

Technical Assistance Workshop

Citizen Participation and Procurement Requirements

Agenda

- Citizen participation requirements
- Acceptable methods of administration
- Procurement of professional services

General Presentation Information

Webinar is being recorded and will be posted on our website.

Questions can be entered into the chat box.

Citizen Participation Requirements

- Each applicant/grantee shall provide citizens with adequate opportunity to participate in the planning, implementation, and assessment of the CDBG program.
- The applicant/grantee shall provide adequate information to citizens, hold a public hearing at the initial stage of the planning process to obtain views and proposals of citizens, and provide opportunity to comment on the applicant's/grantee's community development performance.

Developing a CP Plan

- Must develop and adopt a CP Plan prior to application preparation.
- Must be made available to the public at the beginning of the planning stage (the first public hearing).

CP Plan must (at a minimum):

Provide for and encourages citizen participation (especially L/M).

Provide citizens with reasonable and timely access.

- To meetings, information, and records related to the project.

Provide for technical assistance.

Provide for public hearings to obtain citizen views.

Provide for a formal written procedure which will accommodate a timely written response to written complaints and grievances.

Identify how the needs of non-English speaking residents will be met.

Sample plan is on the CDBG website.

Contact: Traci Watts or Heather Paul, OCD-LGA

First Public Hearing

Public notice must be given at least five (5) days in advance.

- Plan hearings and notices early in the process to ensure adequate opportunities to achieve public participation.

Must provide accommodations for handicapped and non-English-speaking persons.

- Physical assistance, interpreters, etc.

Must encourage citizens, with emphasis on L/M, to participate and submit their views.

- Must be made aware of when and where to submit those views and proposals.

Allowances due to COVID-19

While the current Public Health Emergency is in place, all state and local mandates should be followed for meetings and gatherings due to the pandemic.

Virtual meetings are encouraged. Remember that you must establish a method for allowing citizens to ask questions and provide comments.

First Public Notice Must Include:

The amount of funds available for proposed community development.

The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income.

The plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by persons actually displaced as a result of such activities.

If applicable, the applicant must provide citizens with information regarding the applicant's performance in prior LCDBG programs funded by the state.

- *Note: Written minutes and a roster of attendance must be retained.*

Second Public Notice

Must be published after the first public hearing and before the application is submitted.

Must be published a minimum of seven (7) calendar days prior to submittal of the application.

Must inform citizens of the proposed objectives, proposed activities, the location of the proposed activities, and the amounts to be used for each activity.

Citizens must be given the opportunity to review the application and comment on the proposed application.

Second Public Notice (continued)

Must state the proposed submittal date of the application and must further provide the location at which, and hours when, the application is available for review.

The application must be available for review when the notice is published in the newspaper.

- This means the application and all documents must be signed and executed prior to being available for public review. (results in many findings)

Note: Notarized proof of all publications should be filed.

- Notarized proof of the first and second publications should be submitted in the application.

Other Facets of Citizen Participation

Technical Assistance

- TA must be provided to facilitate citizen participation upon request.

Amendments

- Grantee must involve citizens in program amendments.
- Public hearing must be held prior to submittal of the program amendment.
- Minutes and roster must be included with amendment request.
- Exception: Not required if acquisition is being eliminated.

Performance Hearing

- Obtain citizen views and respond to questions relative to program performance.
- After construction is completed.
- Copy of notice and minutes must be submitted with closeout documents.



Questions?

Acceptable methods of providing project administration

The CDBG regulations [24 CFR 570.200 (f) *Means of carrying out eligible activities.*] provide for three possibilities to carry out the administrative activity of a CDBG award:

- ❖ The recipient/grantee's employees (f)(i)(A);**
- ❖ Local public agency designated by the recipient/grantee CEO, the Regional Planning Districts (f)(iii); and**
- ❖ Procurement contracts governed by the requirements of 2 CFR part 200, subpart D (f)(i)(B)**

Procurement

Utilizing Federal Funds

In accordance with 2 CFR Part 200, subpart D

Requirement:

2 CFR 200.317(h)

“The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.”

2 CFR 200.319 Competition

“All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, ...

2 CFR 200.319 Competition

...contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.”

Step 1

Planning

LCDBG Applicant

Determine total requirements

Identify **Tasks** to be performed in house

Identify **Tasks** to be contracted

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

The screenshot shows the Louisiana Division of Administration website. At the top left is the state seal of Louisiana, featuring two pelicans feeding their young in a nest, surrounded by the words "STATE OF LOUISIANA" and "CONFIDENCE". To the right of the seal, the text "LOUISIANA" is written in large, bold, blue letters, with "DIVISION OF ADMINISTRATION" in smaller, blue letters below it. A dark grey navigation bar contains the following links: "Citizens", "State Agencies", "State Employees", "Vendors", and "Division Offices". Below this is a white navigation bar with links: "About LCDBG", "LCDBG Programs", "Applications and Forms", "Grant Awards", "Grant Management", "Contact", and "Resources". The main content area has a light blue background with a blurred image of a park. The section title "Applications & Forms" is in bold blue text. Below it, the text reads: "For more information on the Public Facilities, LaSTEP, Economic Development, or Demonstrated Need programs, contact Traci Watts at [225.342.0148](tel:225.342.0148)." To the right, under the heading "Applications", there is a list of two items: "FY 2021 LCDBG Application Package Public Facilities" and "2020/2021 Project Severity Package".

