

Small Cities CDBG Federal Compliances

- Citizen Participation
- Fair Housing
- Procurement Process - Competitive Contracting
- Environmental Review
- Labor Standards

Citizen Participation

- Adopt a Citizen Participation Plan by public resolution – required model resolution provided
- Hold at least two public hearings –
 - First Public Hearing – 20 days before submitting application, Display Advertisement must be published at least 7 days before the hearing, respond to comments within 15 days, proof in application.
 - Second Public Hearing & 7-day Display Adv. Notice at midway of the project, Proof of Notice, respond to comments within 15 days.
 - Hearing should be held at times when the public can attend and in buildings accessible to the disabled, or
 - Teleconferencing must provide two-way conversations.

Fair Housing and Civil Rights

Statement of actions to affirmatively further fair housing, four required –

Pass a resolution committing to the following:

- Appoint a Fair Housing Officer for the municipality or county. The officer must be a resident of the community.
- Contact HUD Newark & NJDOL&PS identify the officer and request information - model letters are in SCP handbook.
- Implement a local fair housing counseling program including referral to enforcement agencies.
- Publish a public notice in the local newspaper/web page and post at the municipal hall or county building announcing all of the above.

Procurement Process

I. Sealed Bids - Construction

II. Competitive Contracting - Professional Services: Engineers, Architects,

Grant Consultants and other services if CDBG funding will be used

- Competitive Contracting Sections: 40A:11-4.1 to 40A:11-4.5
- There's no bid threshold when federal funds are used,
- Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.
- CC requires a resolution by the governing body, RFP to allow for full and free competition, awarding shall be based on evaluation and ranking, cost must be one of the factors,
- Notices published at least 20 days prior to the date for submission
- Term not to exceed 5 years.

Procurement Process continued

- RFP to allow for full and free competition, at no time convey information to any potential vendors which could confer an unfair advantage,
- Awarding shall be based on an evaluation and ranking methodology, cost must be one of the factors,
- RFP notices published at least 20 days prior to the date for submission,
- The evaluation of proposals must in accordance with the established methodology,
- Prepare a report evaluating and recommending the award 48 hours prior to making the award,
- Award within 60 days of receipt of proposals and publish a notice in the newspaper.

Procurement Process continued

List of Steps and Attachments

- Grantee shall upload the following in the attachment section of SAGE application:
 - Municipal resolution committing to Competitive Contracting, CC
 - A copy of the Request for Proposal (RFP) for services that includes a notice that cost will be one of the evaluation factors. This is public and it explains the services the town needs.
 - A copy of the methodology developed for awarding to evaluate, scoring and a ranking system to follow – this may be disclosed to vendors.
 - A copy of the report and recommendation to award.
 - Notice of the award.
- However, if one proposal was received and the grantee wants to proceed, a written opinion from the grantee's attorney is required that confirms the process complied with CC, there was no conflict of interest, and it did not violate State or local law.

Conflict of Interest is Prohibited

Grantee is responsible to avoid actual, potential or the appearance of a conflict of interest

Federal Regulations require grantees to request a waiver based on an actual, potential or appearance of a conflict of interest.

- Applies to: any person who is an employee, agent, consultant, officer, or elected official of the grantee.
- Any persons who exercise any functions or responsibilities with respect to CDBG related activities, or have an interest in any CDBG contract, subcontract or agreement, either for themselves or for family members or business associates, are covered by this provision.

Environmental Review Record (ERR)

24 CFR Part 58

Levels of Review:

Exempt Projects

Categorical Exclusion – Not subject to other laws.

Categorical Exclusion – Subject to other laws
documentation shows compliance is not triggered.

Categorical Exclusion – Other laws are triggered.

