

# **Attachment N - DBE Information**



# MILWAUKEE COUNTY

## CERTIFICATE OF GOOD FAITH EFFORTS – WORKFORCE HIRING GOALS

The intent of this certification is to document the good faith efforts implemented by the contract bidder/proposer in soliciting and utilizing Milwaukee County residents to meet this project's participation goal. This certificate will assist Milwaukee County in determining whether the bidder/proposer has implemented comprehensive good faith efforts.

Failure to demonstrate good faith efforts to meet the assigned participation goals to the satisfaction of Milwaukee County could result in the forfeiture, in whole or in part, of the Performance Deposit and disqualification from future Milwaukee County projects.

I, \_\_\_\_\_, do hereby  
 acknowledge that I am the \_\_\_\_\_ of \_\_\_\_\_,  
 who has been identified as a bidder/proposer on the following development:

Project Title	Total Contract Amount	Residential Hiring Percentage	
		Goal	Pledged
		Apprenticeship/Job Training Percentage	
		Goal	Pledged

Provide a brief summary on why you believe your firm is unable to meet the participation goal on this project. Attach additional pages if necessary.

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I hereby certify that I have utilized comprehensive good faith efforts to solicit and utilize certified firms to meet the participation goals of this contract, as demonstrated by my completion of the following tasks:

- A. Developed a PERC Compliance Plan to ensure the residential hiring goal and the apprenticeship/job training goal were met, or at a minimum that good faith efforts were taken to achieve such goals.

**FOR THE RESIDENTIAL HIRING GOAL:**

- B. Advertised that Developer is involved in a project that encourages Milwaukee County Residents involvement and have companies that feel they could help Developer achieve that requirement bid on their area of expertise. Copies of the announcements are attached.

<b>Published Announcement/Publication (please describe)</b>	<b>Date</b>

Attach additional sheets if necessary.

- C. Sought assistance and cooperated with local workforce programs and organizations to locate potential workers. Included below is a recruitment log detailing these efforts.

<b>Association/Organization</b>	<b>Date of Notification</b>	<b>Contact Person</b>	<b>Date(s) of Follow-up Call</b>

Attach additional sheets if necessary. NOTE: In the event that an organization is unresponsive after an inquiry, a second attempt shall be made. If the organization remains unresponsive, whether to continue attempts shall be at the discretion of the Developer.

- D. Sat down with various unions to discuss the project with them and to see how they might be able to help identify Milwaukee County workers that could work on the project with Developer.

<b>Union</b>	<b>Contact Name/Phone Number</b>	<b>Date of Meeting</b>

Attach additional sheets if necessary.

E. Any other efforts undertaken. Please describe. Attach additional sheets if necessary:

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**FOR THE APPRENTICESHIP/JOB TRAINING GOAL:**

F. Worked with local training organizations that provide valuable on-the-job training opportunities to individuals that might not otherwise be in a position to obtain this experience.

<b>Association/Organization</b>	<b>Contact Person</b>	<b>Date of Contact</b>

G. Requested that union contractors and subcontractors have at least one (1) union apprentice on their crew (whether more are permitted depends on the size of the crew and union rules).

H. Monitor payroll reports from contractors and subcontractors for compliance. (Payroll reports from union contractors must indicate which member of the crew is an apprentice)

I. Work with participating job training programs or apprenticeship programs to monitor participation.

J. Any other efforts undertaken. Please describe. Attach additional sheets if necessary:

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## **AFFIDAVIT OF CERTIFICATION**

The undersigned, having been first duly sworn, affirms that the information given in the above certificate is true and correct to the best of his/her knowledge and belief.

Signed: \_\_\_\_\_

Subscribed and sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

My commission expires \_\_\_\_\_, 20\_\_\_\_.

