

NORTH CAROLINA DEPT. OF COMMERCE, N.C. ENERGY OFFICE



AMERICA RECOVERY AND REINVESTMENT ACT 2009  
SITE VISIT AND MONITORING REPORT

Date: \_\_\_\_\_

DOE Grant No.: \_\_\_\_\_

RFP No.: \_\_\_\_\_

Grant Title: \_\_\_\_\_

Grantee: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_

Grantee Representative (name, title, phone and e-mail): \_\_\_\_\_

\_\_\_\_\_

SEO Project Manager (name, title, phone and e-mail): \_\_\_\_\_

\_\_\_\_\_

Purpose:      Scheduled Visit      \_\_\_\_\_  
                 Specific Grant Issues      \_\_\_\_\_  
                 Close Out      \_\_\_\_\_  
                 Other      \_\_\_\_\_

**Milestones/Accomplishments**

- Discuss the project status

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Are expenditures to date reasonable when compared to the percentage of work completed?  
 Yes  No \_\_\_\_\_
- Is the sub-recipient on schedule to meet the project's milestones within the period of availability of funds?  
 Yes  No \_\_\_\_\_
- Has the sub-recipient taken any action using federal funds that goes beyond the proposed Scope of Work and that might trigger NEPA review (has an adverse effect on the environment) and/or SHPO review (adverse effect to historic properties)?  
 Yes  No \_\_\_\_\_

**Record Keeping** (10 CFR Part 600)

- Programmatic and financial records under this grant are kept together and separated from any other contractual records  
 Yes  No \_\_\_\_\_

**Access of Records and Records Retention** (10 CFR Part 600)

- Review the access of records and records retention policy [3-5 years from close out of the project]  
 Yes  No \_\_\_\_\_

**Waste Management** (EECBG Projects Only)

- Does the sub-recipient keep a Waste Management Plan on-site? Is waste generated being disposed of according to federal and state regulations?  
 Yes  No \_\_\_\_\_

**Purchase of Equipment**

- Check the non-integrated fixed asset equipment and ensure that there is a SEO fixed asset tag.  
 Yes  No  
List any equipment:

\_\_\_\_\_  
\_\_\_\_\_

**Jobs Posting in Local Employment Security Commission** (Government Agency)(OERI Directive)

- Notice of the jobs posting and posting duration. [Labor & semiskilled – 48 hours; all others 5 days]  
 Yes  No \_\_\_\_\_

**Historically Underutilized Businesses (HUB)** (Required for government agencies; encouraged for all others)  
(OERI Directive)

- Were historically underutilized businesses encouraged to submit their bids? Describe. [HUB contractors at <http://www.doa.nc.gov/hub/searchhub.htm>]  
 Yes  No \_\_\_\_\_
- Are state /local agencies reporting their utilization of HUBs as a percentage of total contract award using recovery funds? The information must be submitted by e-mail to [Enita.McAlister@nc.gov](mailto:Enita.McAlister@nc.gov) by the 10th of each month, using form found at [http://www.ncrecovery.gov/library/pdf/OERI\\_Directive3.pdf](http://www.ncrecovery.gov/library/pdf/OERI_Directive3.pdf) under heading of utilization report. Indicate on the form that the grantee has received funds from the SEO. (Government Agency)(OERI Directive)  
 Yes  No \_\_\_\_\_

**Flow Down Provisions to the Contractors** (10 C.F.R. Part 600; DOE Grant Agreement)

- Ensure that the appropriate provisions are flowed down to the contractors. See Contracting Guidance Document at [http://energync.net/wdocs/arraWebinar/ContractingChecklist\\_6-18-2010.pdf](http://energync.net/wdocs/arraWebinar/ContractingChecklist_6-18-2010.pdf)  
 Yes  No \_\_\_\_\_

**Buy American Provision** (OERI Directives; DOE Grant Agreement; ARRA)

- Certifications or other documents showing compliance provided for manufactured goods used in *public buildings* or *public works* projects [http://www1.eere.energy.gov/recovery/buy\\_american\\_provision.html](http://www1.eere.energy.gov/recovery/buy_american_provision.html)  
 Yes  No \_\_\_\_\_

**Travel** (OERI Directives)

- Are recipient, contractors and subcontractors using recovery funds for travel outside the service area or county in which the project is located? This activity is prohibited unless specifically mandated by the ARRA or approved by senior management of the awarding agency.  
 Yes  No \_\_\_\_\_

