



CITY OF HURON

SAR POLICY & PROCEDURES



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RECIPIENT & SUBRECIPIENT MONITORING

Compliance Requirements

A "passthrough entity" is defined as a non-Federal entity that provides a Federal award to a Subrecipient to carry out a Federal program. (CFR Title 2, 200.331) – for example A pass-through entity is the following: Federal Government awards a grant to the State and then the state awards the grant to the recipient (ie. City of Huron) or if the City of Huron is awarded a grant from the Federal government and that award is pass-through to (ie. Boys and Girls Club or other organizations).

A pass-through entity is responsible for:

- *Award Identification* - At the time of the award, identifying to the subrecipient the Federal award information (e.g., CFDA title and number, award name, name of Federal agency) and applicable compliance requirements. You can find CFDA information <https://beta.sam.gov/>

- *During-the-Award Monitoring* - Monitoring the subrecipient's use of Federal awards through reporting, site visits, regular contact, or other means to provide reasonable assurance that the subrecipient administers Federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.

- *Subrecipient Audits* - (1) Ensuring that subrecipients expending \$750,000 or more in Federal awards during the subrecipient's fiscal year have met Federal regulation requirements.

(2) Pass-through entity - As provided in (CFR Title 2, 200.332(d), the pass-through entity must be responsible for issuing a management decision for audit findings that relate to Federal awards it makes to subrecipients. (CFR Title 2, 200.521(c)

(3) Time requirements for issuing a management decision on audit findings must do so within 6 months of acceptance of the audit report by the FAC. The auditee must initiate and proceed with corrective action as rapidly as possible and corrective action should begin no later than upon receipt of the audit report. (CFR Title 2, 200.521(d)

(4) Ensure that the subrecipient takes timely and appropriate corrective action on all audit findings. In cases of continued inability or unwillingness of a subrecipient to have the required audits, the pass-through entity shall take appropriate action by using remedies for noncompliance in accordance with (CFR Title 2, 200.339).

- *Pass-Through Entity Impact* - Evaluating the impact of subrecipient activities on the pass-through entity's ability to comply with applicable Federal regulations.



Purpose

The purpose of this policy is to ensure that Subrecipients agree to comply with Code of Federal Regulations, Title 2, Chapter 2, Part 200. It is the intent of this policy to document City of Huron's procedures to ensure that grants awarded are consistent with Federal, State and City of Huron priorities and that payments made to Subrecipients are for costs associated with activities and/or products identified in the Continuing Cooperative Agreement and that such costs are allowable and eligible for reimbursement. This manual also provides procedures that City of Huron will follow to exercise oversight of the Subrecipients and the procedures that the Subrecipients will follow to ensure compliance with Federal and State laws and regulations.

APPLICABILITY

The procedures in this policy apply to The City of Huron and its Subrecipients seeking to receive federal grant funds. All Subrecipients of Federal and/or State grant funds through The City of Huron are subject to the same Federal and State requirements.

SUBRECIPIENTS

Subrecipients are non-Federal entities that expend Federal grant awards or State funds received from a pass-through entity to carry out a Federal and/or State program. A Subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. A Subrecipient may also be a recipient of State funds directly from a State agency. Whether the Subrecipient receives awards from a Federal agency or State agency or a pass-through entity, the Subrecipient is subject to the same Federal and State regulations as the pass-through entity. The City of Huron is considered a "pass-through entity" in relation to its Subrecipients, and as such requires that its consultants and Subrecipients comply with the applicable terms and conditions of fund requirements.