Environmental Assessment (EA)

Environmental Impact Statement (EIS)

Exempt Projects 58.34

- Examples:
- Environmental Studies
- Administrative and Management Activities
- Public Services, Inspections and Testing of Properties
- Inspections and Testing of Properties
- Purchase Insurance
- Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities necessary only to control or arrest the effects from disasters
- Any of the categorical exclusions Listed in 58.35 (a) provided that there are no circumstances which require compliance with other laws cited in 58.5 (Categorical Exclusions- will be addressed in next section)

Responsibilities – Exempt 58.35

- Recipient does not have to submit a request for release of funds (RROF) or publish a notice.
- Recipient **must document in writing** its determination that each activity is exempt and meets the conditions specified for such exemption and submit to SCP for review and approval.
- Once approved no further review or approval from the SCP is required.

Categorical Exclusions 58.35

- Categorical Exclusion refers to activities which no EA or EI Statement under NEPA is required.
- Categorical Exclusions – Three types:
- 58.35(b) Not subject to other laws 58.5 (list to follow) – no notice nor release of funds.
- 58.35(a) Subject to other laws (listed in 58.5) documentation shows compliance is not triggered – do statutory worksheet – no notice nor release of funds required
- 58.35(a) Subject to other laws (58.5) documentation shows compliance triggered – do statutory worksheet – Publish NOI/RROF wait 7 days, Mail 10 days, Submit RROF to SCP wait 15 days, SCP issues ROF.

SCP = Small Cities Program, NOI = Notice of Intent, RROF = Request for Release of Funds, ROF Release of Funds (SCP)

58.35 Subject to Other Laws (listed in 58.5)

Categorical Exclusions:

- Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements when they are in place and will be retained in the same use **without change in size or capacity of more than 20 percent.**
- Special Projects for accessibility to the handicapped
- Rehabilitation of building when unit density is not changed more than 20 percent
- Project that do not involve changes in land use
- Estimated costs of rehab is less than 75 % of the total estimated cost of replacement after rehab.
- **The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent.**

Other LAWS (listed in 35.5)

The Recipient must comply with the requirements under these laws and authorities if compliance is triggered

- **Historic Properties, Historic Preservation, Cultural Resources, Archeology.**
- **Floodplain Management, Protection of Wetlands, Coastal Zone Management, Sole Source Aquifers, Endangered Species, Wild and Scenic Rivers, Air Quality and Conformity to Plans, Farmlands Protection, HUD Environmental Standards – noise, runway clear zone, toxic chemicals.**
- **Environmental Justice – address environmental justice in minority and low-income populations**
 - **If compliance is not triggered no notice required nor release of funds – do statutory worksheet**

If compliance is triggered the recipient must comply with these laws and must consider the criteria, standards, policies and regulations of these laws

- **Responsibilities**

- Recipient must:
 - complete a statutory worksheet
 - Publish NOI/RROF wait 7 days,
 - Mailing 10 days, – Submit RROF to SCP wait 15 days,
 - Complete ERR using model format on website (part 1)
- **Small Cities Program Issues ROF and Environmental Certification**

Other Requirements

- Tiering (58.15) - Housing Rehabilitation
- Floodplain Management and Wetlands - Early Notice, 8 Step Review Process and Final Notice – explanation of project location (refer to the SCP Handbook)
- Assistance may not be used within the boundary for the Coastal Barrier Resources System
- Runway Clear Zones – avoid

Environmental Assessments

- Project is not exempt
- Project is not Categorically Excluded - **change in size or capacity of more than 20 percent**
- Documentation shows compliance with 58.36, 58.5 laws and NEPA. However, there is a Finding of No Significant Impact, FONSI
- Responsibilities:
 - Complete ERR using model format on website (part 1 and 2)
 - Complete statutory worksheet
 - Complete assessment worksheet (longer list)
 - Remember to address each item on the worksheet

Environmental Assessments (continued)

- Early Notice and Final Notice – Project Location if in a wetland or floodplain (15 days each) the 8-Step Review Process (document) is required after the early notice.
- Publish Combined FONSI and NOI/RROF – publish and wait 15 days (can be combined with FN above)
- Post/Mail and wait 18 days
- Submit entire ERR to SCP and RROF and wait 15 days
 - SCP issues ROF and Environmental Certification

Environmental Impact Statement (EIS)

An EIS is required when the project is determined to have a potentially significant impact on the human environment.

