



Tools of the Trade:

Logs, registers and authorizations

**Virginia Department of Housing and Community Development (DHCD)
Program Administration and Assistance Office
Richmond, Virginia**

**March 12, 2013
12 Noon – 1 PM**

Speakers

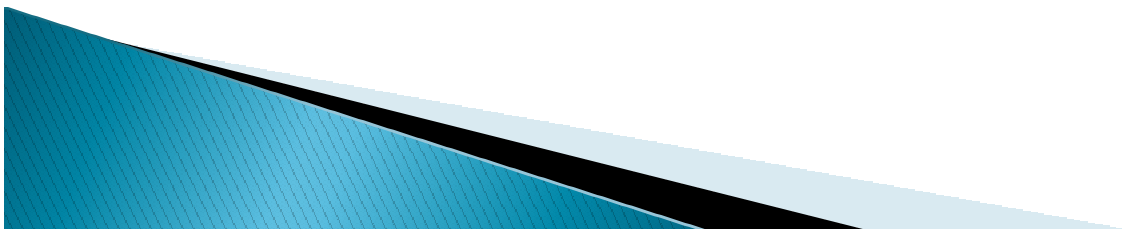
- ▶ **Moderator and Host: Kyle Meyer**
Community Development Specialist, DHCD
Richmond, VA
kyle.meyer@dhcd.virginia.gov
- ▶ **Instructor: Elizabeth Boehringer**
Community Development Specialist, DHCD
Richmond, VA
elizabeth.boehringer@dhcd.virginia.gov

Webinar Format

- ▶ The presentation will last approximately 40 minutes with periodic pauses for Q & A.
- ▶ In order to hear the webinar, you *must* call in for audio at the following number **1-866-842-5779**.
- ▶ The conference code number is **475 623 3278#**.
- ▶ Audience members are asked to press ***6** to mute their volume due to the high number of participants.

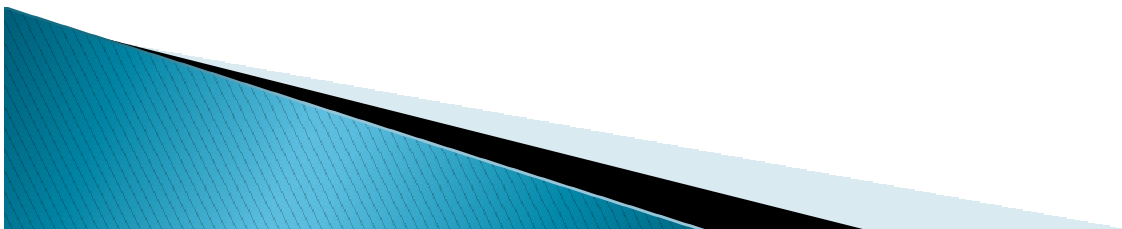
Audio Issues During the Webinar

- ▶ If you have technical difficulty with the audio or video portions of this webcast, here are a few tips:
 - Logging off, then logging in again; or
 - Request help from the host through the chat box that will appear on your screen



How to Submit Questions

- ▶ Address your questions to the host through the chat box that will appear on the bottom right hand corner of your screen. Technical questions will be addressed right away.
- ▶ We'll pause and take content questions at designated points during and after the presentation.



Brief Survey

- ▶ Using the survey feature on your Webex webinar screen, please answer the simple survey:

