release of Funds Date: Bid & Specs Approval Date:**

**Execution of Construction Contract Milestone Date: Execution of Construction Contract Date:**

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| --- |
| **General Requirements** |
| 1. | Does the grantee have an adopted procurement policy in the file?If yes, does the file have a CDBG-I approval letter in the file? | Yes [ ]  No ☐ Date Adopted: Yes [ ]  No ☐ Date of Letter:  |
| 2. | Does the grantee have a written Code of Conduct / Conflict of Interest policy governing officers, agents, and employees? | Yes ☐ No ☐ N/A ☐ |
| 3. | Which version of the CDBG-I procurement policy was used in this project? (v1 4/30/19, v2 1/2021, v3 6/2021)Was it implemented correctly? | Yes [ ]  No [ ]  |
| **Basic Procurement Information**  |
| 4. | Contractor Name & Address: | [ ]  Administrator [ ]  Engineer [ ]  General / Prime Contractor #1[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Tax ID#:  |  |
| Date contract was executed: |  |
| Contract amount (*include amount of CDBG and non-CDBG funds):* |  |
| Check if contractor is any of these?Does the file have their documentation to support this? | [ ]  MBE [ ]  WBE [ ]  Section 3 [ ]  HUB ☐ N/A  |
|  |
| 5. | Was Contract Executed AFTER the Executed DEQ/DWI Contract Date? AFTER RROF date: | [ ]  Yes [ ]  No [ ]  Yes [ ]  No [ ]  N/A |
| 6. | If monitoring construction contract, date of construction contract: | [ ]  N/A or Date:  |
| 7. | Did the grantee do their due diligence and confirm eligibility of contractors (non-construction and construction) by checking and printing search results from Sam.gov and NC DOA Debarred Vendors listing prior to finalizing contract? ***Attach copies of the Certification of Eligibility and printouts from the relevant websites for each contract executed to date.*** | Sam.gov: NCDOA: Yes ☐ No ☐ Yes [ ]  No [ ]   |
| 8. | What procurement method was used? After identifying, jump to the method for further review.  |  |
| **Micro-Purchase Procurement Method** *(All purchases of goods and services, including construction up to $10,000)* |
| 9. | Does file have documentation to support the decision process for the purchase? | Yes [ ]  No [ ]   |
| **Small Purchase “Informal Bidding” Procurement Method** *(All purchases of goods and services, including construction. Construction up to $250,000; Goods up to $89,999)* |
| 10. | Were quotes or prices obtain from at least three sources?If yes, were these quotes/prices complete with name and dates of who gave them? | Yes ☐ No ☐ Yes [ ]  No [ ]  |
| 11. | Was the lowest cost responsible bidder awarded? | Yes [ ]  No [ ]  |
| 12. | Is contract/agreement a fixed price, unit price or not-to-exceed? | Yes [ ]  No [ ]  |
| **Competitive Proposal Procurement Method (RFPs)***(Procurement of grant administrators, lawyers, planners, accountants, etc. regardless of size of contract; any contract costing most than $250,000)* |
| 13. | Was Request for Proposals (RFP) publicly advertised in a newspaper of general circulation? *An affidavit of publication must be in file.*  | Yes [ ]  No [ ]  Newspaper:Date: |
| 14. | Was RFP published on the state IPS website? *(v2 1/2021 or later versions required this, v1 4/30/19 did not) Confirm with adoption date of grantee’s policy.* | Yes [ ]  No [ ]   |
|  |  |  |
| 15. | Was RFP published on the state HUB website? *(v2 1/2021 or later versions required this, v1 4/30/19 did not) Confirm with adoption date of grantee’s policy.* | Yes [ ]  No [ ]   |
| 16. | Were there at least three (3) direct solicitations of RFP?How many direct solicitations were done and how were they solicited? | [ ]  Yes [ ]  No |
| 17. | Were HUB, M/WBE and Section 3 businesses encouraged to submit bids/proposals and included in the direct solicitation efforts? If yes, describe the method used: | M/WBE: [ ]  Yes [ ]  No Section 3: [ ]  Yes [ ]  NoHUB [ ]  Yes [ ]  No  |
| 18. | Was there an adequate number of days (at least 15 business days) between newspaper advertisement and submission deadline? | Yes [ ]  No [ ]   |
| 19. | Did RFP describe: All evaluation criteria and relative importance?Clearly and accurately state technical requirements for goods and services required?  | Yes [ ]  No [ ]  Yes ☐ No ☐  |
| 20. | Were at least 2 responses received from the RFP?If no, was the RFP republished in a newspaper of wider distribution for 15 business days? *An affidavit of publication must be in file.*If no, was direct solicitation efforts expanded? If yes, how?  | Yes [ ]  No [ ]  Yes [ ]  No [ ]  N/A [ ]  Newspaper:Date:Yes [ ]  No [ ]  N/A [ ]   |