## **GUIDANCE CONCERNING GOOD FAITH EFFORTS**

When Milwaukee County assigns a participation goal, the expectation is that a bidder/proposer will achieve it. The bidder/proposer can achieve the goal in one of two ways. First, the bidder/proposer can meet or exceed the goal by documenting, through certified payroll reports and employee affidavits, those workers who are Milwaukee County residents and those workers which are part of an apprenticeship or other job training program. Secondly, the goal can be met if the County determines, based on the bidder/proposer's documented efforts, that it acted in good faith to achieve it, regardless of the outcome. While what constitutes good faith efforts are outlined in this PERC Compliance plan and the Certification of Good Faith Efforts forms, these documents are neither exclusive nor inclusive. Simply undertaking the "minimum" good faith efforts as required by the forms will not necessarily be sufficient. Moreover, it is not about the quantity, but the quality of efforts undertaken.

The County is looking for a concerted effort on the part of the Developer and its General Contractors. Dates of contact are very important, as they help to demonstrate the Developer made efforts throughout the Project, rather than simply at the beginning or at the end. Efforts of the Developer will not be deemed good faith if the records clearly indicate an intent to evade the requirement. Frequent change orders throughout the project (which affect participation) could be a red flag that the Developer's front-end efforts were not sincere. The more documentation of efforts, conversations and the results of those contacts will only help the Developer establish that a good faith effort was made.

Strong documentation of efforts, including any additional efforts undertaken by the Developer and its General Contractor not required or requested in this report should nonetheless be included. In the event the residential hiring and/or apprenticeship/job training goals are not met, this documentation provides the clearest signal to the County that the Developer was making bona fide efforts. Milwaukee County reserves to verify any of the information contained in the reporting.

Reasonableness is the key when determining whether good faith efforts were made. The County is not expecting a Developer to contact every local agency which may/may not have connections to local residents in need of work. However, if only one agency is contacted and the goal remains far out of reach, it would be unreasonable for a Developer not to reach out to any others. While reasonableness is often viewed as a subjective standard, a developer using its good business judgment should have no issues determining when it has acted in good faith. Again, it is not the quantity, but the quality of the efforts that is being evaluated.

If under any circumstances the Developer is concerned its efforts are not sufficient, it may contact DAS – Economic Development for advice and guidance.



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## CERTIFICATE OF GOOD FAITH EFFORTS

The intent of this certification is to document the good faith efforts implemented by the contract bidder/proposer in soliciting and utilizing certified firms to meet this project's participation goal. This certificate will assist Milwaukee County in determining whether the bidder/proposer has implemented comprehensive good faith efforts.

Failure to demonstrate good faith efforts to meet the assigned participation goal to the satisfaction of Milwaukee County could result in the rejection of the bid/proposal.

I, \_\_\_\_\_, do hereby acknowledge that I am the \_\_\_\_\_ of \_\_\_\_\_, who has been identified as a bidder/proposer on the following Milwaukee County Project:

Project No.	Project Title	Total Contract Amount	DBE Percentage	
			Goal	Pledged

Provide a brief summary on why you believe your firm is unable to meet the participation goal on this project. (Attach additional pages if necessary)


I hereby certify that I have utilized comprehensive good faith efforts to solicit and utilize certified firms to meet the participation goal of this contract, as demonstrated by my responses to the following questions:

### **A. Identifying Contractible Work Items**

Bidder/Proposer is encouraged to select portions of work to be contracted in a manner that will increase the likelihood of meeting the participation goal. In selecting work to be contracted, bidder/proposer will consider, where appropriate, breaking down contracts into economically feasible units to facilitate small business participation.

1. Which portion(s) or section(s) of the contract, in terms of the nature of work, was/were selected to be contracted to certified firms (or broken down into economically feasible units to facilitate participation)?


**B. Notifying Certified Firms of Contracting Opportunities**

2. In the table below, indicate which certified firms received written notification of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone solicitations. Include copies of written solicitations to certified firms. (Attach additional pages if necessary)

Certified Firm Contacted	Date of Written Notification	DBE (Yes/No)	Date of Follow-up Telephone Call

3. Identify publications in which announcements or notifications were placed and published, if any. Include a copy of each announcement or notification.

Published Announcement/Publication (please describe)	Date

4. Identify minority and/or women’s associations or organizations that received written notifications, including dates of notifications. Provide name of person and date of follow-up call. If no follow-up calls made, explain why not. Include copies of letters sent.

