

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Davis Bacon Act

Policy:

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to abide by the rules and regulations set forth in the Tri-County Community Council, Inc. Financial Policies and Procedure, (under Chapter 13 Procurement, Section M, Subsection 2, governing the use of the Davis Bacon Act.)

Procedure:

1. In addition to the Tri-County Community Council, Inc. Davis-Bacon procedure and Davis-Bacon Compliance Form, a hard copy of an updated prevailing wage rates for the specific county where the work is being done, from www.wdol.gov/dba.aspx, must be included in the packet that is to be given to the vendor who has been awarded the bid.
2. Copies of the Davis-Bacon Poster, Payroll Form (WH-347) each with instructions, and Request for Taxpayer Identification Number and Certification (W-9) will also need to be included with the vendor's packet.
3. The W-9 form must be completed and returned to the Director's Assistant so a search can be conducted before work begins to verify that the vendor is not on the suspension/debarment list. The business/owner's name with the DUNS number will be needed to access www.sam.gov. Or a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form can be included with the vendor's packet. After the results are documented, the W-9 is sent to bookkeeping.
4. Under the Davis-Bacon and Related Acts (DBRA), covered contractors and subcontractors must maintain payrolls and basic records and submit certified weekly payrolls, or they can use Form WH-347, which will satisfy the requirements of Regulations, Parts 3 and 5 (29CRF, Subtitle A). The information on the records should include:
 - a. Name, current address, and social security number of each employee
 - b. Each employee's work classification(s)
 - c. Hourly rate(s) of pay
 - d. Daily and weekly numbers of hours worked
 - e. Deductions made
 - f. Actual wages paid
5. In order for the contractor to receive final payment, personnel must submit an invoice showing program manager approval and certification of Davis Bacon Compliance.