



Construction On-Site Monitoring Checklist

Recipient: _____ Contract #: _____

I. Prime Contracts *(List the prime contractors for the project.)*

Firm	Amount	Construction Activity
A.	\$	
B.	\$	
C.	\$	

*Review the **Authority to Use Grant Funds** form before leaving on the monitoring visit. Check for any special conditions that may have been placed on the project and note which permits were required for the project.*

CDBG Office File Review	Firm A	Firm B	Firm C
1. When was the Notice to Proceed issued?			
2. Was the contract in excess of the Simplified Acquisition Threshold? If yes,	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
• Is there a copy of the 100% performance bond in the CDBG file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
• Is there a copy of the 100% payment bond in the CDBG file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
3. Are copies of all permits that were needed for construction available for review in the CDBG file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
4. Are copies of the environmental review documents available at the CDBG office?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
5. Are copies of pre-construction and construction photos available for review in the CDBG file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Construction Site Observations	Firm A	Firm B	Firm C
6. Are turbidity barriers and other erosion controls in place? If no , discuss in IV. Conclusions .	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
7. Have changes been made to the project that require further environmental review? If yes , discuss in IV. Conclusions .	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8. Does progress appear to be on schedule? If no , discuss in IV. Conclusions .	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

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<p>9. Have there been any natural or man-made events that have delayed construction? If yes, list in IV. Conclusions.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<p>10. To what extent is construction complete? (Give a percentage of completion.)</p>			

(Before going to monitor, review all MBE/WBE reports to check if any MBE/WBE participation was reported. If not, and the Recipient shows documentation of MBE/WBE participation during the monitoring visit that should have been reported, advise them to submit a revised report.)

Check the appropriate boxes.

II. MBE/WBE	Firm A	Firm B	Firm C
<p>1. Does the construction contract have minority business enterprise (MBE) or woman business enterprise (WBE) participation, either because the prime contractor or one or more subcontractors have that status? If yes, complete the table below.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Contractor/Subcontractor Name	Prime/Sub	MBE/WBE	Contract Amount
	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	\$
	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	\$
	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	\$
	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	\$
	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	\$
<p>2. Is there documentation of the MBE/WBE status? (If no, then ask them to submit such documentation, which may be any local, state, federal or other agency recognition of M/WBE status. If the firm is not recognized by any agency, it should obtain recognition and then submit to local government.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
<p><i>If there is no MBE/WBE participation, review documentation of each prime contractor's efforts to obtain participation. (Contractor should be able to document contacting MBE/WBE firms and why none were used, such as: quote was higher than non-MBE/WBE firm, MBE/WBE firm did not respond or responded that they were too busy to work on project, etc.) [2 CFR 200.321]</i></p>			
<p>List contractor/recipient efforts to obtain MBE/WBE firms:</p>			
<p><i>If there is no documentation, or it appears inadequate, issue a finding and discuss in IV. Conclusions.</i></p> <p><i>Also, advise the local government that their next CDBG grant may contain a special condition requiring documentation of effort to be submitted to us prior to awarding a construction contract.</i></p>			



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III. Section 3	Firm A	Firm B	Firm C
1. Review the Section 3 Compliance Report (required to be submitted with the Contractor Clearance and Bidding Information Form after July 1, 2010). Does the report reflect Section 3 participation at any level? [24 CFR 135]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<ul style="list-style-type: none"> If no, review documentation of the contractor's efforts and summarize below. For example, if the report reflects that the contractor would hire workers for the project, what efforts were made to recruit Section 3 persons? 			
2. Do the contractor's Section 3 efforts appear adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<p><i>If there is no documentation, or it appears inadequate, issue a finding and discuss in IV. Conclusions.</i></p> <p><i>Also, advise the local government that their next CDBG grant may contain a special condition requiring documentation of effort to be submitted to us prior to awarding a construction contract.</i></p>			

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.
Empty box for conclusions

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D.	\$	
E.	\$	
F.	\$	

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CDBG Office File Review	Firm D	Firm E	Firm F
1. When was the Notice to Proceed issued?			
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<ul style="list-style-type: none"> • Is there a copy of the 100% performance bond in the CDBG file? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
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7. Have changes been made to the project that require further environmental review? If yes , discuss in IV. Conclusions .	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
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