

## Subcontractor Packet Requirements

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 returned to **GENERAL CONTRACTOR:**

- A.** Non-Collusive Affidavit (for contracts of \$10,000 or above)
  - B.** Contractor/Subcontractor Certification
  - C.** Certification by Proposed Subcontractor Regarding EEO (for contracts of \$10,000 or above)
  - D.** Section 3 Certification Letter
  - E.** Payroll Authorization Letter (if applicable)
  - F.** Payroll Deduction Authorization Letter
  - G.** Employee Listing (Name, Address, Social Security Number)
  - H.** Exhibit 2 - Section 3 Workforce/Training Needs Table (for contracts of \$100,000 or above)
  - I.** Anti-Lobbying Certificate (for contracts of \$100,000 or above)
    - Sub-tier Subcontractor List
    - Debarment Review of Sub-tier Subcontractors (EPLS)
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The following form(s) needs to be completed **monthly** and sent to **GENERAL CONTRACTOR:**

- J.** Exhibit 13 - Monthly Section 3 Employment & Training Report (for Contractors and Subcontractors with contracts that are \$100,000 or above)
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The following form(s) must be completed **monthly** and sent to **PHFA Compliance Officer:**

- K.** Exhibit 11 - Subcontractor's Monthly Utilization Report

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

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- Read and review **Certified Payroll Report Requirements** before completion of Certified Payroll forms. This information is designed to increase knowledge and accuracy on how to complete Payroll forms properly.
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The following form(s) needs to be completed **weekly** and sent to **GENERAL CONTRACTOR:**

- L.** Certified Payroll Form (WH-347)
- M.** No Work Reports
- N.** Fringe Benefit Form
- O.** Other Deductions Form