

EXHIBIT 10-A.2

HOME Monitoring Checklist	LABOR STANDARDS REQUIREMENTS	
Grantee Name:		Contract Number:
HOME Program Officer:		Date:

This form will be completed when Davis-Bacon regulations apply, i.e., when a project has 12 or more HOME-assisted units.

A. PREPARING TO PERFORM REVIEW		
Project Name	Project Identifier	
Location of Project (City, County)	Prime Contractor	
Description (scope) of work (include number of units & stories for housing projects)		Contract Amount \$
Bid Opening Date	Contract Award Date	Construction Start Date

QUESTIONS	ANSWER		NOTES
	Y	N	
B. BID DOCUMENTS			
1. Are required pre-construction documents in project case file: a. Invitation for Bids, with labor standards provisions and wage rate determinations attached?			
2. Is there evidence in the file that a check of the wage determinations made ten days before bid opening?			
3. Has the wage rate changed since the bid was released? a. If yes, is there verification in the file that the Grantee attempted to notify all potential bidders about the change?			
4. Was the contract awarded with 90 days of bid opening? If no, a. Is there evidence the wage decision was updated?			
C. DAVIS-BACON PREVAILING WAGES			
1. Have any labor standards violations been detected/reported to the MDOC? a. If yes, were remedial actions taken? b. Were worker complaints handled and resolved in a timely manner? c. Is proper documentation in project files?			
2. Are the correct labor standards provisions incorporated into the contract?			
3. Is the correct Davis-Bacon wage decision being used? Specify: a. wage decision number b. construction type (residential, building, heavy, or highway) c. county d. modification number and publication date			
4. Is Form WH-347 (Exhibit 4-N.1), U.S. Department of Labor (DOL) Payroll Form, or its equivalent, being used by the contractor and subcontractors?			
5. Have contractors submitted weekly, signed payrolls? a. Does the grantee maintain evidence that it reviewed the payrolls?			
6. Is there evidence of weekly payroll review by the Grantee's designated Labor Standards Officer (LSO)? a. Is there evidence that all weekly payroll have been compared to the applicable Davis-Bacon Wage Rates b. Are payrolls reviewed clearly initialed by the LSO, annotated as needed, and dated to indicate completion of a weekly review? <i>(Note type of evidence, e.g., initialed & dated by LSO, notes, calculations, etc.)</i>			

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7. Are weekly payrolls numbered sequentially?			
8. Are payrolls signed by the employer or an authorized representative?			
9. If applicable, are apprentice/trainee records on file? a. If yes, was the apprentice and trainee program pre-approved by and registered with the federal DOL or a DOL-recognized State Apprenticeship Council? b. Were the apprentices and trainees paid wage rates in accordance with the wage schedule in the approved program?			
10. Has anyone worked over 40 hours per week on <u>this project</u> ? If yes, a. Has overtime been paid? b. At the correct rate? <i>Note: If a construction worker receives "zone" pay, overtime is calculated as: [(hourly rate + zone pay) x 1.5] + fringe</i>			
11. Were <u>zone</u> hourly rates applicable to the project? a. If yes, were the proper zone hourly rates used to determine the adjusted base hourly pay at work locations where the work's distance from the county seat exceeds the specified distances listed in the applicable Davis-Bacon wage rate determinations?			

D. EMPLOYEE INTERVIEWS (conducted by Grantee's LSO)

1. Has the LSO conducted employee interviews? a. Is there adequate documentation of employee interviews? b. Are completed, signed and dated copies of the interview forms on file (HUD Form 11, Exhibit 4-P)			
2. For employee interviews conducted, is there evidence that the employee wage rates were compared to the Davis-Bacon wage rates applicable to the project?			
3. Take a representative sample of the employee interview forms and complete the following:			

Employee Interview Sample A

Name of Individual Interviewed:			
Name of Contractor:			
Job Classification:			
Group:	Zone:	Zone Hourly Rate:	\$
Actual Wage + Fringe:	\$	Required Wage + Fringe:	\$
Was the wage correct?			
Notes:			

Employee Interview Sample B

Name of Individual Interviewed:			
Name of Contractor:			
Job Classification:			
Group:	Zone:	Zone Hourly Rate:	\$

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Actual Wage + Fringe: \$	Required Wage + Fringe: \$
Was the wage correct?	
Notes:	

Employee Interview Sample C

Name of Individual Interviewed:			
Name of Contractor:			
Job Classification:			
Group:	Zone:	Zone Hourly Rate: \$	
Actual Wage + Fringe: \$		Required Wage + Fringe: \$	
Was the wage correct?			
Notes:			

QUESTIONS	ANSWER		NOTES
	Y	N	
1. Was the wage correct?			
2. Were all required labor interviews sufficiently documented?			
3. Were a representative number of labor categories/trades covered?			
4. Is there evidence that the interviews compared against payrolls?			
5. Were there any instances of incorrect payments or labor standards violations noted? If yes, a. Were investigations of noted violations conducted in a timely manner? Describe. b. Has restitution been made to the affected workers? c. Were the records and documentation sufficient to support the findings and the resolution of the violations?			
6. If labor requirements violations have occurred, have follow-up procedures been agreed upon to correct and/or improve performance?			
7. Were the required labor standards posters posted at the job site: a. The appropriated Davis-Bacon prevailing wage rate determination? b. U.S. DOL Labor Notice to Employees? (exhibit 4-L1) c. OSHA 3165 poster? (Exhibit 4M) d. Equal Employment Opportunity Poster? e. Was location reasonably accessible to the employees for their review?			