

REQUEST FOR PROPOSALS



Wilson Housing Authority
301 E. Nash Street
Wilson, NC 27895

Project: Twenty-Nine Unit HVAC Replacement @ E.M. Barnes Community, El Ramey Circle & Snowden Drive, Wilson, NC

Pre-Bid meeting April 4th 2024 @ 2:00 pm @ Wilson Housing Authority office @ 301 E. Nash Street, Wilson, NC

Proposal Due Date: No Later Than 3:00 P.M. Thursday, April 18th, 2024 (E.S.T.)

Email Troy Davis @ tdavis@wilsonha.org or Cindy Whitley @ cindy@wilsonha.org with any questions you may have in regards to the RFP.

Notice to Bidders

Proposals will be received by the Wilson Housing Authority for Project: **Twenty-Nine Unit HVAC Replacement @ E.M. Barnes Community no later than 3:00 P.M.**

Thursday, April 18th, 2024. All bids are to be clearly marked Project: RFP: Twenty-Nine Unit HVAC Replacement @ E.M. Barnes Community, El Ramey Circle & Snowden Drive. Proposals shall be mailed, emailed or hand delivered to the Wilson Housing Authority, 301 E. Nash Street, Wilson, NC 27893.

Pre-Bid meeting and access to the mechanical rooms is scheduled for **Thursday, April 4th, 2024 @ 2:00pm** to visually inspect multiple mechanical rooms onsite and ask any questions you may have concerning the project.

Award:

- The award shall be made to the responsible bidder whose bid is determined to be the most advantageous to the Wilson Housing Authority based on price, value, quality, and timeless delivery.

General:

- There is no expressed or implied obligation responding firms for any expenses incurred for the WHA to reimburse in preparing proposals in response to this request.

- During the evaluation process the WHA reserves the right where it may serve as the Authority's best interest, to request additional information or clarification from bidders, or to allow correction of errors or omission.
- Unless otherwise modified by the WHA with an addendum, the terms and conditions in this RFP shall prevail.
- The WHA reserves the right to reject, in whole or part, any proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.
- The WHA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.
- Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in any resulting contract between the WHA and the firm selected.

The selected firm shall maintain at its expense during the term of the Contract following:

- (1) Worker's Compensation Employer's Liability in the amount of \$500,000.00

each accident; \$500,000.00 for each disease; and \$500,000.00 for each disease/each employee.

(2) \$1,000,000.00 General Liability Insurance. Certificate of Insurance with the Wilson Housing Authority named as certificate holder shall be submitted prior to contract signing.

(3) WHA shall be named as additional insured on all policies.

(4) Job shall be completed in 90 Days from Contract signing, liquidated damages of \$200.00 per day will apply for all days over 90 Days unless it is in writing and approved by the President/CEO of the Wilson Housing Authority.

(5) Davis-Bacon Residential Wage Rates will apply (see attached). Weekly payrolls are required for all employees working on the job site. Subcontractors hired are required to submit weekly payrolls to the contractor to submit to WHA.

(6) The Authority is required to do employee interviews with employees on the job site (see attached interview forms).

Waiver:

The selected contracting firm shall not hold WHA liable for any personal injury incurred by their respective employees, agents or consultants, contractors or

subcontractors while working on the project. The contracting firm agrees to hold WHA harmless from any such claim by its employees, agents, consultants, contractors or subcontractors, unless a Court having local jurisdiction finds there is gross negligence of an employee of WHA while acting within the scope of their employment.

Proof of Liability:

The successful firm shall furnish to WHA a certified copy of the policy or policies covering the work required in the specifications as evidence that the insurance required will be maintained in force with WHA for the duration of the contract and no less than one year thereafter.

Standards of Conduct:

The successful firm shall be responsible for maintaining satisfactory standards of its employee's competence, conduct, appearance, honesty, and integrity. The successful firm shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary. WHA reserves the right to terminate the contract if at any time the successful firm does not uphold the standard of conduct. The Wilson Housing Authority is a drug, smoke, and alcohol-free workplace.

Quality Control:

The Development Director will inspect the services performed randomly and at other times specified in this document. Deficiencies will be pointed out once and should be corrected within twenty-four (24) hours. Upon re-inspection, any remaining deficiencies will be corrected by the owner's staff or another contractor, the cost of which will be deducted from the contract amount.

Payment:

- The contractor shall submit the invoice to the owner when the job is completed and accepted by the owner.
- The owner will issue the payment within thirty (30) working days if weekly payrolls have been submitted.
- The payment will be a fully loaded lump sum contract price for services completed.

Contractor Replacement:

If this contract is terminated for any reason, the owner, at his discretion, may negotiate with the next lower bidder to perform the contractual work for the remaining period of the contract.

WHA Protest Procedure:

To handle and resolve disputes relating to procurements by WHA, the following procedures shall be followed:

- 1. Right of Protest:** Any actual or prospective bidder, offeror, contractor, or subcontractor (Protester) who is aggrieved in connection with the solicitation, intended award or award of a contract may file a protest with the WHA "Contracting Officer".
- 2. Time for Filing Protest:** A protest shall be filed with WHA within ten (10) days of the date of the WHA issuance of an invitation for bid or other solicitation document within ten (10) days of WHA notice to Protester of its award or intended award of a Contract or intended rejection of a bid, whichever is applicable.
- 3. Content of Protest:** A protest shall be in writing and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issue to be decided.
- 4. Awarding Agency Notice:** Upon receiving a protest, the contracting Officer shall cause disclosure of information regarding the protest to any agency ("Awarding Agency") that awarded a grant directly funding in whole or in part for the Contract.

5. Contracting Officer's Review: The Contracting Officer shall review the protest and, at his/her discretion, take one or more of the following actions prior to the rendering of a decision:

(a) Request a meeting with the Protester;

(b) Request additional information from the Protester;

(c) Conduct such investigation as he/she may deem appropriate under the circumstances.