| 21. | Does file have: A written method for conducting technical evaluations of proposals and selecting contractor? Evaluations of each proposal in writing and dated?Copies of each proposal received?  | Yes [ ]  No [ ]  Yes [ ]  No [ ]  Yes [ ]  No [ ]   |
| 22. | Was the responsible firm with the most advantageous proposal, taking into account price and other factors identified in RFP awarded the contract? If no, is there documentation to support grantee’s decision?  | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A  |
| 23. | Is award contract a fixed-price or a cost-reimbursement / “not to exceed” contract?Did the governing body approve the contract?   If yes, indicate who approved and the date of approval.Does file have copies of council/commission meeting minutes of award and reason for award?  | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| 24. | Is non-competitive/sole source method used for this contract? If yes, see Non-Competitive/Sole Source Method Section to answer those questions to ensure complete file.  | Yes [ ]  No [ ]  N/A [ ]   |
| **Competitive Proposal Procurement Method for Architectural & Engineering (A/E) Services Only (RFQs)***(Procurement of architectural, engineering, construction management at-risk services, and surveying services regardless of size of contract)*  |
| 25. | Was Request for Qualifications (RFQ) publicly advertised in a newspaper of general circulation? *An affidavit of publication must be in file.*  | Yes [ ]  No [ ]  Newspaper:Date: |
| 26. | Was RFQ published on the state IPS website? *((v2 1/2021 or later versions required this, v1 4/30/19 did not) Confirm with adoption date of grantee’s policy.*  | Yes [ ]  No [ ]   |
| 27. | Was RFQ published on the state HUB website? *((v2 1/2021 or later versions required this, v1 4/30/19 did not) Confirm with adoption date of grantee’s policy.*  | Yes [ ]  No [ ]   |
| 28. | Were there at least three (3) direct solicitations of RFQ?How many direct solicitations were done and how were they solicited? | [ ]  Yes [ ]  No |
| 29. | Were HUB, M/WBE and Section 3 businesses encouraged to submit qualifications and included in the direct solicitation efforts? If yes, describe the method used: | M/WBE: [ ]  Yes [ ]  No Section 3: [ ]  Yes [ ]  NoHUB: [ ]  Yes [ ]  No  |
| 30. | Was there an adequate number of days (at least 15 business days) between newspaper advertisement and submission deadline? | Yes [ ]  No [ ]   |
| 31. | Did RFQ describe: All evaluation criteria and relative importance?Clearly and accurately state technical requirements for goods and services required?  | Yes [ ]  No [ ]  Yes ☐ No ☐  |
| 32. | Were at least 2 responses received from the RFQ?If no, was the RFQ republished in a newspaper of wider distribution for 15 business days? *An affidavit of publication must be in file.*If no, was direct solicitation efforts expanded? If yes, how?  | Yes [ ]  No [ ]  Yes [ ]  No [ ]  N/A [ ]  Newspaper:Date:Yes [ ]  No [ ]  N/A [ ]   |
| 33. | Does file have: A written method for conducting technical evaluations of qualifications and selecting consultant/contractor? Evaluations of each qualification in writing and dated?Copies of each qualification received?  | Yes [ ]  No [ ]  Yes [ ]  No [ ]  Yes [ ]  No [ ]   |
| 34. | Was the most qualified firm selected, where price isn’t an evaluation factor? If no, is there documentation to support grantee’s decision?  | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A  |
| 35. | Is award contract a fixed-price or a cost-reimbursement / “not to exceed” contract?Did the governing body approve the contract?   If yes, indicate who approved and the date of approval.Does file have copies of council/commission meeting minutes of award and reason for award?  | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| 36. | Is non-competitive/sole source method used for this contract? If yes, see Non-Competitive/Sole Source Method Section to answer those questions to ensure complete file..  | Yes [ ]  No [ ]  N/A [ ]   |
| **Sealed Bid “Formal Bidding” Procurement Method** ***(Construction $250,001 and over; goods $90,000 and over)*** |
| 37. | Was the bid notice advertised in the newspaper of widest circulation? *An affidavit of publication must be in file.* | [ ]  Yes [ ]  NoNewspaper:Date: |