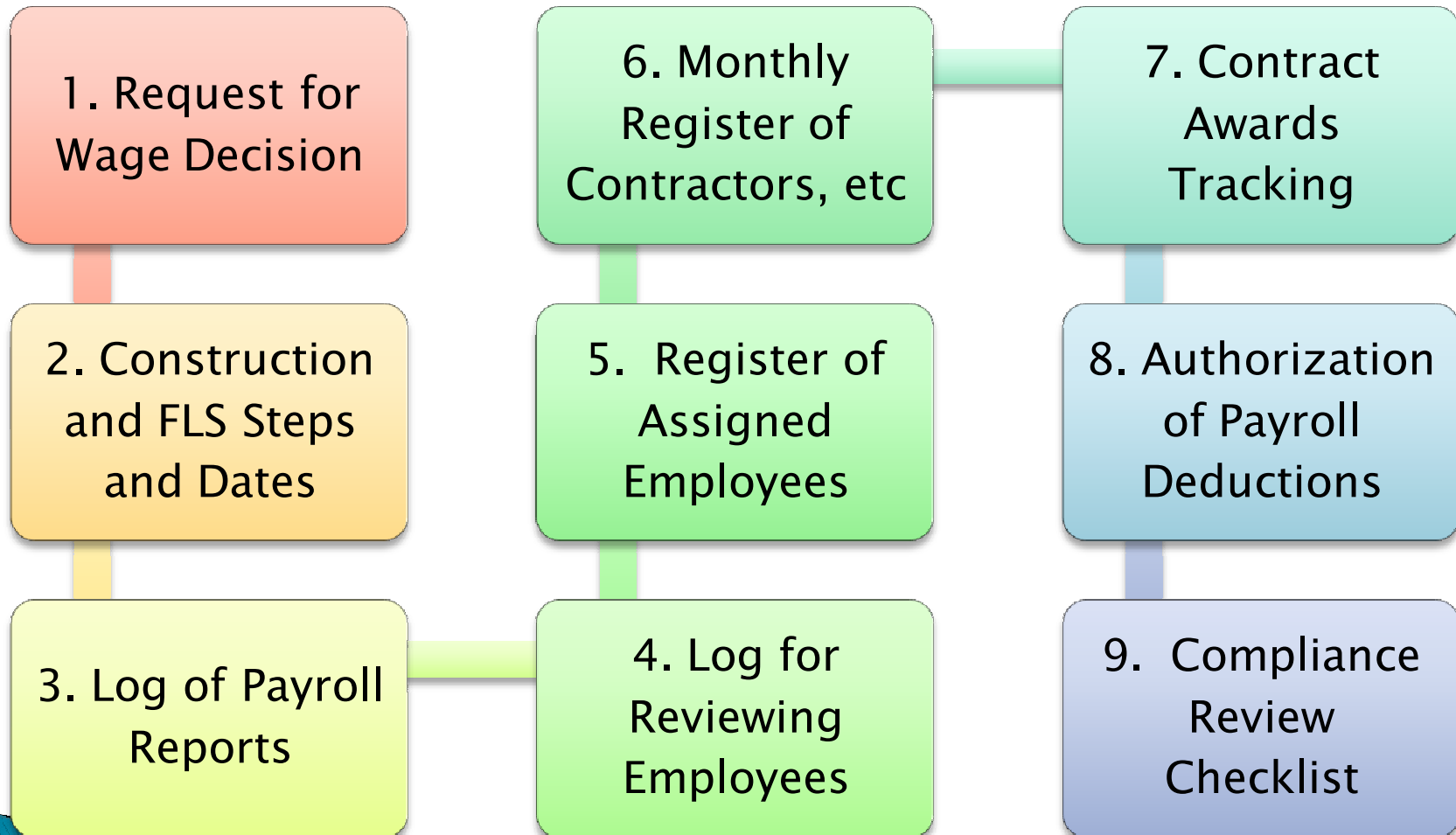
What is your level of experience with using the Log of Payroll Review and the Log for Reviewing Employees on Payrolls?

- a) Logs? What logs?
- b) I have used them once or twice
- c) I use them regularly

Agenda

- ▶ The 9 key tools you should be using to manage your monitoring
- ▶ Common challenges and ways to address them
- ▶ Keys to success

9 Key tools



Tool 1

Request for Wage Decision

CIG WAGE RATE REQUEST

TO: Brad Belo, Community Rep VA DHCD DATE: 06 / 08 / 11
 FROM: Michael Paul Dodson, CPP, Inc. CIG #: 10-01
 PROJECT NAME: Kirby Street Neighborhood Revital CCD ESTIMATED:
 PROJECT LOCATION: 1000-1500 blk Kirby St, 100-200 blk 11th-16th St Advertising Date: 06 / 20 / 11
 CITY/COUNTY NAME: Town of West Point, King William County Bid Opening Date: 07 / 15 / 11

Provide a specific description of ALL construction activities to be bid under this *specific* construction contract.