6. Contracting Officer's Decision: Within thirty (30) days of the receipt of a protest, the Contracting Officer shall notify in writing the Protester and the Awarding Agency of his/her decision.

7. End of WHA Review: The Contracting Officer's decision as to the Protester's protest shall constitute the end of the WHA Protest Procedure. If the Protester objects to the Contracting Officer's decision, he/she may pursue remedies through the Courts or through the Awarding Agency as well as other remedies as may be available by statute or regulation provided; the pursuit of remedies shall not delay the award of the Contract to another bidder, offeror, contractor, or subcontractor.

Non-Discrimination:

- Contractors/Subcontractors shall not discriminate based on race, color, National origin, sex, or physical disability in the performance of WHA contracts.

Scope of work:

- All work is to be completed by the contractor; the contractor must furnish all materials and labor.
- All work must be certified as satisfactory by Wilson Housing Authority.

Section 3 Plan:

- Contractors will be responsible to ensure that economic opportunities to the greatest extent feasible follow Section 3 requirements 24 CFR Part 135.1 and Section 3 Clause 24 CFR Part 135.38.
- WHA will provide a Section 3 “individual” form for the contractor and subcontractors to qualify the employees of each company working on site.

Role of Contractor:

The principal contractor (also referred to as prime or general contractor) is responsible for the full compliance of all employers (the contractor, subcontractors and any lower tier subcontractors) with the labor standards provisions applicable to the project. Because of the contractual relationship between a prime contractor and his/her subcontractors, subcontractors,

subcontractors generally should communicate with the contract administrator only through the prime contractor.

Work to be Performed:

- All work is to be performed during normal working hours with a high priority for safety for both contracted staff/employees and the residents if possible. If work is deemed unsafe for normal working hours other hours may be considered.
- Debris must be removed daily. No debris under any circumstances is left at the site at the end of the workday.

Regards,

Troy Davis

Development Director

Wilson Housing Authority

E.M. Barnes Neighborhood: Twenty-Nine (29) Unit HVAC Replacement
EL Ramey Circle & Snowden Drive
AMP-3: Capital Funds Program

Scope of Work (S.O.W):

1. All permits are required through the City of Wilson Inspection Office.
2. All the mechanical rooms are at the back of the apartments.
3. New thermostats are required.
4. Convert the existing Hydronic HVAC units to Gas heat: 75,000 BTU furnace.
5. Reconnect to existing duct work, gas line and vent exhaust line.
6. Haul off/away all trash daily from the job site.
7. Any additional work outside of the scope of work will be an approved change order (verbal/email) before the work begins.

1. 1512 El Ramey Circle	1007 Sq Ft
2. 1514 El Ramey Circle	1007 Sq Ft
3. 1516 El Ramey Circle	1007 Sq Ft
4. 1518 El Ramey Circle	1007 Sq Ft
5. 1520 El Ramey Circle	1007 Sq Ft
6. 1526 El Ramey Circle	1060 Sq Ft
7. 1528 El Ramey Circle	1060 Sq Ft
8. 1530 El Ramey Circle	1060 Sq Ft
9. 1532 El Ramey Circle	1060 Sq Ft
10. 1534 El Ramey Circle	1060 Sq Ft
11. 1540 El Ramey Circle	1060 Sq Ft
12. 1542 El Ramey Circle	1060 Sq Ft
13. 1546 El Ramey Circle	1060 Sq Ft
14. 1548 El Ramey Circle	1060 Sq Ft
15. 1550 El Ramey Circle	1060 Sq Ft
16. 1554 El Ramey Circle	1060 Sq Ft
17. 1556 El Ramey Circle	1060 Sq Ft
18. 1558 El Ramey Circle	1060 Sq Ft

19. 1562 El Ramey Circle	1060 Sq Ft
20. 1564 El Ramey Circle	1060 Sq Ft
21. 1568 El Ramey Circle	1060 Sq Ft
22. 1529 El Ramey Circle	1007 Sq Ft
23. 1527 El Ramey Circle	1007 Sq Ft
24. 1525 El Ramey Circle	1007 Sq Ft
25. 1523 El Ramey Circle	1007 Sq Ft
26. 1521 El Ramey Circle	1007 Sq Ft
27. 1519 El Ramey Circle	1007 Sq Ft
28. 1517 El Ramey Circle	1234 Sq Ft
29. 1515 El Ramey Circle	1234 Sq Ft

Time frame for all work to be completed:

- Time frame to complete the job is: 60 calendar days after proposal is accepted by WHA. If you feel this time frame is not reasonable, please submit your estimate time frame to complete the job.
- If you would like to visit the site, please call Troy Davis to schedule a day & time @ (252) 299-2199 ©
- Email: tdavis@wilsonha.org or Cindy@wilsonha.org

CONTRACTORS RESPONSIBILITY:

1. Provide a copy of a valid General Contractors License if the Job/Project is more than \$30,000.00.
2. Provide prompt and professional services.
3. Furnish all materials, equipment, labor, and tools necessary to perform services in the Scope of Work.
4. IDenticard Badge(s) or Key(s) will be supplied to the Contractor to gain entry to the job site.
5. Responsible for all actions of his/her employees including any damage caused by his/her employees to the owners' property or the residents' property.

