

# Davis Bacon Construction

## Subcontractor Packet Requirements

PHFA Project Name: \_\_\_\_\_ PHFA #: \_\_\_\_\_

**\*\*\*Note: All submitted documents requiring a signature must be original copies signed in blue ink.**

The following form(s) are to be completed **one time** at the beginning of the project and submitted to the **GENERAL CONTRACTOR**:

- A. [Contractor/Subcontractor Certification](#)
  - B. [Anti-Lobbying Certificate](#) (for contracts of \$100,000 or above)
  - C. [Non-Collusive Affidavit \(HUD Form 5369A\)](#) (for contracts of \$10,000 or above)
  - D. [Contractor Certificate Regarding EEO "E.O. 11246 Certification"](#) (for contracts of \$10,000 or above)
  - E. [Section 3 Certification Letter & Income Limits](#)
  - F. [Exhibit 2 - Section 3 Workforce/Training Needs Table](#) (for contracts of \$100,000 or above)
  - G. [Payroll Authorization Letter](#) (if applicable)
  - H. [Payroll Deduction Authorization Letter](#)
  - I. [Employee Listing](#) (Name, Address, & Social Security #)
    - [Sub-tier Subcontractor List](#)
- 

The following form(s) are to be completed **weekly** and submitted to the **GENERAL CONTRACTOR**:

- L. [Certified Payroll Form \(WH-347\)](#)
  - M. ["No Work" Reports](#)
  - N. [Fringe Benefit Form](#)
  - O. [Other Deductions Form](#)
- 

The following form(s) are to be completed **monthly** and submitted to the **GENERAL CONTRACTOR**:

- J. [Exhibit 13 - Monthly Section 3 Employment & Training Report](#) (for contracts of \$100,000 or above)
- 

The following form(s) are to be completed **monthly** and submitted to the **PHFA Compliance Officer**:

- K. [Exhibit 11 - Subcontractor's Monthly Utilization Report](#)

Send to: Ted Jackson  
PHFA  
211 North Front Street  
Harrisburg, PA 17101

---

- Read and review [Certified Payroll Report Requirements](#) before completion of Certified Payroll forms. The GC will review the weekly Sub/Sub-tier Contractor payroll submissions before submitting the payrolls to PHFA.
- Sub/Sub-tier Contractors should read and review the [Federal Compliance Supplement](#) found in the resources section of the Construction Compliance Library.