Activity Type	Quantity	Estimated CDBG Cost	Estimated Non-CDBG Cost	For DHCD Use: (Sewer, Bldg, Hwy, Residential, Heavy)
Sewer:				
Water:				
Laterals:				
Streets:	160 LF of curb improvement ; 480 LF of storm drainage improvements	\$ 4,000	\$ 4,000	highway B 6/8/11
Housing Rehab 8+ Units:				
Facades				
Other: Sidewalks	20,950 sq ft of new 5' sidewalk, 720 sq ft of replacement 5' sidewalk	\$125,000	\$125,000	
Total		\$129,000	\$129,000	highway B 6/8/11

Mail Wage Decision Package to the Following Address:

Name: Michael Paul Dodson & Blair Wilson
 Firm: Community Planning Partners, Inc.
 05-16/REV06-09

Address: 2201 West Broad Street, Ste 204, Richmond VA 23220
 Phone: 804/204-1022

AMV
6/13/2011

Tool 2

Construction & FLS Steps and Dates Checklist

CONSTRUCTION AND LABOR STANDARDS CHECKLIST	
PRIOR TO CONSTRUCTION	DATE COMPLETED
1. Erect DHCD-required Project Sign on suitable site within one month of the CDBG Agreement's execution regardless of activity's type.	___/___/___
2. Acquire all easements and properties needed for the construction project before the project is bid.	___/___/___
3. Request Wage Decision and Federal Construction Contract Inserts from CD Specialist about 14 days before the Advertisement of Bids is published.	___/___/___
4. Ensure Advertisement's language complies with DHCD's requirements.	___/___/___
5. Publish the Advertisement of Bids, giving all bidders at least 10 days to respond.	___/___/___
6. Include the following in the bid document: <ul style="list-style-type: none"> • The Federal Construction Contract Inserts received from DHCD <ul style="list-style-type: none"> ○ Insert the DBE goals, ○ Insert the Section 3 project area (County's name) in two places, and ○ Insert the Wage Decision. • The list of Minority- and/or Female-owned contractors and suppliers that responded to the advertisements and legal notices. 	___/___/___
7. Check with DHCD 10 days before the bids are to be opened to learn if the wage decision(s) has been modified. <ul style="list-style-type: none"> • If yes, issue an addendum, issuing wage decision modification to everyone who requested the bid . 	___/___/___

Tool 3

Log of Payroll Reports

LOG OF PAYROLL REPORTS

GRANTEE : Lincoln City

CONTRACTOR/SUB NAME: S. Spielberg Construction

CIG #: 13-99

REVIEWER'S NAME: Contract Compliance Officer

PAYROLL #: 1 through 2

COVERS: 1/6/2013 THROUGH 1/19/2013

Week ending	Date Payroll Received	Compliance Statement Received?	Statement's fringe section filled out?	Wages on Report Consistent with Employee Interview?	Wages on Report Consistent with RAE?	Wages on Report Consistent with WD?	Math Correct?	Overtime Paid Correctly?	Fringes Paid Correctly?	Deductions Authorized?	Problems Identified and Steps Taken	Date Problems Resolved
1/12/2013	1/18/2013	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No deduct authorization for Sally Fields; submitted with Payroll 2	1/25/2013
1/19/2013	1/25/2013	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	None	

WD = Wage Decision

RAE = Register of Assigned Employees

Tool 4

Log for Reviewing Employees on Payrolls

LOG FOR REVIEWING EMPLOYEES ON PAYROLLS

GRANTEE : Lincoln City

CONTRACTOR/SUB NAME: S. Spielberg Construction

CIG #: 13-99

REVIEWER'S NAME: Contract Compliance Officer

PAYROLL #: 1 through 2

COVERS 1/6/2013 THROUGH 1/19/2013

Employee Name	Job Classification	Hourly Wage per Payroll	Hourly Wage per WD	Hourly Wage per RAE	Math correct?	Authorized deducts?	Deducts consistent w/Payroll?	Project Area Resident?*	Hired after Const Began?*	Minority?*	Female?*	# of Interviews*	Date Problems Resolved
Daniel Day-Lewis	Concrete Finisher	\$ 20.00	\$ 15.00	\$ 20.00	yes	yes	yes	1					
Hal Holbrook	Pipelayer	\$ 14.44	\$ 8.18	\$ 14.44	yes	yes	yes					1	
Tommy Lee Jones	Pipelayer	\$ 15.00	\$ 8.18	\$ 15.00	yes	yes	yes						
Sally Fields	Backhoe Operator	\$ 17.67	\$ 7.71	\$ 17.67	yes	no	no	1	1		1	1	1/25/13: Missing deduct authorization form submitted
*Column totals for Project Area Residents, New Hires, Minorities, Females & # of Interviews								2	1	0	1	2	