6. Fill out weekly payrolls for all employees working on the job site. See attached Payroll form and Davis-Bacon wage rates, HUD form 5369-A and HUD form 5370-C, which are required by HUD.
7. Davis-Bacon Wage Rates and Maintenance Wage Rates, which are required by HUD based on Construction Type and Contract dollar amount.
8. Upon completion of the Scope of Work. The Contractor will request the Development Director to perform a Pre-Final Inspection with the Project Manager to develop a punch list to correct before calling the City of Wilson Inspections Department for a Final Inspection before submittal of final payment.
9. Upon completion of the Pre-Final Inspection, The Project Manager will request the Development Director perform a Final Inspection walk through with the Project Manager before requesting a FINAL INSPECTION from the City of Wilson Inspections Department.
10. Responsible for all permits, fees, temp power, power & water on the job regarding the job/project in the Scope of Work.
11. **The Wilson Housing Authority is a SMOKE & DRUG FREE workplace, the use of any control substance or alcohol on the property is strictly prohibited. Violations of this policy will result in immediate termination of the contract. Smoking is allowed in the street or off Wilson Housing Authority Property.**

INSURANCE: Contractor shall have, as a minimum, the following:

1. **Worker Compensation:** The Contractor & Subcontractors must send the Workers Compensation Form into Troy Davis @ Wilson Housing Authority before you begin work on any WHA properties.
2. **\$1,000,000.00 General Liability:** (Adjustable on small size Jobs/Project Estimates).
3. **Certificate of Insurance:**
 - Small Jobs: Provide WHA a Copy of C.O.I. before starting any project.
 - Large Jobs: WHA named as certified holder shall be submitted at contract signing. (Job Size)

4. Provide the WHA a W-9 form filled out before work starts on WHA property.
5. Davis-Bacon or Maintenance Wage Rates apply to construction contracts above \$2,000. (Attached with the scope of work.)
6. Submit certified payrolls weekly. (\$2,000.00 or more projects)
7. HUD Forms: HUD-5370 EZ (if construction) or HUD-5370 C (if maintenance) attached with the scope of work.

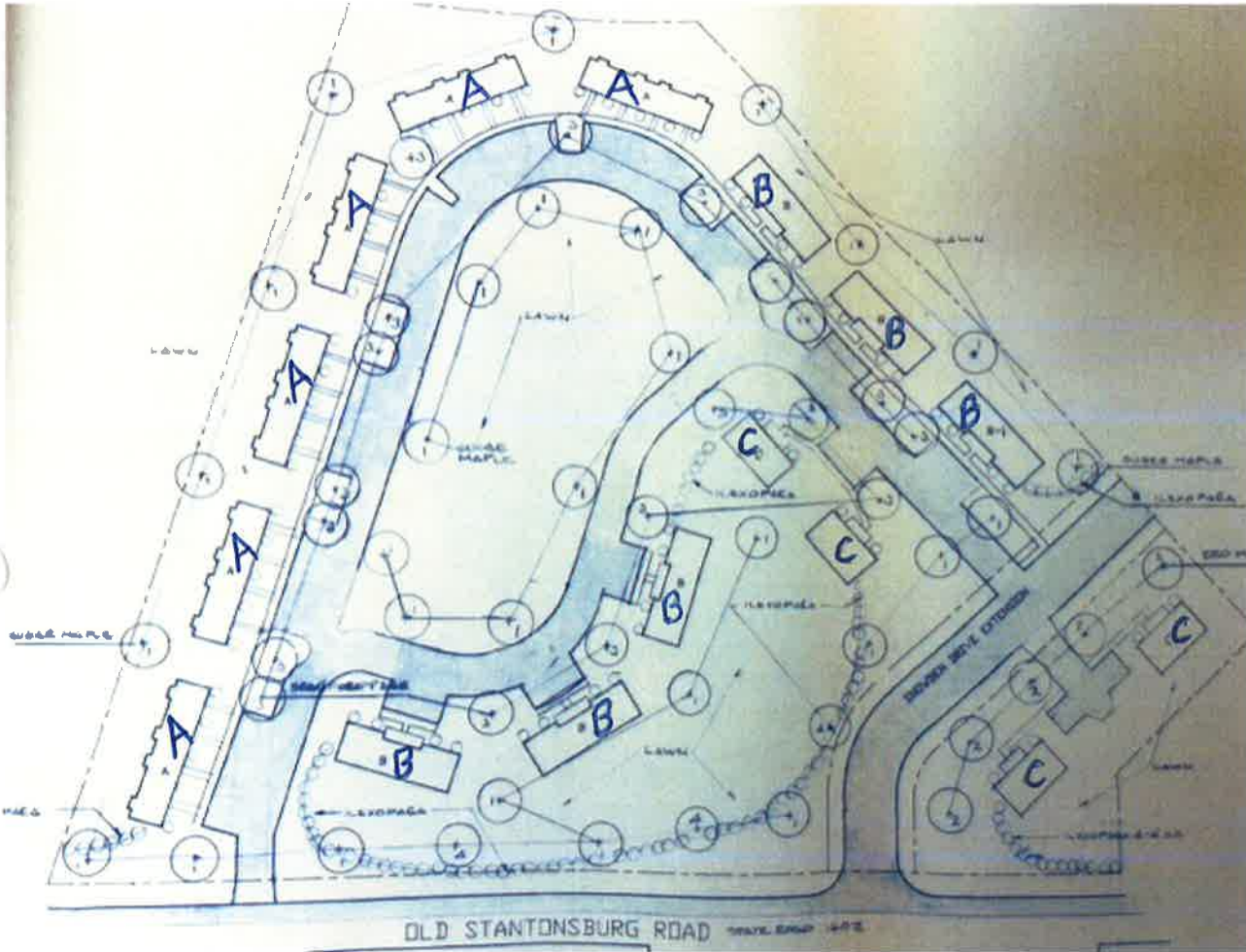
PAYMENT:

1. Contractor shall submit weekly payroll submittals and invoice(s) to the owner (WHA) when the job is completed, or payment follows a payroll schedule agreed upon and accepted by the owner (WHA).
2. WHA will issue payment within 30 days.