Association/Organization	Date of Notification	Contact Person	Date of Follow-Up Call

5. Were the services of Milwaukee County’s Community Business Development Partners Department (CBDP) used to assist in the recruitment of certified firms?

Yes \_\_\_\_\_ No \_\_\_\_\_

Contact was made by: Telephone \_\_\_\_\_ Correspondence \_\_\_\_\_

Date contacted: \_\_\_\_\_ Person Contacted: \_\_\_\_\_

**C. Providing Certified Firms With Assistance**

6. Explain any efforts undertaken to provide certified firms with adequate information about project scope of work and requirements of the contract.


7. Describe any efforts undertaken to assist certified firms in obtaining lines of credit or insurance required by Milwaukee County and/or the contractor/consultant.


8. Describe any other efforts initiated to provide special assistance to certified firms interested in participating in the project.


**D. Soliciting Proposal/Quotes From Interested Certified Firms**

Bidder/Proposer must solicit quotes in good faith with interested certified firms. Quotes, proposals and/or bids, from interested certified firms shall not be rejected without sound justification.

9. Indicate, in the table below, which certified firms submitted quotes on the contract. Also, if any quotes of certified firms were rejected, provide a brief explanation as to why. Include copies of all quotes received for this project. (Attach additional pages if necessary)

Name, Phone & Address of Contact Person at Certified Firm	Work Quoted and Explanation for Rejecting Quotes

10. Please include all other comments you want Milwaukee County to consider. (Attach additional pages if necessary)


**NOTE:** The information requested as set forth above is the minimum information required by Milwaukee County's Community Business Development Partners Department (CBDP) and CBDP may request the bidder/proposer to submit information on other actions taken to secure participation of certified firms in an effort to meet the contract goal.

### **AFFIDAVIT OF CERTIFICATION**

The undersigned, having been first duly sworn, affirms that the information given in the above certificate is true and correct to the best of his/her knowledge and belief.

Signed: \_\_\_\_\_

Authorized Representative

Subscribed and sworn to before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20 \_\_\_\_.

# **GUIDANCE CONCERNING GOOD FAITH EFFORTS**

When Milwaukee County assigns a participation goal, a bidder/proposer shall, in order to be responsive, make good faith efforts to meet this published goal. The bidder/proposer can meet this requirement in either of two ways. First, the bidder/proposer can meet or exceed the goal by documenting commitments for participation by certified firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder/proposer can document adequate good faith efforts toward that end. This means that the bidder/proposer must show that it took all necessary and reasonable steps to achieve the participation goal, which, by their scope, intensity and appropriateness to the objective; could reasonably be expected to obtain sufficient participation, even if they were not fully successful.

Any situation in which Milwaukee County has assigned a participation goal on a contract requires the use of the good faith effort mechanism delineated herein. CBDP will make a fair and reasonable judgment as to whether a bidder/proposer that did not meet the goal made adequate good faith efforts according to these guidelines. It is important to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder/proposer has made. The efforts employed by the bidder/proposer should be those that one could reasonably expect a bidder/proposer to take if the bidder/proposer were actively and aggressively trying to obtain participation sufficient to meet the participation goal. Mere pro forma efforts are not good faith efforts to meet the contract requirements. CBDP determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

The following is a list of types of actions, which Milwaukee County will consider as part of the bidder/proposer's good faith efforts to obtain participation of certified firms. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases:

1. Soliciting, through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices), the interest of all certified firms who have the capability to perform the work of the contract. The bidder/proposer must solicit this interest within sufficient time to allow the certified firms to respond to the solicitation. The bidder/proposer must determine with certainty that the certified firms are interested by taking appropriate steps to follow up initial solicitations.
2. Selecting portions of the work to be performed by certified firms in order to increase the likelihood that the participation goal will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate participation, even when the prime contractor/consultant might otherwise prefer to perform these work items with its own forces.
3. Providing interested certified firms with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
4. Negotiating in good faith with interested certified firms.
  - a. It is the bidder/proposer's responsibility to make a portion of the work available to certified firms and to select those portions of the work consistent with the available certified firms, so as to facilitate participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of certified firms that were considered; a description of the information provided regarding the plans and specifications for the work selected for contracting; and evidence as to why additional agreements could not be reached for certified firms to perform the work.
  - b. A bidder/proposer using good business judgment would consider a number of factors in negotiating with subcontractors, including certified subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, **the fact that there may be some additional costs involved in finding and using certified firms is not in itself sufficient reason for a bidder/proposer's failure to meet the participation goal, as long as reasonable.** Also, the ability or desire of a bidder/proposer

to do the work of a contract with its own organization does not relieve it of the responsibility to make good faith efforts. Bidders/Proposers are not, however, required to accept higher quotes from certified firms if the price difference is excessive or unreasonable.

