

# Davis-Bacon and Related Acts Prevailing Wage Requirements

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# Agenda

## Day 1, Tuesday, February 10<sup>th</sup>

- Overview of Davis Bacon and Related Acts (DBRA)
- Applicability of Laws and Regulations
- Prevailing Wages
- California DIR
- Making Davis-Bacon Work
- 10-minute break
- Enforcement and Compliance
- Q & A

## Day 2, Wednesday, February 11<sup>th</sup>

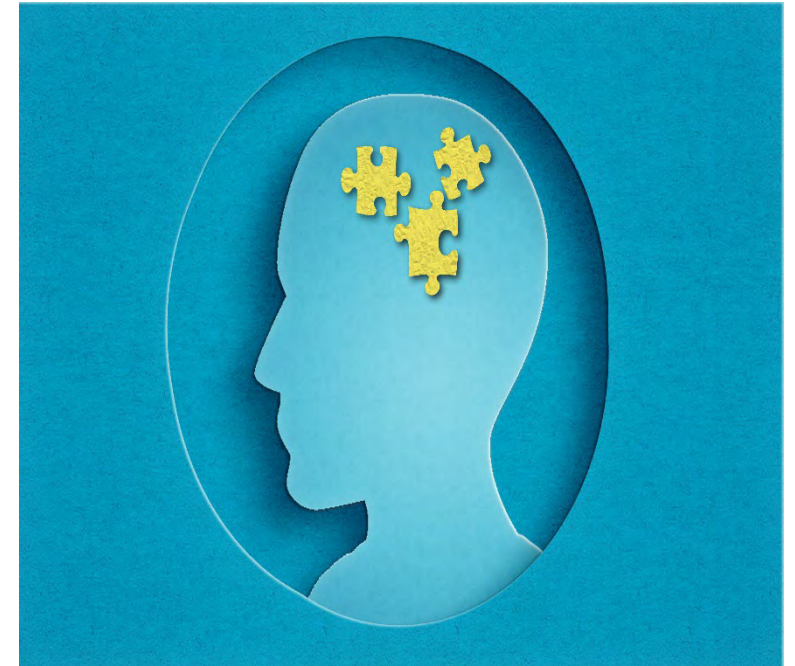
- Certified Payrolls
- Payroll Verification Interviews
- 10-minute break
- Documentation and Recordkeeping
- Common Errors
- Resources
- Knowledge Checks
- Scenario Exercise
- Q&A



# Knowledge Check

How familiar are you with DBRA and Labor Standards?

- a. Brand new, I don't know what DBRA Stands for (new to CDBG).
- b. Know enough to be dangerous (working with CDBG for 1-2 years).
- c. Proficient but always learning (working with CDBG for 3-4 years)
- d. Expert (working with CDBG for 5 years or more).





# **Overview of Davis-Bacon and Related Acts (DBRA)**



# Davis-Bacon and Related Acts (DBRA)

The main goal of Davis-Bacon is to ensure that construction laborers are treated fairly.

## The Davis-Bacon Act:

- Requires contractors and subcontractors to pay laborers and mechanics weekly
- Prohibits contractors and subcontractors from taking unallowable deductions
- Requires contractors and subcontractors to pay at least Davis-Bacon wages regardless of skill level
- Requires contractors and subcontractors to post wage decisions in a prominent and accessible place at the work site
- Permits the withholding of payments due to the contractor if wage restitution is due
- Permits the debarment of contractors that have disregarded their obligation to their employees



# Federal Statutes

## The Federal Fair Labor Standards Act (FLSA) (29 U.S.C. §201 et seq.)

- The FLSA is relevant to the construction industry
- To be subject to the FLSA, a business must:
  - Have two (2) or more employees; and
  - Have an annual gross sales volume of \$500,000 or more

## Section 110 of the Housing and Community Development Act (HCDA) of 1974, as amended (24 CFR §570.603)

- Extends coverage of Davis-Bacon and Related Acts (DBRA) to construction programs and projects financed by HUD funds, including new construction.



# Federal Statutes

## **The Contract Work Hours and Safety Standards Act (CWHSSA)**

Requires that hours worked in excess of 40 hours in a work week should be compensated at a rate not less than one and one-half times the regular basic rate of pay

## **The Copeland Act (Anti-Kickback Act)**

Prohibits contractors and subcontractors from requiring employees to give up any part of the compensation to which they are entitled

Requires contractors and subcontractors to submit weekly certified payrolls accompanied by a Statement of Compliance



# State and Federal Labor Standards

- CA HCD Standard Agreements requires compliance with both State and Federal Laws including Labor Standards.
- Generally, California Prevailing Wages are higher than federal, but record keeping is still required for both state and federal compliance.

## 9. Compliance with State and Federal Laws and Regulations

- A. Grantee, its agencies or instrumentalities, contractors, sub-grantees, and subrecipients shall comply with all local, state, and federal laws, statutes, and regulations, as well as policies and guidelines established by the Department for the administration of the CDBG program.

## 17. Contracting and Labor Standards

- A. Grantee shall comply with the Davis-Bacon Act (40 U.S.C. §§ 3141-3148) and 29 CFR Subtitle A, Parts 1, 3 and 5, as applicable, to construction, alteration, and repair contracts over \$2,000.00. If the Grantee is a subrecipient and not a non-entitlement UGLG, the Department will be responsible for reviewing and

## 18. Prevailing Wages

- A. Where funds provided through this Agreement are used for construction work, or in support of construction work, the Grantee shall ensure that the requirements of California Labor Code, Chapter 1, commencing with Section 1720, Part 7 [California Labor Code Sections 1720-1743] (pertaining to the payment of prevailing wages and administered by the California Department of Industrial Relations) are met.
- B. Where funds provided through this Agreement are used for construction work or in support of construction work, the Grantee shall also ensure that the federal requirements of the Davis Bacon Act codified at 40 U.S.C. § 3141, et seq. (as amended), pertaining to federal labor standards and compliance, are met and documented. Grantee recognizes that multiple labor standards (both state prevailing wage and federal Davis-Bacon Act) may apply to the project and both standards must be satisfied.



# Other Related Compliance Areas

- Build American Buy American
  - The Build America, Buy America Act (BABA) requires that all iron, steel, manufactured products, and construction materials used for federally-funded infrastructure (*includes some housing*) projects are produced in United States, unless otherwise waived by the associated federal agency. This requirement is known as the “Buy America Preference” (BAP).
- Section 3
  - Section 3 of the Housing and Urban Development Act of 1968 ensures recipients of certain HUD financial assistance, to the greatest extent feasible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons.
  - Section 3 requirements apply to construction projects that are at or over \$200,000 (or have over \$100,000 of lead abatement).



# Applicability of BABA

## Applicable to:

- CDBG
- HOME
- HTF
- RHP
- ESG
- CoC
- HOPWA

## Not Applicable:

- CDBG-DR
- CDBG-CV
- HOME-ARP
- HOPWA-CV
- ESG-CV
- RUSH



# Applicability of Davis-Bacon

Federal funds pay in whole or in part for any direct costs of construction;

**AND**

A project meets one of the following thresholds:

- ✓ Soft costs generally do not trigger Davis-Bacon
- ✓ Force account construction work is exempt for employees of a government agency (state or political subdivision)
- ✓ Volunteers are exempt (under certain conditions)

**Residential:**  
Property has 8 or more units

**Non-residential:**  
Any construction work valued at more than \$2,000



# Non-Construction Work

Certain non-construction activities will **not** trigger the Davis Bacon and Related Acts requirements, such as:

Real property acquisition

Architectural & engineering fees

Other professional services (legal, accounting, testing)

Other non-construction items



# Section 3 & DBRA Overlap Matrix

Project Condition	Section 3 Applies?	DBRA Applies	Notes:
Housing under \$200,000* and under 8 units	✗ No	? ✗ No	Neither threshold met.
Housing under \$200,000* and 8+ units	✗ No	✓ Yes	DBRA applies because both unit count and dollar threshold met.
Housing \$200,000*+ and 7 or less units	✓ Yes	✗ No	Section 3 applies because the dollar threshold has been met. However, under unit threshold for DBRA.
Housing \$200,000*+ and 8+ units	✓ Yes	✓ Yes	Both thresholds for Section 3 and DBRA have been triggered in terms of units and dollars.
Non-housing construction \$2,000-\$200,000	✗ No	✓ Yes	DBRA applies to general construction over \$2K (with minor exceptions)
Non-housing construction \$200,000+	✓ Yes	✓ Yes	Again, both thresholds have been triggered.

