

Dear M_. :

Subject: Project No.
Description of Project

This letter is being provided to assist you and your subcontractor's in preparing the attached packages required for a "Construction Project Site Record Review".

Each contract is required to have one (1) review annually and at the completion of the project. this review shall report on the Contractor's activities, including all has subcontractors, from the beginning of the project. succeeding reviews shall only report on activities performed since the last review.

The contract was awarded to you on . Construction began on and was completed on . This review will cover the period of through .

Before a review can be performed, the following procedures and documents need to be completed:

1. The review will be held approximately four (4) weeks from the receipt of this letter. Please contact me at (860) 000-000 to schedule the meeting.
2. The contractor is responsible for filling out Packet "A". These forms must be completed thoroughly and accurately. If you did not have any activity in a particular area, please write "no activity" on that form. A listing of recruitment sources utilized to staff the project should also be provided at the time of the meeting.

Included in the Contractor's Packet "A" are the following forms:

- A. Employment Data: Report all hours worked by craftsperson's during the specific reporting period. The "Minority Percent of total Work Hours" must be calculated and the number of craftspersons needs to be entered in the "Total Employment" columns for all employees and minority employees.
- B. The next three sheets pertain to:
 1. New Hires: A craftsperson working for a contractor for the first time or craftsperson referred from a Union or Hiring Hall in response to a request by the Contractor.
 2. Rehires: a rehire is a craftsperson who worked for the contractor the previous construction season and is recalled for work by the same contractor when that same contract commences in the next construction season.

3. Transfers: A transfer is a craftsperson who works for the contractor and who moves from contractor to contract working for the same contractor.

Note: The total number of employees shown on the Employment Data sheet must equal the total number of employees shown on the above three sheets.

- C. On-The-Job Trainees (OJT): List the Trainee's Name, Craft, Total Hours completed, Hours to be Completed, Active/Inactive or Terminated and if the training was completed.
- D. DBE/SBE Participation: List all subcontractors or suppliers, DBE or SBE, percent contracted out, subcontract or agreement value. Monies paid to date, and the total DBE/SBE percentage of the original contract complete to date. (Note – Only indicate the one program that applies: DBE on Federal participating or SBE on State only project.)

The contractor must forward Packet "B" to all of their subcontractors performing work on the contract. The packet must be completed thoroughly and accurately. If no activity was performed during a particular time period, please write "no activity" on that form. The contractor should review the submittals for completeness and accuracy prior to submitting them to the Municipality.

If you are unable to obtain a completed Packet "B" from a subcontractor, you must provide documentation at the meeting that efforts were made to obtain this information. It is advised that the subcontractor be notified that failure to fill out this package may result in the suspension of his Affirmative Action Plan and other actions.

The Following forms are included in the Subcontract's packet "B":

1. Employment Data: See Above Instruction 2A.
2. The Next Three sheets pertain to:
 - A. New Hires: See Above Instruction B1.
 - B. Rehires: See Above Instruction B2.
 - C. Transfers: See Above Instruction B3.

Packets "A" and "B" should be submitted to the Municipality for review prior to the meeting. The contractor will be asked to address all discrepancies. Any errors found on the site record review forms are to be corrected and resubmitted to the Municipality within two (2) weeks. Failure to submit missing information will result in the package being forwarded to the Department of Transportation Contract Compliance with the recommendation that a full compliance review be performed.

Any questions regarding this review or the procedures required should be directed to at () - . Again, please call to arrange a meeting.

Sincerely,

Municipal Official

Attachments Packets "A" and "B"

cc: MSAT Team