5. Not rejecting certified firms as being unqualified without sound reasons based on a thorough investigation of their capabilities. The bidder/proposer's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the bidder/proposer's efforts to meet the project goal.
6. Making efforts to assist interested certified firms in obtaining lines of credit or insurance as required by Milwaukee County or the bidder/proposer.
7. Making efforts to assist interested certified firms in obtaining necessary resources or related assistance or services.
8. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of certified firms.

In determining whether a bidder/proposer has made good faith efforts, Milwaukee County may take into account the performance of other bidders/proposers in meeting the contract goal. For example, when the apparent successful bidder/proposer fails to meet the contract goal, but others meet it, Milwaukee County may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder/proposer could have met the goal. If the apparent successful bidder/proposer fails to meet the goal, but meets or exceeds the average participation obtained by other bidder/proposers, Milwaukee County may view this, in conjunction with other factors, as evidence of the apparent successful bidder/proposer having made good faith efforts.







# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## COMMITMENT TO CONTRACT WITH DBE

### ADDITIONAL INFORMATION & REQUIREMENTS:

1. The Directory of Certified DBE firms eligible for credit toward the satisfaction of this project's DBE goal will be found at the following link, and can be searched by Name and/or NAICS code.  
<https://app.mylcm.com/wisdot/Reports/WisDotUCPDirectory.aspx>
2. **CONTRACT ADJUSTMENTS:** Prime contractor/consultant shall maintain the approved DBE participation level during the term of the contract with Milwaukee County to include additional work on the contract, e.g., use of allowance, change orders, addendums, extra work, etc. Contract adjustments shall include proportional DBE participation.
3. **WRITTEN CONTRACTS WITH DBEs:** CBDP requires that prime contractors/consultants enter into contract, directly or through subcontractors, with the DBE(s) specifying the work to be completed and the dollar amount as indicated in this form. Agreements must be submitted to CBDP within 7 days of receipt of the Notice-To-Proceed, or execution of the Purchase Order. By executing the above affidavit, your company is certifying, under oath, that you have had contact with the named DBE firm(s), that the DBE firm(s) will be hired, and that the DBE firm(s) will participate to the extent indicated in performance of the contract. VIOLATION OF THE TERMS OF THIS AFFIDAVIT IS GROUNDS FOR TERMINATION OF YOUR CONTRACT.
4. **SUBSTITUTIONS, DBEs SUBCONTRACTING WORK, TRUCKING FIRMS:** The prime contractor/consultant must submit written notification of desire for substitution to the DBE affected, and forward a copy to CBDP, specifying the reason for the request. Any DBE so notified has five (5) business days to provide written objection/acceptance to the prime making the notification. The "right to correct" must be afforded any DBE objecting to substitution/termination for less than good cause as determined by CBDP. Approval must be obtained from CBDP prior to making any substitutions. DBE contractors are also required to notify and obtain approval from CBDP prior to seeking to subcontract out work on this project. In the case of DBE trucking firms, credit will be given for trucks leased from other DBE firms; however, if the DBE leases trucks from non-DBE firms, only the commission or fee will be counted for DBE crediting.
5. **REQUESTS FOR PAYMENT:** Contractor/Consultant must indicate on the Continuation Sheet (AIA form G703) the work being performed by DBEs by either a) placing the word "DBE" behind the work item or b) breaking out the work done by DBEs at the end of the report. Prime contractor/consultant shall notify DBEs of the date on which they must submit their invoices for payment.
6. **DBE UTILIZATION REPORTS:** A DBE Utilization Report (DBE-16) must be submitted with each request for payment for the period's activity, even if no activity takes place during the period being reported. Payments will be withheld from all prime contractors/consultants not in compliance.

