



New York State
Division of Housing and Community Renewal

M E M O R A N D U M

To: Weatherization Assistance Program Subgrantees
DHCR Weatherization Program Staff

From: DHCR Weatherization Reporting Unit

Date: October 8, 2009

Subject: Submission of Weekly Certified Payroll Reports

This memo is intended to provide guidance to subgrantees on submitting Certified Payroll Reports as required under the Davis Bacon Act, 29 CFR Parts 3 and 5. Included with this memo is the Federal Department of Labor (DOL) Form WH-347 for documenting wages paid to subgrantee staff covered under Davis Bacon, and for subcontractors who have staff performing work for subgrantees that are also covered under Davis Bacon. Included with Form WH-347 are instructions for proper completion, and for compliance signature by the authorized individual that the correct wages have been paid. This report is a mandatory requirement for DOE/ARRA funding that does not currently apply to “regular” DOE Weatherization Assistance Program funding.

The Davis Bacon Act requires contractors (subgrantees) and subcontractors performing work on a Federally financed or assisted construction contracts to “furnish weekly a statement with respect to the wages paid each employee during the preceding week”...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 for the work performed.

In accordance with these federal requirements, DHCR is mandated to collect Certified Payroll Reports on a consecutive weekly basis (first week is when the first contract job is started). Accordingly, all subgrantees are required to submit these reports to DHCR for wages paid in the preceding week. In accordance with Form WH-347 the report must be signed by the subgrantee representative or subcontractor representative who paid or supervised the payment of wages.

In cases where a payroll reporting period has elapsed and no subgrantee staff or subcontractors have performed work covered under Davis Bacon, the subgrantee must still submit a signed and dated weekly payroll report. A brief explanation that no labor payments were made should be included in the remarks section of the form.

Since weatherization work might be performed on multiple sites during one payroll period, individual projects (addresses) where work was performed during the payroll reporting period do not have to be identified, if the work was performed under the same contract.

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Once completed, signed and dated, the reports must be sent to the address below. Attach additional sheets if needed to complete the report. Initially, DHCR will accept hard copies of the reports with original signatures only. We are exploring the feasibility of electronic submission and hope to provide that option in the future.

Questions related to the completion and submission of this report may be answered by your assigned program field representative or the regional field supervisor.

Mail Weekly Payroll Reports to:

Division of Housing and Community Renewal
Davis Bacon Certified Payroll Reporting Unit
25 Beaver Street, 7th Floor
New York , NY 10004