Regards,
Troy Davis
Development Director
Wilson Housing Authority

Troy Davis

From: troy davis <troyadavis@yahoo.com>
Sent: Monday, December 4, 2023 8:51 AM
To: Troy Davis
Subject: El Ramey. Site Plan.



Superseded General Decision Number: NC20220093

State: North Carolina

Construction Type: Residential

County: Wilson County in North Carolina.

RESIDENTIAL CONSTRUCTION PROJECTS (consisting of single family homes and apartments up to and including 4 stories).

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	<ul style="list-style-type: none">Executive Order 14026 generally applies to the contract.The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	<ul style="list-style-type: none">Executive Order 13658 generally applies to the contract.The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2023.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <http://www.dol.gov/whd/govcontracts>.

	Rates	Fringes
CARPENTER.....	\$ 14.66 **	0.00
MENT MASON/CONCRETE FINISHER...	\$ 15.25 **	0.00
ELECTRICIAN.....	\$ 14.50 **	0.00
HVAC MECHANIC (HVAC Duct Installation Only).....	\$ 14.11 **	0.00
LABORER: Common or General.....	\$ 11.93 **	0.00
PAINTER (Brush and Roller).....	\$ 11.91 **	0.00
PAINTER: Spray.....	\$ 11.91 **	0.00
PLUMBER.....	\$ 14.52 **	0.00
ROOFER.....	\$ 13.40 **	0.00

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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** Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$16.20) or 13658 (\$12.15). Please see the Note at the top of the wage determination for more information.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage

determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour National Office because National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (see 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION"

SECTION 3 AND TARGETED SECTION 3 WORKER SELF-CERTIFICATION

The purpose of HUD's Section 3 Program is to provide employment, training, and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. Your response in voluntary, confidential, and has no effect on your employment

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR Part 75.

Are you currently a resident of Public Housing or a Housing Choice Voucher holder? (Section 8)

- Yes
- No

What is your yearly income?

- Less than \$35,850 annually (\$17.23 per hour)
- More than \$35,850 annually (\$17.24 per hour)

Are you a resident of Wilson County?

- Yes
- No

Position

Date Hired

I affirm that the above statements are true, complete, and correct to the best of my knowledge and believe. I hereby certify, under penalty of law that the following information is correct to the best of my knowledge.

Address

Phone Number

Signature

Date

Full Name Printed

FOR INTERNAL USE ONLY

Must retain for 5 years

Is the employee a Section 3 worker based upon their self-certification? Yes or No

Is the employee a Targeted Section 3 worker based upon their self-certification? Yes or No

Status of employee: Employed Terminated

InstructionsGeneral:

This form is to be used by HUD and local agency staff for recording information gathered during on-site interviews with laborers and mechanics employed on projects subject to Federal prevailing wage requirements. Typically, the staff that will conduct on-site interviews and use this form are HUD staff and fee construction inspectors, HUD Labor Standards staff, and local agency labor standards contract monitors.

Information recorded on the form HUD-11 is evaluated for general compliance and compared to certified payroll reports submitted by the respective employer. The comparison tests the veracity of the payroll reports and may be critical to the successful conclusion of enforcement actions in the event of labor standards violations. The thoroughness and accuracy of the information gathered during interviews is crucial.

Note that the interview itself and the information collected on the form HUD-11 are considered confidential. Interviews should be conducted individually and privately. All laborers and mechanics employed on the job site must be made available for interview at the interviewer's request. The employee's participation, however, is voluntary. Interviews shall be conducted in a manner and place that are conducive to the purposes of the interview and that cause the least inconvenience to the employer(s) and the employee(s).

Completing the form HUD-11:

Items 1a - 1c: Self-explanatory

Items 2a - 2d: Enter the employee's full name, a telephone number where the employee can be reached, and the employee's home address. Many construction workers use a temporary address in the locality of the project and have a more permanent address elsewhere from which mail may be forwarded to them. Obtain a more permanent address, if available. Ask the employee for a form of identification (e.g., driver's license) to verify their name.

Items 3a - 4c: Enter the employee's responses. Ask the employee whether they have a pay stub with them; if so, determine whether the pay stub is consistent with the information provided by the employee.

Items 5 - 7: Be certain that the employee's responses are specific. For example, job classification (#5) must identify the trade involved (e.g., Carpenter, Electrician, Plumber) - responses such as "journeyman" or "mechanic" are not helpful for our purposes.

Items 8 - 12b: Self-explanatory

Items 13 - 15c: These items represent some of the most important information that can be gathered while conducting on-site interviews. Please be specific about the duties you observed the employee performing. It may be easiest to make these observations before initiating the interview. Please record any comments or remarks that may be helpful. For example, if the employee interviewed was working with a crew, how many workers were in the crew? Was the employee evasive?

The level of specificity that is warranted is directly related to the extent to which interview(s) or other observations indicate that there may be violations present. If interviews indicate that there may be underpayments involving a particular trade(s), the interviewer is encouraged to interview as many workers in that trade(s) that are available.

Items 16 - 17b: The information on the form HUD-11 may be reviewed for general compliance, initially. For example, are the job classification and wage rate stated by the employee compatible with the classifications and wage rates on the applicable wage decision? Are the duties observed by the interviewer consistent with the job classification?

Item 18: Please place here any additional information you may want to document or continuing information from other lines that do not fit in their block space.

Once the corresponding certified payroll reports are received, the information on the HUD-11 shall be compared to the payroll reports. Any discrepancies noted between the HUD-11 information and that on the payroll report shall be noted in Item 16, Remarks. If discrepancies are noted, follow-up actions to resolve the discrepancies must be taken.