*\*or \$100,000 of lead abatement.*

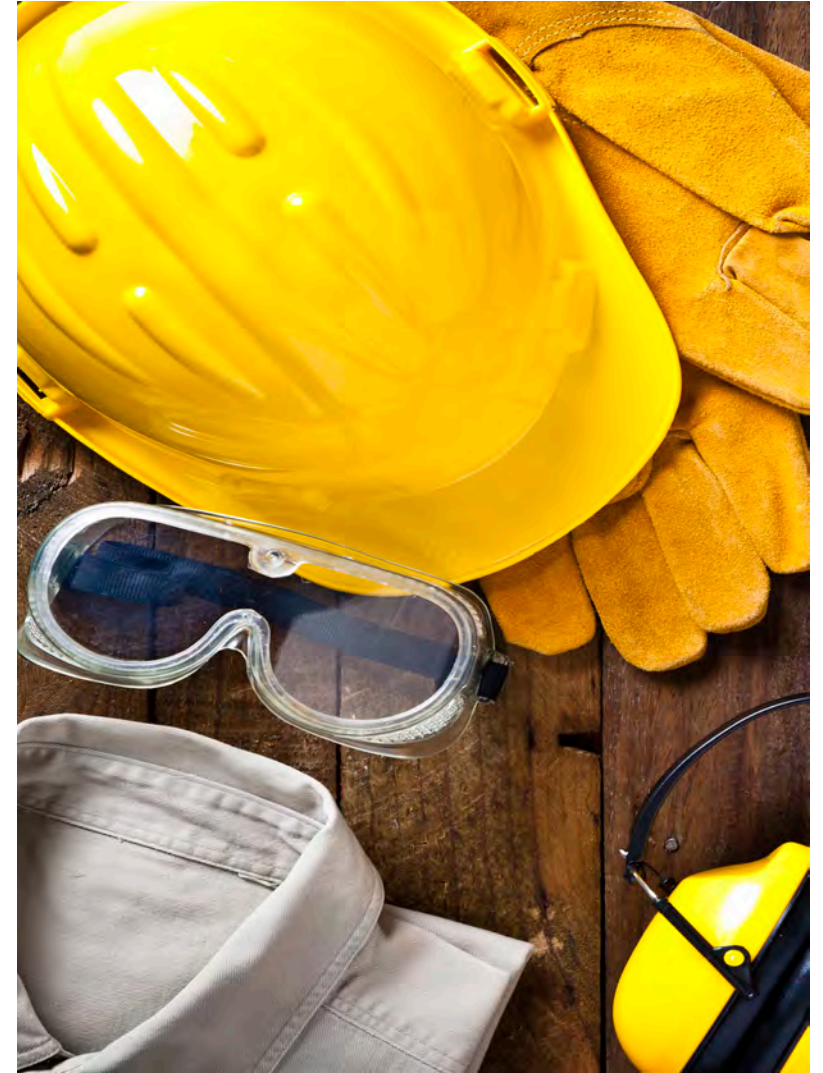


# Prevailing Wage

**Prevailing Wage** - the basic hourly rate paid on public works projects to a majority of workers engaged in a particular craft, classification or type of work within the locality and in the nearest labor market area (if a majority of such work

## **Includes:**

- Basic hourly rate
- Contractor contributions irrevocably made to a trustee or third party pursuant to a bona fide fringe benefit (FB) fund, plan, or program.
- The rate of costs the contractor reasonably anticipates in providing bona fide final bid's where certain conditions are met.





# Federal Prevailing Wages

- Federal prevailing wages are managed and overseen by the U. S. Department of Labor Wage and Hour Division.
- Federally financed or assisted construction projects subject to the Davis-Bacon and related Acts (DBRA) must contain a prevailing wage determination (WD).
- HUD's Office of Davis Bacon and Labor Standards monitors and enforces HUD program DBRA compliance.
- [U. S. Department of Labor Wage and Hour Division](#)



# California Prevailing Wage Requirements

- California state law requires that, on public works projects, pay to workers must equal: “the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate.”
- [California Labor Code section 1773 \(2025\)](#)



# California Department of Industrial Relations

## Prevailing Wage Requirements

– <https://www.dir.ca.gov/public-works/prevailing-wage.html>

The screenshot shows the website for the California Department of Industrial Relations (DIR). The page is titled "Prevailing Wage Requirements" under the "Public Works" section. The main content area includes a paragraph explaining that all workers on public works projects must be paid the prevailing wage determined by the Director of the Department of Industrial Relations. Below this, there is a "Resources" section with links to "Prevailing wage rates", "Apprentice prevailing wage rates", and "Labor Research and Statistics Office (within OPR)".

The right sidebar contains a "Public Works" section with a "Links" list including "Summary of Skilled and Trained Workforce ('STW') Statutes", "Frequently Asked Questions on Skilled and Trained Workforce ('STW') Requirements", "Awarding Bodies", and "Contractors". There is also a "Need Help?" section with links to "Summary of Skilled and Trained Workforce ('STW') Statutes", "Frequently Asked Questions on Skilled and Trained Workforce ('STW') Requirements", "Frequently Asked Questions", "Prevailing Wage Training and Tutorials", "Public Works Contacts", and "Get Public Works Email Updates".

The footer of the page includes navigation links for "About DIR", "Work with Us", and "Learn More". The "About DIR" section includes "Who we are", "DIR Divisions, Boards & Commissions", "Tribal Consultation", and "Contact DIR". The "Work with Us" section includes "Career Opportunities", "Licensing, registrations, certifications & permits", "Required Notifications", and "Public Records Requests". The "Learn More" section includes "Acceso al idioma", "Frequently Asked Questions", "Federal Funding Disclosure", and "Site Map".

At the bottom of the page, there is a "Report a website issue" button, a "Back to Top" link, and a "Contact DIR" link. The footer also includes a copyright notice: "Copyright © 2026 State of California".



Step one	<a href="#"><u>Statewide</u></a>	First examine if your craft's determination is among the basic trades that apply to most counties in California.
Step two (A)	<a href="#"><u>Northern California</u></a>	If you have not found your craft in step one, check this area to see if your craft's determination is one of Northern California's basic trades.
Step two (B)	<a href="#"><u>Southern California</u></a>	If you have not found your craft in step one, check this area to see if your craft's determination is one of Southern California's basic trades.
Step three	<a href="#"><u>San Diego</u></a>	After following steps one and two (B), examine this area if your project is in San Diego County.
Step four	<a href="#"><u>County Determinations (subtrades)</u></a>	If you have not found your craft in steps 1, 2, or 3, choose the county where work is being performed to examine the subtrades.
Step five	<a href="#"><u>County Determinations (Shift)</u></a> <b>(subtrades)</b> <b>Shift differential pay</b>	Examine the county (if shown) where work is being performed to see if your classification has a shift differential pay determination.
Step six	<a href="#"><u>Important notices</u></a>	Check the important notices to see if any corrections, interims, or modifications have been issued that may apply to your determination.



# California Department of Industrial Relations

- Certified payrolls are submitted to the DIR Service Portal by the contractor.
- Submitted payroll records are available through a search function.
- Demo search function:

The screenshot shows the website's header with social media icons, a search bar, and navigation menus. The main content area is titled 'Certified Payroll Reporting' and includes a 'Submit Payroll Records' section with a green 'Enter Payroll Online' button. A red arrow points to this button. Below it is a 'Find Payroll Records Online' section. A sidebar on the right lists various links, with 'Certified Payroll Reporting' highlighted in yellow.

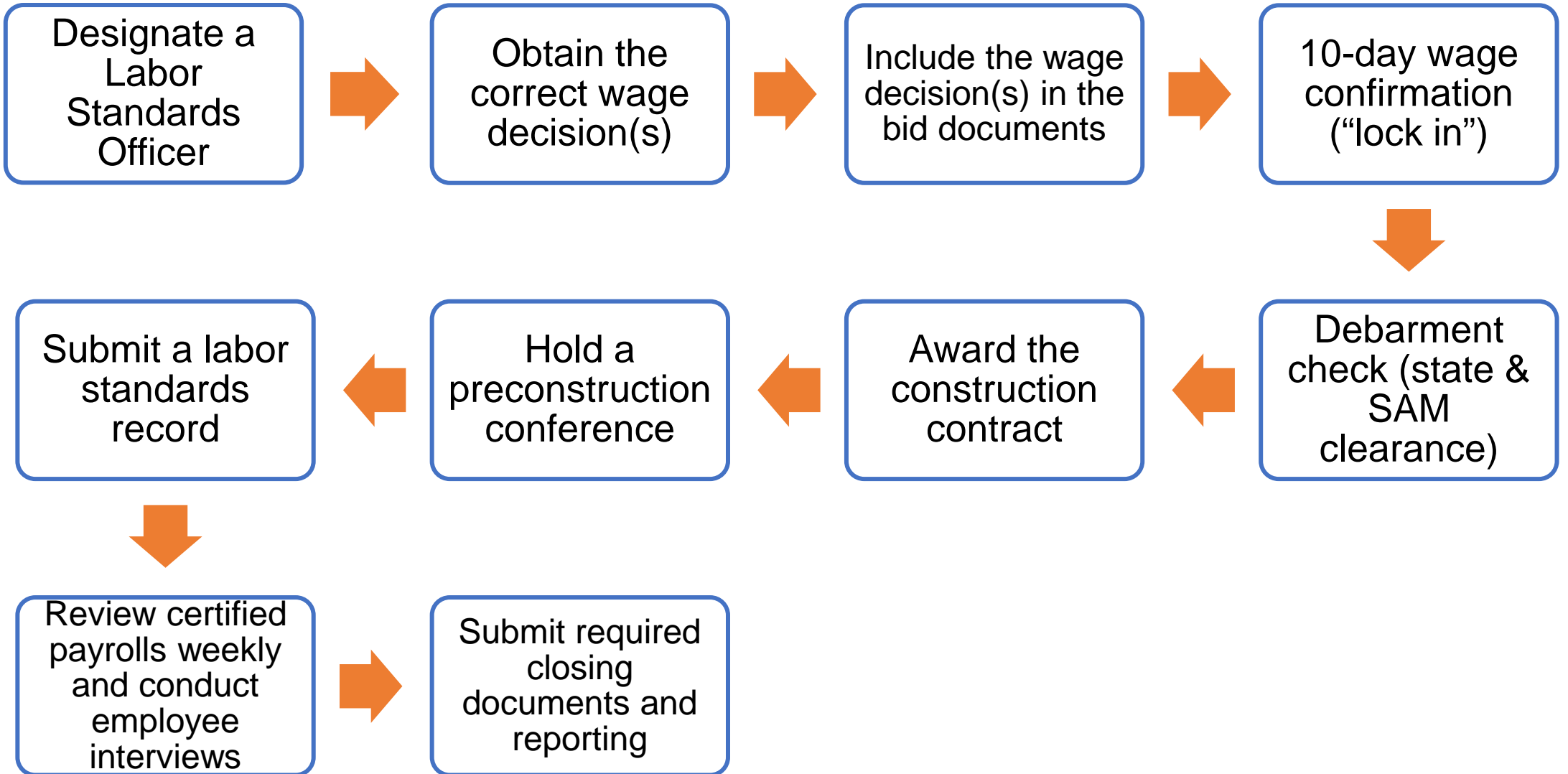
<https://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html>



# **Making Davis-Bacon Work**



# Implementing Labor Standards Requirements

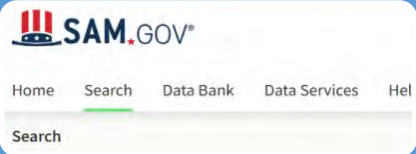




# Subrecipient Requirements – Before Construction



Designate a Labor Standards Officer (LSO).



