

Subgrantee Oversight of Contractor ACKNOWLEDGEMENT

DESCRIPTION

2 CFR 200.318(b) (b) "Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders."

Effective July 1, 2021, the Arizona Department of Housing (ADOH) - Weatherization Assistance Program (WAP) will require the Sub-grantee to do 10% random sampling inspection on each of their contractors during at least one of the various stages of the job cycle (*initial, in-progress, post-construction, and final inspection*) (*minimum of one (1) job per contractor*). The jobs chosen for contractor oversight inspection must be independent of those selected for state monitoring visits. If the Sub-grantee finds that the contractor is not performing in accordance to their contract or purchase order, the Sub-grantee will need to increase the number of oversight visits from 10% to 50%. The Sub-grantee must document their attendance below, provide back-up oversight document(s) if applicable, and report jobs and contractors inspected in the quarterly Performance Report required by the ADOH-WAP.

The ADOH will monitor each Sub-grantee for compliance with this policy/procedure during desk review of the quarterly performance reports and at annual monitoring conducted either in person or virtually. It is expected that Sub-grantees will be able to demonstrate inspections performed at each of the various stages (initial, in-progress, post-construction, and final inspection). For example Contractor A is inspected at in-progress stage and Contractor B is inspected post construction. It will not be acceptable for Sub-grantees to inspect each of their contractors all at the same stage (i.e. Contractors all inspected at in-progress stage).

Indicate in section below the job number, property address and stage in which you were present, provide signatures and oversight dates, make any notations regarding contractor performance, and place the completed form and back-up documents if applicable in the Client File.

A Homeowner signature and date is required verifying the Subgrantee was present.

- By signing below, the Subgrantee Representative acknowledges oversight of contractor.
- By signing below, the Homeowner acknowledges a Subgrantee Representative was present.

SUBGRANTEE:		JOB NUMBER:	
PROPERTY ADDRESS:			
CONTRACTOR :			
<input type="checkbox"/> INITIAL AUDIT			
	Subgrantee Representative Signature & Date of Oversight		
	Homeowner Signature & Date		
<input type="checkbox"/> IN-PROGRESS			
	Subgrantee Representative Signature & Date of Oversight		
	Homeowner Signature & Date		
<input type="checkbox"/> POST-CONSTRUCTION			
	Subgrantee Representative Signature & Date of Oversight		
	Homeowner Signature & Date		
<input type="checkbox"/> FINAL INSPECTION			
	Subgrantee Representative Signature & Date of Oversight		
	Homeowner Signature & Date		
--- ENTER NOTES ON NEXT PAGE ---			

NOTES (*optional*)