LOUISIANA
DIVISION OF ADMINISTRATION

Citizens State Agencies State Employees Vendors Division Offices

About LCDBG LCDBG Programs Applications and Forms Grant Awards Grant Management Contact Resources

Applications & Forms

For more information on the Public Facilities, LaSTEP, Economic Development, or Demonstrated Need programs, contact Traci Watts at [225.342.0148](tel:225.342.0148).

Applications

- FY 2021 LCDBG Application Package Public Facilities
- 2020/2021 Project Severity Package

Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

Forms and Information

LCDBG Procurement Procedures

Subrecipient Agreement for Administrative Activities

LCDBG Administrative Consultant Contract

Engineering Cost Reasonableness

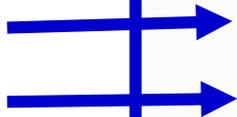
Administrative Cost Reasonableness

Household Survey Forms **and** Household Survey Instruction Forms

Allowable Professional Services Costs

Citizen Participation Requirements

**These two links will
access the Cost
Reasonableness
spreadsheets**



Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx



**This link will access
more detailed
Procurement
information**

Forms and Information

- LCDBG Procurement Procedures
- Subrecipient Agreement for Administrative Activities
- LCDBG Administrative Consultant Contract
- Engineering Cost Reasonableness
- Administrative Cost Reasonableness
- Household Survey Forms **and** Household Survey Instruction Forms
- Allowable Professional Services Costs
- Citizen Participation Requirements

Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

These are the major program areas

Review each Task and estimate the time in manhours units needed to complete each Task. Based upon the size, complexity and project description estimate the number of iterations for each Task. Calculate the total estimated manhours per Task. Specify a fixed	Applicant/Grantee	Consultant
General Program Administration Tasks	Applicant/Grantee	Consultant
Citizen Participation	Applicant/Grantee	Consultant
Environmental Review	Applicant/Grantee	Consultant
Financial Management	Applicant/Grantee	Consultant
Real Property Acquisition	Applicant/Grantee	Consultant
Procurement	Applicant/Grantee	Consultant
Construction and Labor Compliance [Public facilities and improvements]	Applicant/Grantee	Consultant
National Objective Compliance	Applicant/Grantee	Consultant
Monitoring and Close Out	Applicant/Grantee	Consultant

Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

Review the subtasks for each program area and determine which will be carried out by the applicant/grantee

...

	Applicant/Grantee	Consultant
Review each Task and estimate the time in manhours units needed to complete each Task. Based upon the size, complexity and project description estimate the number of iterations for each Task. Calculate the total estimated manhours per Task. Specify a fixed		
Program Tasks		
General Program Administration Tasks		
Conduct progress meetings and communications with recipient and contractors	X	
Citizen Participation		
Conduct Public Hearings	X	
Respond to Citizen Participation Complaints	X	
Environmental Review		
Prepare an Environmental Assessment.		X
Prepare FONSI and NOIRRF		X
Financial Management		
Prepare the Requests for Payment [X of #RFPs]		X
Record Receipts of funds [X of #RFPs]	X	
Disburse funds [X of #RFPs]	X	
Make Journal Entries [X of #RFPs]	X	
Post Monthly Ledger [X of project months]	X	
Prepare periodic financial statements [X of project months]	X	
Reconcile monthly bank statements [X of project months]	X	



Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

...And which subtasks will require a consultant

Review each Task and estimate the time in manhours units needed to complete each Task. Based upon the size, complexity and project description estimate the number of iterations for each Task. Calculate the total estimated manhours per Task. Specify a fixed	Applicant/G antee	Consultant
Program Tasks		
General Program Administration Tasks		
Conduct progress meetings and communications with recipient and contractors	X	
Citizen Participation		
Conduct Public Hearings	X	
Respond to Citizen Participation Complaints	X	
Environmental Review		
Prepare an Environmental Assessment.		X
Prepare FONSI and NOIRRF		X
Financial Management		
Prepare the Requests for Payment [X of #RFPs]		X
Record Receipts of funds [X of #RFPs]	X	
Disburse funds [X of #RFPs]	X	
Make Journal Entries [X of #RFPs]	X	
Post Monthly Ledger [X of project months]	X	
Prepare periodic financial statements [X of project months]	X	
Reconcile monthly bank statements [X of project months]	X	

Step 1

Planning

Grantee

Identify Tasks to be performed in house

Cost Allowability considerations

“(2) The necessity of contracting for the service, considering the non-Federal entity's capability in the particular area.”

