

Davis-Bacon and Related Acts (DBRA) Checklist for Local Governments



How to use this resource: This resource is a checklist to guide a public entity through the requirements of the DBRA and other federal labor standards requirements. This checklist reflects recommended practices, but federal agencies may require additional steps or documentation. Please check federal agency guidance and consult with your unit’s attorney to confirm compliance with DBRA requirements.

Project Name		Contract No.	
Funding Source(s)		Project Location	
Prime Contractor		Procurement Officer	
Date		Wage Determination No.	

1. Pre-Solicitation

Complete	Compliance Item	Date / Initials	Notes
<input type="checkbox"/>	Federal funding sources identified and documented		
<input type="checkbox"/>	DBRA applicability confirmed		
<input type="checkbox"/>	CWHSSA applicability confirmed (contracts over \$100,000)		
<input type="checkbox"/>	Copeland Act applicability confirmed		
<input type="checkbox"/>	Correct wage determination(s) selected (location and construction type)		
<input type="checkbox"/>	Current wage determination(s) placed in project file		

2. Solicitation

Complete	Compliance Item	Date / Initials	Notes
<input type="checkbox"/>	Davis-Bacon labor standards clauses included		
<input type="checkbox"/>	Copeland Act (Anti-Kickback) provisions included		
<input type="checkbox"/>	CWHSSA overtime provisions included, if applicable		
<input type="checkbox"/>	Wage determination(s) attached to solicitation		
<input type="checkbox"/>	Wage determination(s) confirmed 10 days before bid opening		

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3. Contract Award

Complete	Compliance Item	Date / Initials	Notes
<input type="checkbox"/>	Contractor debarment check completed		
<input type="checkbox"/>	Contract includes correct wage determination(s) ¹		
<input type="checkbox"/>	All required federal labor clauses included, with appropriate language ensuring subcontractors comply with federal labor standards		
<input type="checkbox"/>	Authority to withhold payments included		

4. Contract Management

Complete	Compliance Item	Date / Initials	Notes
<input type="checkbox"/>	Labor standards briefing conducted		
<input type="checkbox"/>	Posting requirements explained to contractor		
<input type="checkbox"/>	Employee Rights (WH-1321) poster verified on site with photo documentation		
<input type="checkbox"/>	Wage determination(s) posted on site		
<input type="checkbox"/>	Weekly certified payrolls received from the contractor and subcontractors		
<input type="checkbox"/>	Worker classifications verified against wage determination		
<input type="checkbox"/>	Fringe benefits verified		
<input type="checkbox"/>	CWHSSA overtime paid correctly		
<input type="checkbox"/>	Employee interviews conducted and documented		
<input type="checkbox"/>	Copeland Act compliance monitored (no improper deductions)		

¹ If the contract is not awarded within 90 days of bid opening, check wage determination(s) again and update accordingly.