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. 12/31/2024)

Public reporting burden estimate for this collection of information is 15 minutes per response on average. This includes reviewing instructions, searching existing data sources, gathering and maintaining the data, and completing the collection of information. This information may not be collected, nor are you required to provide, the information requested unless it has a currently valid OMB control number. The information collected ensures compliance with the Federal labor standards through recording interviews with construction workers. The information collected assists HUD in compliance monitoring of Federal labor standards. Any information collected is covered by the Privacy Act of 1974 and by 29 CFR 5.6(a)(5). Individuals and agencies collecting this information must maintain these records in a manner that protects the individuals on whom the information is maintained. The information collected herein is voluntary, and any information provided shall be kept confidential, but failure to provide the information collected may delay enforcement of any possible Federal labor standards violations if the information would have identified any. Comments concerning this burden statement, or this collection should be sent to: National Director, Office of Davis-Bacon and Labor Standards, 451 7th Street SW, Room 7108, Washington, DC 20410. When providing comments, please refer to OMB Approval 2501-0009

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form.

A. AUTHORITY: Collection of the information solicited on this form is authorized by the Davis-Bacon Act as promulgated through Department of Labor Regulations under 29 CFR Part 5.

B. PURPOSE: The primary purpose for soliciting this information is to determine if the wages paid by an employer on a project covered by the Davis-Bacon Act are in compliance with federal labor standards.

C. ROUTINE USES: The information collected ensures compliance with the Federal labor standards through recording interviews with construction workers on topics related to wages paid on the project. The information is reviewed by HUD authorized personnel to ensure compliance with Federal labor standards under the Davis-Bacon Act on covered projects. If violations are found, the information collected is used to conduct enforcement actions to ensure restitution is paid to workers of covered projects are paid proper wages under the Davis-Bacon Act.

D. CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: The information collection is voluntary. Refusing to give information will not impact your status with your employer or the government. Failure to provide the information will limit the ability of HUD to determine if you were paid proper wages under the Davis-Bacon Act, and will limit the ability for HUD to seek restitution for you in the event a violation is found.

1a. Project Name			2a. Employee Name		
1b. Project Number			2b. Employee Phone Number (including area code)		
1c. Contractor or Subcontractor (Employer)			2c. Employee Home Address & Zip Code		
			2d. Verification of identification? Yes No		
3a. How long on this job?	3b. Last date on this job before today?	3c. No. of hours last day on this job?	4a. Hourly rate of pay?	4b. Fringe Benefits?	
				Vacation Yes No	4c. Pay stub? Yes No
				Medical Yes No	
				Pension Yes No	

Your job classification(s) (list all) --- continue in block 18 if necessary

6. Your duties --- continue in block 18 if necessary

7. Tools or equipment used --- continue in block 18 if necessary

8. Are you an apprentice or trainee? Yes No 10. Are you paid at least time and 1/2 for all hours worked in excess of 40 in a week? Yes No

9. Are you paid for all hours worked? Yes No 11. Have you ever been threatened or coerced into giving up any part of your pay? Yes No

12a. Employee Signature 12b. Date

13. Duties observed by the Interviewer (Please be specific.)

14. Remarks --- continue in block 18 if necessary

15a. Interviewer Name (Please Print) 15b. Signature of Interviewer 15c. Date of Interview

Payroll Examination

16. Remarks --- continue in block 18 if necessary

Signature of Payroll Examiner 17b. Date

**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. 12/31/2024)

Additional Remarks

[Empty rectangular area for recording interview details and remarks]

Historial de Entrevista del Empleado

Departamento de Vivienda y
Desarrollo Urbano de EE.UU.
Oficina de Davis-Bacon y Normas Laborales

Aprobación de OMB No. 2501-0009
(exp.12/31/2024)

Instrucciones

Generalidades:

Este formulario será utilizado por personal de HUD y agencias locales a fin de anotar toda información recopilada durante las entrevistas en sitio con obreros y mecánicos empleados en proyectos sujetos a requisitos de pago de salario vigente federal. Por lo general, el personal que efectúe entrevistas en sitio y use este formulario será personal de HUD e inspectores de construcción con comisión, personal de la Oficina de Relaciones Laborales de HUD, e inspectores de contratos de la agencia de normas laborales local.

La información recopilada en este formulario HUD-11 es evaluada para su conformidad general y comparada con informes de nóminas certificados presentados por el empleador correspondiente. La comparación examina la veracidad de los informes de nómina y puede ser crítica para la exitosa conclusión de gestiones de cumplimiento en caso de existir violaciones a las normas laborales. La meticulosidad y exactitud de la información recopilada durante las entrevistas es trascendental.

Tenga en cuenta que tanto la entrevista misma y la información recopilada en el formulario HUD-11 se consideran ser de carácter confidencial. Las entrevistas se deberán efectuar en forma individual y en privado. Todos los trabajadores y mecánicos empleados en el sitio de trabajo deben ser puestos a disposición para las entrevista a petición del entrevistador. Sin embargo, la participación del empleado es voluntaria. Las entrevistas serán conducidas en una manera y lugar que sean conducentes a los objetivos de la entrevista y ocasionen el menor inconveniente al patrón(nes) y empleado(s).

Instrucciones para rellenar el formulario HUD-11

Líneas 1a - 1c: Auto aclaratorio

Líneas 2a – 2d: Anote el nombre completo del empleado, un número telefónico donde se le pueda contactar, y su dirección residencial. Muchos trabajadores de construcción usan una dirección temporal en la localidad del proyecto y tienen una dirección más permanente en algún otro lugar a donde se les puede enviar correspondencia. Si puede, obtenga una dirección más permanente. Pida al empleado algún tipo de identificación (por ej., licencia de conducir) para verificar su nombre.

Líneas 3a – 4c: Anote las respuestas del empleado. Pregunte a los empleados si tienen un talonario de paga con ellos; si no, determine si el talonario de paga concuerda con la información provista por el empleado.

