

Non-Davis Bacon Construction Owner/Developer 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**

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

- [Anti-Lobbying Certificate \(for contracts of \\$100,000 or above\)](#)
- [E.O. 11246 Owner/Contractor Certification Letter Regarding EEO \(for contracts of \\$10,000 or above\)](#)
- [E.O. 11246 Notification Letter of Awards \(submit for General Contractor\)](#)
- [Section 3 Certification Letter & Income Limits](#)
- [Exhibit 1 - Certification of Contract Awards for Project Owners](#)
- [Exhibit 2 - Section 3 Workforce/Training Needs Table \(for contracts of \\$100,000 or above\)](#)

The following form(s) are to be completed **one time** at the beginning of the project, and where applicable after that, then submitted to the **PHFA Compliance Officer**:

- [Exhibit 3 - MBE/MWBE/WBE/Section 3 Contact/Solicitation and Commitment Statement](#)

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

- [Exhibit 9 - Certification of Contract Award for Project Owners](#)
- [Exhibit 12 - Monthly Section 3 Employment & Training Report](#)

The following form(s) are to be completed **one time** at the end of the project and submitted in both hard copy and electronic copy (Microsoft Excel and Word Formats) to the **PHFA Compliance Officer**:

- [Contractor & Subcontractor Activity Form \(HUD 2516\)](#)
- [Section 3 Summary Report \(HUD 60002\)](#)

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- Both GC and Sub/Sub-tier Contractors should read and review the [Federal Compliance Supplement](#) found in the resources section of the Construction Compliance Library.
 - Read and review the [Minority/Female Pennsylvania Participation Goals for Executive Order 11246](#).