A "passthrough entity" is defined as a non-Federal entity that provides a Federal award to a Subrecipient to carry out a Federal program. (CFR Title 2, 200.331)

SECTION I: REGULATORY PROCEDURES FOR SUBRECIPIENTS

Applicable Federal regulations include, but are not limited to, the following:

The Code of Federal Regulations, Title 2, Chapter 2, Part 200;

(a)(1) This part establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities, as described in §200.101 Applicability. Federal awarding agencies shall not impose additional or inconsistent requirements, except as provided in §§200.102 Exceptions and 200.210 Information contained in a Federal award, or unless specifically required by Federal statute, regulation, or Executive Order. (2) This part provides the



basis for a systematic and periodic collection and uniform submission by Federal agencies of information on all Federal financial assistance programs to the Office of Management and Budget. It also establishes Federal policies related to the delivery of this information to the public, including through the use of electronic media. It prescribes the manner in which General Services Administration (GSA) and Federal agencies that administer Federal financial assistance programs are to carry out their statutory responsibilities under the Federal Program Information Act (31 U.S.C. 6101-6106).

(b) Administrative requirements. Subparts B through D of this part set forth the uniform administrative requirements for grant and cooperative agreements, including the requirements for Federal awarding agency management of Federal grant programs before the Federal award has been made, and the requirements Federal awarding agencies may impose on non-Federal entities in the Federal award.

(c) Cost Principles. Subpart E—Cost Principles of this part establishes principles for determining the allowable costs incurred by non-Federal entities under Federal awards. The principles are for the purpose of cost determination and are not intended to identify the circumstances or dictate the extent of Federal Government participation in the financing of a particular program or project. The principles are designed to provide that Federal awards bear their fair share of cost recognized under these principles except where restricted or prohibited by statute.

(d) Single Audit Requirements and Audit Follow-up. Subpart F—Audit Requirements of this part is issued pursuant to the Single Audit Act Amendments of 1996, (31 U.S.C. 7501-7507). It sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of non-Federal entities expending Federal awards. These provisions also provide the policies and procedures for Federal awarding agencies and pass-through entities when using the results of these audits.

(e) For guidance to Federal awarding agencies on Challenges and Prizes, please see M-10-11 Guidance on the Use of Challenges and Prizes to Promote Open Government, issued March 8, 2010, or its successor.

The Code of Federal Regulations, Title 2, Chapter 2, Part 200:331

§ 200.331 Subrecipient and contractor determinations.

The non-Federal entity may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities. Therefore, a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. The Federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations provided such guidance does not conflict with this section.

(a) Subrecipients. A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. See definition for Subaward in §



200.1 of this part. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

- (1) Determines who is eligible to receive what Federal assistance;
- (2) Has its performance measured in relation to whether objectives of a Federal program were met;
- (3) Has responsibility for programmatic decision-making;
- (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

(b) Contractors. A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. See the definition of contract in § 200.1 of this part. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:

- (1) Provides the goods and services within normal business operations;
- (2) Provides similar goods or services to many different purchasers;
- (3) Normally operates in a competitive environment;
- (4) Provides goods or services that are ancillary to the operation of the Federal program; and
- (5) Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

(c) Use of judgment in making determination. In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

Subrecipients shall also comply with The City of Huron Policies and Procedures Manual as may be modified from time to time.

A. THE CITY OF HURON SUBRECIPIENT MONITORING AND MANAGEMENT

In accordance with CFR Title 2, Chapter 2, Part 200.331, The City of Huron performs Subrecipient monitoring and management. The City of Huron utilizes various methods to monitor Subrecipients and ensure compliance with Federal and State regulations. The City of Huron oversees all procurement of consultants for Subrecipients to ensure that procurements are conducted in



accordance with CFR Title 2, Chapter 2, Part 200. The City of Huron will evaluate each Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate Subrecipient monitoring. At a minimum, The City of Huron Subrecipient monitoring and management will include:

- The completion of a Subrecipient risk assessment which evaluates:
 1. Subrecipient financial stability;
 2. Quality of Subrecipient management systems and ability to meet management standards per CFR Title 2, Chapter 2, Part 200;
 3. Subrecipient history of performance in managing prior awards, including timeliness of compliance with reporting requirements and conformance with terms and conditions;
 4. Reports and findings from audits of Subrecipients;
 5. Subrecipient's ability to implement regulatory or other requirements; and
 6. Subrecipient debarments and/or suspensions.
- The development of Overall Work Plan and corresponding Continuing Cooperative Agreements in sufficient detail to provide a clear understanding of activities, tasks, deliverables, cost and schedule for work to be done by subrecipients.
- The review of each Subrecipient invoice to ensure that the work performed and costs billed are in compliance with the Continuing Cooperative Agreement and applicable State and Federal Regulations. To facilitate this review, subrecipients are required to submit sufficient invoice detail. Review and approvals will be documented by the Project Manager's and Executive Director's signature. The Director of Administration and Finance will initial the invoice to document the availability of funds.
- Payments will be withheld from sub-recipients for the following reasons:
 1. Insufficient detail to support the costs billed;
 2. Unallowable costs;
 3. Ineligible costs; and/or
 4. Incomplete work or work not completed in accordance with required specifications.
- Invoices will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
- Periodic training of The City of Huron and sub-recipient staff will be provided to ensure currency and continued compliance with this policy.



B. THE CITY OF HURON PROJECT MANAGER SUBRECIPIENT OVERSIGHT RESPONSIBILITIES:

1. Encourage Subrecipients to submit monthly invoices;
2. Verify that invoices include progress reports;
3. Review progress reports to ensure project is progressing appropriately and on schedule;
4. Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget;
5. Review invoice to ensure supporting documentation is included and invoiced costs are within the scope of work for the project(s) being invoiced;
6. Obtain report, certification and supporting documentation of local (nonfederal)/in-kind match work from the Subrecipient;
7. Review Subrecipient match tasks for eligibility; and
8. Notify The City of Huron Director of Finance & Administration that invoice is approved or disapproved.

C. THE CITY OF HURON SUBRECIPIENT PROJECT FILES Subrecipient project files will contain, at a minimum, the following:

1. Project proposal (cooperative agreement tasks);
2. Project scope;
3. Correspondence, including communications log;
4. Meeting agendas, minutes, and attachments;
5. Progress reports;
6. Interim and final products;
7. Project close out form;
8. Copies of other applicable project documents as required, such as copies of contracts or MOUs; and
9. Provide estimates to complete projects and the estimated completion date

During-the-Award Monitoring

Following are examples of factors that may affect the nature, timing, and extent of during the-award monitoring:

- *Program complexity* - Programs with complex compliance requirements have a



higher risk of non-compliance. In order ensure that City of Huron stays within compliance for each federal award there should be a separate award file, CFDA title and number, award amount, award requirements and allotment for each phase of the award.

- *Amount of awards* - Larger dollar awards are of greater risk due to the award encompassing multiple fiscal years. In order to ensure compliance of the award any change orders shall be kept within the master file that City of Huron has along with communications from awarding body approving those change orders.

Monitoring activities normally occur throughout the year and may take various forms, such as:

- *Reporting* - Reviewing financial and performance reports submitted by the subrecipient, other departments (ie. Engineering, Payroll, etc). The City of Huron shall keep in the master file all invoices and copies of checks that paid invoices.
- *Site Visits* - Performing site visit to project and document completion of project.
- *Regular Contact* – Have regular contacts with appropriate inquiries concerning program activity and reporting requirements for quarterly and annual reports.

Audit Objectives

1. Obtain an understanding of internal control, assess risk, and test internal control -

- Internal Control – Have proper documents in City of Huron master file – CDFA Award – title, number, fiscal years encompasses, awarded amount, list of sub-recipients if applicable, financial back up of awarded amount – administrative overhead allowed, invoices, checks that correspond to invoices paid and all correspondence pertaining to the grant award (change orders, changes in allocated funds to different phases of projects etc.)
- Assessing Risk – assessing risk to subrecipient the City of Huron will need to conduct a quarterly audit (ie, contact subrecipient for financial backup of allocated funds) and conduct an annual audit and request copies of backup to ensure compliance with grant awarded and scope of grant.

2. Determine and properly identified Federal award information and compliance requirements and approved only allowable activities in the award documents (also for subrecipients).



3. Keep master file of how The City of Huron monitored activities to provide reasonable assurance that Federal awards are administered in compliance with Federal requirements. (Master file of documents – financials, communications, change orders etc.)

4. If you are administrating pass-through award, ensured required audits are performed, issued MD&A management decision on audit findings within 6 months after receipt of the subrecipient’s audit report, and ensures that the subrecipient takes timely and appropriate corrective action on all audit findings.

Procedures - Internal Control

1. Internal Control, perform procedures to obtain an understanding of internal control sufficient to plan the audit to support a low assessed level of control risk for the program.

2. Plan the testing of internal control to support a low assessed level of control risk for award and subrecipient monitoring and perform the testing of internal control as planned. If internal control over some of the financial sample’s test, assessing the scope of the award to ensure that The City of Huron or subrecipient are in compliance.

3. Consider the results of the testing of internal control in assessing the risk of noncompliance. If it results in high risk of errors for proper documentations then a report will be needed to subrecipients and for The City of Huron proper training will be needed to maintain Master file of each Award.

Procedures - Compliance

1. Gain an understanding of The City of Huron procedures and if applicable, the pass-through entity’s subrecipient procedures, through a review of the monitoring policies and procedures (e.g., SAR Procedures, and/or annual monitoring plan); if needed for clarity discussion the policies and procedures. This should include an understanding of the scope, frequency, and timeliness of monitoring activities and the number, size, and complexity of awards to subrecipients. The frequency could be quarterly and annually, if the award includes staff – the number of staff that the award is funding (amount, job description, time length of funding).

2. Test award documents and agreements to ascertain if: (a) at the time of award the The City of Huron or passthrough entity made subrecipients aware of the award information (e.g., CFDA title and number, amount of award, award name, name of Federal agency) and requirements imposed by laws, regulations and the provisions of contract or grant agreements; and (b) the activities approved in the award documents were allowable.



3. Review the City of Huron and/or pass-through entity's documentation of during-the-award monitoring to ascertain if the pass-through entity's monitoring provided reasonable assurance that subrecipients used Federal awards for authorized purposes, complied with laws, regulations, and the provisions of contracts and grant agreements, and achieved performance goals. All this information for the City of Huron should be contained in the Master file for each award. The City Engineers will be responsible for keeping all records and the Accounting Department shall provide City Engineers with all financial invoices, copies of checks and other financial documentation.

4. Review the City of Huron Master File to ensure corrective action on deficiencies noted in during-the-award monitoring.

5. SAR audit findings needs to be completed within 6 months after receipt of the audit report.

CITY OF HURON GRANT DOCUMENT FILE

The City of Huron shall keep separate file for each grant containing the following:

File Regarding Grant Information

- Cover Sheet of Grant
- Grant Award
- Audit Findings pertaining to Specific Grant if applicable
- Audit Corrective Actions
- Subrecipient Commitment Form & RFP
- Change Orders
- Communications Sheet with back up supporting documents (email – signature -etc)

File Regarding Grant Prevailing Wage Requirement

- Grant Information regarding prevailing Wage
- Checklist of Labor Law Requirement form
- Public Works Audit worksheet
- Prevailing Wage Determination Summary
- Copy of all Payroll for subrecipient in compliance with Federal and State Laws

File Regarding Expenditures by Grant

- Grant Information regarding Expenditures



- Schedule of Expenditures by Grant completed monthly (each grant contains its own worksheet)
- Copy of all invoices
- Copy of all checks or ACH payments to vendor
- Copy of all in-house matching fund – invoices, payroll etc

City Department Responsibility:

Engineering Department is responsible for keeping up all grant files.

Finance Department is to provide support to Engineering Department by providing monthly invoices, copies of checks and assisting in filling out Financial Portion of Quarterly Financial Grant Expenditure form. Any communications that Finance department has related to federal Grants shall be submitted to Engineering department to keep in Grant files – under communications section.

Engineering Department
Responsible for Grant Files
Maintains Grant Information File
Maintains Prevailing Wage File
Maintains Expenditure by Grant File

Accounting Department
Assist Engineering Department with Expenditures by Grant by providing invoices, copies of checks, assist with Quarterly and Annual Financial Expenditure forms. Assist with other record keeping of grant files if needed.



FORMS:

GRANT INFORMATION

- COVER SHEET OF GRANT INFORMATION (Engineering Department Responsible)
- SUBRECIPIENT COMMITMENT FORM (Engineering Department Responsible)
- CHANGE ORDER FORM (Engineering Department Responsible)
- COMMUNICATION DOCUMENT (Engineering Department Responsible)

GRANT PREVAILING WAGE

- PREVAILING WAGE CONTRACTOR AND SUB-CONTRACTOR (Engineering Department Responsible)
- CHECKLIST OF LABOR LAW REQUIREMENTS FORM (Engineering Department Responsible)
- PUBLIC WORKS AUDIT WORKSHEET (Engineering Department Responsible)
- PREVAILING WAGE DETERMINATION SUMMARY (Engineering Department Responsible)
- PREVAILING WAGE VERIFICATION PAYROLL (Engineering Department Responsible)

GRANT EXPENDITURE

- SCHEDULE OF EXPENDITURES BY GRANT (Accounting Department Responsible to provide to Engineering Department on a Quarterly basis)



COVER SHEET OF GRANT INFORMATION

THE CITY OF HURON COVER SHEET OF GRANT

GRANT AWARDING AGENCY:

FISCAL COVERED:

GRANT AWARD AMOUNT:

FEDERAL AWARD: YES NO

FEDERAL AWARD NUMBER (FAIN)

MATCHING FUNDS REQUIRED: YES NO

AMOUNT OF MATCHING FUNDS:

DESCRIPTION OF PROJECT:

DATE

SIGNATURE



SUBRECIPIENT COMMITMENT FORM

SECTION A - SUBRECIPIENT INFORMATION

Subrecipient Legal Name (same as name on DUNS number): _____

Full Address: _____

Subrecipient Principal Investigator (PI): _____

Proposal Title: _____

Subrecipient's Total Funds Requested: \$ _____

Subaward Anticipated Start Date: _____ **Anticipated End Date:** _____

DUNS (required): _____ **EIN No. :** _____

Institution Type: Select.... _____

Subrecipient currently registered in System for Award Management (SAM) database?

Yes. **Expiration date:** _____ (Update registration if expires in 30 days).

No. **Note: SAM registration is required to receive federal funds. Go to <http://sam.gov> to register.**

Subrecipient Place of Performance Address:

Same as address above.

Is different from the above address and will be performed at:

Name: _____

Address: _____

City, State, Zip: _____

Subrecipient Congressional District (for "Place of Performance" Address): _____

SUBRECIPIENT CONTACTS

Administrative Contact Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Financial Contact Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____



Principal Investigator Contact Information: Name: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	Authorized Official Information: Name: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____
A-133 Audit Contact Information: Name: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	

SECTION B – PROPOSAL DOCUMENTS

The following documents are included in subrecipient subaward proposal submission and covered by certifications in Section B:

- STATEMENT OF WORK (REQUIRED – Please attach to this form with submission)**
Includes work to be performed, project description, PI, period of performance, deliverables, and milestones.
- BUDGET and BUDGET JUSTIFICATION (REQUIRED – Please attach to this form with submission)** Includes budget for entire length of project and broken down by budget period; and budget justification with reasonable level of detail

SECTION C – SPECIAL REVIEW AND CERTIFICATIONS

1. **Facilities and Administrative Rates** included in this proposal have been calculated based on (check as applicable):
 - Subrecipient's federally-negotiated F&A rate for this type of work is _____ (Enter F&A rate). Subrecipient's F&A rate agreement is attached or available at the below URL.
URL: _____
 - Subrecipient does not have a federally negotiation F&A rate and has applied the 10% de minimus rate in accordance with 2 CFR 200.331(f).
 - Subrecipient does not have a federally negotiation F&A rate and has applied a negotiated F&A rate with University of Idaho with the attached documentation substantiating the rate.
 - Subrecipient has applied another rate a required by the prime sponsor policies/guidelines.
 - Subrecipient is not requesting any F&A.

2. **Fringe Benefit Rate** included in this proposal have been calculated based on:
 - Rate consistent with or lower than Subrecipient's federally-negotiated rates.
(If this box is checked, a copy of Subrecipient's Fringe Benefit rate agreement must be furnished to U of I before a subaward will be issued, submit along with this Subrecipient Commitment Form.)
 - Other Rate (please specify): _____
 - Not applicable (Subrecipient is not claiming fringe benefits).

3. **Committed Cost Sharing:** No. Yes, in the amount of \$ _____
(Cost sharing amounts must be included in Subrecipient's budget and budget justification.)



Certification Regarding Debarment and Suspension

Is the Subrecipient, Principal Investigator, or any other employee or student of Subrecipient participating in this project debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this project by any federal department, agency, assistance programs, or activities?

- Yes. –Explanation is in Section D. No.

Conflict of Interest

Subrecipient has a conflict of interest policy that complies with any supplemental Federal Awarding Agency requirements pursuant to 2 CFR 200.112 and 2 CFR 200.318.

- Yes. No.

Financial Conflict of Interest (FCOI) Policy

(Required for projects funded by PHS, NSF, EPA, or other sponsors adopting federal financial disclosure requirements)

- Not applicable, as this project is not funded by PHS, NSF, or any other sponsor that has adopted financial disclosure requirements.
- This project is funded by PHS, NSF, EPA or another federal sponsor that has adopted financial disclosure requirements; Subrecipient hereby certifies that it has an active and enforced FCOI policy that is consistent with the Federal Sponsor's requirements and the provisions of 42 CFR Part 50, Subpart F, "Responsibility of Applicants for Promoting Objectivity in Research." Subrecipient also certifies that, to the best of Institution's knowledge, (1) all financial disclosures have been made related to the activities that may be funded by or through a resulting agreement, and required by its conflict of interest policy; and (2) all identified conflicts of interest have or will have been satisfactorily managed, reduced, or eliminated in accordance with subrecipient's Conflict of Interest policy prior to the expenditures of any funds under any resultant agreement.

Fiscal Responsibility (check all that apply)

Subrecipient certifies that its financial system is in accordance with generally accepted accounting principles and:

- has the capability to identify, in its accounts, all federal awards received and expended and the federal programs under which they were received;
- maintains internal controls to assure that it is managing federal awards in compliance with applicable laws, regulations and the provision of contracts or grants;
- complies with applicable laws and regulations;
- can prepare appropriate financial statements, including the schedule of expenditures of federal awards;
- there are no outstanding audit findings which would impact contract costs. If there are findings, submit a copy of the most report that describes the finding and steps to be taken to correct the finding.

Date

Signature

INTERNAL DOCUMENT FOR CITY OF HURON



CHANGE ORDER FORM

THE CITY OF HURON CHANGE ORDER FORM

GRANT:	<input type="text"/>
FISCAL COVERED:	<input type="text"/>
GRANT AWARD AMOUNT:	<input type="text"/>
ORIGINAL AMOUNT:	<input type="text"/>
PROPOSED AMOUNT	<input type="text"/>

REASON FOR CHANGE ORDER

DATE
SIGNATURE



COMMUNICATION DOCUMENT

COMMUNICATIONS DOCUMENT	City of Huron	Grant Award	Date	Person Present or Communication	Department	Documents Provided	Notes



PREVAILING WAGE CONTRACTOR AND SUB- CONTRACTOR

THE CITY OF HURON PREVAILING WAGE

GRANT:

FISCAL COVERED:

GRANT AWARD AMOUNT:

CONTRACTORS NAME:

PROPOSED AMOUNT

LIST OF ALL SUB-CONTRACTOR

DATE

SIGNATURE



CHECKLIST OF LABOR LAW REQUIREMENTS

Suggested Checklist of Labor Law Requirements to Review at Prejob Conference, Section 16421, with suggested Certification by subcontractor. The federal and state labor law requirements applicable to the contract are composed of but not limited to the following items:

- (1) The contractor's duty to pay prevailing wages under Labor Code Section 1770 et seq., should the project exceed the exemption amounts;
- (2) The contractor's duty to employ registered apprentices on the public works project under Labor Code Section 1777.5;
- (3) The penalties for failure to pay prevailing wages (for non-exempt projects) and employ apprentices including forfeitures and debarment under Labor Code Sections 1775 and 1777.7;
- (4) The requirement to keep and submit copies upon request of certified payroll records under Labor Code Section 1776, and penalties for failure to do so under Labor Code Section 1776(g);
- (5) The prohibition against employment discrimination under Labor Code Section 1777.6; the Government Code, and Title VII of the Civil Rights Act of 1964;
- (6) The prohibition against accepting or extracting kickback from employee wages under Labor Code Section 1778;
- (7) The prohibition against accepting fees for registering any person for public work under Labor Code Section 1779; or for filling work orders on public works under Labor Code Section 1780;
- (8) The requirement to list all subcontractors under Public Contracts Code Section 4104;
- (9) The requirement to be properly licensed and to require all subcontractors to be properly licensed and the penalty for employing workers while unlicensed under Labor Code Section 1021 and under the California Contractors License Law, found at Business and Professions Code Section 7000 et seq;
- (10) The prohibition against unfair competition under Business and Professions Code Sections 17200-17208;
- (11) The requirement that the contractor be properly insured for Workers Compensation under Labor Code Section 1861;
- (12) The requirement that the contractor abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project;
- (13) The federal prohibition against hiring undocumented workers, and the requirement to secure proof of eligibility/citizenship from all workers.
- (14) The requirement to provide itemized wage statements to employees under Labor Code Section 226.

Certification:

I acknowledge that I have been informed and am aware of the foregoing requirements and that I am authorized to make this certification on behalf of

Date

Name of person signing and company



PREVAILING WAGE DETERMINATION SUMMARY

PREVAILING WAGE DETERMINATION SUMMARY											
CODE NO.	CLASSIFICATION	Effective Date	HOURLY RATE	Contributions	TRAINING TIME 1/2	HOLIDAY / TRAVEL & SUNDAY SUBSISTENCE	Other hourly Requirements	WAGE DETERMINATION INFORMATION			
								WAGE DETERMINATION NO.	WAGE DETERMINATION NO.	WAGE DETERMINATION NO.	WAGE DETERMINATION NO.
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											



PREVAILING WAGE VERIFICATION

(include back up of payroll)

THE CITY OF HURON PREVAILING WAGE

GRANT:

FISCAL COVERED:

GRANT AWARD AMOUNT:

CONTRACTORS NAME:

PAYROLL PERIOD COVERING: TO

DOES PAYROLL MEET PREVAILING WAGE REQUIREMENTS FOR PERIOD:

YES NO

DATE

SIGNATURE



GRANT EXPENDITURE INFORMATION

THE CITY OF HURON GRANT EXPENDITURE INFORMATION

GRANT:

FISCAL COVERED:

GRANT AWARD AMOUNT:

GRANT AWARD BUDGETED FOR CURRENT FISCAL YEAR:

DATE

SIGNATURE



SCHEDULE OF EXPENDITURES BY GRANT (Required Quarterly)

City of Huron	Schedule of Expenditures by Grant Year Ended June 30, 2020	Federal CFDA Number	Agency or Pass-through Number	Grant Expiration	Grant Amount	Expenditures prior to FY 19-20	State Expenditures During FY 19-20	Federal Expenditures During FY 19-20	Remaining Grant Balance	Local Amount	Match Amount	Fund Number	Funding Source	Grant agreement provided?	Match required?	Financial reporting required?	PERIOD	Invoices provided?	Notes
	U.S Department of Transportation: Passed through California Department of Transportation																		
Totals																			



IN HOUSE MATCHING FUNDS

THE CITY OF HURON IN HOUSE MATCHING FUNDS

GRANT:

FISCAL COVERED:

GRANT AWARD AMOUNT:

IN HOUSE MATCHING FUND:

COPIES OF MATCHING FUND INVOICES:

YES

NO

DESCRIPTION OF IN HOUSE MATCHING FUNDS: (ie - payroll)

DATE

SIGNATURE