

Construction Grant Desk Monitoring Checklist

Civil Rights

- Certificate of Accessibility Form
- Section 3 Compliance Form
- Updated Disclosure Report
- Written statement from community in regards to whether or not there have been Fair Housing or Equal Opportunity Employment complaints in the last 5 years and what was done to remedy the issues if any occurred.
- Evidence that a Fair Housing activity was a completed in correlation with the project
- Picture of Equal Opportunity Employer and Fair Housing notices displayed

Contracts

- Copy of Prime Construction Contract with Federal Construction contract provisions
- Proof of Bonding requirements
 - Bid Guarantee equivalent to 5% of bid price
 - Performance Bond in the amount of 100% of the contract price
 - Payment Bond in the amount of 100% of the contract price
- Copy of all Sub-Contractor contracts
 - Include HUD form 4010
 - Include Sub-Contractor Certification

Payroll & Labor

- Notice of Completion / Final Inspection Form
- Final Wage Compliance Form
- Complete list of all workers who worked on the project for Prime's and Sub's (including owners)
- Fringe break-downs / explanations for each contractor and sub contractor
- Certified payroll sheets
 - All payrolls are not needed. The First and Last payrolls are required as well as at least one payroll for each employee that worked on the project. If an employee worked under multiple classifications, each classification must be represented in the payrolls submitted.
- Apprentice proof of enrollment in Apprenticeship Program
- Required documentation for any Force Account or Volunteer labor
- Copies of employee interview sheets (at least 10% of each classification of worker)
- Any wage deficiency and restitution documentation
 - Copy of payroll where deficiency occurred
 - Copies of checks for all restitution payments

Financial Management

- All Financial Ledgers
 - Federal Cash Control Register maintained
 - Contract Obligations Control listing all contract maintained
 - Contractor Expenditure Ledgers maintained
 - Local match Ledger maintained
 - Property Inventory Ledger
- Federal Claims and Draws
 - Copy of invoice to be paid
 - Copy of Claim form submitted (if not done through GMS)
 - Copy of ACH notification
 - Copy of check paid out to contractor
- Local Match
 - Copy of all local match checks (checks only)
- Change Orders
 - Copies of any change orders more than 20% of the original contract amount
 - Written statement from Engineer explaining unforeseen circumstance behind the change order
- 5 Day Rule Justification (of needed)
 - Submit a detailed letter from the Town admitting to the error and acknowledging the issue along with a letter from the bank ensuring the amount of interest accrued was less than \$100.00

Additional Documentation

- Photos (if applicable)
- Intake Documentation for Limited Clientele Projects
- Acquisition
 - Copies of any checks not submitted with ROF for URA actives
 - Copy of all URA material for any parcels or easements acquired after ROF
- Noncompetitive Negotiation Procurement
 - Evidence of permission from OCRA
 - Evidence of cost-price analysis
- Small Purchase Method Procurement
- Evidence of permission from OCRA
 - Written price quotations received from three qualified sources