



Energy & Housing Services Department Memorandum

Notice ME-WAP-2011-03

To: Memorandum for Weatherization Sub-Grantees
From: Kimberly Weed, Manager of Compliance & Quality Assurance
Date: July 6, 2011
Subject: Davis Bacon Payroll Report Requirements – **Effective Immediately**

Effective immediately, please ensure that all weekly certified payroll reports submitted by your contractors for work performed under the ARRA grant have addresses listed for the employees.

Under Davis Bacon guidelines, contractors are required to complete and certify weekly payroll reports for any work completed that is funded with federal dollars (in this case ARRA funds) and submit them to the funding agency. The funding agency is then responsible for reviewing the certified payrolls to ensure that salaries reported for each employee meets the minimum Davis Bacon wage rate for the worker's classification in that region of the State. In addition to this task, the funding agency should also be performing periodic interviews with a random sample selection of employees to validate that the reported payroll information is correct.

ARRA jobs performed under the Maine Weatherization Program are short in duration (typically less than 1 week) making it impossible to conduct employee interviews face to face because payroll and job information is not available to MaineHousing until after a job is completed. To meet the Davis Bacon interviewing requirement, MaineHousing has chosen to conduct after the fact interviews via a survey tool through the postal system. This methodology requires addresses for the contractor employees, which many vendors have been delinquent in providing.