**Whistleblower Flyer** (DOE Grant Agreement)

- Ensure that the appropriate whistleblower poster is posted in the construction site(s) and grantee's offices <http://www.recovery.gov/Contact/ReportFraud/Documents/WhistleblowerPoster.pdf>  
 Yes  No \_\_\_\_\_

**Davis Bacon/Wage Rate Provision** (10 CFR Part 600; DOE Grant Agreement)

- Payroll records utilize the Federal Department of Labor (DOL) Wage and Hour Division form WH-347, sample can be found at [http://www1.eere.energy.gov/wip/pdfs/wh-347\\_example.pdf](http://www1.eere.energy.gov/wip/pdfs/wh-347_example.pdf) )  
 Yes  No \_\_\_\_\_
- Weekly certified payroll records submitted by the contractors are on file showing that they have been compensated (pay + fringe benefits) at the applicable Davis-Bacon wage rate determination for their classification  
<http://www.wdol.gov/dba.aspx#3>  
 Yes  No \_\_\_\_\_
- Conduct interview with at least one employee per contract (mechanics and laborers) covered under Davis-Bacon Act provisions and document completion using GSA Standard Form 1445 or equivalent. See [http://contacts.gsa.gov/webforms.nsf/0/12BF5D0E2DC4484685256CBC0062F375/\\$file/SF%201445.pdf](http://contacts.gsa.gov/webforms.nsf/0/12BF5D0E2DC4484685256CBC0062F375/$file/SF%201445.pdf) for Form 1445.  
 Yes  No \_\_\_\_\_
- Davis-Bacon wage poster (WH-1321) is posted at the construction site in a conspicuous place protected from the weather in all relevant languages <http://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf> ;  
<http://www.nclabor.com/posters/posters.htm>  
 Yes  No \_\_\_\_\_
- Applicable Davis-Bacon wage rate determination are displayed at the construction site in a location accessible to laborers and mechanics <http://www.wdol.gov/dba.aspx#0>  
 Yes  No \_\_\_\_\_
- If apprentices are being used, documentation is available certifying compliance with or proving registration with DOL or State Program  
 Yes  No \_\_\_\_\_
- Davis Bacon help desk, call 1-866-487-9243

**Procurement Process** (10 CFR Part 600; OERI Directives)

- Were competitive bids sought? (Required for government agencies; encouraged for all others)  
 Yes  No \_\_\_\_\_
- Did the grantee post on the IPS website? (public sector only)  
 Yes  No \_\_\_\_\_
- Were the bids advertised in the newspaper? List the name of the newspaper. (public sector only)  
 Yes  No \_\_\_\_\_
- Did the grantee document vendor/contract selection?  Yes  No. How many responses were received?  
\_\_\_\_\_
- Is there a procedure in place for review of proposed procurements to avoid purchase of unnecessary or duplicative items, and other ways (such as leasing versus purchasing alternatives) to make a more economical purchase? (Non-Profit/Higher Ed and Government Agency)  
 Yes  No \_\_\_\_\_
- Are the contracts fixed price contracts?  
 Yes  No \_\_\_\_\_
- Did the governing body or authorized staff person approve the proposal?  
 Yes  No \_\_\_\_\_

- Was the contract executed prior to date of release of funds?  
 Yes  No \_\_\_\_\_
- Are Grantees checking potential contractors against federal and state lists of debarred organizations?  
(<http://www.doa.state.nc.us/pandc>)  
 Yes  No \_\_\_\_\_

**Match/Leverage Documentation**

- Check the match/leverage expenditures against the backup documentation (invoices, receipts, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

**Close Out Process**

- Review the close out process and requirements  
\_\_\_\_\_  
\_\_\_\_\_

**Problems Observed**

- List any problems that were observed and actions taken to correct problems:  
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\_\_\_\_\_  
\_\_\_\_\_

**Other Comments:**

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SEO Employee Signature:\_\_\_\_\_