Obtain Applicable Wage Determinations.

- Include the Wage Decision in the procurement documents.



10 Day Check – Wage Decision is current before bid opening.



Confirm the recommended construction contractor's eligibility status.



Award the construction contract containing the required provisions and wage determination for labor standards compliance.



# Subrecipient Requirements – Construction



Hold a pre-construction conference to deliver the applicable wage decisions, labor posters, signage, and explain labor standards to the contractors.



If applicable, request additional wage classifications from the DOL.



Review weekly project certified payroll reports during construction.



Conduct on-site interviews to ensure laborers and mechanics are paid the minimum wage.



Notify the prime contractor in writing of any underpayments found during review.



Ensure that corrected payrolls are submitted, and the proper wage restitution is paid.



# Contractor Requirements

Identify additional wage classifications and request that the Labor Standards Officer propose those classifications.

Responsible and liable for the full compliance of all employers (itself, subcontractors, and any lower-tier subcontractors) with the labor standards.

Posting the wage decision and a copy of the DOL Davis-Bacon poster titled [Employee Rights under Davis-Bacon Act \(WH-1321\)](#) at the project site in a place that is accessible to all workers.

Pay all laborers and mechanics employed on the site of work, not less often than once a week, the full amount of wages and fringe benefits at rates not less than those contained in the wage decision.

## WORKER RIGHTS

### UNDER THE DAVIS-BACON ACT

### FOR LABORERS AND MECHANICS WORKING ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

The law requires employers to display this poster where workers can readily see it.

#### PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this notice for the work you perform.

#### OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

#### ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

#### APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved federal or state apprenticeship programs.

#### RETALIATION

The law prohibits discharging or otherwise retaliating against workers for filing a complaint, cooperating in an investigation, or testifying in a proceeding under the Davis-Bacon and Related Acts.

#### PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

or contact the U.S. Department of Labor's Wage and Hour Division.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

866-487-9243  
[dol.gov/agencies/whd](http://dol.gov/agencies/whd)



WH1321 809 9724



# Contractor Requirements

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Maintain payrolls and basic records relating to payrolls for all laborers and mechanics working on the site of the work.

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Prepare, certify, and submit weekly Certified Payroll Reports reflecting all laborers and mechanics engaged in construction on the site.

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Review, compile, and submit weekly payroll reports of all subcontractors of their laborers and mechanics engaged in construction on the site.

---

If applicable, work with the Labor Standards Officers to reach an agreement on underpayment amounts and ensure the restitution owed to the workers is paid.





# Contractor Records Retention

**Under DBRA, covered contractors must maintain payroll and basic records for all covered laborers and mechanics during the work and for a period of three years thereafter, including:**

- Name, address, social security number, and work classification of each worker
- Hourly rates of pay, including rates of contributions or costs anticipated for fringe benefits or their cash equivalents
- Daily and weekly numbers of hours worked
- Deductions made
- Actual wages paid
- Detailed information regarding bona fide fringe benefit plans and programs, including records that show that the plan or program has been communicated in writing to the laborers and mechanics affected
- If applicable, detailed information regarding approved apprenticeship or trainee programs



**10-minute break**



# Enforcement and Compliance



# Obtaining Wage Determinations

## Federal Wage Determinations:

1. Access and obtain by visiting the **Wage Determinations** page at SAM.gov.
2. Search by selecting the **Davis-Bacon Act (DBA)** category:

I do not know the number

Start your search by selecting a category

<b>Public Buildings or Works</b> Wages rates for laborers and mechanics <b>Davis-Bacon Act (DBA)</b>	<b>Service Contracts</b> Wage rates for service employees <b>Service Contract Act (SCA)</b>
--	---



SAM.GOV

Home Search Data Bank Data Services Help

Search

Filter By

Location

State  
Select State / Province

County/ Independent City  
Select County

DBA Construction Type  
Select...

Status  
 Active  
 Inactive

Published Date  
Anytime

Reset

3. Enter the **State**, **County**, and **DBA Construction Type**.
4. Select the appropriate **wage determination**, also known as a **wage decision**.



# Wage Determinations

## WAGE DETERMINATIONS

### Davis-Bacon Act WD # CA20260002

Modification #	2
Construction	Building, Heavy, Highway
Last Revised Date	Jan 23, 2026

### States and Counties

State  
California

Counties  
Imperial

Wage determinations in effect 10 days prior to the bid opening are effective for the duration of the project.

The Labor Standards Officer must check SAM.gov to ensure a modification has not been issued.

If one has been issued, the updated wage decision should be used.



# Wage Determinations

## Key Points

- Be sure to check for [current wage decisions and modifications](#) prior to each bid.
- If there is a locally prevailing wage higher than the federal, the higher of the two must be paid.



# Wage Determinations

## Additional information and requirements include:

### Construction Categories

- Four construction categories that have wage determinations
- Building, Residential, Highway, and Heavy Construction

### Additional Classifications

- Some classes of workers may not be listed on the wage determination
- For classes not listed, the contractor should contact ODR who will request an additional classification from DOL

### Ten-Day Verification

- A verification check must be done 10 days prior to the bid opening
- If a modification has occurred, this new wage determination will be applicable to the project and must be issued via addenda within addenda rules
- If the bid is held beyond 90 days, re-confirm

### Missing or Incorrect Wage Determination

- Terminate and resolicit the contract with the correct wage determination
- Incorporate correct wage determination into contract through supplemental agreement or change order



# Wage Determinations – Construction Categories

## Four construction categories that have wage determinations:

### Residential

- Residential construction includes the construction, alteration, or repair of single-family houses or apartment buildings of no more than four (4) stories in height.

### Building

- Building examples include high-rise apartment buildings, nursing homes and convalescent facilities, community centers, fire stations, commercial buildings, parking garages, and dormitories.

### Highway

- Highway construction includes the construction, alteration, or repair of roads, streets, highways, alleys, parking areas, and other similar projects not incidental to the main category of construction, which is either residential or building for housing development projects.

### Heavy Construction

- Heavy construction includes those projects that are not properly classified as “residential,” “building,” or “highway.” Some examples include antenna towers, canals, landscaping, drainage and irrigation projects, permanent erosion control, storm sewers and storage tanks.



Wage Determination

Overview

Document

History

Follow

### WAGE DETERMINATIONS

## Davis-Bacon Act WD # CA20260002

Wage Determination

Modification #  
2

Construction  
Building, Heavy, Highway

Last Revised Date  
Jan 23, 2026

### States and Counties

State  
California

Counties  
Imperial

### Document

Download Print

- [Wage Determinations | SAM.gov](https://sam.gov)



## Document

[Download](#)[Print](#)

"General Decision Number: CA20260002 01/23/2026

Superseded General Decision Number: CA20250002

State: California

Construction Types: Building, Heavy (Heavy and Dredging) and Highway

County: Imperial County in California.

BUILDING CONSTRUCTION PROJECTS; DREDGING PROJECTS (does not include hopper dredge work); HEAVY CONSTRUCTION PROJECTS (does not include water well drilling); HIGHWAY CONSTRUCTION PROJECTS

Modification Number	Publication Date
0	01/02/2026
1	01/16/2026
2	01/23/2026

ASPE0005 002 00/01/2024



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 ENGI0012-004 08/01/2025



Rates

Fringes



OPERATOR: Power Equipment  
 (DREDGING)

(1) Leverman.....	\$ 67.90	40.95
(2) Dredge dozer.....	\$ 61.93	40.95
(3) Deckmate.....	\$ 61.82	40.95
(4) Winch operator (stern winch on dredge).....	\$ 61.27	40.95
(5) Fireman-Oiler, Deckhand, Bargeman, Leveehand.....	\$ 60.73	40.95
(6) Barge Mate.....	\$ 61.34	40.95

-----  
 \* ENGI0012-024 07/01/2025

Rates

Fringes

OPERATOR: Power Equipment  
 (All Other Work)

GROUP 1.....	\$ 63.40	33.20
GROUP 2.....	\$ 64.18	33.20
GROUP 3.....	\$ 64.67	33.20
GROUP 4.....	\$ 65.96	33.20
GROUP 6.....	\$ 66.18	33.20
GROUP 8.....	\$ 66.29	33.20
GROUP 10.....	\$ 66.41	33.20
GROUP 12.....	\$ 66.58	33.20
GROUP 13.....	\$ 66.68	33.20



# 10 Day Wage Confirmation

- In the 10-day period before your bid opening, the wage rate must be confirmed, a process known as the **10-day Wage Rate Confirmation** or "Call." This is also known as "locking in" the wage rate.
- If you extend your bid opening date via addenda, you may need a second wage rate confirmation, as the 10 day to bid opening timeline is very important.



