



MSDGC State Prevailing Wage Checklist

Contract Name: _____
Contract Number: _____
Contract Holder: _____

Subcontractor Utilization Form:

MSDGC Form 2004 – Subcontractor Approval & Substitution Request:

MSDGC requires that all subcontractors, regardless of tier, be approved by the Prevailing Wage Coordinator **prior to** starting work on a MSDGC project. This is the only form that suppliers are required to submit. This form must be submitted via VCCS along with the subcontractor approval request. For prevailing wage only projects (without minority inclusion goals), submit form 208 via email to the Prevailing Wage Coordinator.

Prevailing Wage Forms:

MSDGC Schedule of Payments & Payroll Dates:

This form is required to be submitted by all contractors and subcontractors prior to beginning work on any public improvement project. This form must be submitted via LCP Tracker.

MSDGC Prevailing Wage Notification to Employee Form:

The contractor or subcontractor shall furnish the Prevailing Wage Notification Form to each employee on the project that is not covered by a collective bargaining agreement/union and do not contribute to a benefits plan that has been approved by the State of Ohio. The Prevailing Wage Notification Form must be uploaded in LCP Tracker along with the first payroll and the forms will need to be updated if wage rates change throughout the life of the project.

Union Affiliation Letter (if applicable):

This form may be used as an alternative to the Prevailing Wage Notification Form where appropriate. The Union Affiliation Letter must be on union letterhead and uploaded in LCP Tracker along with the first payroll.

USDOL Apprenticeship Certification (if applicable):

Apprenticeship certificates must be uploaded in LCP Tracker for approval by DEI before the certified payroll can be submitted. The certificate must be issued by the U.S Department of Labor. Please email the DEI department at Joseph.Fleming@cincinnati-oh.gov for approval once uploaded to avoid delays in certified payroll submittals. This form must be submitted via LCP Tracker.

Certified Payroll Reports:

Electronic certified payroll must be submitted using LCP Tracker. Please be sure MSDGC has current information on the contact person for certified payroll for your company or any subcontractors you intend to hire.

MSDGC Form 104 Final Affidavit of Contractor or Subcontractor of Prevailing Wage:

This form must be submitted once a contractor has completed their work on the project. Each contractor and subcontractor must complete and have notarized. Please be sure that the dates correspond with the certified payroll on file. Final Affidavits must be submitted and approved before final pay applications can be approved. This form must be submitted via LCP Tracker.

MSDGC Form 105 Final Affidavit for Trucking Firms:

This form must be submitted once a trucking contractor has completed their work on the project. Each trucking contractor and subcontractor who qualifies for the *de minimis* exemption must complete this form. Final Affidavits must be submitted and approved before final pay applications can be approved. This form must be submitted via LCP Tracker.

***All applicable forms must be submitted at the beginning of the project, except for the Final Affidavit forms.**

The following must be posted at the project location as outlined below:

- MSDGC Equal Employment Opportunity (EEO) Poster:**
The prime contractor and any hiring subcontractors are required to post copies of this notice in conspicuous places available to employees and applicants.
- Prevailing Wage Rates:**
Current prevailing wage rates must be posted on location at the project site throughout the life of the contract. Changes in the rate of pay during the life of the contract are the responsibility of the Contractor. To ensure compliance, you are encouraged to visit the Contract Compliance Prevailing Wage site on a weekly basis at www.msdbg.org.

The General/Prime Contractor should share a copy of the contract and Prevailing Wage Rates applicable to the project along with a copy of the above-mentioned forms to their subcontractors to assist with compliance by the subcontractor.

All Contract Compliance Program forms can be found at www.msdbg.org

Direct all other MSDGC Contract Compliance Program inquiries to:

**Joseph Fleming III, MPA
Contract Compliance Specialist
Department of Economic Inclusion
Joseph.Fleming@Cincinnati-Oh.gov**