If you have any questions on forms or related to Milwaukee County's DBE Program, please contact  
CBDP Compliance Team / [cbdpcompliance@milwcnty.com](mailto:cbdpcompliance@milwcnty.com) / 414.278.4747



**COMMUNITY BUSINESS DEVELOPMENT PARTNERS  
MILWAUKEE COUNTY**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION REPORT**

*SUBMIT WITH EACH PAYMENT REQUEST/INVOICE*

PAYMENT/INVOICE # \_\_\_\_\_

NAME OF FIRM \_\_\_\_\_ TELEPHONE NO. (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP CODE \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_ PROJECT # \_\_\_\_\_

TOTAL CONTRACT \$ AMT \_\_\_\_\_ TOTAL CONTRACT PAYMENT \$ \_\_\_\_\_ CONTRACT % COMPLETE \_\_\_\_\_

TOTAL DBE CONTRACT \$ AMT \_\_\_\_\_ TOTAL DBE PAYMENT \$ \_\_\_\_\_ DBE % COMPLETE \_\_\_\_\_

COUNTY PROJECT/CONTACT PERSON \_\_\_\_\_ TELEPHONE NO. (\_\_\_\_) \_\_\_\_\_

REPORT FOR THE PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_ 20 \_\_\_\_\_ FINAL REPORT: ( ) Yes ( ) No

*List all DBE firms utilized in connection with this Project, even if not used during this reporting/billing period.*

NAME OF DBE FIRM	DBE CONTRACT \$ AMOUNT	DBE WORK/SERVICE(S) PERFORMED	AMOUNT DUE TO DBE FOR THIS PERIOD	TOTAL PAYMENTS TO DATE	REMAINING BALANCE

**Prepared by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
(Name & Title) (Name & Title)



# COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

## DIRECTIONS FOR COMPLETING THE "DBE" UTILIZATION REPORT

(This report must be submitted with each payment application)

1. Prime contractor's registered company name.
2. Prime contractor's business telephone number.
3. Prime contractor's business address, City, State and Zip Code for prime contractor's place of business.
4. Name/title of County Project
5. Project number as stated in the Bid Announcements and Specifications.
6. Total dollar amount of contract awarded prime contractor by Milwaukee County, Payments to Prime year to date, and % contract being completed.
7. Total DBE subcontract dollar amounts (all DBEs), Total payment made to all DBEs, and % of total prime's contract.
8. County Project Manager/Contact Person with whom your firm coordinates the progress of the project.
9. Telephone number of the above County representative.
10. The period and year for which payments are being reported.
11. The line next to Final Report is to be checked only when the final payments have been made to all DBE subcontractors.
12. The name(s) of DBE firm(s) having received payment in the preceding month or period.
13. Total dollar amount of the work subcontracted to the listed firm(s).
14. The work or service performed by the listed DBE firm(s).
15. The dollar amount of payments made to each DBE subcontractor for the period being reported.
16. The total dollar amount paid to each DBE subcontractor to date (cumulative). As an example--if the report covers the first payment to a DBE subcontractor, the amounts listed in the last two columns would be the same; however, if previous payments had been made in preceding periods the columns would differ: the column "Amount of Payments for the Period" would show only the payment for the period being reported and the next column would show the subtotal of payments (cumulative) to each DBE subcontractor to date.
17. Remaining balance of the subcontract to the listed DBE firm(s).
18. Prime contractor's staff that actually prepared the report.
19. Prime contractor's officer or personnel authorized to review and approve the DBE Utilization Report.

THIS REPORT MUST BE SUBMITTED WITH EACH PAYMENT APPLICATION



COMMUNITY BUSINESS DEVELOPMENT PARTNERS  
**MILWAUKEE COUNTY**

**CONTRACT CLOSE-OUT**  
**DBE PAYMENT CERTIFICATION**

Prime Contractor/Consultant must attach this form to the request for final payment in order to receive payment.