“(6) Whether the service can be performed more economically by direct employment rather than contracting.”

Procurement for Professional Services

https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx

Engineers have a different set of tasks listed its spreadsheet

Review each Task and estimate the time in manhour units needed to complete each Task by the appropriate Job Title. For Tasks that will be conducted more than once enter the number of estimated iterations of that Task. Specify a fixed rate per Direct Labor that includes only direct wages and salaries. Overhead and other charges should be entered on the Data Tab.		Principal	Project Manager
Direct Labor Hourly Rate		\$ -	\$ -
Preliminary Design Phase		Principal	Project Manager
Prepare Preliminary Design Phase documents		-	-
Provide necessary field surveys and topographic mapping		-	-
Prepare a revised opinion of probable Construction Cost,		-	-
other task		-	-
other task		-	-
Total Manhours per Task		0.0	0.0
Direct Labor Cost		\$ -	\$ -
Final Design Phase		Principal	Project Manager
Prepare construction drawings, specifications and furnishing reproducible Project Record (as built) Drawings		0.0	0.0

Step 2

Issue Solicitation

LCDBG Applicant

Develop a Solicitation for the **Tasks** to be performed by Contractor

Step 2

Issue Solicitation

LCDBG Applicant

Determine appropriate procurement method

Methods of Procurement are discussed in further detail on pages 2-4 of “Procedures”

<https://www.doa.la.gov/oed/Applications%20and%20Forms/LCDBG%20Procurement%20Procedures.pdf>

Step 2

Issue Solicitation

LCDBG Applicant

Determine appropriate procurement method

- ❖ Professional services work effort are typically uncertain
- ❖ Qualitative considerations are part of the selection in addition to price/cost

Procurement for Professional Services

Step 2

Issue Solicitation

LCDBG Applicant

Determine appropriate procurement method

- **Small Purchase /quotes**
- **Sealed Bids**
- **Competitive Proposals**



For professional services 2 CFR 200.320(d)

Procurement for Professional Services

Step 2

Issue Solicitation

LCDBG Applicant

Determine relevant selection criteria

- **Qualifications**
- **Capabilities**
- **Experience**
- **Price/Cost**

Procurement for Professional Services

Step 2

Issue Solicitation

LCDBG Applicant

Determine relevant selection criteria

Qualifications

What certifications/licenses does Proposer have?
What technical expertise does Proposer have?
What academic credentials does Proposer have?

Capabilities

What can Proposer do?
- by speciality/function
- by size/quantity
- by resources needed
- by duration/availability

Experience

What has Proposer done?
How long has Proposer been doing it?
What kind of projects has Proposer done?
How many projects has Proposer done?
How comparable are the projects?

Step 2

Issue Solicitation

LCDBG Applicant

Determine relevant selection criteria

- **Qualifications**
- **Capabilities**
- **Experience**
- **Price/Cost**

Selection criteria should:

“Represent the key areas of importance and emphasis to be considered in the source selection decision”

and

“Support meaningful comparison and discrimination between and among competing proposals”

Procurement for Professional Services

Step 2

Issue Solicitation

LCDBG Applicant

Determine relevant selection criteria

- **Past Performance**

Can provide a very meaningful comparison and discrimination between and among competing proposals

Is difficult and time consuming; requires independent fact gathering on potential contractors

Procurement for Professional Services

Step 2

Issue Solicitation

LCDBG Applicant

Determine relevant selection criteria

- **Qualifications**
- **Capabilities**
- **Experience**
- **Price/Cost**

Determine which are **Threshold** criteria and which **Evaluation** or weighting criteria

Threshold criteria:

All offerors must meet a minimum criteria to be considered; not ranked against other proposers

Evaluation criteria:

Offerors' competitive characteristics are compared against each other

Step 2

Issue Solicitation

LCDBG Applicant

Determine relevant selection criteria

Note for

Qualifications-based procurement of **architectural/engineering (A/E)** professional services

Louisiana "No Bidding of Design Professional Services" policy

- **Qualifications**
- **Capabilities**
- **Experience**
- ~~Price/Cost~~

Price/Cost cannot be used as a selection factor

Procurement for Professional Services

Step 2

Issue Solicitation

Grantee

Issue Solicitation for procured Tasks

- **Advertise the solicitation in a general circular newspaper and/or the grantee's nearest metropolitan statistical area newspaper.**
- **Post the solicitation on the grantee's website if available.**
- **Do direct solicitation by mailing a copy of the request for proposals to several firms that provide administrative services.**

And...