This is a critical, time sensitive step during your bid phase.





# Check for Debarment or Suspended Parties

- Following bid opening and prior to award and execution of any construction contract, ensure that all prime contractors (and their subcontractors) are:
  - Verified and not listed as “**debarred**” or “**suspended**” in the System for Award Management (SAM)
  - Not suspended in local jurisdiction.
  - [CA HCD GMM Tool 5-12: Understanding SAM.gov Registration Requirements](#)



# Awarding the Construction Contract

## The labor standards compliance clauses include:

Describe the responsibilities of the construction contractor concerning Davis-Bacon wages.

Obligate the construction contractor to comply with the labor requirements.

Provide for remedies in the event of violations, including withholding payments, to ensure payment of wages or liquidated damages.

Enable enforcement of labor standards applicable to the project.

Incorporate **HUD Labor Standards Form 4010** in the construction contract and provide pre-construction information.



# Preconstruction Conference

## During the preconstruction conference:

- Contractors should be advised of their responsibilities and obligations concerning labor standards.
- Jobsite signage and requirements should be identified.
- Certified payroll report submission should be reviewed.
- Discuss BABA requirements and documentation (if applicable)
  - [CA HCD GM Appendix 5-9: Buy America \(BABA\) Certification \(PDF\)](#)
- Go over Section 3 forms and reporting requirements (if applicable)
  - [CA HCD GMM Appendix 5-2: Section 3 Business Self-Certification \(PDF\)](#)
  - [CA HCD GMM Appendix 5-1: Section 3 Worker/Employer Certification \(PDF\)](#)





# Preconstruction Conference Records

## Important!

**Keep documentation from the preconstruction conference in the project file, including:**

- Meeting agenda
- Meeting minutes/notes
- A list of all attendees
- [CA HCD GMM Preconstruction Conference Checklist](#)



# Independent Contractors



- **Independent contractors** registered as “**exempt**” (those with no employees of their own) **are not considered subcontractors on a job covered by the Davis-Bacon Act and HUD regulations.**
- Those individuals, who may be referred to as “**owner operators**,” cannot certify their own wages and must be shown on:
  - The payroll reports for their general contractor
  - The payroll reports for another subcontractor that is not exempt
  - The “owner operator” can complete their own payroll report and the general or nonexempt contractor can co-sign the report
  - HUD Labor Relations Letter LR-96-01
    - [Notice: LR-96-01](#)



# Apprentices

Apprentices are allowed to work and be paid less than the prevailing wage rate so long as they are registered in an approved apprenticeship program.

## Required documentation includes:

- Individual apprenticeship papers (with first payroll on which worker appears)
- Information from the approved apprenticeship program
  - Ratio of apprentices to journeyman
  - Pay scale to be paid to the apprentices (percentage of journeyman's rate to be paid based on apprenticeship level)
  - Fringe benefit payments (if silent on fringe benefits, full fringe benefit amount listed on wage determination must be paid)
  - Signatory page





# Notices – Additional Posting Requirements

**Contractors must post the following posters at the job site:**

- "Your Rights Under the Fair Labor Standards Act"
- "Notice to All Employees"
- "Equal Opportunity is the Law"



These posters are available to be downloaded from the [US Department of Labor \(DOL\): Workplace Posters website](#).

The screenshot shows the U.S. Department of Labor website. At the top, there is the DOL logo and the text "U.S. DEPARTMENT OF LABOR". Below this is a blue navigation bar with links for "TOPICS", "AGENCIES", "FORMS", "ABOUT US", and "NEWS". The main content area has a breadcrumb trail: "Home > Topic > Workplace Posters". The title "Workplace Posters" is prominently displayed. Below the title is a "Collapse All" link. A dropdown menu is open, showing "Babel notices" with two options: "English" and "Español". At the bottom of the page, there is a paragraph of text: "Some of the statutes and regulations enforced by the U.S. Department of Labor (DOL) require that notices be provided to employees and/or posted in the workplace. DOL provides free electronic copies of the required posters and some of the posters are available in languages other than English."



# **End of Day 1**

## **Q & A**



# Agenda

## Day 1, Tuesday, February 10<sup>th</sup>

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- Applicability of Laws and Regulations
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## Day 2, Wednesday, February 11<sup>th</sup>

- Certified Payrolls
- Payroll Verification Interviews
- 10-minute break
- Documentation and Recordkeeping
- Common Errors
- Resources
- Knowledge Checks
- Scenario Exercise
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# **Certified Payroll Reports**



# Certified Payroll Submissions

Contractors and subcontractors must submit a weekly certified payroll report (CPR) to Subrecipients for every week they are on the job.

U.S. Department of Labor Wage and Hour Division Davis-Bacon and Related Acts Weekly Certified Payroll Form (For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))

Unless otherwise noted, the information requested is specific to the named project below. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. January 2025  
OMB No.: 1235-0008  
Expires: 01/31/2028

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM  PRIME CONTRACTOR  SUBCONTRACTOR

PROJECT NAME			PROJECT NO. OR CONTRACT NO.			CERTIFIED PAYROLL NO.			PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME											
PROJECT LOCATION			WAGE DETERMINATION NO.			WEEK ENDING DATE			PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS											
(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)	(4)	(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)			(9)			
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(1) JOURNEYWORKER (PAI REGISTERED APPRENTICE)	(3) LABOR CLASSIFICATION	ST - STRAIGHT TIME OT - OVERTIME	(TOP) DAYS OF WORK WEEK (BOTTOM) DATES	HOURS WORKED EACH DAY	TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED FOR ALL WORK	TAX WITH- HOLDINGS	FICA	OTHER "NET" DEDUCTIONS	TOTAL DEDUCTIONS	NET PAY TO WORKER FOR ALL WORK	
							ST													
							OT													
							OT													
							OT													
							ST													
							OT													
							OT													
							ST													
							OT													
							OT													
							ST													
							OT													
							OT													
							ST													
							OT													
							OT													

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 5350, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

- Prime contractors are responsible for obtaining all subcontractor CPRs.
- CPRs must be filled in **completely and correctly**, including a **signature by the Certifying Official** on the **Statement of Compliance** section (page 2).
- If errors are documented during Subrecipient review, a corrected form must be submitted.
- CPRs should be **numbered sequentially**, including weeks when no work is performed (“**No Work**” CPR).



Contractors and subcontractors should use the most recent version of the [DBRA Weekly Certified Payroll Form \(WH-347\)](#)



# Certified Payroll Overview

U.S. Department of Labor Wage and Hour Division  
**Davis-Bacon and Related Acts Weekly Certified Payroll Form**  
 (For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))  
 Unless otherwise noted, the information requested is specific to the named project below.  
 Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. January 2025  
 OMB No.: 1235-0008  
 WHD U.S. Wage and Hour Division

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM  PRIME CONTRACTOR  SUBCONTRACTOR

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME												
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS												
(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)	(4)		(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)		(9)	
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(1) JOURNEYWORKER (RA) REGISTERED APPRENTICE	LABOR CLASSIFICATION	ST = STRAIGHT TIME OT = OVERTIME	(TOP) DAYS OF WORK WEEK (BOTTOM) DATES	TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED	GROSS AMT EARNED FOR ALL WORK	DEDUCTIONS FOR ALL WORK		NET PAY TO WORKER FOR ALL WORK	
															TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS
							ST											
							OT											

WH-347 CPR	Information Needed
Submission of final DBRA Certified Payroll Form	Check this box <u>only if</u> this is the final CPR for the contractor/sub-contractor
Prime Contractor	Select this box if the CPR is being submitted for the Prime Contractor
Subcontractor	Select this box if the CPR is being submitted for a subcontractor



# Certified Payroll Overview

U.S. Department of Labor Wage and Hour Division **Davis-Bacon and Related Acts Weekly Certified Payroll Form**  
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 Unless otherwise noted, the information requested is specific to the named project below.  
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SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM  PRIME CONTRACTOR  SUBCONTRACTOR

Rev. January 2025  
 OMB No.: 1235-0008  
 Expires: 01/31/2028

PROJECT NAME		PROJECT NO. or CONTRACT NO.	CERTIFIED PAYROLL NO.	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME
PROJECT LOCATION		WAGE DETERMINATION NO.	WEEK ENDING DATE	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS

WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(1) JOURNEYWORKER (RA) REGISTERED APPRENTICE	(3) LABOR CLASSIFICATION	ST - STRAIGHT TIME OT - OVERTIME	(4) (TOP) DAYS OF WORK WEEK (BOTTOM) DATES		(5) TOTAL HOURS WORKED FOR WEEK	(6A) HOURLY WAGE RATE PAID FOR ST AND OT	(6B) TOTAL FRINGE BENEFIT CREDIT	(6C) PAYMENT IN LIEU OF FRINGE BENEFITS	(7A) GROSS AMT EARNED	(7B) GROSS AMT EARNED FOR ALL WORK	(8) DEDUCTIONS FOR ALL WORK				NET PAY TO WORKER FOR ALL WORK	
																TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS		