Líneas 5 – 7: Asegúrese de que las respuestas del empleado sean específicas. Por ejemplo, la clasificación de trabajo (#5) debe identificar el tipo de oficio que desempeña (por ej., carpintero, electricista, plomero) – respuestas tales como "jornalero" o "mecánico" no ayudan para nuestros propósitos.

Líneas 8 – 12b: Auto explicatorio

Líneas 13 – 15c: Estos asuntos representan alguna de la información más importante que se puede recopilar durante una entrevista en sitio. Por favor sea específico en cuanto a los deberes que según su observación desempeñó el empleado. Quizás sea más fácil hacer estas observaciones antes de iniciar la entrevista. Por favor anote cualquier comentario que pueda ser de importancia. Por ejemplo, si el empleado entrevistado estaba trabajando con un equipo, ¿cuántos trabajadores tenía el equipo? ¿Se mostraba el empleado evasivo?

El nivel de precisión garantizado está directamente relacionado al grado que la(s) entrevista(s) u otras observaciones pueden indicar que existen posibles violaciones. Si las entrevistas indican que puede haber paga de salario insuficiente relacionado a algún particular oficio (s), se recomienda al entrevistador conducir entrevistas con tantos trabajadores en ese oficio(s) estén disponibles.

Líneas 16 – 17b: Inicialmente, la información en el formulario HUD-11 puede ser examinada para conformidad general. Por ejemplo, ¿está la clasificación de trabajo y el salario declarado por el empleado compatible con las clasificaciones y tasas de salario en la decisión de salario aplicable? ¿Concuerdan los deberes observados por el entrevistador con la clasificación de trabajo?

Línea 18: coloque aquí cualquier información adicional que desee documentar o información continua de otras líneas que no quepan en su espacio de bloque.

Una vez se reciben los informes de nómina certificados correspondientes, se hará una comparación de la información anotada en el formulario HUD-11 con los informes de nómina. Cualquier discrepancia entre la información del formulario HUD-11 y la del informe de nómina será anotada en la línea 16, Comentarios. Si se hacen observaciones de discrepancias se deberán tomar pasos de seguimiento para resolver las discrepancias.

del Empleado

Oficina de Davis-Bacon y Normas Laborales

(exp. 12/31/2024)

La carga de trabajo que supone para el público esta recopilación de información es un promedio de 15 minutos por respuesta. Esto incluye revisar las instrucciones, buscar en las fuentes de información existentes, recopilar y mantener los datos y completar la recopilación de información. Esta información no puede ser recopilada, ni usted está obligado a proporcionar la información solicitada, a menos que muestre un número de control válido de la Oficina de Gestión y Presupuesto (OMB, por sus siglas en inglés). La información recopilada garantiza el cumplimiento de las normas laborales federales mediante la grabación de entrevistas realizadas a trabajadores de la construcción. La información recopilada sirve de ayuda al Departamento de Vivienda y Desarrollo Urbano (HUD, por sus siglas en inglés) en la supervisión del cumplimiento de las normas laborales federales. Toda la información recopilada está amparada por la Ley de Privacidad de 1974 y por el Título 29 del Código Federal de Regulaciones (CFR, por sus siglas en inglés) 5.6(a)(5). Las personas y los organismos que recopilen esta información deben mantener estos registros de manera que se proteja a las personas de quienes se conserva la información. La información aquí recopilada es voluntaria, y cualquier información proporcionada se mantendrá confidencial, pero el hecho de no proporcionar la información solicitada puede retrasar la ejecución de cualquier posible violación de las normas laborales federales, en caso de que la información hubiera identificado alguna. Los comentarios sobre esta declaración de la carga de trabajo, o sobre esta recopilación, deben enviarse a: Director Nacional, Oficina de Davis-Bacon y Normas Laborales, 451 7th Street SW, Room 7108, Washington, DC 20410. Al proporcionar comentarios, sírvase referirse a la Aprobación OMB 2501-0009.

De conformidad con el artículo 5 del Código de los Estados Unidos (U.S.C.) § 552a(e)(3), esta Declaración de la Ley de Privacidad sirve para informarle de lo siguiente en relación con la recopilación de la información que figura en este formulario.

A. AUTORIDAD: La recopilación de la información solicitada en este formulario está autorizada por la Ley Davis-Bacon promulgada a través de los Reglamentos del Departamento de Trabajo bajo el título 29 CFR Parte 5.

B. PROPÓSITO: El propósito principal de solicitar esta información es determinar si los salarios pagados por un empleador en un proyecto cubierto por la Ley Davis-Bacon cumplen con las normas laborales federales.

C. USOS RUTINARIOS: La información recopilada garantiza el cumplimiento de las normas laborales federales mediante la grabación de entrevistas realizadas a trabajadores de la construcción sobre temas relacionados con los salarios pagados en el proyecto. La información es revisada por personal autorizado por el HUD para garantizar el cumplimiento de las normas laborales federales según la Ley Davis-Bacon en los proyectos contemplados. En caso de descubrirse infracciones, la información recopilada se utiliza para emprender acciones de cumplimiento con el fin de garantizar que se pague la restitución a los trabajadores de los proyectos contemplados y que se les paguen los salarios adecuados en virtud de la Ley Davis-Bacon.

D. CONSECUENCIAS DE NO PROPORCIONAR INFORMACIÓN: La recopilación de información es voluntaria. Negarse a proporcionar la información no afectará su situación con su empleador ni con el gobierno. La negativa a proporcionar la información limitará la capacidad del HUD para determinar si se le pagaron los salarios adecuados en virtud de la Ley Davis-Bacon y limitará la capacidad del HUD para solicitar una restitución para usted en caso de que se descubra una infracción.