- Very large project such as a hospital containing 2,500 or more beds
- Demolish, substantially rehabilitate 2,500 or more existing houses
- Project to provide additional sewer or water capacity to support 2,500 or more housing units.

Important Advice (CE compliance triggered & EA)

- Use ERR model form in handbook
- Provide a good description of the project
- Include maps, tables and photos of the project site and schematics if available.
- Submit drafts for review and comments prior to Publishing notices and submitting the final (helps with the final review)
- Call your SCP Grant Manager if you have questions

Lead-Based Paint

- Lead safety provisions for rehabilitation of single-family homes, rental apartments and childcare facilities.
- Notices – HUD/EPA pamphlet to all homeowners of **pre-1978** homes, homeowners must sign acknowledgement of disclosure if lead is present
- Levels of renovations by cost, type of Pb controls and evaluation:
 - \leq \$5,000 safe work practices, screening or risk assessment optional
 - $>$ \$5,000 to \leq \$25,000 interim controls and safe work practices, screening or risk assessment optional
 - $>$ \$25,000 abatement and safe work practices, screening or risk assessment required
 - All units must have a clearance test after renovations are complete
- Once applicant is eligible – conduct a risk assessment by a lead evaluation contractor. A list of contractors is on the DCA webpage.
- Use the risk assessment to develop the rehab scope of work. All lead safety work is considered program activity, rehabilitation/construction for expenditure purposes. However, Pb soft cost don't count with applying the level of controls.

Lead-Based Paint continued

- Rehabilitation work must be performed by an EPA certified renovator and anyone performing renovations for the EPA certified renovator must have lead-safe work practices training – copies of the employees certifications must be in the project's file for each house rehabilitated.
- The renovator must; contain the work area, minimize dust and clean up thoroughly.
- Training certificates must be in the file for each house.
- Clearance Test – must be conducted after the renovation is complete and the area or property has been thoroughly cleaned. Place copies of the test in the project file and give a copy to the homeowner.

Lead-Based Paint Continued

Summary:

- Pamphlet and Disclosure – Important.
- Lead Evaluation Contractor – conducts risk assessment, clearance test and also consult with them about the renovation work. Copies of their certification must be in the file. Risk Assessment may need a maintenance plan for the property, which must be disclosed.
- Lead Abatement Contractor – required for renovation work that exceeds \$25,000 not including lead soft costs. This level removes the lead hazards from the house. DCA has a list of contractors on the Department's webpage.
- EPA Certified Renovator – is the only type of contractor allowed to rehabilitate a house with lead-based paint. Copies of their certification must be in the file.

Lead-Based Paint Continued

- Summary:
- Employees of the EPA Certified Renovator must have lead safe work practices training. Copies of their training certifications must be in the file.
- Timing for the clearance test is important. The costs for repeat testing is charged to the EPA Certified Renovator.
- All project documentation must be saved for at least 3 years from project closeout.

Labor Standards

Davis Bacon – prevailing wages

- Most Important Parts:
- Wage Determinations (WDs) – State and Federal (Decisions published periodically), see later
- Payroll Certifications (PRs) – see later
- Employee Interview Forms – see later
- Poster for Job Site – SCP webpage
- Labor Standards Officer must review and approve PRs from the general contractor and all subcontractors. GC is responsible for their subcontractors
- Create a table to help with the review of PRs and the monitoring of wages and fringe benefits. The table should include State and Federal wages from the WDs and the actual wages the contractors pay their employees
- Always consult the SCP Handbooks, the Davis Bacon Guide books and your SCP Program Manager if you have questions.
- Monitoring – monitor the PRs closely from the beginning and you will most likely avoid big problems at the end.