WH-347 CPR	Information Needed
Project Name	Enter the name of the project
Project/Contract #	Enter the prime construction contract #
CPR Number	Enter the sequential #, beginning with the # "1"
Prime or Subcontractor's Business Name	Enter legal business name for reporting (sub)contractor
Project Location	Enter location of project site covered where work is performed
Wage Determination Number	Enter the # for the applicable wage determination



# Certified Payroll Overview

U.S. Department of Labor Wage and Hour Division **Davis-Bacon and Related Acts Weekly Certified Payroll Form**  
 (For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))  
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SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM  PRIME CONTRACTOR  SUBCONTRACTOR

U.S. Wage and Hour Division  
 Rev. January 2025  
 OMB No.: 1235-0008  
 Expires: 01/31/2028

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME	
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS	

(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)	(4)	(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)			(9)
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(1) JOURNEYWORKER (RA) REGISTERED APPRENTICE	LABOR CLASSIFICATION	ST = STRAIGHT TIME	TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED	GROSS AMT EARNED FOR ALL WORK	DEDUCTIONS FOR ALL WORK			NET PAY TO WORKER FOR ALL WORK
							OT = OVERTIME							(TOP) DAYS OF WORK WEEK (BOTTOM) DATES	TAX WITH-HOLDINGS	FICA	
							HOURS WORKED EACH DAY										
							ST										
							OT										

WH-347 CPR	Information Needed
Week Ending Date	Enter the workweek ending date for this pay period. This should be in the <b>MM/DD/YYYY</b> format
Prime or Subcontractor's Business Address	Enter official business address for reporting (sub)contractor





# Certified Payroll Overview

WH-347 CPR	Information Needed
(1A) Worker Entry Number	Beginning with the number "1", enter each worker's entry number (e.g., "2" in row 2 , "3" in row 3, etc.)
(1B) Worker Last Name	Enter the last name of the listed worker
(1C) Worker First Name	Enter the first name of the listed worker
(1D) Worker Middle Initial	Enter the middle initial, if applicable, for listed worker
(1E) Worker Identifying No.	<b>Last four (4) digits</b> of Social Security number or another employee ID number
(2) Journeyworker/ Registered Apprentice	Enter "J" if the worker is a journeyworker or "RA" if the worker is a registered apprentice. For registered apprentices, also list their level of progression within the approved program
(3) Labor Classification	List the labor classification <b>for the work actually performed</b> by each worker. Labor classifications are found in the applicable Davis-Bacon wage determination(s)



# Certified Payroll Overview

ST = STRAIGHT TIME OT = OVERTIME		(4)
HOURS WORKED EACH DAY	(TOP) DAYS OF WORK WEEK (BOTTOM) DATES	
TOTAL HOURS WORKED FOR WEEK		
HOURLY WAGE RATE PAID FOR ST AND OT		

**Davis-Bacon and Related Acts Weekly Certified Payroll Form**  
 (For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))  
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U.S. Wage and Hour Division  
 Rev. January 2025  
 OMB No.: 1235-0008  
 Expires: 01/31/2028

EMPLOYED PAYROLL FORM  PRIME CONTRACTOR  SUBCONTRACTOR

PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME										
WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS										
(1E)	(2)	(3)	(4)	(5)	(6A)	(6B)	(7A)	(7B)	(8)	(9)				
WORKER IDENTIFYING NO.	JOURNEYWORKER (Y) REGISTERED APPRENTICE (N)	LABOR CLASSIFICATION	(TOP) DAYS OF WORK WEEK (BOTTOM) DATES ST = STRAIGHT TIME OT = OVERTIME	TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF FRINGE BENEFITS	GROSS AMT EARNED	GROSS AMT EARNED FOR ALL WORK	TAX WITHHOLDINGS	FICA	OTHER (MUST OBTAIN INSTRUCTIONS)	TOTAL DEDUCTIONS	NET PAY TO WORKER FOR ALL WORK
			HOURS WORKED EACH DAY											

WH-347 CPR	Information Needed
(4) Hours Worked Each Day	<p><b>Top Row:</b> First letter for each day of workweek (i.e. Monday = "M")</p> <p><b>Bottom Row:</b> Date (MM/DD)</p> <p><b>ST/OT:</b> Project hours worked as straight time or overtime</p>
(5) Total Hours Worked for the Week	Enter the total number of the hours worked
(6A) Hourly Wage Rate Paid for ST and OT	For each worker, list the actual hourly rate paid for ST (top row) and OT (bottom row) worked for work in the classification indicated in column 3



# Certified Payroll Overview

U.S. Department of Labor Wage and Hour Division  
**Davis-Bacon and Related Acts Weekly Certified Payroll Form**  
 (For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))  
 Unless otherwise noted, the information requested is specific to the named project below.  
 Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. January 2025  
 OMB No.: 1235-0008  
 Expires: 01/31/2028

SUBMISSION OF FINAL DBRA CERTIFIED PAYROLL FORM       PRIME CONTRACTOR       SUBCONTRACTOR

PROJECT NAME		PROJECT NO. or CONTRACT NO.		CERTIFIED PAYROLL NO.		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME												
PROJECT LOCATION		WAGE DETERMINATION NO.		WEEK ENDING DATE		PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS												
(1A)	(1B)	(1C)	(1D)	(1E)	(2)	(3)	(4)	(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)		(9)		
WORKER ENTRY NO.	WORKER LAST NAME	WORKER FIRST NAME	WORKER MIDDLE INITIAL	WORKER IDENTIFYING NO.	(1) JOURNEYWORKER (RA) REGISTERED APPRENTICE	LABOR CLASSIFICATION	ST = STRAIGHT TIME OT = OVERTIME HOURS WORKED EACH DAY	TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF	GROSS AMT EARNED	GROSS AMT EARNED FOR ALL WORK	TAX WITH- HOLDINGS	FICA	OTHER (MUST SPECIFY SEE INSTRUCTIONS)	TOTAL DEDUCTIONS	NET PAY TO WORKER FOR ALL WORK
							ST											
							OT											

TOTAL FRINGE BENEFIT CREDIT	(6B)
PAYMENT IN LIEU OF FRINGE BENEFITS	(6C)

WH-347 CPR	Information Needed
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**(6B) Total Fringe Benefit Credit**  
 Enter the total of the contractor's or subcontractor's contributions to or reasonably anticipated costs of bona fide fringe benefit plans, funds, or programs for which the contractor or subcontractor is taking a credit toward satisfying Davis-Bacon prevailing fringe benefit rates as listed on page 2.

**(6C) Payment in Lieu of Fringe Benefits**  
 Enter the total amount in cash provided in lieu of fringe benefits to the worker during the workweek.



# Certified Payroll Overview

	GROSS AMT EARNED	(7A)
	GROSS AMT EARNED FOR <u>ALL WORK</u>	(7B)
	TAX WITH-HOLDINGS	(8)
	FICA	
	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	
	TOTAL DEDUCTIONS	
	NET PAY TO WORKER FOR <u>ALL WORK</u>	

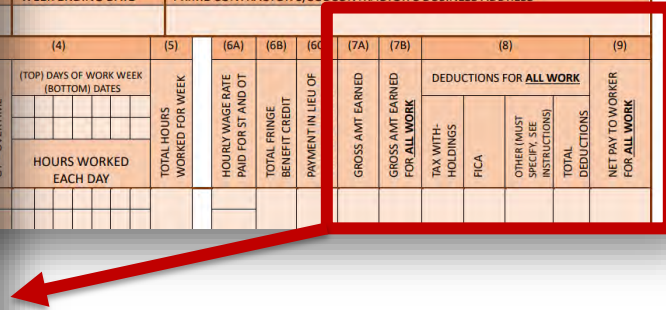
Related Acts Weekly Certified Payroll Form  
 See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm)  
 Information requested is specific to the named project below.  
 Do not collect information unless it displays a currently valid OMB control number.

PRIME CONTRACTOR     SUBCONTRACTOR

CERTIFIED PAYROLL NO.    PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME

WEEK ENDING DATE    PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS ADDRESS

(4)	(5)	(6A)	(6B)	(6C)	(7A)	(7B)	(8)				(9)
					GROSS AMT EARNED	GROSS AMT EARNED FOR ALL WORK	DEDUCTIONS FOR ALL WORK				
(TOP DAYS OF WORK WEEK (BOTTOM) DATES)	TOTAL HOURS WORKED FOR WEEK	HOURLY WAGE RATE PAID FOR ST AND OT	TOTAL FRINGE BENEFIT CREDIT	PAYMENT IN LIEU OF	TAX WITH-HOLDINGS	FICA	OTHER (MUST SPECIFY, SEE INSTRUCTIONS)	TOTAL DEDUCTIONS			
HOURS WORKED EACH DAY											



WH-347 CPR	Information Needed
(7A) Gross Amount Earned	Enter worker's gross amount earned for workweek for hours worked on grant project.
(7B) Gross Amount Earned for <u>All Work</u>	Enter total gross amount earned during the week for <u>all work</u> (including non-grant project) performed during week
(8) Deductions for <u>All Work</u>	Enter <u>all deductions</u> made from worker's total gross amount earned <u>for all work (Column 7B)</u>
(9) Net pay to Worker for <u>All Work</u>	Enter the actual dollar amount paid to the worker for all hours worked across all projects (including non-DBRA covered projects) during the week



# Statement of Compliance

- Enter all project information as it appears on the first page
- If applicable, “check” each of the six (6) boxes certifying the accompanying statement as accurate.
- Use “additional remarks” to explain deductions like court ordered payments
- **Boxes 1, 2, 3 and 6 always must be checked** to certify that the contractor or subcontractor completing the form is in compliance with the DBRA.