1a. Nombre del Proyecto			2a. Nombre del empleado		
1b. Número del Proyecto			2b. Número de teléfono del empleado (incluso prefijo local)		
1c. Contratista o subcontratista (Patrón)			2c. Dirección residencial del empleado y código postal		
			2d. ¿Verificación de identificación? Sí No		
3a. ¿Cuánto tiempo en este trabajo?	3b. ¿Último día en este trabajo antes de hoy?	3c. ¿No. de horas en su último día en este trabajo?	4a. ¿Salario por hora?	4b. ¿Beneficios complementarios?	
				Vacaciones	Sí No
				Médicos	Sí No
				Pensión	Sí No
4c. ¿Talonario de paga? Sí No					

5. Clasificación(es) de su trabajo(s) (enumere todas) --- continuar en el bloque 18 si es necesario

6. Sus deberes --- continuar en el bloque 18 si es necesario

7. Herramientas o equipo usado --- continuar en el bloque 18 si es necesario

8. ¿Es aprendiz? Sí No

10. ¿Le pagan al menos tiempo y medio por todas las horas trabajadas superior a 40 horas semanales?
Sí No

9. ¿Le pagan todas las horas trabajadas? Sí No

11. ¿Alguna vez ha sido amenazado o coaccionado a entregar parte de su paga? Sí No

12a. Firma del empleado

12b. Fecha

13. Deberes observados por el entrevistador (Por favor sea específico.)

14. Comentarios--- continuar en el bloque 18 si es necesario

15a. Nombre del entrevistador (use letra de imprenta)

15b. Firma del entrevistador

15c. Fecha de la entrevista

Examinación de Nómina

16. Comentarios --- continuar en el bloque 18 si es necesario

Firma del examinador de nómina

17b. Fecha

Comentarios adicionales

[Empty text area for additional comments]

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



U.S. Wage and Hour Division

Rev. Dec. 2008

NAME OF CONTRACTOR OR SUBCONTRACTOR

PAYROLL NO.

FOR WEEK ENDING

PROJECT AND LOCATION

PROJECT OR CONTRACT NO.

OMB No.: 1235-0008
Expires: 07/31/2024

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EXEMPTIONS OR WITHHOLDINGS	(3) WORK CLASSIFICATION	(4) DAY AND DATE			(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS			(9) NET WAGES PAID FOR WEEK
			HOURS WORKED EACH DAY							FICA	WITH- HOLDING TAX	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, gathering existing data sources, searching existing data sources, 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 S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

Public Burden Statement

(over)

Date _____

I, _____ (Name of Signatory Party) _____ (Title)
do hereby state:

(1) That I pay or supervise the payment of the persons employed by

_____ (Contractor or Subcontractor) _____ on the

_____ (Building or Work) _____; that during the payroll period commencing on the

_____ day of _____, and ending the _____ day of _____,
all persons employed on said project have been paid the full weekly wages earned, that no rebates have
been or will be made either directly or indirectly to or on behalf of said

_____ (Contractor or Subcontractor) _____ from the full

weekly wages earned by any person and that no deductions have been made either directly or indirectly
from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part
3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948,
63 Stat. 108, 72 Stat. 967; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are
correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the
applicable wage rates contained in any wage determination incorporated into the contract; that the classifications
set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship
program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and
Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered
with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

— in addition to the basic hourly wage rates paid to each laborer or mechanic listed in
the above referenced payroll, payments of fringe benefits as listed in the contract
have been or will be made to appropriate programs for the benefit of such employees,
except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

— Each laborer or mechanic listed in the above referenced payroll has been paid,
as indicated on the payroll, an amount not less than the sum of the applicable
basic hourly wage rate plus the amount of the required fringe benefits as listed
in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE

SIGNATURE

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 3728 OF
TITLE 31 OF THE UNITED STATES CODE.

Instructions For Completing Payroll Form, WH-347

o [WH-347 \(PDF\)](#)

OMB Control No. 1235-0008, Expires 07/31/2024.

General: Form WH-347 has been made available for the convenience of contractors and subcontractors required by their Federal or Federally-aided construction-type contracts and subcontracts to submit weekly payrolls. Properly filled out, this form will satisfy the requirements of Regulations, Parts 3 and 5 (29 C.F.R., Subtitle A), as to payrolls submitted in connection with contracts subject to the Davis-Bacon and related Acts.

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Under the Davis-Bacon and related Acts, the contractor is required to pay not less than prevailing wage, including fringe benefits, as predetermined by the Department of Labor. The contractor's obligation to pay fringe benefits may be met either by payment of the fringe benefits to bona fide benefit plans, funds or programs or by making payments to the covered workers (laborers and mechanics) as cash in lieu of fringe benefits.

This payroll provides for the contractor to show on the face of the payroll all monies to each worker, whether as basic rates or as cash in lieu of fringe benefits, and provides for the contractor's representation in the statement of compliance on the payroll (as shown on page 2) that he/she is paying for fringe benefits required by the contract and not paid as cash in lieu of fringe benefits. Detailed instructions concerning the preparation of the payroll follow:

Contractor or Subcontractor: Fill in your firm's name and check appropriate box.

Address: Fill in your firm's address.

Payroll No.: Beginning with the number "1", list the payroll number for the submission.

For Week Ending: List the workweek ending date.

Project and Location: Self-explanatory.

Project or Contract No.: Self-explanatory.

Column 1 - Name and Individual Identifying Number of Worker: Enter each worker's full name and an individual identifying number (e.g., last four digits of worker's social security number) on each weekly payroll submitted.

Column 2 - No. of Withholding Exemptions: This column is merely inserted for the employer's convenience and is not a requirement of Regulations, Part 3 and 5.

Column 3 - Work Classifications: List classification descriptive of work actually performed by each laborer or mechanic. Consult classification and minimum wage schedule set forth in contract specifications. If additional classifications are deemed necessary, see Contracting Officer or Agency representative. An individual may be shown as having worked in more than one classification provided an accurate breakdown of hours worked in each classification is maintained and shown on the submitted payroll by use of separate entries.