Labor Standards

Federal and State WDs Effective Dates

- Most Important:
- The federal and state prevailing wage determinations (WD) shall be in the bid documents.
- **The effective federal wage determinations** shall be submitted with the contractor's bid. Applicable federal wage rates are those in effect 10 days prior to bid opening, provided the construction contract is awarded within 90 days of bid opening, or on the date of the award if made after 90 days of bid opening.
- Applicable state wage determinations are those in effect on the date of the award.
- **Verify Contractor Eligibility** - The Grantee shall request by e-mail or letter to the DCA Program Manager the current eligibility status of all contractors **and** sub-contractors to be used on any construction prior to award of contract. The Grantee shall provide the name and address of the construction company and each of its principal officers. All contractors must be registered in the federal government's **SAM** at www.sam.gov/SAM/ and show proof there are no exclusions

NJDCA Small Cities CDBG Program Labor Standards Compliance Bid Checklist

CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.
PLEASE INITIAL BELOW, ACKNOWLEDGING THAT YOU RECEIVED AND
REVIEWED THE ITEMIZED DOCUMENTS AND INSTRUCTIONS. A BID SUBMITTED
WITHOUT THE CHECKLIST COMPLETED MAY BE REJECTED.

ITEM	ITEM	INITIAL
1	Compliance Summary – Attention to Acknowledgement in Advertising	
2	Form HUD-4010, Federal Labor Standards Provisions	
3	Contractor’s Guide to Davis Bacon	
4	DBA Employee Rights Poster – English and Spanish	
5	Federal Prevailing Wage Determination, WD to be used – It is the bidder’s responsibility to go to https://wdol.gov/dba.aspx and down load the WD effective 10 days prior to the bid opening date and shall attach this to the bid submitted.	
6	State Prevailing Wages, WD to be used – It is the bidder’s responsibility, if an award is received, to go to https://www.nj.gov/labor/wagehour/wagerate/wage_rates.html and down load the NJ WD on the date of the award, which shall be the effective WD for this project.	
7	Bidder shall comply with the highest prevailing wage in the Federal and State WDs, and the most stringent requirements of the two prevailing wage regulations. (no form)	
8	Department of Labor (DOL) Form WH-347, Payroll Form	
9	DOL Form WH-347, Payroll Form – Instructions	
10	Form HUD-11, Record of Employee Interview and Instructions	
11	Form HUD-11, Record of Employee Interview in Spanish and Instructions	
12	Preconstruction Checklist for Contractors: Meeting Labor Standards Contract Requirements	
13	Form HUD-2516, Minority Business Enterprise Report – This information shall be submitted to the project coordinator for entry into NJDCA’s SAGE online system.	
14	Form HUD-60002, Section 3 Summary Report – This information shall be submitted to the project coordinator for entry into NJDCA’s SAGE online system.	
15	SAMs Registration – Current, Contractors will submit copies of their current registrations, or application for registration with the bid. Contractors must submit the completed registration to the Grantee when obtained. SAM renewals must be submitted during the course of the project.	

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

Person, Firm or Corporation Submitting Proposal: _____

Authorized Agent Name and Title: _____

Authorized Signature and Date: _____

Wage Decisions (WDs) NJ State

TERRITORY
ENTIRE STATE

NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
PREVAILING WAGE RATE DETERMINATION

OPERATING ENGINEERS Rates Expiration Date: 06/30/2017

Effective Dates:

01/08/2016			07/01/2016	01/01/2017
Rate	Fringe	Total	Total	Total
45.48	30.63	76.11	77.11	78.26

CLASSIFICATIONS:

A-Frame

Backhoe (combination)

Boom Attachment on loaders (Except pipehook)

Boring & Drilling Machine

Brush Chopper, Brush Shredder, Tree Shredder

Bulldozer, finish grade

Cableway

Carryall

Concrete Pump

Concrete Pumping System (Pumperete & similar types)

Conveyor, 125 feet or longer

Drill Doctor (Duties include dust collector and maintenance)

Front End Loader (2 cu. yds. but less than 5 cu. yds.)