Procurement for Professional Services

In addition OCD-LGA can advertise on its website



Memo for Updates and Modification of Processes - COVID-19

[Click here for Local Governments Seeking Professional Services](#)

Technical Assistance 2020 - 2021 Workshop Presentations- Slides Include

East Baton Rouge Housing Program Policy



Step 2

Issue Solicitation

Grantee

Issue Solicitation for procured Tasks

NOTE:

OCD-LGA must review and approve all RFP/RFQ solicitations before they are issued

Solicitations should be emailed to William.Hall@la.gov for review and approval prior to be issued.

Step 3

Offer/Proposal

Offeror

Review requirements of solicitation

Analyze work effort needed for each Task

Estimates proposed cost

Submits proposal

Step 3

Offer/Proposal

Offeror

Review requirements of solicitation

Analyze work effort needed for each **Task**

Step 3 Review requirements, estimate work effort

**Offeror/
proposer
inputs
data**

Review each Task and estimate the time in manhours units needed to complete each Task. Based upon the size, complexity and project description estimate the number of	ESTIMATED MANHOURS PER TASK	# OF ITERATIONS PER TASK	TOTAL MANHOURS PER SUB-TASK
Program Tasks			
General Program Administration Tasks			
Establish project files	3	1	3
Conduct public hearings			
Conduct/update the Section 504 self-evaluation	2.5	1	2.5
Handle Citizen Participation Complaints			
Conduct 4 part LEP analysis	2	1	2
Environmental Review			
Prepare Environmental Review Record.	14	1	14
Prepare FONSI and NOIRRF	2	1	2
Financial Management			
Ensure that acceptable financial management system exists			
Prepare program line item budget(s)	2.5	1	2.5
Compile and maintain Source documents	2	15	30
Review for Cost Allowability	0.5	15	7.5

Step 3 Estimate proposed costs

Review each Task and estimate the time in manhours units needed to complete each Task. Based upon the size, complexity and project description estimate the number of	TOTAL MANHOURS PER SUB-TASK	Reimbursement Rate per MANHOUR	COST PER TASK
Program Tasks			-
General Program Administration Tasks			-
Establish project files	3	\$ 92.50	277.50
Conduct public hearings			-
Conduct/update the Section 504 self-evaluation	2.5	\$ 92.50	231.25
Respond to Citizen Participation Complaints		\$ 92.50	-
Conduct 4 part LEP analysis	2	\$ 92.50	185.00
Environmental Review			-
Prepare Environmental Review Record.	14	\$ 92.50	1,295.00
Prepare FONSI and NOIRRF	2	\$ 92.50	185.00
Financial Management			-
Ensure that acceptable financial management system exists			-
Prepare program line item budget(s)	2.5	\$ 92.50	231.25
Compile and maintain Source documents	30	\$ 92.50	2,775.00
Review for Cost Allowability	7.5	\$ 92.50	693.75

Spreadsheet will calculate cost(s) per task

Step 4

Selection

Grantee

Receives Proposals

Select/appoint evaluation team

Reviews proposals

Evaluates selection IAW criteria

Selects contractor

Procurement for Professional Services

Step 4

Selection

Grantee

Reviews proposals

Evaluates selection IAW criteria

“Ensure that proposals are evaluated based solely on the factors and subfactors contained in the solicitation”

Step 4

Selection

Grantee

Receives Proposals

NOTE:

Receipt of one proposal is not considered to be sufficient competition and would result in a non-competitive procurement. HUD and other federal agencies [FEMA] do not consider one solicitation attempt an adequate basis for making a non-competitive award. If only one proposal is received, the applicant must re-solicit.

Step 5

Contract

LCDBG Applicant

Determines appropriate type of contract

Determines appropriate types of prices

Lists **Tasks** to be performed

at agreed upon price(s) and/or
estimated costs

Procurement for Professional Services

Step 5

Contract

LCDBG Applicant

Determines appropriate type of contract

Types of Contracts are discussed in further detail on pages 4-5 of “Procedures”

<https://www.doa.la.gov/ocd/Applications%20and%20Forms/LCDBG%20Procurement%20Procedures.pdf>