Column 4 - Hours worked: List the day and date and straight time and overtime hours worked in the applicable boxes. On all contracts subject to the Contract Work Hours Standard Act, enter hours worked in excess of 40 hours a week as "overtime".

Column 5 - Total: Self-explanatory

Column 6 - Rate of Pay (Including Fringe Benefits): In the "straight time" box for each worker, list the actual hourly rate paid for straight time worked, plus cash paid in lieu of fringe benefits paid. When recording the straight time hourly rate, any cash paid in lieu of fringe benefits may be shown separately from the basic rate. For example, "\$12.25/.40" would reflect a \$12.25 base hourly rate plus \$0.40 for fringe benefits. This is of assistance in correctly computing overtime. See "Fringe Benefits" below. When overtime is worked, show the overtime hourly rate paid plus any cash in lieu of fringe benefits paid in the "overtime" box for each worker; otherwise, you may skip this box. See "Fringe Benefits" below. Payment of not less than time and one-half the basic or regular rate paid is required for overtime under the Contract Work Hours Standard Act of 1962 if the prime contract exceeds \$100,000. In addition to paying no less than the predetermined rate for the classification which an individual works, the contractor must pay amounts predetermined as fringe benefits in the wage decision made part of the contract to approved fringe benefit plans, funds or programs or shall pay as cash in lieu of fringe benefits. See "FRINGE BENEFITS" below.

Column 7 - Gross Amount Earned: Enter gross amount earned on this project. If part of a worker's weekly wage was earned on projects other than the project described on this payroll, enter in column 7 first the amount earned on the Federal or Federally assisted project and then the gross amount earned during the week on all projects, thus "\$163.00/\$420.00" would reflect the earnings of a worker who earned \$163.00 on a Federally assisted construction project during a week in which \$420.00 was earned on all work.

Column 8 - Deductions: Five columns are provided for showing deductions made. If more than five deduction are involved, use the first four columns and show the balance deductions under "Other" column; show actual total under "Total Deductions" column; and in the attachment to the payroll describe the deduction(s) contained in the "Other" column. All deductions must be in accordance with the provisions of the Copeland Act Regulations, 29 C.F.R., Part 3. If an individual worked on other jobs in addition to this project, show actual deductions from his/her weekly gross wage, and indicate that deductions are based on his gross wages.

Column 9 - Net Wages Paid for Week: Self-explanatory.

Totals - Space has been left at the bottom of the columns so that totals may be shown if the contractor so desires.

Statement Required by Regulations, Parts 3 and 5: While the "statement of compliance" need not be notarized, the statement (on page 2 of the payroll form) is subject to the penalties provided by 18 U.S.C. § 1001, namely, a fine, possible imprisonment of not more than 5 years, or both. Accordingly, the party signing this statement should have knowledge of the facts represented as true.

Items 1 and 2: Space has been provided between items (1) and (2) of the statement for describing any deductions made. If all deductions made are adequately described in the "Deductions" column above, state "See Deductions column in this payroll." See "FRINGE BENEFITS" below for instructions concerning filling out paragraph 4 of the statement.

Item 4 FRINGE BENEFITS - Contractors who pay all required fringe benefits: If paying all fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decision of the Secretary of Labor, show the basic cash hourly rate and overtime rate paid to each worker on the face of the payroll and check paragraph 4(a) of the statement on page 2 of the WH-347 payroll form to indicate the payment. Note any exceptions in section 4(c).

Contractors who pay no fringe benefits: If not paying all fringe benefits to approved plans, funds, or programs in amounts of at least those that were determined in the applicable wage decision of the Secretary of Labor, pay any remaining fringe benefit amount to each laborer and mechanic and insert in the "straight time" of the "Rate of Pay" column of the payroll an amount not less than the predetermined rate for each classification plus the amount of fringe benefits determined for each classification in the application wage decision. Inasmuch as it is not necessary to pay time and a half on cash paid in lieu of fringe benefits, the overtime rate shall be not less than the sum of the basic predetermined rate, plus the half time premium on basic or regular rate, plus the required cash in lieu of fringe benefits at the straight time rate. In addition, check paragraph 4(b) of the statement on page 2 the payroll form to indicate the payment of fringe benefits in cash directly to the workers. Note any exceptions in section 4(c).

Use of Section 4(c), Exceptions

Any contractor who is making payment to approved plans, funds, or programs in amounts less than the wage determination requires is obliged to pay the deficiency directly to the covered worker as cash in lieu of fringe benefits. Enter any exceptions to section 4(a) or 4(b) in section 4(c). Enter in the Exception column the craft, and enter in the Explanation column the hourly amount paid each worker as cash in lieu of fringe benefits and the hourly amount paid to plans, funds, or programs as fringe benefits. The contractor must pay an amount not less than the predetermined rate plus cash in lieu of fringe benefits as shown in section 4(c) to

each such individual for all hours worked (unless otherwise provided by applicable wage determination) on the Federal or Federally assisted project. Enter the rate paid and amount of cash paid in lieu of fringe benefits per hour in column 6 on the payroll. See paragraph on "Contractors who pay no fringe benefits" for computation of overtime rate.

Public Burden Statement: We estimate that it will take an average of 55 minutes to complete this collection of information, 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 of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Note: In order to view, fill out, and print PDF forms, you need Adobe® Acrobat® Reader® version 5 or later, which you may download for free at www.adobe.com/products/acrobat/readstep2.html.

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Wage and Hour Division

An agency within the U.S. Department of Labor

200 Constitution Ave NW
Washington, DC 20210

[1-866-4-US-WAGE](tel:1-866-4-US-WAGE)

[1-866-487-9243](tel:1-866-487-9243)

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