PROJECT NAME	PROJECT NO. or CONTRACT NO.	PAYROLL NO.	PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME				
PROJECT LOCATION		WEEK ENDING DATE	CERTIFYING OFFICIAL'S NAME AND TITLE				
<input type="checkbox"/> I paid or supervised the payment of the laborers or mechanics working on the above project during the stated time period. I certify the following: <input type="checkbox"/> The payroll information submitted with this statement is correct and complete for the above project during the above period, and the wage and fringe benefit rates paid to the workers, including credit taken for the reasonably anticipated costs of a bona fide fringe benefit plan, fund or program, are not less than the applicable wage and fringe benefits rates for the classification(s) of work actually performed, as specified in the wage determination(s) incorporated into the contract. <input type="checkbox"/> All regular payrolls and all other basic records that the contractor is required to maintain for this payroll period are complete and accurate and will be made available upon request from the agency or the Department of Labor. <input type="checkbox"/> The classifications reported for each laborer or mechanic are the classification(s) of work that each worker actually performed. <input type="checkbox"/> Any workers paid as apprentices during the above period are duly registered in a bona fide apprenticeship program registered with the Office of Apprenticeship, Employment and Training Administration, United States Department of Labor ("OA"), or a State Apprenticeship Agency ("SAA") recognized by Department of Labor. I have verified the registered apprenticeship program information provided below as accurate and applicable to any apprentices identified on page 1 of this form.							
APPRENTICESHIP PROGRAM NAME		REGISTERED	NAME OF LABOR CLASSIFICATION				
		<input type="checkbox"/> OA <input type="checkbox"/> SAA					
		<input type="checkbox"/> OA <input type="checkbox"/> SAA					
		<input type="checkbox"/> OA <input type="checkbox"/> SAA					
<input type="checkbox"/> Fringe benefits have been paid in cash and/or to bona fide fringe benefit plans, funds, or programs. Where the contractor is claiming an hourly credit for their contributions to or reasonably anticipated costs of a bona fide fringe benefit plan, fund, or program, provide plan information and the hourly credit claimed for each worker listed on the previous page of this form.							
<b>HOURLY CREDIT FOR FRINGE BENEFITS</b>							
<i>If an amount is listed in (6B) on the first page of this certified payroll form, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.</i>							
NAME OF WORKER	FB NAME	FB NAME	FB NAME	FB NAME	FB NAME	FB NAME	TOTAL HOURLY CREDIT
	FB TYPE	FB TYPE	FB TYPE	FB TYPE	FB TYPE	FB TYPE	
	PLAN NO.	PLAN NO.	PLAN NO.	PLAN NO.	PLAN NO.	PLAN NO.	
	<input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	<input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	<input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	<input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	<input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	<input type="checkbox"/> Funded <input type="checkbox"/> Unfunded	
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	Hourly Credit \$	\$
<input type="checkbox"/> All workers on the project have been paid the full weekly wages earned, and no rebates or deductions have been or will be made either directly or indirectly, other than permissible deductions as defined in 29 CFR part 3.							
ADDITIONAL REMARKS							
SIGNATURE OF CERTIFYING OFFICIAL				DATE	TELEPHONE NUMBER	EMAIL ADDRESS	
					( ) - - - - -		
<small>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 2729 OF TITLE 31 OF THE UNITED STATES CODE), AS WELL AS DEBARMENT FROM FUTURE FEDERAL AND FEDERALLY-ASSISTED CONTRACTS. INFORMATION REPORTED IN CERTIFIED PAYROLLS MAY BE SUBJECT TO DISCLOSURE IN RESPONSE TO A FREEDOM OF INFORMATION ACT REQUEST.</small>							



# Statement of Compliance

SIGNATURE OF CERTIFYING OFFICIAL	DATE	TELEPHONE NUMBER	EMAIL ADDRESS
		(____) ____ - ____	
<small>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 3729 OF TITLE 31 OF THE UNITED STATES CODE), AS WELL AS DEBARMENT FROM FUTURE FEDERAL AND FEDERALLY-ASSISTED CONTRACTS. INFORMATION REPORTED IN CERTIFIED PAYROLLS MAY BE SUBJECT TO DISCLOSURE IN RESPONSE TO A FREEDOM OF INFORMATION ACT REQUEST.</small>			

The Statement of Compliance must be signed by the contractor or subcontractor, or their agent who paid or supervised the payment of the workers under the contract during the weekly time period covered by the form.

- Legally valid electronic signatures are acceptable.



**Note:** Photocopies or scanned copies of signatures **do not** satisfy this requirement.

- Detailed **WH-347 Form Instructions** are available on the **United States Department of Labor (DOL) Wage and Hour Division website**.



# Certified Payroll Reviews

**Subrecipients, via the appointed Labor Standards Officer (and approved alternates), are responsible for reviewing all weekly certified payroll reports and ensuring that wages are paid weekly in an amount not less than identified in the Federal prevailing wage determination or locally prevailing wage determination (whichever is higher).**





# Certified Payroll Reviews

- Signed CPRs are submitted on time, within 7–10 business days after the reported working week
- CPRs have all names, individual identifying numbers, and job classifications for each employee
- All “self-employed owner/operator” subcontractors, with no employees, are reported on prime contractors’ CPRs
- CPRs contain the proper wages, fringe, and zone pay for each employee
- The proper trade classifications are listed on the CPR for each employee
- The CPRs contain only permissible deductions





# Certified Payroll Reviews

## Subrecipients (via the LSO) must ensure that:

Where fringe benefits (life insurance, health insurance, pension) are paid into plans, block 4(a) on the back of the CPR must be marked

Where apprentices and trainees are identified on the CPR, documentation must be received with the CPR showing they are officially under a Federal Bureau of Apprenticeship program, or union program

Ensure that zone pay, if required by the applicable wage decision, is paid to the employee

Cross-checking against the applicable wage decision(s), engineer's inspection reports, employee interview forms, and actual work done or in progress to determine if prevailing wage requirements regarding rates and proper worker classifications were met

Check the proper calculation of straight time rates and "time and a half" rates for overtime hours as well as mathematical accuracy of calculations pertaining to wages and deductions



# Payroll Verification Interviews

During construction, interviews of workers must be conducted to determine payroll accuracy and compliance with Davis-Bacon.



## Payroll verification interviews:

- Should be conducted by the Labor Standards Officer (LSO), or other officially designated labor staff.
- Must be completed for a representative sample of all worker classifications on the job.
- Must be sufficient to establish the degree of compliance and to indicate the nature and extent of violations, if any.
- May require multiple visits to job site to ensure employees from an adequate number of classifications are interviewed.



Subrecipient's should use [Form HUD-11: Record of Employee Interview](#).



# Interview Protocol

- The following guidelines should be observed by persons conducting job site interviews:
  - Interview should take place on the job site if it can be conducted properly and privately
  - Interviewer should see that the wage determination and other required posters are properly displayed
  - Interviewer should observe the duties of workers before initiating interviews

Record of Employee Interview			U.S. Department of Housing and Urban Development Office of Davis-Bacon and Labor Standards		OMB Approval No. 2501-0009 (exp. 03/31/2028)	
<small>Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information is collected to ensure compliance with the Federal labor standards by recording interviews with construction workers. The information collected will assist HUD in the conduct of compliance monitoring; the information will be used to test the veracity of certified payroll reports submitted by the employer. <u>Sensitive Information</u> The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained. The information collected herein is voluntary, and any information provided shall be kept confidential.</small>						
<b>Note: Please ensure responses are legible and easy to read.</b>						
1a. Project Name			2a. Employee's Full Name			
1b. Project Number			2b. Employee's Phone Number (including area code) and Email Address			
1c. Contractor or Subcontractor (Employer—not individual's name or supervisor's name)			2c. Employee's Home Address & Zip Code			
			2d. Verification of identification? Yes <input type="checkbox"/> No <input type="checkbox"/>			
3a. How long on this job and average weekly hours worked?	3b. Last date on this job before today?	3c. Number of hours last day on this job?	4a. Hourly Rate of Pay	4b. Fringe benefits? Medical Yes <input type="checkbox"/> No <input type="checkbox"/> Pension Yes <input type="checkbox"/> No <input type="checkbox"/>		4c. Frequency of Pay: Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Other <input type="checkbox"/>
5. Your Job Classification(s) (list all and continue on a separate sheet if necessary):						
6. Your Duties:						
7. Tools or Equipment Used:						
8. Are you an apprentice or trainee?			Y <input type="checkbox"/> N <input type="checkbox"/>	10. Are you paid at least time and 1/4 (1.5x regular hourly rate) for all hours worked in excess of 40 in a week?		Y <input type="checkbox"/> N <input type="checkbox"/>
8a. Have you provided a copy of your apprenticeship certificate?			<input type="checkbox"/>			<input type="checkbox"/>
9. Are you paid for all hours worked?			<input type="checkbox"/>	11. Have you ever been threatened or coerced into giving up any part of your pay?		<input type="checkbox"/>
12a. Employee Signature			12b. Date			
13. Duties Observed by the Interviewer (Please be specific):						
14. Remarks						
15a. Interviewer Name (please print)			15b. Signature of Interviewer		15c. Date of Interview	
<b>Payroll Examination</b>						
16. Remarks						
17a. Signature of Payroll Examiner			17b. Date			
Previous editions are obsolete						
Form HUD-11 (03/2025)						



# Interview Protocol

- To initiate the interview, the interviewer must:
  - Properly identify themselves
  - Clearly state the purpose of interview
  - Advise the worker that information given is confidential, and their identity will be disclosed to the employer only with the employee's written permission.