Procurement for Professional Services

Step 5

Contract

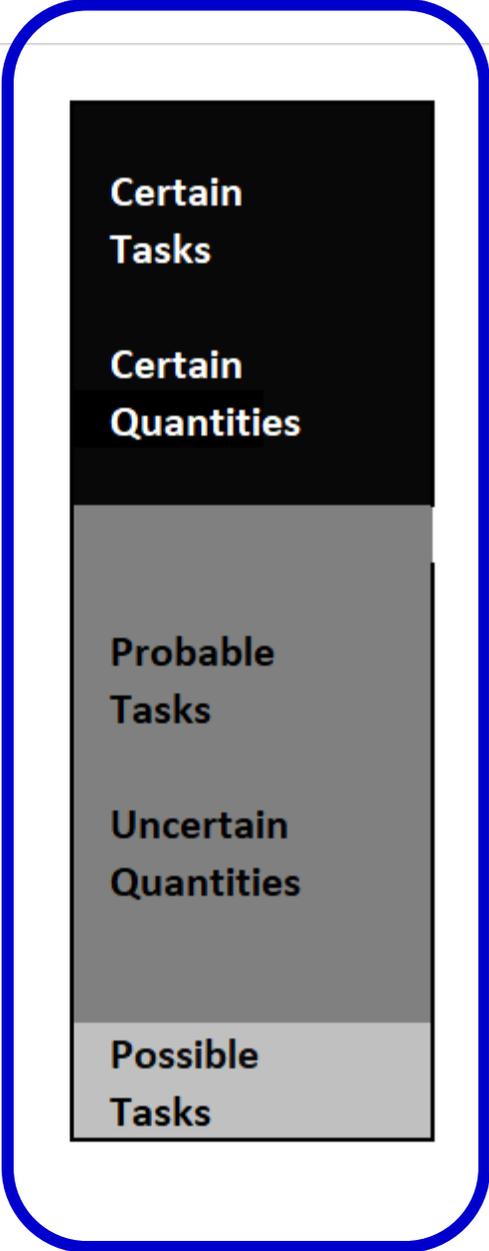
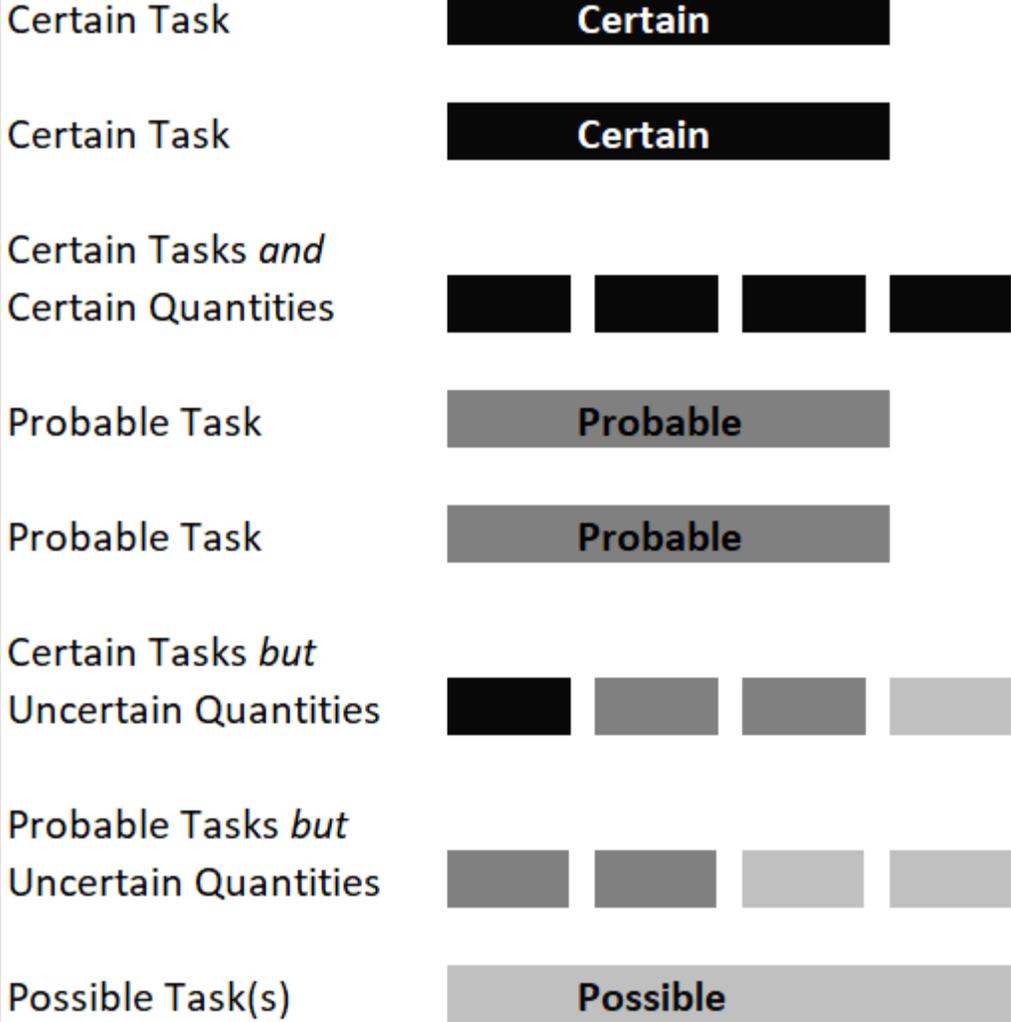
LCDBG Applicant

Determines appropriate type of contract

- **Fixed Price**
- **Cost Reimbursement**
- **Time and Materials**

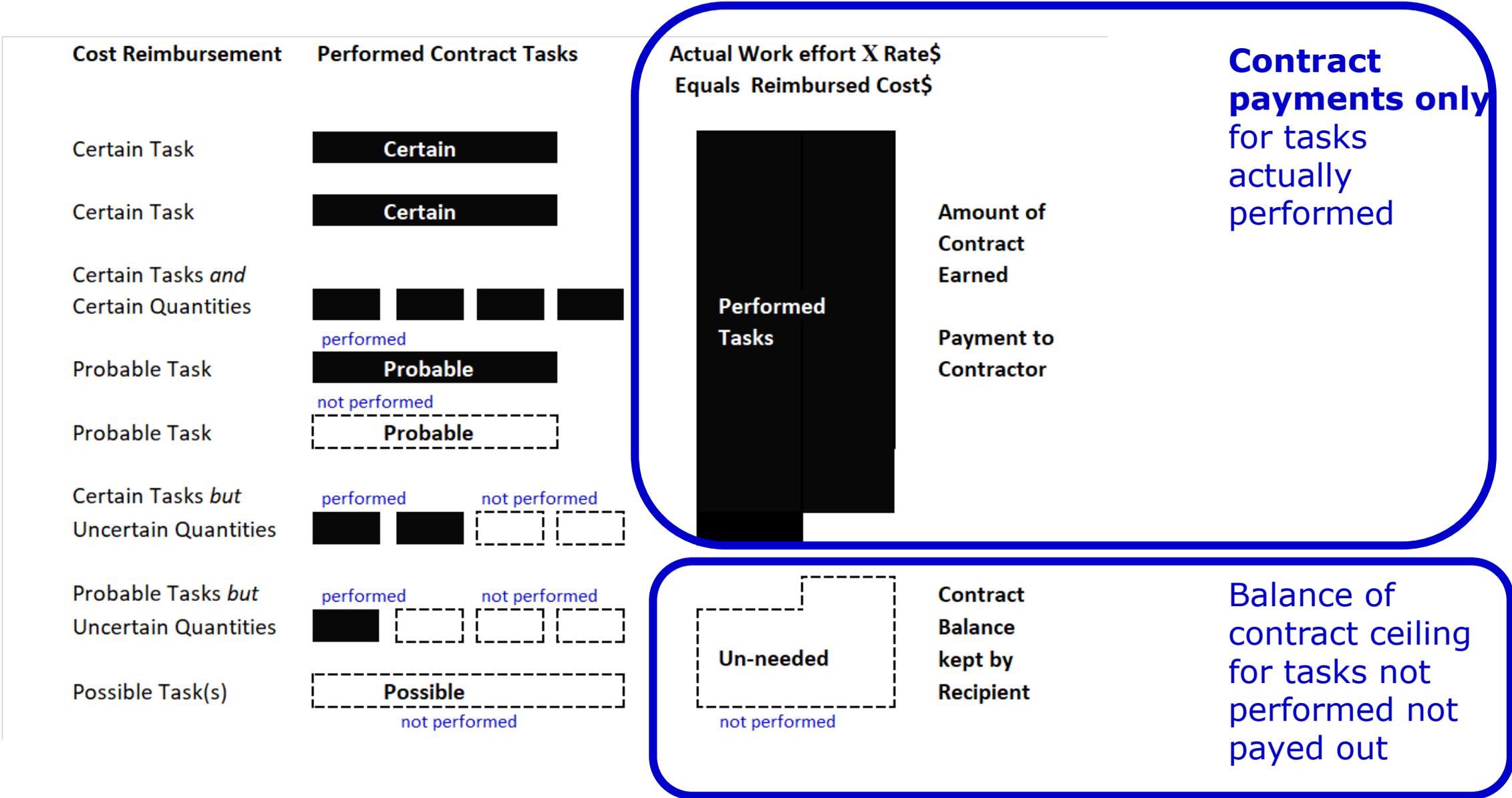
“Uncertainties involved in contract performance do not permit costs to be estimated with sufficient accuracy “

Procurement for Professional Services



Contract ceiling based upon the cost of tasks certain to be performed, tasks estimated probable to be performed [or estimated quantities] and contingency for possible tasks to be performed

Procurement for Professional Services



Procurement for Professional Services

Step 5

Contract

LCDBG Applicant

Determines appropriate types of prices

Types of Prices are discussed in further detail on pages 5-6 of “Procedures”

<https://www.doa.la.gov/ocd/Applications%20and%20Forms/LCDBG%20Procurement%20Procedures.pdf>

Procurement for Professional Services

Step 5

Contract

LCDBG Applicant

Determines appropriate types of prices

- **Lump Sum**
- **Unit Price**
- **Billable Hours**
- **Reimbursable Costs**

Procurement for Professional Services

Step 6

Performance

Contractor

Performs contracted Tasks

Procurement for Professional Services

Step 7

Invoice

Contractor

Submits invoices with itemized costs/
applied work efforts

To determine the allowability of costs, invoices must include a description of the service, estimate of time required, rate of compensation and be supported by evidence of bona fide services rendered.

Procurement for Professional Services

“To determine the allowability of costs, invoices must include a description of the service, estimate of time required, rate of compensation and be supported by evidence of bona fide services rendered.”

Cost Estimate estimate of time, rate of compensation

Construction and Labor Compliance [Public facilities and improvements]	<i>Estimated MHs</i>	<i>#Iterations</i>	<i>Total MHs</i>	<i>Hourly Rate</i>	<i>Cost per Task</i>
Review weekly payrolls to ensure compliance with federal wage	0.0	0	0	\$ -	-
Conduct employee interviews	3.0	12	36	\$ 45.00	1,620.00
Initiate wage restitution actions	3.0	2	6	\$ 45.00	270.00
Prepare Labor Standards Enforcement Report	2.0	1	2	\$ 45.00	90.00

Contract Task to be performed description of service

CONSULTANT shall conduct on-site employee interviews for at least each employee classification and compare the results with the appropriate payroll and wage decision.

Procurement for Professional Services

Contractor Invoice

Billable Hours with expenses format

Reference: CDBG Disaster Recovery Project Drainage Project # 2; Bridge Replacement;
Drainage Project# 4

Contract Task:

- Conduct Labor Interviews**
1. DP#2 at construction site 27-Jun-10 and 28-Jun-10
 2. Bridge Replacement Site 14-Jun-10
 3. DP# 4 Construction site 10-Jun-10

Direct Labor Charges

	Quantities	Units	Rate	
Ass't Planner onsite interview session 27 Jun	3.5	hours	\$ 44.22	\$ 154.77
Senior Planner onsite interview session 28 Jun	2.5	hours	\$ 62.98	\$ 157.44
Ass't Planner onsite interview session 14 Jun	4.0	hours	\$ 44.22	\$ 176.88
Ass't Planner onsite interview session 10 Jun	1.5	hours	\$ 44.22	\$ 66.33
Assistant Planner compilation of data	3.5	hours	\$ 44.22	\$ 154.77
Senior Planner correspondence on labor deficiency	2.0	hours	\$ 62.98	\$ 125.95
Subtotal Direct Labor hours	17.0			\$ 836.14

Mileage Costs

Three trips to conduct interviews	280	mileage @	\$ 0.48	\$ 134.40
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Materials and Services costs

Reproduction of interview forms	33	per unit @	\$ 0.35	\$ 11.55
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Allowable Overhead

Overhead @ percent Direct Labor cost	\$ 836.14	%DL @	15.10%	\$ 126.26
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Total Reimbursable Costs for Task this Billing **\$ 1,108.34**

Previous Billings for this Task: Conduct Labor Interviews **\$ 432.68**

Total Billings to Date for this Task **\$ 1,541.02**

Contractor Invoice

Unit Price format

price established upon itemized cost detail provided

Reference:	CDBG Disaster Recovery Project Drainage Project # 2	28-Jun-10
	CDBG Disaster Recovery Bridge Replacement	14-Jun-10
	CDBG Disaster Recovery Project Drainage Project # 4	10-Jun-10

Contract Task(s):

Construction and Labor complianced Task: Conduct Labor Interviews

Unit Price	<u>\$ 400.00</u>
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Deliverable(s):

Three sets of compiled labor interviews and one report of deficiency

<u>Quantity of Deliverables</u>	<u>3</u>
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Total Billing	<u>\$ 1,200.00</u>
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Step 8

Work Product

Contractor

Provides/Maintains Evidence of **Tasks**
performed and compensated for

Procurement for Professional Services

Contract Task: Conduct Labor Interviews

Work Product: Completed Labor interview forms

Evidence of bona fide service rendered

Record of Employee Interview			U.S. Department of Housing and Urban Development Office of Labor Relations			OMB Approval No. 2501-0009 (exp.09/30/2017)		
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 Drainage expansion			2a. Employee Name Joe Flussen					
1b. Project Number LA 32-98			2b. Employee Phone Number (including area code) 212 555 5480					
1c. Contractor or Subcontractor (Employer) Unified Contractors LLC			2c. Employee Home Address & Zip Code 4565 Street of Riches Town of No Hope					
			2d. Verification of identification? Yes <input type="checkbox"/> No <input type="checkbox"/>					
3a. How long on this job? 3 months	3b. Last date on this job before today? January 4, 2019	3c. No. of hours last day on this job? 4.5	4a. Hourly rate of pay? \$32.50	4b. Fringe Benefits? Vacation Yes <input type="checkbox"/> No <input type="checkbox"/> Medical Yes <input type="checkbox"/> No <input type="checkbox"/> Pension Yes <input type="checkbox"/> No <input type="checkbox"/>		4c. Pay stub? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
5. Your job classification(s) (list all) — continue on a separate sheet if necessary Equipment operator								
6. Your duties Operate heavy equipment								
7. Tools or equipment used								

Record of Employee Interview			U.S. Department of Housing and Urban Development Office of Labor Relations			OMB Approval No. 2501-0009 (exp.09/30/2017)		
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 Bridge Replacement			2a. Employee Name Joe Rivers					
1b. Project Number			2b. Employee Phone Number (including area code) 212 555 4560					
1c. Contractor or Subcontractor (Employer) Unified Contractors LLC			2c. Employee Home Address & Zip Code Street of Riches Town of No Hope					
			2d. Verification of identification? Yes <input type="checkbox"/> No <input type="checkbox"/>					
3a. How long on this job? 3 months	3b. Last date on this job before today? January 4, 2019	3c. No. of hours last day on this job? 4.5	4a. Hourly rate of pay? \$23.00	4b. Fringe Benefits? Vacation Yes <input type="checkbox"/> No <input type="checkbox"/> Medical Yes <input type="checkbox"/> No <input type="checkbox"/> Pension Yes <input type="checkbox"/> No <input type="checkbox"/>		4c. Pay stub? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
5. Your job classification(s) (list all) — continue on a separate sheet if necessary Equipment operator								
6. Your duties Operate heavy equipment								
7. Tools or equipment used								

Historial de Entrevista del Empleado			Departamento de Vivienda y Desarrollo Urbano de EE.UU. Oficina de Relaciones Laborales			Aprobación de OMB No. 2501-0009 (exp.09/30/2017)		
Se estima que la tarea de recolección de esta información pública es de aproximadamente 15 minutos por respuesta, incluso el tiempo para examinar instrucciones, buscar fuentes de datos existentes, recopilar y mantener datos necesarios, y completar y examinar la recopilación de la información. Esta agencia no puede recopilar esta información y no se requiere que usted llene este formulario, a menos que éste exhiba un número de control válido de la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés). La información que se recopila tiene la finalidad de garantizar la conformidad a las normas laborales Federales mediante entrevistas con líderes de construcción. La información recopilada asistirá a HUD a conducir el monitoreo de conformidad; la información se usará para examinar la veracidad de los informes de nómina certificados presentados por el patrón. Información confidencial: La información recopilada en este formulario es considerada confidencial y está protegida por la Ley de Privacidad. La Ley de Privacidad requiere que estos archivos se mantengan con salvaguardas administrativas, técnicas, y físicas apropiadas para garantizar su seguridad y confidencialidad. Además, estos archivos deberán ser protegidos contra cualquier amenaza anticipada o riesgos a su seguridad o integridad, que podría causar daño sustancial, vergüenza, inconveniencias, o injusticias a cualquier individuo de quien se mantiene la información. La información recopilada aquí es voluntaria y cualquier información proporcionada será mantenida como confidencial.								
1a. Nombre del proyecto reemplazo de puente Calde NoEspero			2a. Nombre del empleado Juan Valdez					
1b. Número del proyecto LA 34-21			2b. Número de teléfono del empleado (incluso prefijo local) 212 555 6589					
1c. Contratista o subcontratista (Patrón) Construccion Unificada S.A.			2c. Dirección residencial del empleado y código postal 123 Calle de Rico Calde NoEspero					
			2d. ¿Verificación de identificación? Si <input checked="" type="checkbox"/> No <input type="checkbox"/>					
3a. ¿Cuánto tiempo en este trabajo? 4	3b. ¿Último día en este trabajo antes de hoy? 4 Enero 2019	3c. ¿No. de horas en su último día en este trabajo? 4.5	4a. ¿Salario por hora? 23.00	4b. ¿Beneficios complementarios? Vacaciones Si <input type="checkbox"/> No <input checked="" type="checkbox"/> Médicos Si <input type="checkbox"/> No <input checked="" type="checkbox"/> Pensión Si <input type="checkbox"/> No <input checked="" type="checkbox"/>		4c. ¿Alonario de paga? Si <input checked="" type="checkbox"/> No <input type="checkbox"/>		
5. Clasificación(es) de su trabajo(s) (enumere todas) — continúe en una página separada si es necesario Operado para le Martillo Elctrico								
6. Sus deberes desenterrar concreto								
7. Herramientas o equipo usado								

Step 9

Audit/Monitor

Grantor Agency *OCD*

Verify **Tasks** compensated for were performed and work effort compensated for were reasonable

Federal Audit Checklist

C-1	Evaluation of Consultant Costs	WP Reference
Version 5.3, dated October 2006		

3. If the consulting agreement, billings, work products, or other evidential matter do not provide sufficient evidence to support allowability, then the cost should be questioned.

Cost Principles Requirements

Important to note that the documentation requirements for reimbursement are found in 2 CFR 200 [Subpart E—COST PRINCIPLES](#)

§200.430 Compensation—personal services.

§200.414 Indirect (F&A) costs.

§200.475 Travel costs.



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Questions?
Email written questions to
William.Hall@la.gov