County Department Issuing Contract/Project: \_\_\_\_\_

Prime Contractor/Consultant: \_\_\_\_\_

DBE Firm: \_\_\_\_\_

Project No.: \_\_\_\_\_ Project Name: \_\_\_\_\_

*Complete Section A if full payment has been made.*

*Complete Section B if full payment will be made upon receipt of final payment from Milwaukee County.*

**\*SECTION (A) DBE FIRM COMPLETES IF FINAL PAYMENT HAS BEEN RECEIVED**

I hereby certify that our firm received \$\_\_\_\_\_ total payment for work on the above referenced Milwaukee County project or contract.

Date \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(DBE Contractor/Consultant Signature)

\_\_\_\_\_  
(Print Name & Title)

**\*SECTION (B) BOTH PRIME CONTRACTOR/CONSULTANT AND DBE FIRM COMPLETE IF FULL PAYMENT HAS NOT BEEN MADE TO DBE FIRM AND A BALANCE REMAINS TO BE PAID.**

I hereby certify that our firm has paid to date a total of \$\_\_\_\_\_ and will pay the balance of \$\_\_\_\_\_ to \_\_\_\_\_ upon receipt of payment from Milwaukee County for work on the above referenced project or contract.

Date: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Prime Contractor/Consultant Signature)

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(DBE Contractor/Consultant Signature)

\_\_\_\_\_  
(Print Name & Title)

*EXHIBIT B*  
*Certified Payroll Report and Statement of Compliance*  
*Employee Affidavit*

**CERTIFIED PAYROLL REPORT**

Name of Contractor/Subcontractor				Address							
Payroll Number			Week Ending			Project and Location			Project or Contract Number		

Name, Address and Last 4 digits of SSN	Sex (M/F)	Race	Worker Classification, Trade or Occupation (Note if apprentice or job training programee)	OT or ST	Day and Date							Total Hours	Rate of Pay	Gross Amount Earned	Deductions					Net Wages Paid		
					M	T	W	R	F	Sat	Sun				FICA	With-holding Tax	State Tax	Other	Total Deduct ions			
					Hours Worked Each Day																	
				ST							0											
				OT							0			0						0		0
				ST							0											
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Each and every employee employed by me during above payment period has been paid the prevailing wage rate in conformance with the Development Agreement. Information contained in this report is true and accurate to the best of my knowledge.

**CERTIFIED PAYROLL REPORT**

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Each and every employee employed by me during above payment period has been paid the prevailing wage rate in conformance with the Development Agreement. Information contained in this report is true and accurate to the best of my knowledge.

Statement of Compliance

PROJECT: \_\_\_\_\_

WEEK ENDING: \_\_\_\_\_

PR#: \_\_\_\_\_

Contractor Name  
Address  
City, State, Zip

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

I, \_\_\_\_\_, \_\_\_\_\_ do hereby state:

(1) That I pay or supervise the payment of the persons employed by \_\_\_\_\_ on the above project, that during the payroll period commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and ending the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ all persons employed on the said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said \_\_\_\_\_ from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. 276c); and described below:

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

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rate for laborers or mechanics contained herein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth herein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

- (4) That:
- a. WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS  
- In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.
  - b. WHERE FRINGE BENEFITS ARE PAID IN CASH  
- Each laborer or mechanic listed in the above reference payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.
  - c. EXCEPTIONS

EXCEPTIONS (CRAFT)	EXPLANATION

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature \_\_\_\_\_

The willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution. See Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

**EMPLOYEE AFFIDAVIT**

Residential Hiring

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Development Project Name

I certify that I maintain my permanent residence in the City of \_\_\_\_\_, County of

Milwaukee, and that I vote, pay personal income tax, obtain my driver's license, etc. at

\_\_\_\_\_, WI, \_\_\_\_\_.  
Address City Zip Code

**RESIDENCY STATUS:**

To verify my resident status, attached please find the following:

- Copy of my voter's certification form
- Copy of my last year's Form 1040
- Copy of my current Wisconsin Driver's License or State ID
- Copy of Other (i.e. Utility bill, lease, etc.)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Telephone Number

Subscribed and sworn to me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_.  
My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, Milwaukee County