WD = Wage Decision

RAE = Register of Assigned Employees

1 = Yes

Tool 5

Register of Assigned Employees

Register of Assigned Employees		Month Covered: <u>January, 2013</u>	Date Completed: <u>February 1, 2013</u>
Submit initial list of workforce prior to start of construction; update throughout construction to show changes.			
SECTION I: Identification of Level of Submittal, see instructions on back of form			
(1) Grantee: <u>Caroline County</u>		Grant #: <u>12-99</u>	Project Name: <u>Lincoln Street Water Project</u>
HIRING GOALS: <u>30% LOCAL LMI (Section 3)</u>		<u>27.0% MINORITY</u>	<u>6.9 % FEMALE</u>
Prime Contractor <u>S. Spielberg Construction</u>		Contracted Amount <u>\$736,000</u>	
(2) Subcontractor _____		Contracted Amount \$ _____	
a. NAME OF EMPLOYEE b. COUNTY OF RESIDENCE	c. TRADE & JOB CLASSIFICATION d. RATE OF PAY & BENEFITS	e. (1). DATE HIRED or e (2). DATE RECALLED f. AUTHORIZED PAYROLL DEDUCTIONS	g. MINORITY h. GENDER
a Daniel Day-Lewis b. Henrico	c. Foreman (Concrete Finisher) d. \$20.00	e (1) 12/5/2009 or e(2) f. None	____yes XXX no ____female XXX male
a. Hal Holbrook b. Caroline	c. Pipelayer d. \$14.44	e (1) 1/2/2010 or e(2) f. \$10.00	____yes XXX no ____female XXX male
a. Tommy Lee Jones b. Hanover	c. Pipelayer d. \$15.00	e (1) 2/1/2010 or e(2) f. \$50.00	____yes XXX no ____female XXX male
a. Tommy Lee Jones b. Hanover	c. Backhoe Operator d. \$17.67	e (1) 2/1/2010 or e(2) f. \$50.00	____yes XXX no ____female XXX male
a. Sally Fields b. Henrico	c. Backhoe Operator d. \$17.67	e (1) 7/21/12 or e(2) f. None	____yes XXX no XXX female ____male

SECTION 3 RESIDENT: – A resident of the area in which Section 3 covered assistance is expended, and who qualifies as a low- or very low-income person.
SECTION 3 BUSINESS: – A business of the area in which 51% or more is owned by Section 3 Residents or 30% of employed staff are Section 3 Residents;
or 25% of contracts committed to Section 3 Businesses.

Tool 5

Annual Section 3 Summary Report, page 1

Section 3 Summary Report Economic Opportunities for Low – and Very Low-Income Persons		U.S. Department of Housing and Urban Development Office of Fair Housing And Equal Opportunity		OMB Approval No.: 2529-0043 (exp. 11/30/2010)	
(Section back of page for Public Reporting (Biden statement) HUD Field Office: <input type="text"/>					
1. Recipient Name & Address (street, city, state, zip)		2. Federal Identification (grant no.)		3. Total Amount of Award	
Town of Lincoln P O Box 0555 Lincoln, VA 23555		13-99		\$1,000,000	
		4. Contact Person		5. Phone: (include area code)	
		Grant Manager		804-371-5555	
		6. Length of Grant		7. Reporting Period	
		24 months		2011-2012	
8. Date Report Submitted		9. Program Code: (Use separate sheet for each program code)		10. Program Name	
8/1/2012				Lincoln St Water	
Part I: Employment and Training (** Columns B, C and F are mandatory fields. Include New Hires in E & F)					
A Job Category	B Number of New Hires	C Number of New Hires that are Sec. 3 Residents	D % of Applicable Number of Staff Hours of New Hires that are Sec. 3 Residents	E % of Total Staff Hours for Section 3 Employees and Trainees	F Number of Section 3 Trainees
Professionals	0				
Technicians	0				
Office/Clerical	0				
Construction by Trade (List)					
Trade					
Trade					
Trade					
Trade					
Trade					
Other (List)					
Backhoe Operator	1				

Questions and Comments?

Use the chat feature to ask questions and communicate with everyone!



