



Standard Operating Procedure

I. Title: Federally-Funded Projects

II. Purpose: Identify project funding sources that include funding directly from the federal government or indirectly by federal funds administered through State agencies (i.e., stimulus programs). Comply with Davis-Bacon Wage Rates and any federal contract/grant requirements and deadlines.

III. Actions (Chronological Order)

- PM – Project Manager**
- HAS – HUB Staff Associate**
- PS – