



Department of Economic Development

Certified Payroll Review Checklist

Community Development Block Grant Program

Division of Business and Community Services

Prime/Subcontractor Reviewed:

Project Number:

Payroll Number Reviewed:

Federal Wage Order:

State Wage rate:

Instructions: This signed checklist is to be submitted with corresponding "Request for Funds Form" (RFF) before RFF's can be processed and approved.

Payroll Information Checklist

YES N/A

- Contractor's name and address with the prime or subcontractor(s) identified.
Payroll number, week ending, and project location.
Employee full name and four-digit identification number.
Employee's full work classification, including group or class
Identification of apprentices and program levels (%) on payrolls
Daily and weekly employee hours worked in each applicable work classification
Daily and weekly employee overtime hours worked in each applicable work classification
Base rate shown for each employee classification, overtime rate shown when worked per classification.
Week's Gross amount earned.
Weeks itemized deductions with explanation of "other" deductions per hour if needed.
Week's Net wages paid.
Compliance statement attached.
Method of fringe benefit payment described by checking either box (4)(a) or (4)(b) Exceptions
explanation for fringe benefit (4)(c)
Fringe benefit package information in file and updated as needed
Identification of OJTs, apprentices and program levels (%) on payrolls
Statement of compliance has original signature of owner or authorized person.

Compliance Review Checklist

Yes N/A

- Verify work classifications reported are consistent with the work performed
Verify correct wage rates are being paid (Federal vs. State requirements)
Verify overtime is being paid correctly (Federal vs. State requirements)
Verify that Apprentice Program documentation is in project files
Compare payrolls with wage rate interviews

Reviewed By: Date:

I hereby attest that the above referenced payroll review has been performed in accordance with the current CDBG Administrative Manual guidelines. When applicable, all discrepancies have been brought to the attention of the Prime Contractor and a corresponding CDBG "Employee Restitution Checklist" has been attached.