Grader, finish

Groove Cutting Machine (ride-on type)

Heater Planer

Hoist (all types including steam, gas, diesel, electric, air hydraulic, single and double drum, concrete, brick shaft emission, snorkle roof, and other similar types, Except Chicago-boom type)

Hydraulic Crane (10 tons & under)

Hydro-Axe

Hydro-Blaster

Jack (screw, air hydraulic, power-operated unit, or console type, Except hand jack or pile load test type)

Log Skidder

B.I

Payroll Enlarged

PAYROLL NO.		FOR WEEK ENDING		PROJECT AND LOCATION										
1 (Examples 1 - 4 with OT examples)		01/10/2017		1600 Brown Pike, Small Town, NJ (
(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY		(7) GROSS AMOUNT EARNED	F
			s	m	t	w	th	f	sa		HOURS	PER HOUR		
			4	5	6	7	8	9	10					
1. J. Smith -8585 Example - total cash paid covering wage & fringe. Preferred, lists wage/fringe. 4 box b is checked, p 2.		Laborer, Group 2	o									\$40.13	\$87.54	
			s	2.00							2.00	26.75 17.02		
2. J. Smith -8585 Example - total cash paid covering wage & fringe. Cash paid - combined w & f. 4 box b checked, p 2.		Laborer, Group 2	o									\$40.13	\$87.54	
			s	2.00							2.00	43.77		
3. J. Smith -8585 Example - paid wage & all fringe benefits are paid to a plan. 4 box a checked, p 2.		Laborer, Group 2	o									\$40.13	\$53.50	
			s	2.00							2.00	26.75		
4. John Smithxxx-xx-8585 Paid wage \$26.75 + part fringe \$12.02, \$38.77 cash. \$5.00 to plan. 4 box a & b checked, p 2.		Laborer, Group 2	o									\$40.13	\$77.54	
			s	2.00							2.00	26.75 12.02		

Payroll Certification (PR) page 2

Date 1/12/2017

I, John Brown President
 (Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by
Construction Company on the
 (Contractor or Subcontractor)
; that during the payroll period commencing on the
 (Building or Work)
4 day of January, 2017, and ending the 10 day of January, 2017,
 all persons employed on said project have been paid the full weekly wages earned, that no rebates have
 been or will be made either directly or indirectly to or on behalf of said
Construction Company from the full
 (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly
 from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part
 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948,
 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

Describe any deductions made here. If all deductions made are adequately described in the

 deduction column above, state "See deductions column in this payroll." Also, state if the deductions

 are only for the work on the federally assisted project, or if the deductions cover the gross wages

 for the employee for the entire week including non-federally assisted project. See permissible list.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are
 correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the
 applicable wage rates contained in any wage determination incorporated into the contract; that the
 classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide
 apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of
 Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a
 State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

— in addition to the basic hourly wage rates paid to each laborer or mechanic listed in
 the above referenced payroll, payments of fringe benefits as listed in the contract
 have been or will be made to appropriate programs for the benefit of such
 employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

— Each laborer or mechanic listed in the above referenced payroll has been paid,
 as indicated on the payroll, an amount not less than the sum of the applicable
 basic hourly wage rate plus the amount of the required fringe benefits as listed
 in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
Example 1 Don't enter info here if all fringes are paid in cash and (4) (b) box is checked.	All fringes are paid in cash at a rate of \$17.02 phr as listed in fed wage determ., date & page.
Example 2 Don't enter info here if all fringes are paid in cash and (4) (b) box is checked.	All fringes are paid in cash at a rate of \$17.02 phr as listed in fed wage determ., date & page.
Example 3 Don't enter info here if all fringes are paid to an approved plan and check (4) (a) box.	No explanation is necessary for 3. as long as box (4) (a) is checked.
Example 4. Laborer, name, last 4 digits of ssn - this case check (4) (a) box and (4) (b) box.	Note paid laborer \$12.02 cash ph in lieu of fringe benefits and paid \$5.00 ph f. benefits to a plan.

REMARKS:
 Note: over time rate of time and a half does not apply to the payment of cash in lieu of fringe benefits paid to a plan. However, the straight time rate of any require fringe applies to each hour in excess of 40 hours in any work week. Where cash in lieu of fringes benefits are paid the straight time rate for the required fringe can be added to the over time rate listed in column 6, OT rate w/fringe = wage rate X 1.5 + straight time require fringe rate.