Tool 6

Monthly Register of Contractors, Subcontractors and Suppliers

Monthly CDBG Register of Contractors, Subcontractors and Suppliers				Month Covered: <u>January, 2013</u>
Register all procurements of more than \$10,000 one time only, in month of occurrence				
SECTION I: Identification of Level of Submittal, see instructions on back of form				
(1)	Grantee: <u>Caroline County</u> Grant #: <u>12 - 99</u> Project Name: <u>Lincoln Street Water Project</u> "Local Business" County*: <u>Caroline</u>			
(2)	General Contractor <u>S. Spielberg Construction</u>		IRS# (or owner's SSN) <u>991234566</u>	
(3)	Subcontractor _____		IRS# (or owner's SSN) _____	
SECTION II: Details of Procurements				
Choose one:	Name and Physical Address of Business, and IRS# (or owners' SSN)	Contract Description or Items Supplied	Amount of Contract or Purchase	Ownership of Business (check All that apply)
<input checked="" type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	S. Spielberg Construction 18900 Three Chopt Road Henrico, VA 23229 IRS# (or SSN): 99-1234567	Water line	\$736,000	<input type="checkbox"/> Minority Business <input type="checkbox"/> Local (Section 3) Business <input type="checkbox"/> Female-Owned Business <input type="checkbox"/> White American <input type="checkbox"/> Black American <input type="checkbox"/> Native* American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned CORPORATION
<input type="checkbox"/> General Contractor <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	Dreamworks Contracting 234 Shannon Hill Road Louisa, VA 23093 IRS# (or SSN): 12-7654321	Excavation	\$100,000	<input checked="" type="checkbox"/> Minority Business <input checked="" type="checkbox"/> Local (Section 3) Business <input type="checkbox"/> Female-Owned Business <input type="checkbox"/> White American <input checked="" type="checkbox"/> Black American <input type="checkbox"/> Native* American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned
<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Supplier	Caroline Building Supplies 1200 Cross County Road Caroline, VA 22546 IRS# (or SSN): 333-22-5555	Piping	\$25,140	<input type="checkbox"/> Minority Business <input type="checkbox"/> Local (Section 3) Business <input type="checkbox"/> Female-Owned Business <input checked="" type="checkbox"/> White American <input type="checkbox"/> Black American <input type="checkbox"/> Native* American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American <input type="checkbox"/> Not American Owned

*SECTION 3 RESIDENT: - A resident of the area in which Section 3 covered assistance is expended, and who qualifies as a low- or very low-income person.

SECTION 3 BUSINESS: - A business of the area in which 51% or more is owned by Section 3 residents or 30% of employed staff are Section 3 residents or 25% of subcontracts are committed to Section 3 businesses.

**NATIVE AMERICAN: - American Indian/Alaskan Natives

Tool 6

Contract and Subcontract Activity Report

Grant/Project Number or HUD Case Number or other identification of property, subdivision, dwelling unit, etc. 7a.	Amount of Contract or Subcontract 7b.	Type of Trade Code (See below) 7c.	Contractor or Subcontractor Business Racial/Ethnic (See below) 7d.	Woman Owned Business (Yes or No) 7e.	Prime Contractor Identification (ID) Number 7f.	Sec. 3 7g.	Subcontractor Identification (ID) Number 7h.	Sec. 3 7i.
13-99	\$ 16,095	3	2	No	##-#####	No		
13-99	\$ 28,500	3	1	Yes	##-#####	Yes		
13-99	\$ 64,800	1	1	Yes	##-#####	Yes		
13-99	\$ 55,300	1	2	No	##-#####	No		
13-99	\$ 503,000		2	No	##-#####	No		
13-99	\$ 100,000		1	No			##-#####	No
13-99	\$ 25,140		2	No			##-#####	No

