

FEDERAL LABOR STANDARDS DAVIS-BACON CHECKLIST

Labor Standards Compliance – Davis-Bacon Covered Projects

1. Contract Identification

a. Project Name		b. Project Identifier (number, etc.)	
c. Location of Project (City, County, State)		d. Prime Contractor	
e. Description (scope) of work – include number of units & stories for housing projects			f. Contract Amount \$
g. Labor Standards Provisions (HUD Form Used)	h. Wage Decision No. Used – Include Type/Mod. Date		i. Bid Opening Date
j. Contract Award Date	k. Construction Start Date	l. % Complete or Completion Date	

2. Contract Documents

	Yes	No	NA
a. Correct labor standards provisions incorporated in contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Correct wage decision incorporated in contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Was the prime contractor eligibility verification on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Weekly Payrolls

a. Did agency obtain all payrolls (first to current/last) for each contractor on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. All contractors/trades represented by payrolls received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Payroll data consistent with inspection & on-site reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Payroll certification statements signed by employer or authorized representative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Apprentices or trainees reported on payrolls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Apprentice/Trainee certification obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Do payrolls report generic job classifications (e.g., “mechanic,” “operator,” “installer,” “journeyman”) not on wage decision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Do payrolls report job classifications for which an “Additional Classification” request was necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Did the agency review to ensure that correct wages were paid, in accordance with the wage decision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Was the Contract Work Hours and Safety Standards Act (CWHSSA) threshold met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Has any laborer or mechanic worked over 40 hours per week on this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. If yes, has overtime been paid for hours worked over 40/wk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Employee Interviews

	Yes	No	NA
a. Were Employee Interviews completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Did Agency target interviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Did interviews record work performed by worker and observed by the interviewer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Were interviews compared with payrolls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>