

**Davis Bacon Construction**  
**Sub-tier Subcontractor Packet Requirements**

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

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

**PHFA Compliance Officer:**

Ted Jackson, Senior Compliance Officer  
Pennsylvania Housing Finance Agency  
211 North Front Street  
Harrisburg, PA 17101

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The following form(s) are to be completed ***one time*** at the beginning of the project and submitted to the **SUBCONTRACTOR** you are contractually obligated to:

- [Contractor/Subcontractor Certification](#)
- [Anti-Lobbying Certificate \(for contracts of \\$100,000 or above\)](#)
- [Non-Collusive Affidavit \(for contracts of \\$10,000 or above\)](#)
- [E.O. 11246 Owner/Contractor Certification Letter Regarding EEO \(for contracts of \\$10,000 or above\)](#)
- [Section 3 Certification Letter & Income Limits](#)
- [Exhibit 2 - Section 3 Workforce/Training Needs Table \(for contracts of \\$100,000 or above\)](#)
- [Payroll Authorization Letter \(if applicable\)](#)
- [Employee Authorization of Payroll Deductions Letter \(if applicable\)](#)
- [Employee Listing \(Name, Address, & Social Security Number\) \(if applicable\)](#)

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The following form(s) are to be completed ***weekly*** and submitted to the **SUBCONTRACTOR** you are contractually obligated to:

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

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

- [Exhibit 12 - Monthly Section 3 Employment & Training Report](#)

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

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

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- 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 for errors 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.