| 38. | Date of Pre-Bid Meeting:Does file contain pre-bid meeting minutes?  Date of Bid Opening: Did the grantee publicly advertise bid notice for at least 30 days prior to bid opening? | [ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| 39. | Was the bid notice published on the state IPS website? *(v2 1/2021 or later versions required this, v1 4/30/19 did not) Confirm with adoption date of grantee’s policy.* | ☐ Yes ☐ No |
| 40. | Was the bid notice published on the state HUB website? *(v2 1/2021 or later versions required this, v1 4/30/19 did not) Confirm with adoption date of grantee’s policy.* | ☐ Yes ☐ No |
| 41. | Were there at least three (3) direct solicitations of bid notice?How many direct solicitations were done and how were they solicited? | [ ]  Yes [ ]  No |
| 42. | Were HUB, M/WBE and Section 3 businesses encouraged to submit bids/proposals and included in the direct solicitation efforts? If yes, describe the method used. | M/WBE: [ ]  Yes [ ]  No Section 3: [ ]  Yes [ ]  NoHUB [ ]  Yes [ ]  No  |
| 43. | Did the bid notice clearly and accurately state the technical requirements for the goods or services to be procured? | [ ]  Yes [ ]  No |
| 44. | Was a complete, adequate, and realistic set of plans/specifications or purchase description available to bidders? | ☐ Yes ☐ No |
| 45. | How many contractors/vendors submitted bids at bid opening? Was 1st attempt successful? *(at least 2 bidders needed for purchase of goods and at least 3 for construction on 1st attempt)* | ☐ Yes ☐ No |
| 46. | If 1st attempt was not successful, was bid notice advertised publicly in a newspaper with a larger distribution for at least 7 days? *An affidavit of publication must be in file.* | ☐ Yes ☐ No ☐ N/A Newspaper:Date: |
| 47. | Does file have certified bid tabulation sheet and documentation of lowest price determination? | [ ]  Yes [ ]  No |
| 48. | Was the lowest, responsive, responsible bidder award? If no, is there documentation to support grantee’s decision?  | ☐ Yes ☐ No☐ Yes ☐ No ☐ N/A  |
| 49. | Was contract awarded on a firm-fixed-price?Did the governing body approve the contract?  If yes, indicate who approved and the date of approval. | [ ]  Yes [ ]  No[ ]  Yes [ ]  No |
| 50. | Is non-competitive/sole source method used for this contract? If yes, see Non-Competitive/Sole Source Method Section to answer those questions to ensure complete file. | Yes [ ]  No [ ]  N/A [ ]   |
| **Non-Competitive Proposal / Sole Source** ***(Only if applicable)*** |
| 51. | Was a cost or price analysis conducted? | [ ]  Yes [ ]  No |
| 52. | Is there documentation and/or justification for using this method? | [ ]  Yes [ ]  No |
| 53. | Did the grantee receive approval by CDBG-I to use this method? | [ ]  Yes [ ]  No Date of Approval Letter:  |
| **Sub-Construction Contracts / Agreements*****(Applicable only if Prime Construction Contractor has subs)*** ***Applicable for 2018 Grantees and Beyond***  |
| 54. | Are there sub-contractors on the project?If yes, how many sub-contractors are being used? | [ ]  Yes [ ]  No |
| 55. | Subcontractor #1 Name & Address: |  |
| Tax ID#:  |  |
| Do the grant files have a copy of the subcontractor’s agreement?  | [ ]  Yes [ ]  No |
| Date contract was executed: |  |
| Contract amount (*include amount of CDBG and non-CDBG funds):* |  |
| 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 ☐  |
| Check if contractor is any of these?Does the file have the documentation to support this? | [ ]  MBE [ ]  WBE [ ]  Section 3 [ ]  HUB ☐ N/A  |
|  |
| Did the prime contractor do their due diligence and confirm eligibility of the subcontractor (non-construction and construction) by checking and printing search results from Sam.gov and NC DOA Debarred Vendors listing prior to finalizing contract? ***Attach copies of the Certification of Eligibility and printouts from the relevant websites for each contract executed to date.*** | Sam.gov: NCDOA: Yes ☐ No ☐ Yes [ ]  No [ ]   |
| Confirm all the necessary components are in sub-contractor agreement. *(Use the checklist on the next pages to confirm completeness)*  |  |
| 56. | Subcontractor #2 Name & Address: |  |
| Tax ID#:  |  |
| Do the grant files have a copy of the subcontractor’s agreement?  | [ ]  Yes [ ]  No |
| Date contract was executed: |  |
| Contract amount (*include amount of CDBG and non-CDBG funds):* |  |
| 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 ☐  |
| Check if contractor is any of these?Does the file have the documentation to support this? | [ ]  MBE [ ]  WBE [ ]  Section 3 [ ]  HUB ☐ N/A  |
