

Boyne City Housing Commission(BCHC)

Davis-Bacon Compliance Policy

Adopted by the BCHC Board of Commissioners 10/22/2025

The purpose of this policy is to ensure the Boyne City Housing Commission (BCHC) complies with Davis-Bacon and Related Acts (DBRA) requirements when applicable. This policy applies to construction, alteration, and repair projects funded wholly or partially with federal funds where Davis-Bacon wage requirements are triggered.

1. Scope and Applicability

This policy applies to all applicable BCHC projects where:

- A. Federal funds are used (including HUD funds),
- B. Construction, alteration, or repair are performed, and
- C. The labor cost of the work exceeds \$2,000 per unit (for unit-specific work) or per project (for common area or general improvements).

2. In-House vs. Contracted Work

Work performed by BCHC's own employees (e.g., maintenance staff) is generally not subject to Davis-Bacon. Davis-Bacon applies only when construction, alteration, or repair is performed by outside contractors or subcontractors.

3. Labor Cost Thresholds

Davis-Bacon requirements apply when:

- A. The labor portion of work performed by a contractor exceeds \$2,000,
- B. For unit-specific work: the \$2,000 threshold applies per unit,
- C. For common area or general site work: the \$2,000 threshold applies to the total project.
- D. Material costs are excluded from this calculation.

4. Covered Activities

- A. The following are examples of covered and non-covered activities:
- B. Covered (if labor > \$2,000): full bathroom renovations, roof replacements, exterior siding projects, large-scale plumbing or HVAC replacements performed by contractors.
- C. Not covered: minor repairs, routine maintenance, landscaping, and tree trimming.

5. Responsibilities

The Executive Director and Program Manager shall:

- A. Determine applicability of Davis-Bacon prior to procurement,
- B. Ensure wage determinations are included in procurement documents,
- C. Ensure required posters are displayed at job sites,
- D. Monitor compliance through certified payroll review and documentation.

6. Procedures for Compliance

- A. Estimate labor costs before the project begins.
- B. Determine if Davis-Bacon applies.
- C. If applicable, insert wage determinations in the contract.
- D. Collect and review weekly certified payrolls.
- E. Maintain documentation for record retention.
- F. Respond to HUD or DOL inquiries as needed.

7. Recordkeeping

Records related to Davis-Bacon compliance, including contractor payrolls, wage determinations, correspondence, and site inspection notes, shall be retained for a minimum of three years following final payment or project closeout.

8. Policy Review

This policy shall be reviewed annually and updated as needed to comply with HUD and Department of Labor guidance.

9. Required Documents and Forms for Davis-Bacon Compliance

For small PHAs such as BCHC, the following documents must be maintained and/or included in project files when Davis-Bacon requirements apply (i.e., when federally funded construction, alteration, or repair work is performed by outside contractors and the labor portion exceeds \$2,000 per unit or per project).

Document	Required for Small PHAs?	Description
HUD Form WH-347 (Certified Payroll)	✔ Yes if Davis-Bacon applies	Required weekly from contractors when Davis-Bacon applies.
HUD-4010 (Federal Labor Standards Provisions)	✔ Yes	Must be included in all construction contracts subject to Davis-Bacon.
DOL Wage Determination	✔ Yes	Must be included in procurement and contract documents; obtained from SAM.gov.
WH-1321 (Employee Rights Poster)	✔ Yes	Must be posted at the job site when Davis-Bacon applies.
HUD-4750 (Wage Rate Reporting for Force Account Labor)	⚠ As requested by HUD	Used to report wages paid to maintenance staff. Required only if HUD requests or for wage tracking.
Contractor/Subcontractor Agreements with DBRA Clauses	✔ Yes	Must include wage determination, HUD-4010, and provisions for certified payroll.
Davis-Bacon Compliance Checklist	✔ Recommended	Internal BCHC checklist to track compliance steps, forms, and deadlines.
HUD Labor Standards Handbook 1344.1 Rev 2 (Reference)	⚠ Recommended	Serves as a reference guide for staff compliance with Davis-Bacon rules.

BCHC Davis-Bacon Compliance Checklist

The following checklist should be used for each applicable project:

- Determine if project exceeds \$2,000 labor threshold (per unit or project).
- Verify Davis-Bacon applicability based on funding source and scope of work.
- Obtain and include wage determination from SAM.gov.
- Include HUD-4010 in bid and contract documents.
- Post WH-1321 notice at job site.
- Collect weekly certified payrolls (HUD-347) from contractors.
- Review payrolls for compliance with wage determination.
- Maintain documentation for 3 years after project closeout.
- Submit HUD-4750 for in-house wage reporting if requested.