Tool 7

Contracts Award Tracking

Contract Awards Tracking Documentation

CDBG and Non-CDBG Contracts of ≥\$10,000

Lincoln City CIG #13-99

CONSTRUCTION CONTRACTS**									
APPL MAP #	HOUSEHOLD OR PROPERTY OWNER'S NAME	PROPERTY ADDRESS	CONTRACTOR'S NAME	AWARD DATE	CONTRACT AMOUNT++	SECTION 3 BUSINESS*	MINORITY- OWNED BUSINESS	FEMALE- OWNED BUSINESS	NOTES
1	Pearson	1 Main Street	Hometown Construction	4/27/2012	\$ 16,095.00		\$ 16,095.00		
3	Palmer	3 Main Street	ABC Builders	4/27/2012	\$ 25,000.00	\$ 25,000.00		\$ 25,000.00	Base
3	Palmer	3 Main Street	ABC Builders	4/27/2012	\$ 3,500.00	\$ 3,500.00		\$ 3,500.00	Except
5	Taylor	5 Washington Rd	ABC Builders	6/28/2012	\$ 64,800.00	\$ 64,800.00		\$ 64,800.00	
9	Rice	9 Washington Rd	Hometown Construction	6/28/2012	\$ 55,300.00		\$ 55,300.00		
		Henrico, VA	Spielburg Construction	7/21/2012	\$ 736,000.00		\$ 736,000.00		
			Subtotal		\$884,600.00	\$93,300.00	\$791,300.00	\$93,300.00	
			Local (Section 3) Business percentage (10% goal)			10.55%			
			Total minority- & female-owned businesses					\$884,600.00	
Non-CDBG Contracts Awards									
5	Taylor	5 Washington Rd	Price Demolition	5/18/2012	\$ 5,000.00		\$ 5,000.00		Demo
9	Rice	9 Washington Rd	Price Demolition	5/18/2012	\$ 5,000.00		\$ 5,000.00		Demo
			Subtotal		\$10,000.00	\$0.00	\$10,000.00	\$0.00	
			Local (Section 3) Business percentage (10% goal)			0.00%			
			Total minority- & female-owned businesses					\$10,000.00	
			CONSTRUCTION TOTAL		\$894,600.00	\$93,300.00	\$801,300.00	\$93,300.00	
			Local (Section 3) Business percentage (10% goal)			10.43%			
			Total minority- & female-owned businesses					\$894,600.00	
NON-CONSTRUCTION CONTRACTS									
APPL MAP #	HOUSEHOLD OR PROPERTY OWNER'S NAME	PROPERTY OR BUSINESS LOCATION	CONTRACTOR'S OR CONSULTANT'S NAME	AWARD DATE	CONTRACT AMOUNT++	SECTION 3 BUSINESS*	MINORITY- OWNED BUSINESS	FEMALE- OWNED BUSINESS	NOTES
		Roanoke, VA	Grant Management	1/15/2013	\$ 47,000.00				
		Lincoln County	Rehab Specialist	1/15/2013	\$ 15,000.00		\$ 15,000.00		
		Richmond, VA	Engineer	1/15/2013	\$ 50,000.00				
			NONCONSTRUCTION TOTAL		\$121,000.00	\$0.00	\$15,000.00	\$0.00	
			Local (Section 3) Business percentage (3% goal)			0.00%			
			Total minority- & female-owned businesses					\$15,000.00	

+ AWARD DATE = Report each contract awarded between previous state fiscal year (July 1 and June 30) only once on the Annual Section 3 Summary Report

++ CONTRACT AWARD = The amount listed on the contract, not actual expenditures

* SECTION 3 = A business certified by the grantee as meeting the Section 3 requirements; documentation must be in the file

** CONSTRUCTION CONTRACTS = For housing rehab projects, include base, exceptions and demolition costs only if awarded to the same contractor

Tool 7

Annual Section 3 Summary Report page 2

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$ 894,600
B. Total dollar amount of contracts awarded to Section 3 businesses	\$ 93,300
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	10.43 %
D. Total number of Section 3 businesses receiving contracts	3

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$ \$121,000
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 0
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0 %
D. Total number of Section 3 businesses receiving non-construction contracts	0

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- ☒ Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- ☐ Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- ☐ Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- ☐ Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- ☐ Other; describe below.

Tool 8

Authorization of Payroll Deductions

Appendix

50

AUTHORIZATION OF PAYROLL DEDUCTIONS

I, Tommy Lee Jones (Employee's Name), hereby authorize S. Spielberg Construction (Company's Name) to deduct the following amount(s) from my weekly earnings in the following categories:

Purpose	Amount	Authorization Expires
1. Health Insurance	<u>\$35.00</u>	<u>January 20, 2014</u>
2. Intensive Care Insurance	<u> </u>	<u> </u>
3. Cancer Insurance	<u> </u>	<u> </u>
4. Uniforms	<u> </u>	<u> </u>
5. Christmas Fund	<u>\$15.00</u>	<u>January 20, 2014</u>
6. Savings Account	<u> </u>	<u> </u>
7. Other (Specify) <u> </u>	<u> </u>	<u> </u>
TOTAL	<u>\$50.00</u>	

