

GRANTEE DBRA COMPLIANCE & MONITORING CHECKLIST

1. Contract is executed with contractor's acknowledgement for DBRA compliancy?
2. Time frame of contract:

3. The signed certified payroll originals are being maintained and filed appropriately?
4. The appropriate systems & tracking are in place to monitor Grant spending (*If yes, provide funds expended report for Contractor.*)
5. Contractor has made sub-contractor aware of all DBRA compliance issues?
6. Sub-contractors have acknowledged DBRA compliancy?
7. Have on-site visits been made to ensure Contractor/Sub-Contractor have placed the (WH1321) poster in a clearly visible worksite location?
8. Accurate wage determinations have been identified for contractors/sub-contractors?
9. A representative has received training or viewed webinar for DBRA compliance?
10. Operating procedures have been completed to ensure DBRA compliance? The following are examples of required procedures. This is not intended to be an all-inclusive list:

#	YES	NO	N/A	COMMENTS
1				
2				
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10				

- *Work Classifications* - ensure laborers are assigned correctly
- *Apprentice or Journeyman* – provide certification papers from the DOL showing wage rate and ratio of Apprentices to Journeymen
- *Fringe Benefits* - Review Statement of Compliance located on the back of the standard payroll form (WH-347)
- *Documentation* of construction site visits and worker inquiries

Definitions:

A contractor is defined as that entity that has entered into a signed contract with a Grantee.

A sub-contractor is defined as that entity that has entered into a signed contract with a Contractor.

Contact Information

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****This checklist should be completed by the Grantee for each of their Contractor(s)/Sub-contractor(s).***

Contact Person: _____ **Telephone #** _____

Submit this form to: dbra@trllc-cpa.com and courtney.bennett@crowehorwath.com