

Federal Labor Standards Compliance – Davis-Bacon and Related Acts (DBRA) Checklist
PUBLIC HOUSING, TRIBALLY DESIGNATED HOUSING ENTITY, TRIBAL HOUSING PROGRAM ADMINISTERING
NAHASDA, NHHL and COMMUNITY DEVELOPMENT PROGRAMS
Davis-Bacon and Related Acts applicable for contracts over \$2,000

Project Name/Number: _____ Contract Dollar Amount: _____

- Prepare bid/contract documents
- Obtain Davis-Bacon Wage Rate <https://beta.sam.gov/> - Date: _____
- Federal Labor Standard Provisions (check one that applies)
https://www.hud.gov/program_offices/administration/hudclips/forms
PIH-HUD-5370 EZ ____ (Contracts \$2,000 - \$100,000) HUD-5370 ____ (Contracts over \$100,000)
CPD-HUD-4010 ____ (Contracts over \$2,000)
- 10 days prior to bid opening check wage determinations for any modifications
 - If there is a modification notify all bidders of change or document reason for non-notification
Notification date: _____
 - Sign contract within 90 days of bid opening. If not, obtain new wage decision
Contract signature date: _____
 - For additional wage rates email HUD-4230A to DOL at
whd-cbaconformance_incoming@dol.gov
https://www.hud.gov/program_offices/administration/hudclips/forms/hud4
Date emailed: _____ Date DOL response received: _____
- Verify contractor eligibility at www.sam.gov (prior to contact execution & print result for project file)
 - Debarred Not Debarred Date: _____
- Provide contractor training – Date: _____
Handouts: Wage Decision
 Applicable Federal Labor Standards Provisions
 Contractor Guide Book
 Explain additional classification process for trades missing from wage decision
 Other items local contracting agency wants to add to contractor packet
- Employees Rights under the Davis-Bacon Act poster (take picture of postings on site to include in project file)
English: <http://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf>
Spanish: <http://www.dol.gov/whd/regs/compliance/posters/davispan.pdf>
Date posted on job site: _____
- Conduct weekly or monthly (determined on the duration of project) on-site interviews using HUD-11
Date: _____ Date: _____ Date: _____ Date: _____ Date: _____
- Receive weekly payrolls; identify conduct payroll reviews; identify deficiencies; compare payrolls to Employee Interviews (HUD-11);
When required, obtain supporting documentation to verify apprenticeship status, J/A ratio, apprentice percentage of pay, and employee signed deduction authorization forms for other deductions identified on the certified payrolls.
Follow-up required: _____
- Resolve all discrepancies, including overtime payments. If required, send questionnaires, using HUD Form 4730, to workers to verify pay data. Follow-up required: _____
DBLS Forms: https://www.hud.gov/program_offices/administration/hudclips/forms