Tommy Lee Jones

Signature

Tommy Lee Jones

Type or Write Name

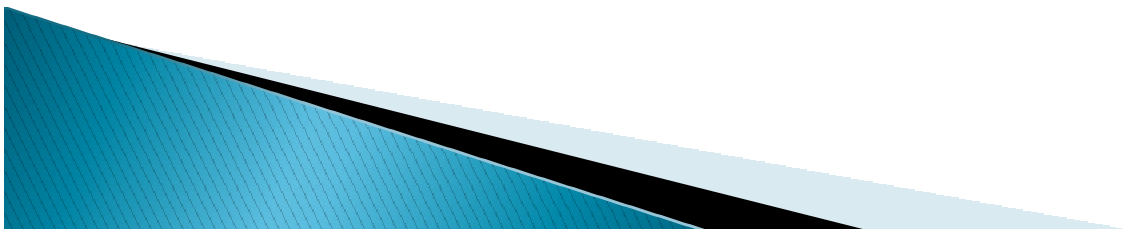
December 15, 2012

Date

Pop Quiz

The purpose of the 9 key tools is to monitor federal labor standards and to report out information to DHCD and HUD.

TRUE OR FALSE?



Tool 9 FLS Compliance Review Checklist

Where interviews took place
Mar - Nov = 9

Tool 9

FLS Compliance Review Checklist

F. Equal Opportunity and Local Business & Employment Review

☐ ☒ ☐

1. Do the Registers of Assigned Employees substantially match the information contained in the Payroll Forms and Employee Interviews?

a. What number and percentage of employees hired since the start of the project have been residents of the project area?

8 of 35 # 23 %

☐ ☐ ☒

b. Did the grantee receive any responses to the advertisements for project area, minority or female workers?

☒ ☐ ☐

IF YES, were these responses made available to the contractor?

☐ ☒ ☐

2. Are Registers of Contractors, Subcontractors and Suppliers being submitted monthly?

Common Challenges

LABOR STANDARDS Post-Contract Compliance (All construction contracts > \$2000)

Date of Review: 12/20/2012

Reviewer's Initials: EB

Grantee: King George County

Contract # 10-10

Firm Hired: Franklin Mechanical Contractors, Inc.

Contract description: To construct the public access road and drainage facilities, extend public water and sewer facilities and coordinate with the construction of improvements needed to complete the ~~Angel Court IV~~ housing production project for the elderly and disabled.

A. Pre-Construction Conference

N/A YES NO

☐ ☒ ☐

1. Are Minutes of conference in File?

2. Date of Pre-Construction Conference: 2/17/2012

☐ ☐ ☒

3. Was the Labor Standards Checklist signed by Contractor and all Subcontractors known at the time of the conference? *OK 4/4/13*

☐ ☐ ☒

4. Was the Equal Opportunity Checklist signed by Contractor and all Subcontractors known at the time of the conference? *Missing: VA Paving and Shenitt, Inc.*

☐ ☐ ☒

5. If subcontractors were added after the pre-construction conference, did the contractor obtain signed labor standards and equal opportunity checklists from each subcontractor? *Missing: RA Self*

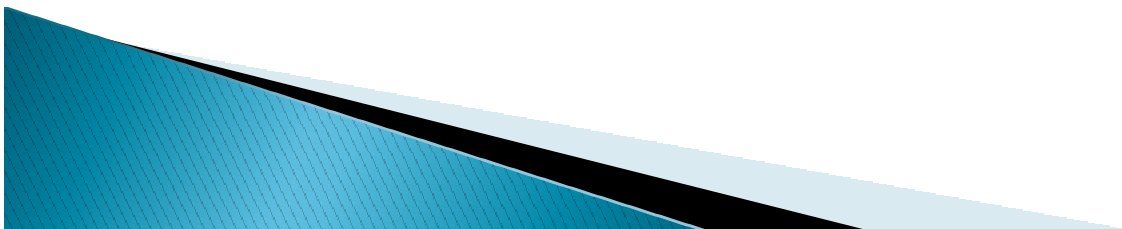
Common Challenges

<u>N/A</u>	<u>YES</u>	<u>NO</u>	
			I. Field Monitoring
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Wage Decision and any modifications posted?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Labor Standards "Employee Rights Under the Davis-Bacon Act" posted and filled out?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. "Equal Employment Opportunity is the LAW" posted?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Employee Rights Under the Fair Labor Standards Act (Federal Minimum Wage Rate) posted?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. OSHA "Job Safety and Health: It's the Law" posted?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. VDLI "Job Safety and Health Protection" posted?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Project Site Construction ID. sign erected?
COMMENTS:			

