



Labor Standards Monitoring Checklist

Recipient: _____ Contract #: _____

I. Overview of Construction Contracts Reviewed

Prime Contractor' Name	Construction Activity	Amount
A.		\$
B.		\$

Check the appropriate box.

	Contractor A	Contractor B
1. Is there documentation that CDBG staff or the local government checked to make sure that the prime contractor is not on the “excluded parties” list?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. What wage decision(s) was issued (per CDBG records)?	a) FL b) FL	a) FL b) FL
3. What wage decision(s) is in the contract? (If there is more than one prime contractor and multiple wage decisions were issued, only show the decision(s) that applies to each contractor.	a) FL b) FL	a) FL b) FL
4. What was the bid opening date?		
5. What was the contract award date, if applicable?		
6. What was the contract execution date?		
7. Is the contract award date (not execution date) within 90 days of bid opening? <i>(If no, then the wage decision(s) in effect at contract execution date must be used if it/they are different. This will require a change order and the contractor may request a contract price increase.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • If there is no separate contract award date (e.g., CR projects with façade work), is the wage decision in effect at the date of the contract execution being used? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. If two wage decisions were sent to the local government, is there enough work in each of the categories to warrant the separate wage decisions for the respective prime contractor? (Generally, at least 20% of the total contract price.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • If the respective prime contractor does not need two wage decisions, has the local government advised the contractor in writing about which wage decision to use? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. If only one wage decision was sent for the respective prime contract, is there enough work in another category to warrant a second wage decision? (Generally, 20% of the total value of the contract price as awarded.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • If a second wage decision is needed for the respective prime contract, has it been obtained from DEO and included in the contract? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Comments:



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II. Payroll Review *(Use additional pages as necessary to review the payroll information for all contractors and subs working on the project.)*

Contractor's/Subcontractor's Name					
A.	<input type="checkbox"/> Prime <input type="checkbox"/> Sub				
B.	<input type="checkbox"/> Prime <input type="checkbox"/> Sub				
C.	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	Firm A	Firm B	Firm C	
1.	List the date when the <i>Notice to Proceed</i> was issued?				
2.	Have weekly payrolls been submitted since the Notice to Proceed date, including "No Work" payrolls or similar documentation for periods of inactivity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.	Does it appear that payrolls are being reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.	Is payroll information complete and is the prescribed certification signed by an officer of the firm or by a person authorized by an officer of the firm?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.	Are all payroll classifications for covered workers included in the wage decision, or is there documentation that an additional classification request has been submitted to DEO?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.	If a payroll includes workers classified as "apprentice" or "trainee," is there documentation that each such worker is participating in a formal program approved by the Agency for Workforce Innovation or the U.S. Department of Labor and is being paid according to the requirements of that program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.	Are there workers in a "helper" classification, which cannot be used? <i>(If not qualified as "apprentice" or "trainee," they are either a laborer or full trade classification, depending on tools used.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8.	Are covered workers, including foremen working more than 20% of the time in any week, receiving at least the minimum combined hourly wage and fringe rates (in any combination of cash and fringe benefits) for their classification?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9.	If two wage decisions are required for the respective prime contract, is the contractor identifying the time each worker spends on each separate category of work and paying the appropriate wages under the wage decision for that category, or is each worker receiving the higher of the two minimum amounts for that classification in each wage decision?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Comments:					



Labor Standards Monitoring Checklist

	Firm A	Firm B	Firm C
10. If fringe benefits are claimed, are they bona fide fringe benefits, has the hourly value of each fringe been documented, and does the calculation appear correct? <i>Note: Generally a fringe benefit is bona fide if it is paid by the employer to a third party for the benefit of the employee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11. For any workers working more than 40 hours weekly, is their overtime rate equivalent to 150% of their actual hourly rate (not the wage decision minimum – <i>applicable only if the prime contract exceeds \$100,000</i>)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If overtime pay is applicable, and the contractor is claiming fringe benefits in excess of the fringe benefit rate for any classification in the wage decision, is the overtime rate at least equal to 150% of the minimum hourly rate in the wage decision? (<i>The value of fringe benefits is excluded from computing the amount due for overtime.</i>) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. If the local government identified the need for wage restitution, do the files document that restitution was paid by including a copy(ies) of the front of the check(s) and a statement(s) from the affected worker(s) that the restitution was received?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If cumulative restitution exceeding \$50 was paid by any contractor or subcontractor, has the Recipient submitted an enforcement report using the form on the CDBG website or its equivalent? (<i>All wage restitutions need to be reported to the GOC III responsible for reporting wage data to HUD.</i>) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Was the need for wage restitution identified during the monitoring visit? (If yes , make sure that the representatives of the local government, including consultants, are made aware of the need and that a finding will be issued.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. If any payrolls reflect “other” deductions, do the files contain authorization signed by the affected worker(s) allowing the deduction(s) and identifying the purpose and amount of each deduction?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If an “other” deduction is made due to court order (e.g. child support) or other legal document (e.g., IRS garnishment), do the files include a copy of the court order/legal document identifying the deduction purpose and amount? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			