NAME AND TITLE <u>John Brown, President</u>	SIGNATURE
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THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Employee Interview Form

Record of Employee Interview

U.S. Department of Housing and Urban Development
Office of Labor Relations

OMB Approval No. 2501-0009
(exp. 12/31/2013)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information is collected to ensure compliance with the Federal labor standards by recording interviews with construction workers. The information collected will assist HUD in the conduct of compliance monitoring; the information will be used to test the veracity of certified payroll reports submitted by the employer. **Sensitive Information:** The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. The information collected herein is voluntary, and any information provided shall be kept confidential.

1a. Project Name			2a. Employee Name			
1b. Project Number			2b. Employee Phone Number (including area code)			
1c. Contractor or Subcontractor (Employer)			2c. Employee Home Address & Zip Code			
			2d. Verification of identification? Yes <input type="checkbox"/> No <input type="checkbox"/>			
3a. How long on this job?	3b. Last date on this job before today?	3c. No. of hours last day on this job?	4a. Hourly rate of pay?	4b. Fringe Benefits?		4c. Pay stub?
				Vacation Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Pension Yes <input type="checkbox"/> No <input type="checkbox"/>		

5. Your job classification(s) (list all) --- continue on a separate sheet if necessary

6. Your duties

7. Tools or equipment used

	Y	N		Y	N
8. Are you an apprentice or trainee?	<input type="checkbox"/>	<input type="checkbox"/>	10. Are you paid at least time and 1/2 for all hours worked in excess of 40 in a week?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you paid for all hours worked?	<input type="checkbox"/>	<input type="checkbox"/>	11. Have you ever been threatened or coerced into giving up any part of your pay?	<input type="checkbox"/>	<input type="checkbox"/>
12a. Employee Signature			12b. Date		

13. Duties observed by the Interviewer (Please be specific.)

14. Remarks

15a. Interviewer name (please print)	15b. Signature of Interviewer	15c. Date of interview
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Payroll Examination

16. Remarks

17a. Signature of Payroll Examiner	17b. Date
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Labor Standards Continued

Common Problems to Avoid

- Project is using the wrong WD - check decisions and modifications
- The most stringent of the two regulations shall apply
- The highest wage for the classification must be paid
- Use the correct job classification
- Some employees perform different duties and will have two classifications and will be paid two different wage and fringe rates
- Employee interview were not conducted or covered 10% of the jobs
- Poster not on job site – have it posted and take photo
- Ratio of apprentices to journeymen – federal regulations require more journeymen
- Files disorganized - create a table to help with the review of PRs and the monitoring of wages and fringe benefits. The table should include State and Federal wages and the actual wages PRs, enter pages from the WDs.

Labor Standards

Common Problems to Avoid Continued

- PRs were not numbered consecutively - check them weekly as required
- Fringe benefits – check the correct boxes
- Fringe benefits paid to a plan – will need the name of the plan and contact person, the amount paid per hour worked to the plan on behalf of each employee and place this information in the LS file
- Fringes benefits paid - if both boxes are checked contractor must explain the amount of fringes paid
- Wages and fringes paid must equal the highest prevailing combined total wage
- Weeks where no work was performed must be recorded – best documentation is a PR with the top filled out and labeled “No Work”
- Forms were not signed and dated – page two certification, employee interviews both the employee and monitor conducting the interview

Labor Standards

Common Problems to Avoid Continued

- Monitoring – monitor the labor standards requirements closely from the beginning and you will most likely avoid big problems at the end.
- Code 01941

SCP Workshop

End

- Code 01941 - enter this in your e-mail with your name, phone number, the name of the applicant(s) you represent and send to SmallCities@dca.nj.gov for documenting your attendance
- Questions – please send your question by e-mail with “Question SCP” in the subject line to SmallCities@dca.nj.gov

Thank You