**10-minute break**



# Documentation and Recordkeeping



# Labor Compliance: Recordkeeping

Appointment of  
Labor Standards  
Officer

Copy of Wage  
Rate Decision(s)

Ten-Day  
Confirmation(s)  
("lock ins")

Additional  
Classification  
request(s)

Eligibility Verification  
printouts from SAM  
(for each prime  
contractor and/or  
subcontractor)

Pre-construction  
conference report  
minutes and sign-in  
sheet(s)

Labor Standards  
Record (LSR)

Supplemental LSR, if  
any



# Labor Compliance: Recordkeeping

---

Payrolls, with evidence of compliance review

---

Employee interviews

---

Compliance with other regulations such as Section 3 & BABA

---

Interim inspection reports

---

Wage violations (amount of restitution owed along with number of hours and days submitted on a restitution payroll report)

---

Liquidated damages fees and documentation (if any)

---

Certificate(s) of Construction Completion

---

Final Wage Compliance Report(s)



# Common Errors

Common Errors	Description	Action
Inadequate payroll information	Alternate payroll form does not include all the necessary information on the WH-347	The employer will be asked to resubmit the payrolls on an acceptable form
Missing identification numbers	Employee's individual identifying number is not included on the payroll report	This information can be reported on the next payroll submitted by the employer
Incomplete payrolls	Payroll report is missing information, for example, classification, rate of pay	The employer will be asked to send a correction certified payroll.
Classifications	Classification listed on payroll report that does not appear on wage determination	The employer will be asked to reclassify the employees in accordance with the wage decision, or the employer may request an additional classification



# Common Errors

<b>Common Errors</b>	<b>Description</b>	<b>Action</b>
Apprentices and trainees	Supporting documentation for each apprentice is missing	The employer will be asked to submit a copy of each apprentice's or trainee's registration and/or the approved program ratio and wage schedule
Overtime	Employee is not compensated at least time and one-half for OT hours worked on the project	The employer will be asked to pay wage restitution for all O/T hours worked on the project
Computations	Amounts stated on payroll report are incorrect based on hours worked and rate of pay.	Wage restitution may be required if underpayments resulted from the errors.
Deductions	Other deductions are listed but not identified and/or employee authorization for deduction is not provided	The employer will be asked to identify the deductions, provide employee authorization, or explain unusual deductions, as necessary



# Common Errors

Common Errors	Description	Action
Signature	Payroll Statement of Compliance is missing or not signed, OR is signed by an individual who is not a principal of the firm	The employer will be asked to submit a signed Statement of Compliance for each payroll affected
On-site interview comparisons	Comparison of interview forms to payroll reports indicate discrepancies	The employer will be asked to submit a correction CPR
Fringe benefits	Payroll form does not indicate how fringe benefits are paid	The employer may be asked to submit correction certified payrolls and will be required to pay wage restitution if underpayments occurred.
Wage rates	Wage amount stated on payroll report is less than amount listed on wage determination	The employer will be asked to pay wage restitution to all affected employees



# Resources

- [CA HCD GMM Chapter 7](#)
- [HUD Davis Bacon Related Acts | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)
- [Davis-Bacon and Labor Standards - HUD Exchange](#)
- [System for Award Management \(SAM\)](#)
- [US Department of Labor \(DOL\): Workplace Posters website](#)
- [DBRA Weekly Certified Payroll Form \(WH-347\)](#)
- [Form HUD-11: Record of Employee Interview](#)
- [Letters | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)





# Knowledge Check

If a worker classification is missing on the wage determination, the contractor can:

- a. Ask the employee how they want to be classified and the rate of pay they want.
- b. Use the classification and rate of pay that appears on a different wage determination for the same area.
- c. Request an additional classification that will need to be added to the effective wage determination for the project.
- d. Pay the employee any rate since there is nothing listed on the wage determination.

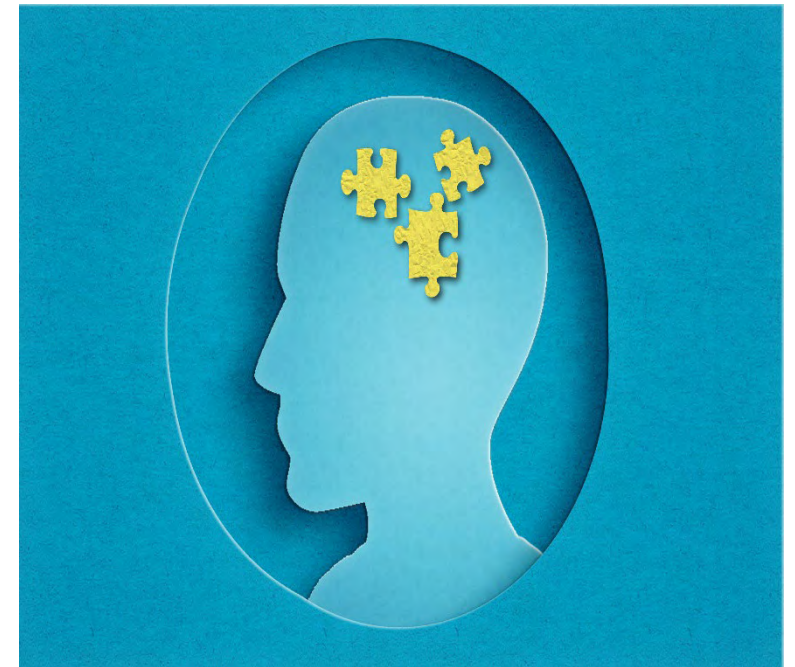




# Knowledge Check

**The correct answer is C.**

- If it is found that a class of laborers or mechanics not listed in the wage decision will be employed on the project, the contractor must request an additional classification.

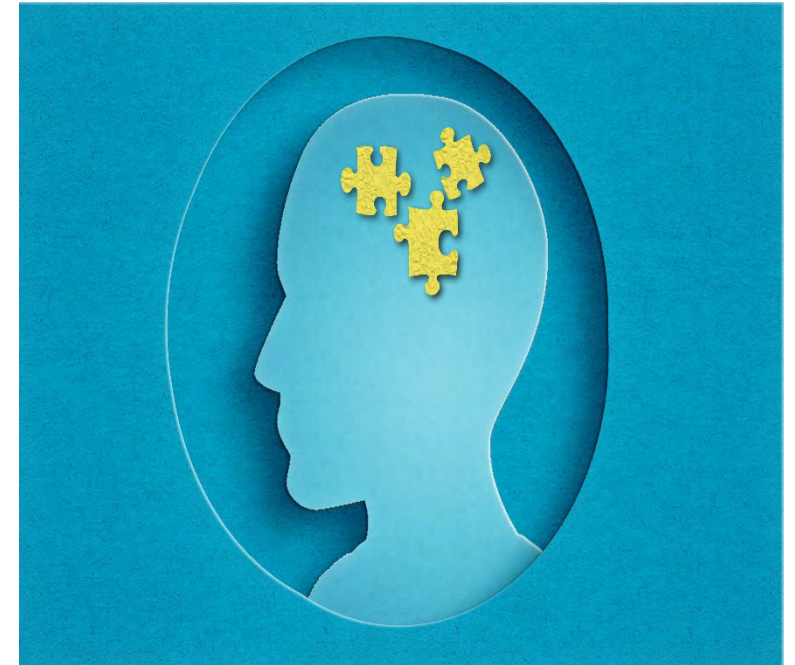




# Knowledge Check

## True or False:

If a wage determination is modified more than 10 days prior to a bid opening, it must be incorporated into the bid documents as the current effective wage determination.

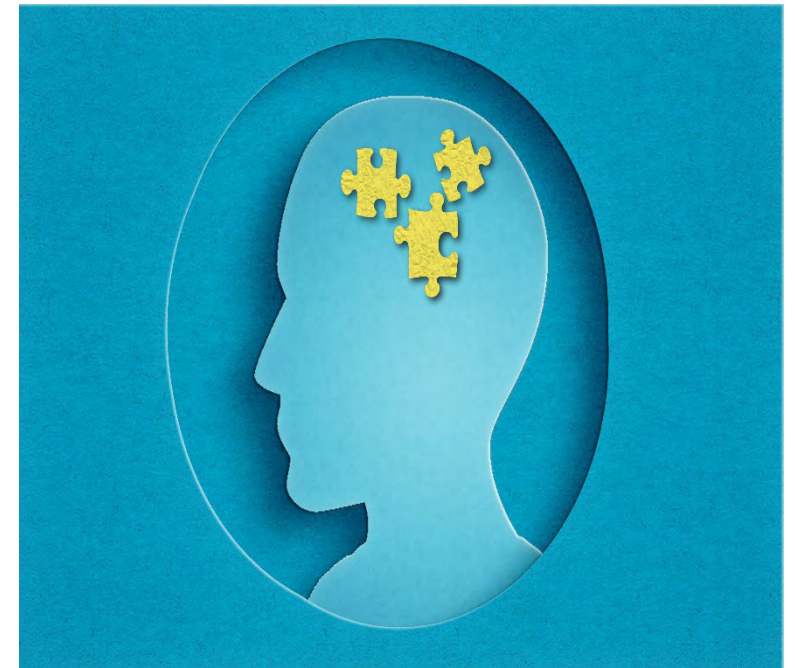




# Knowledge Check

The correct answer is **True**.

Wage determinations modified more than 10 days prior to a bid opening must be incorporated into the bid documents by addenda and bidders must be notified of the change.