Removed as work is done; verified through photos in file

Common Challenges

- ▶ Keeping up with the monitoring
- ▶ Understanding how the monitoring generates information that will need to be report back to DHCD

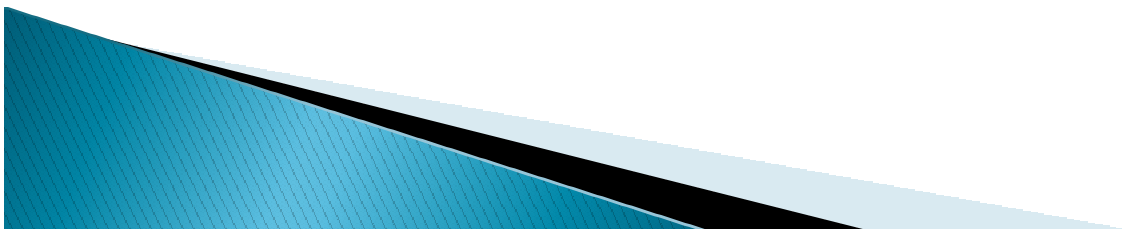


Keys to Success

- ▶ Use the 9 tools or their equivalent
- ▶ Monitor weekly
- ▶ Distribute *Davis–Bacon Labor Standards* to all payroll clerks
- ▶ Read Chapter 8 of the *Grant Management Manual*
- ▶ When in doubt, call your CD Specialist

Bottom Line

The Grantee is responsible for ensuring someone is *actively* overseeing all construction contracts and that contractors are complying with FLS requirements!



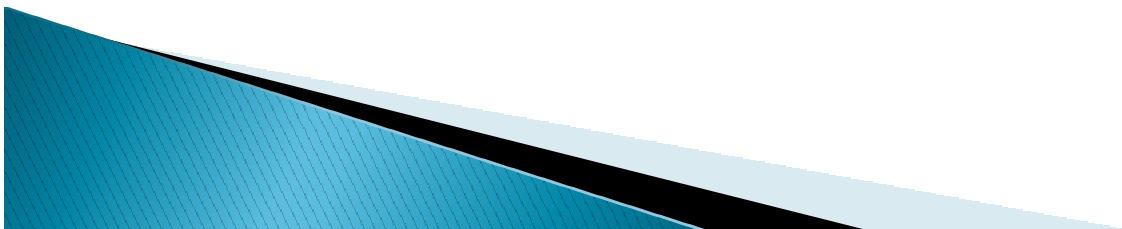
Questions and Comments?

Use the chat feature to ask questions and communicate with everyone!



Employee Interviews

- ▶ Why must we interview employees if their wages don't change?

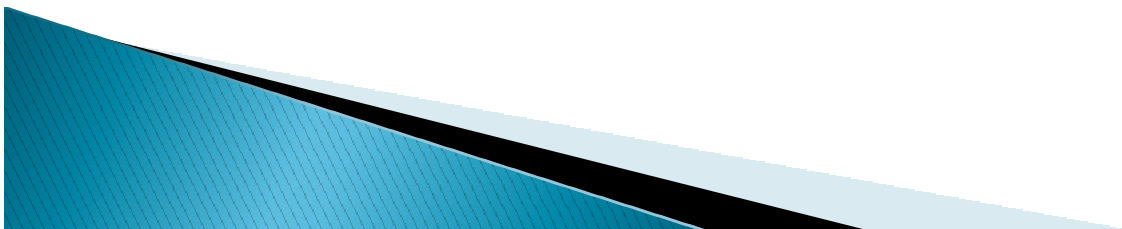


Additional Job Classification Requests

- ▶ If a job classification is not covered in the wage decision and the employee(s) for that classification will only be on site less than a week, do we have to request an additional job classification, or can we pay the employee(s) the wages of a comparable trade?

General Contractors

- ▶ How do you handle a general contractor who has no workers, just a lot of subcontractors?



Final Thoughts

- ▶ Recording of the webinar will be posted on DHCD's website on the CDBG Training Archive page:
<http://www.dhcd.virginia.gov/index.php/cdbg-training-archive.html>
- ▶ You will shortly be receiving an e-mail with the hyperlink to the webinar evaluation form. *Thank you in advance for taking the time to give us your valuable feedback.*

THANK YOU!

- ▶ Thank you for participating in our four federal labor standards webinars
- ▶ Look for an announcement soon about our next webinar when we will be looking at Fair Housing