|  |
| Did the prime contractor do their due diligence and confirm eligibility of the subcontractor (non-construction and construction) by checking and printing search results from Sam.gov and NC DOA Debarred Vendors listing prior to finalizing contract? ***Attach copies of the Certification of Eligibility and printouts from the relevant websites for each contract executed to date.*** | Sam.gov: NCDOA: Yes ☐ No ☐ Yes [ ]  No [ ]   |
| Confirm all the necessary components are in sub-contractor agreement. *(Use the checklist on the next pages to confirm completeness)*  |  |
| 57. | Subcontractor #3 Name & Address: |  |
| Tax ID#:  |  |
| Do the grant files have a copy of the subcontractor’s agreement?  | [ ]  Yes [ ]  No |
| Date contract was executed: |  |
| Contract amount (*include amount of CDBG and non-CDBG funds):* |  |
| 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 ☐  |
| Check if contractor is any of these?Does the file have the documentation to support this? | [ ]  MBE [ ]  WBE [ ]  Section 3 [ ]  HUB ☐ N/A  |
|  |
| Did the prime contractor do their due diligence and confirm eligibility of the subcontractor (non-construction and construction) by checking and printing search results from Sam.gov and NC DOA Debarred Vendors listing prior to finalizing contract? ***Attach copies of the Certification of Eligibility and printouts from the relevant websites for each contract executed to date.*** | Sam.gov: NCDOA: Yes ☐ No ☐ Yes [ ]  No [ ]   |
| Confirm all the necessary components are in sub-contractor agreement. *(Use the checklist on the next pages to confirm completeness)*  |  |
| 58. | Subcontractor #4 Name & Address: |  |
| Tax ID#:  |  |
| Do the grant files have a copy of the subcontractor’s agreement?  | [ ]  Yes [ ]  No |
| Date contract was executed: |  |
| Contract amount (*include amount of CDBG and non-CDBG funds):* |  |
| 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 ☐  |
| Check if contractor is any of these?Does the file have the documentation to support this? | [ ]  MBE [ ]  WBE [ ]  Section 3 [ ]  HUB ☐ N/A  |
|  |
| Did the prime contractor do their due diligence and confirm eligibility of the subcontractor (non-construction and construction) by checking and printing search results from Sam.gov and NC DOA Debarred Vendors listing prior to finalizing contract? ***Attach copies of the Certification of Eligibility and printouts from the relevant websites for each contract executed to date.*** | Sam.gov: NCDOA: Yes ☐ No ☐ Yes [ ]  No [ ]   |
| Confirm all the necessary components are in sub-contractor agreement. *(Use the checklist on the next pages to confirm completeness)*  |  |
| 59. | Subcontractor #5 Name & Address: |  |
| Tax ID#:  |  |
| Do the grant files have a copy of the subcontractor’s agreement?  | [ ]  Yes [ ]  No |
| Date contract was executed: |  |
| Contract amount (*include amount of CDBG and non-CDBG funds):* |  |
| 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 ☐  |
| Check if contractor is any of these?Does the file have the documentation to support this? | [ ]  MBE [ ]  WBE [ ]  Section 3 [ ]  HUB ☐ N/A  |
|  |
| Did the prime contractor do their due diligence and confirm eligibility of the subcontractor (non-construction and construction) by checking and printing search results from Sam.gov and NC DOA Debarred Vendors listing prior to finalizing contract? ***Attach copies of the Certification of Eligibility and printouts from the relevant websites for each contract executed to date.*** | Sam.gov: NCDOA: Yes ☐ No ☐ Yes [ ]  No [ ]   |
| Confirm all the necessary components are in sub-contractor agreement. *(Use the checklist on the next pages to confirm completeness)*  |  |

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| **Contract Management Checklist** |
| **Clause and/or Provisions:** | **Type of Contract:** [ ]  Administrator [ ]  Engineer [ ]  General / Prime Contractor #1 [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_  |
| Conflict of interest Provision *(required for all types of contracts)* | [ ]  Yes [ ]  No |
| Legal Remedies Provision *(required for all types of contracts)* | [ ]  Yes [ ]  No |
| Termination Provision *(required for contracts of $10,000 or more, and 8 or more housing units)* | [ ]  Yes [ ]  No [ ]  N/A |
| Nondiscrimination Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No |
| Age Discrimination Act of 1975 *(required for all types of contracts)* | [ ]  Yes [ ]  No |
| Section 504 of the Rehabilitation Act of 1973 / Handicap Discrimination Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No |
| Section 3 Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No |
| Anti-Lobbying Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No |
| Access to Records and Record Retainage Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No |
| Reimbursement to DEQ for Improper Expenditures. The Subrecipient will reimburse DEQ for any amount of Grant assistance improperly expended, either deliberately or non-deliberately, by any person or entity. Additionally, a contract for administrative services must include a clause holding the administrator organization responsible for reimbursement to the Recipient for any improperly expended grant funds that had to be returned to DEQ. | [ ]  Yes [x]  No [ ]  N/A |
| Executive Order 11246 Clause *(required for contracts over $10,000 in construction, $10,000 in rehab, 8 or more housing units in rehab)*  | [ ]  Yes [ ]  No [ ]  N/A |
| DOL Wage Determination / Wage Decision (*required for contracts over $2,000 for construction, and 8 or more housing units in rehab.)* | [ ]  Yes [ ]  No [ ]  N/A |
| Copeland Act Provisions *(required for all construction and rehabilitation contracts)* | [ ]  Yes [ ]  No [ ]  N/A |
| Contract Work Hours and Safety Standard *Act (required for contracts over $2,000 in construction, 8 or more housing units in rehab.)* | ☐ Yes ☐ No ☐ N/A |
| Davis-Bacon Act Provisions *(required for contracts over $2,000 for construction, and 8 or more housing units in rehab.)* | [ ]  Yes [ ]  No [ ]  N/A |
| Federal Labor Standards Provisions (HUD 4010) |  [ ]  Yes [ ]  No [ ]  N/A |
| Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards:  |  ☐ Yes ☐ No ☐ N/A |
| Clean Water, Clean Air, E.O. 11738, EPA Regulations *(required for contracts of $100,000 or more in construction)* |  [ ]  Yes [ ]  No [ ]  N/A |
| Lead Base Paint Clause *(required for all rehabilitation contracts)* |  [ ]  Yes [ ]  No [ ]  N/A |
| **Subcontractor Management Checklist** |
| **Clause and/or Provisions:** | **#1** | **#2** | **#3** | **#4** | **#5** |
| Conflict of interest Provision *(required for all types of contracts)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Legal Remedies Provision *(required for all types of contracts)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Termination Provision *(required for contracts of $10,000 or more, and 8 or more housing units)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Nondiscrimination Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Age Discrimination Act of 1975 *(required for all types of contracts)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Section 504 of the Rehabilitation Act of 1973 / Handicap Discrimination Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Section 3 Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Anti-Lobbying Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Access to Records and Record Retainage Clause *(required for all types of contracts)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Executive Order 11246 Clause *(required for contracts over $10,000 in construction, $10,000 in rehab, 8 or more housing units in rehab)*  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| DOL Wage Determination / Wage Decision (*required for contracts over $2,000 for construction, and 8 or more housing units in rehab.)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Copeland Act Provisions *(required for all construction and rehabilitation contracts)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Contract Work Hours and Safety Standard *Act (required for contracts over $2,000 in construction, 8 or more housing units in rehab.)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Davis-Bacon Act Provisions (*required for contracts over $2,000 for construction, and 8 or more housing units in rehab.)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Federal Labor Standards Provisions (HUD 4010)  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards:  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Clean Water, Clean Air, E.O. 11738, EPA Regulations *(required for contracts of $100,000 or more in construction)* | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| Lead Base Paint Clause *(required for all rehabilitation contracts)* | [ ]  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:**