## *Project Scenario:*

The city of Bishop received CDBG funds for a water system improvements project. The project involves installing 500 LF of new water main, replacing 1,000 LF of existing mains and making improvements to an existing well. They are currently putting together their procurement package:

- Question #1: From Sam.gov, what is the correct wage determination for this project?
- Question #2: What is the appropriate prevailing wage to be paid to a Power Equipment Operator (Group 4)?



**The correct wage determination and Modification # is CA20260020 Modification #2**

WAGE DETERMINATIONS

**Davis-Bacon Act WD # CA20260020**

Wage Determination

Modification #  
2

Construction  
Building, Heavy, Highway

Last Revised Date  
Jan 30, 2026

**States and Counties**


State  
California

Counties  
Inyo, Kern, Mono



**The correct hourly rate is \$65.96 plus \$33.20 in fringe benefits = \$99.16 per hour**

-----  
ENGI0012-024 07/01/2025

	Rates	Fringes
OPERATOR: Power Equipment (All Other Work)		
GROUP 1.....	\$ 63.40	33.20
GROUP 2.....	\$ 64.18	33.20
GROUP 3.....	\$ 64.67	33.20
 GROUP 4.....	\$ 65.96	33.20
GROUP 6.....	\$ 66.18	33.20
GROUP 8.....	\$ 66.29	33.20
GROUP 10.....	\$ 66.41	33.20
GROUP 12.....	\$ 66.58	33.20
GROUP 13.....	\$ 66.68	33.20
GROUP 14.....	\$ 66.71	33.20



## *Project Scenario:*

The city of Bishop CDBG water system improvements project is underway!

Your contractor has submitted the following payroll

- Question #1: Did anyone work overtime?
- Question #2: Was Robert Smith paid at least the prevailing wage?
- Question #3: Was James Jones paid at least the prevailing wage?



<b>PROJECT NAME</b>	<b>PROJECT NO. or CONTRACT NO.</b>	<b>PAYROLL NO.</b>	<b>PRIME CONTRACTOR'S/SUBCONTRACTOR'S BUSINESS NAME</b>
Bishop Water System Project	CDBG-BISHOP-00001	5	Plumbers R Us
<b>PROJECT LOCATION</b>	<b>WEEK ENDING DATE</b>	<b>CERTIFYING OFFICIAL'S NAME AND TITLE</b>	
City of Bishop	01/26/2026	john, boss	

**I paid or supervised the payment of the laborers or mechanics working on the above project during the stated time period. I certify the following:**

- The payroll information submitted with this statement is correct and complete for the above project during the above period, and the wage and fringe benefit rates paid to the workers, including credit taken for the reasonably anticipated costs of a bona fide fringe benefit plan, fund or program, are not less than the applicable wage and fringe benefits rates for the classification(s) of work actually performed, as specified in the wage determination(s) incorporated into the contract.
- All regular payrolls and all other basic records that the contractor is required to maintain for this payroll period are complete and accurate and will be made available upon request from the agency or the Department of Labor.
- The classifications reported for each laborer or mechanic are the classification(s) of work that each worker actually performed.
- Any workers paid as apprentices during the above period are duly registered in a bona fide apprenticeship program registered with the Office of Apprenticeship, Employment and Training Administration, United States Department of Labor ("OA"), or a State Apprenticeship Agency ("SAA") recognized by Department of Labor. I have verified the registered apprenticeship program information provided below as accurate and applicable to any apprentices identified on page 1 of this form.
- Fringe benefits have been paid in cash and/or to bona fide fringe benefit plans, funds, or programs. Where the contractor is claiming an hourly credit for their contributions to or reasonably anticipated costs of a bona fide fringe benefit plan, fund, or program, provide plan information and the hourly credit claimed for each worker listed on the previous page of this form.

**HOURLY CREDIT FOR FRINGE BENEFITS**

*If an amount is listed in (6B) on the first page of this certified payroll form, enter the hourly credit claimed under each plan name, type and number for each worker and check whether the plan is funded or unfunded.*

NAME OF WORKER	FB NAME	Health Insurance	FB NAME	Pension	FB NAME		FB NAME		FB NAME		FB NAME		TOTAL HOURLY CREDIT
	FB TYPE	Health Insurance	FB TYPE	Pesnion	FB TYPE		FB TYPE		FB TYPE		FB TYPE		
	PLAN NO.	10-22220	PLAN NO.	02-9999	PLAN NO.		PLAN NO.		PLAN NO.		PLAN NO.		
	<input checked="" type="checkbox"/> Funded	<input type="checkbox"/> Unfunded	<input checked="" type="checkbox"/> Funded	<input type="checkbox"/> Unfunded	<input type="checkbox"/> Funded	<input checked="" type="checkbox"/> Unfunded	<input type="checkbox"/> Funded	<input checked="" type="checkbox"/> Unfunded	<input type="checkbox"/> Funded	<input checked="" type="checkbox"/> Unfunded	<input type="checkbox"/> Funded	<input checked="" type="checkbox"/> Unfunded	
Robert Smith	Hourly Credit: \$0.00	Hourly Credit: \$0.00	Hourly Credit: \$0.00	Hourly Credit: \$0.00	Hourly Credit: \$0.00		Hourly Credit: \$0.00		Hourly Credit: \$0.00		Hourly Credit: \$0.00		\$0.00
James Jones	Hourly Credit: \$0.00	Hourly Credit: \$0.00	Hourly Credit: \$0.00	Hourly Credit: \$0.00	Hourly Credit: \$0.00		Hourly Credit: \$0.00		Hourly Credit: \$0.00		Hourly Credit: \$0.00		\$0.00
	Hourly Credit: \$	Hourly Credit: \$	Hourly Credit: \$	Hourly Credit: \$	Hourly Credit: \$		Hourly Credit: \$		Hourly Credit: \$		Hourly Credit: \$		\$
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	Hourly Credit: \$	Hourly Credit: \$	Hourly Credit: \$	Hourly Credit: \$	Hourly Credit: \$		Hourly Credit: \$		Hourly Credit: \$		Hourly Credit: \$		\$

- All workers on the project have been paid the full weekly wages earned, and no rebates or deductions have been or will be made either directly or indirectly, other than permissible deductions as defined in 29 CFR part 3.

**ADDITIONAL REMARKS**



## *Project Scenario:*

The city of Bishop CDBG water system improvements project is underway!

Your contractor has submitted the following payroll

- Question #1: Did anyone work overtime?
- Question #2: Was Robert Smith paid at least the prevailing wage?
- Question #3: Was James Jones paid at least the prevailing wage?



## Project Scenario:

The city of Bishop CDBG water system improvements project is underway!

Your contractor has submitted the following payroll

- Question #1: Did anyone work overtime? **NO – No hours listed in “OT”**

(1A) WORKER ENTRY NO.	(1B) WORKER LAST NAME	(1C) WORKER FIRST NAME	(1D) WORKER MIDDLE INITIAL	(1E) WORKER IDENTIFYING NO.	(2) (J) JOURNE YWORKER (RA) REGISTERED APPRENTICE	(3) LABOR CLASSIFICATION	(4) HOURS WORKED EACH DAY							(5) TOTAL HOURS WORKED FOR WEEK		
							ST = STRAIGHT TIME OT = OVERTIME	T	W	T	F	S	S		M	
								1/ 20	1/ 21	1/ 22	1/ 23	1/ 24	1/ 25		1/ 26	
1	Smith	Robert		00015	J	Power Equipment Operator	ST	6.0	8.0	8.0					4.0	26.0
2	Jones	James		00017	J	Laborer - Group 1	ST	8.0	8.0	8.0	8.0				8.0	40.0



## *Project Scenario:*

The city of Bishop CDBG water system improvements project is underway!

Your contractor has submitted the following payroll

- Question #2: Was Robert Smith paid at least the prevailing wage? **YES**
- **Gross AMT (7A) = \$1,820.00 + \$910 cash FB**
- **Total Hours worked = 26**
- **Gross Pay per hour = \$105.00 > \$99.16 Federal Prevailing Wage for Power Equipment Operator.**



## *Project Scenario:*

The city of Bishop CDBG water system improvements project is underway!

Your contractor has submitted the following payroll

- Question #3: Was James Jones paid at least the prevailing wage? **NO**
- **Gross AMT (7A) = \$1,800.00 + \$400 cash FB**
- **Total Hours worked = 40**
- **Gross Pay per hour = \$55.00 < \$72.43 Federal Prevailing Wage for Laborer – Group 1.**
- Restitution is owed
  - Pay the worker the difference owed (\$17.43 per hour / \$697.20 total)
  - Report payment on Signed Restitution Payroll Report

LABO0783-001 07/01/2025		
INYO AND MONO COUNTIES		
	Rates	Fringes
LABORER (TUNNEL)		
GROUP 1.....	\$ 53.60	25.74
GROUP 2.....	\$ 53.92	25.74
GROUP 3.....	\$ 54.38	25.74
GROUP 4.....	\$ 55.07	25.74
LABORER		
GROUP 1.....	\$ 46.48	25.95
GROUP 2.....	\$ 47.03	25.95
GROUP 3.....	\$ 47.58	25.95
GROUP 4.....	\$ 49.13	25.95
GROUP 5.....	\$ 49.48	25.95



# **End of Day 2**

## **Q & A**



# Thank You

Dan Narber  
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HCD values diversity at all levels of the Department and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to complex housing challenges.

**Join us and help improve the lives of all Californians.**

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- Search for California Department of Housing and Community Development

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You can view the step-by-step process on [jobs.ca.gov](https://jobs.ca.gov).