



CDBG Disaster Recovery Project Davis Bacon & Related Acts (DBRA) Checklist for MULTIFAMILY RENTAL DEVELOPMENTS

Project Name: _____ **Contract Begin Date:** _____
Contracted Entity: _____ **Start of Construction:** _____

Documents listed below are due as listed.
 Please be aware non-compliance may result in delay of payment.

App	Documents Due By First Draw
	Preconstruction Conference Report
	Appointment of Labor Standards Officer
	Appointment of Section 3 Coordinator
	Financial Interest Report for prime/general contractor with sam.gov clearance
	Request for Additional Wage Classification and Rate (If applicable)
	GLO Notice To Proceed
	10 Day Confirmation Form with confirmed wage decision

Certified Payroll Reviews must be submitted on a monthly basis to the ARP_Payrolls@recovery.texas.gov email address.

App	Documents Requested For Monthly Certified Payroll Reviews
	G702 Associated with this monthly review
	Labor Standards Record
	Certified Payroll Submission – monthly payrolls with corresponding employee interviews
	Financial Interests Reports for all contractors with sam.gov clearances
	Any additional required documents, when applicable: <ul style="list-style-type: none"> • Certificate Appointing Officer to Supervise Payroll • Payroll Deduction Authorizations • Additional Classifications Requests and/or approvals • Consent to Voluntarily Disclose Confidential Wages
App	Documents for Final Certified Payroll Review (To release retainage)
	In addition to the documents listed above for first draw and payroll reviews:
	Certificate of Occupancy
	Final Wage Compliance Report
	Proof of restitution (when applicable)

Before beginning construction, a meeting for all applying or hired subcontractors should be held. All contractors and subcontractors are responsible for complying with DBRA and Section 3 requirements however the prime/general contractor is ultimately responsible for ensuring compliance. The following lists the subjects and forms should be reviewed with and/or provided to the subcontractors. These documents (when applicable) are also due to the GLO when requested.

App	Documents To Review At Subcontractor Meeting Date of Meeting or Docs Sent_____
	Wage Rates (Please provide photo of posted documents)
	Job Poster (Please provide photo of posted document)
	Davis Bacon Section 3 Info Packet
	Financial Interest Form (Between contractors and subs)
	US Dept of Labor Payroll Form WH347 or equivalent
	Cert Appointing Payroll Officer to Supervise Payroll
	Payroll Deduction Authorization
	Employee Interviews
	Consent to Voluntarily Disclose Confidential Wages (If applicable)
	Section 3 Quarterly Report