Labor Standards Monitoring Checklist

4/6/2018

III. Other Reviews *(Use the same contractors listed in Section II.)*

	Firm A	Firm B	Firm C
1. Is there documentation of interviews with workers which covers a representative sample of the classifications used to perform the work?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Is the information in the interviews consistent with the payroll records or is there documentation resolving any apparent inconsistencies, particularly in the areas of hourly rate and classification compared to work performed/tools used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Is the wage decision posted at the work site to the extent feasible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:			

IV. Conclusions

Explain any finding(s) or concern(s) in the box below and specify corrective actions the recipient must take to resolve the issue(s). Describe any technical assistance provided.



Labor Standards Monitoring Checklist

II. Payroll Review Continued

Contractor's/Subcontractor's Name				
D.	<input type="checkbox"/> Prime <input type="checkbox"/> Sub			
E.	<input type="checkbox"/> Prime <input type="checkbox"/> Sub			
F.	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	Firm D	Firm E	Firm F
1. List the date when the <i>Notice to Proceed</i> was issued?				
2. Have weekly payrolls been submitted since the Notice to Proceed date, including “No Work” payrolls or similar documentation for periods of inactivity?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Does it appear that payrolls are being reviewed?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Is payroll information complete and is the prescribed certification signed by an officer of the firm or by a person authorized by an officer of the firm?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Are all payroll classifications for covered workers included in the wage decision, or is there documentation that an additional classification request has been submitted to DEO?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. If a payroll includes workers classified as “apprentice” or “trainee,” is there documentation that each such worker is participating in a formal program approved by the Agency for Workforce Innovation or the U.S. Department of Labor and is being paid according to the requirements of that program?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are there workers in a “helper” classification, which cannot be used? <i>(If not qualified as “apprentice” or “trainee,” they are either a laborer or full trade classification, depending on tools used.)</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Are covered workers, including foremen working more than 20% of the time in any week, receiving at least the minimum combined hourly wage and fringe rates (in any combination of cash and fringe benefits) for their classification?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. If two wage decisions are required for the respective prime contract, is the contractor identifying the time each worker spends on each separate category of work and paying the appropriate wages under the wage decision for that category, or is each worker receiving the higher of the two minimum amounts for that classification in each wage decision?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments:				

Labor Standards Monitoring Checklist

	Firm D	Firm E	Firm F
10. If fringe benefits are claimed, are they bona fide fringe benefits, has the hourly value of each fringe been documented, and does the calculation appear correct? <i>Note: Generally a fringe benefit is bona fide if it is paid by the employer to a third party for the benefit of the employee.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11. For any workers working more than 40 hours weekly, is their overtime rate equivalent to 150% of their actual hourly rate (not the wage decision minimum – applicable only if the prime contract exceeds \$100,000)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If overtime pay is applicable, and the contractor is claiming fringe benefits in excess of the fringe benefit rate for any classification in the wage decision, is the overtime rate at least equal to 150% of the minimum hourly rate in the wage decision? <i>(The value of fringe benefits is excluded from computing the amount due for overtime.)</i> 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. If the local government identified the need for wage restitution, do the files document that restitution was paid by including a copy(ies) of the front of the check(s) and a statement(s) from the affected worker(s) that the restitution was received?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If cumulative restitution exceeding \$50 was paid by any contractor or subcontractor, has the Recipient submitted an enforcement report using the form on the CDBG website or its equivalent? <i>(All wage restitutions need to be reported to the GOC III responsible for reporting wage data to HUD.)</i> 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. Was the need for wage restitution identified during the monitoring visit? (If yes , make sure that the representatives of the local government, including consultants, are made aware of the need and that a finding will be issued.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. If any payrolls reflect “other” deductions, do the files contain authorization signed by the affected worker(s) allowing the deduction(s) and identifying the purpose and amount of each deduction?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> If an “other” deduction is made due to court order (e.g. child support) or other legal document (e.g., IRS garnishment), do the files include a copy of the court order/legal document identifying the deduction purpose and amount? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Comments: 			



Labor Standards Monitoring Checklist

III. Other Reviews

	Firm D	Firm E	Firm F
1. Is there documentation of interviews with workers which covers a representative sample of the classifications used to perform the work?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Is the information in the interviews consistent with the payroll records or is there documentation resolving any apparent inconsistencies, particularly in the areas of hourly rate and classification compared to work performed/tools used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Is the wage decision posted at the work site to the extent feasible?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Comments: