Date:

Construction Inspector:

Name of Firm:

Project Name and Number:

Prime Contractor:

POSTER BOARD:

1. Is the poster board displayed prominently where all employees have access?
2. Were all required posters in place?

(There should be 15 posters total, including the wage rates. Any response from USDOL on additional classifications/rates shall be posted as well.)

EEO COMPLIANCE:

1. Were employees aware of the company’s EEO and Sexual Harassment Policies?

(Use Employee Interview Form)

1. Were employees aware of who the company’s EEO officer is?

(Use Employee Interview Form)

1. Is the contractor maintaining documentation of recruitment efforts?
2. Any DBEs on the project? (VTrans DBE directory can be found at <https://vtrans.vermont.gov/civil-rights/doing-business/dbe-center/directory>
3. If DBEs being used, are they performing a Commercially Useful Function?

**What constitutes “commercially useful function?”**

The DBE must carry out its contract responsibilities by *actually performing, managing, and supervising* the work involved. Described below are **RED FLAGS** field personnel should report if observed**.**

* Supervision of DBE employees by another contractor
* DBE provides little or no supervision of work
* DBE’s superintendent is not a regular employee of the DBE
* Supervision is performed by personnel associated with the prime contractor or any other firm or business
* DBE firm's owner is not aware of the status of the work or the performance of the business

**If** project has OJT hours, oversight is provided by VTrans Civil Rights Section.

PROMPT PAY COMPLIANCE:

1. Have you confirmed that the Contractor is paying sub-contractors within 7 days of receiving payment for subs work? (Contractor must use monthly report to document this and provide a copy to the construction inspector.)

PAYROLL COMPLIANCE:

1. Are payrolls received no later than 7 calendar days following the week in which work was performed and properly certified?

1. Was the Statement of Compliance form (side 2 of USDOL form WH347) properly completed?
2. Are all employees subject to Davis-Bacon being paid the correct wage rate including fringe benefits and are they properly classified?
3. If additional classifications were required, have they been documented?

Was SF144 provided to VTrans to forward to the Department of Labor?

***Note to Construction Inspector:***

For items on this form with discrepancies, follow up with the prime contractor to make them aware of those items out of compliance and document this meeting. Review these items again within 14 calendar days from this meeting. If discrepancies still exist, contact the VTrans Project Supervisor to determine what corrective action may be required.