

## Federal Labor Standards Compliance – Davis-Bacon and Related Acts (DBRA) Checklist

PUBLIC HOUSING, TRIBALLY DESIGNATED HOUSING ENTITY, TRIBAL HOUSING PROGRAM ADMINISTERING NAHASDA,  
NHHH and COMMUNITY DEVELOPMENT PROGRAMS

Davis-Bacon and Related Acts applicable for contracts over \$2,000

Project Name/Contract Number: \_\_\_\_\_ Contract Dollar Amount: \_\_\_\_\_

☐ Prepare bid/contract documents. Include the following:

Davis-Bacon Wage Rates: SAM.gov Date Obtained: \_\_\_\_\_

Suggested language to inform contractors of their responsibilities regarding DBRA. Find it here:  
<https://duluthmn.gov/planning-development/community-development/resources-for-subrecipients/>

☐ 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: \_\_\_\_\_

☐ Verify contractor eligibility at [www.sam.gov](http://www.sam.gov) (prior to contract execution. Maintain result in project file)

☐ Debarred ☐ Not Debarred Date: \_\_\_\_\_

☐ Sign contract within 90 days of bid opening. If not, obtain new wage decision.

Contract signature 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: \_\_\_\_\_