Date:\_\_\_\_\_

## Monitors Guide

10 CFR Part 600 [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title10/10cfr600\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title10/10cfr600_main_02.tpl)  
Free workplace law poster <http://www.nclabor.com/posters/posters.htm>  
Employees certified weekly payroll (you can find sample at [http://www1.eere.energy.gov/wip/pdfs/wh-347\\_example.pdf](http://www1.eere.energy.gov/wip/pdfs/wh-347_example.pdf) )  
Davis Bacon Wage Determination <http://www.wdol.gov/dba.aspx#3>  
Davis Bacon Wage Determination - Excel Sheet (not to be used)  
[http://www1.eere.energy.gov/wip/dol\\_wage\\_determinations\\_sep\\_eecbg.html](http://www1.eere.energy.gov/wip/dol_wage_determinations_sep_eecbg.html)  
Davis Bacon help desk, please call 1-866-487-9243  
Hire Historically Underutilized Businesses (HUB) Contractors (minorities) <http://www.doa.nc.gov/hub/searchhub.htm>  
Information Resources [http://www1.eere.energy.gov/eere\\_faq/default.aspx?pid=10&spid=1](http://www1.eere.energy.gov/eere_faq/default.aspx?pid=10&spid=1)  
**NC Recovery / OERI home page** <http://www.ncrecovery.gov>  
**NC State Energy Office home page** [www.energync.net](http://www.energync.net)  
**Wage Determinations OnLine** <http://www.wdol.gov/>  
**DUNS Number** [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp)  
**Central Contractor Registration (CCR)** <https://www.bpn.gov/ccr/default.aspx>  
**NC Grants** <https://www.ncgrants.gov/NCGrants/Home.jsp>  
**Davis Bacon** [http://www1.eere.energy.gov/wip/davis-bacon\\_act.html](http://www1.eere.energy.gov/wip/davis-bacon_act.html)  
**Buy American webpage for EERE** [http://www1.eere.energy.gov/recovery/buy\\_american\\_provision.html](http://www1.eere.energy.gov/recovery/buy_american_provision.html)  
**EECBG 10-004 Davis Bacon Act** [http://www.eecbg.energy.gov/Downloads/EECBG\\_Program\\_Guidance\\_DBA\\_121709.pdf](http://www.eecbg.energy.gov/Downloads/EECBG_Program_Guidance_DBA_121709.pdf)  
**EECBG 10-005 Guidance on Davis Bacon Act for Individual Homeowners**  
[http://www.eecbg.energy.gov/Downloads/Guidance\\_for\\_Rebates\\_Notice.pdf](http://www.eecbg.energy.gov/Downloads/Guidance_for_Rebates_Notice.pdf)  
**Davis Bacon Act FAQs** <http://www.eecbg.energy.gov/davisbacon.html>  
**Buy American FAQs** <http://www.management.energy.gov/documents/ARRAGuideAttachment10v1.pdf>  
**All Agency Memorandum RE ARRA** <http://www.wdol.gov/aam/aam208.pdf>  
**Guidance on the Buy American provision as applied to Energy Efficiency and Renewable Energy Projects funded by the American Recovery and Reinvestment Act of 2009**  
[http://www.eecbg.energy.gov/Downloads/EERE\\_Program\\_Guidance\\_Buy\\_American\\_121709.pdf](http://www.eecbg.energy.gov/Downloads/EERE_Program_Guidance_Buy_American_121709.pdf)  
**EECBG Guidance for Rebates** [http://www.eecbg.energy.gov/Downloads/Guidance\\_for\\_Rebates\\_Notice.pdf](http://www.eecbg.energy.gov/Downloads/Guidance_for_Rebates_Notice.pdf)  
**EECBG NOTICE 10-006** [http://www.eecbg.energy.gov/Downloads/Historic\\_Preservation\\_Program\\_Guidance\\_WAP\\_10-012\\_SEP\\_10-006\\_EECBG\\_10-006\\_021110.pdf](http://www.eecbg.energy.gov/Downloads/Historic_Preservation_Program_Guidance_WAP_10-012_SEP_10-006_EECBG_10-006_021110.pdf)  
**Historic Preservation** [http://www.eecbg.energy.gov/about/historic\\_preservation.html](http://www.eecbg.energy.gov/about/historic_preservation.html)  
**EECBG 10-003 National Environmental Policy Act NEPA / Wastestreams**  
[http://www.eecbg.energy.gov/Downloads/EECBG\\_10-003\\_NEPA\\_Program\\_Guidance\\_Notice\\_121709.pdf](http://www.eecbg.energy.gov/Downloads/EECBG_10-003_NEPA_Program_Guidance_Notice_121709.pdf)  
**NEPA Guidance** [http://apps1.eere.energy.gov/state\\_energy\\_program/doe\\_guidelines\\_nepa.cfm](http://apps1.eere.energy.gov/state_energy_program/doe_guidelines_nepa.cfm)  
**NEPA FAQs**  
<http://www.eecbg.energy.gov/nepa.html>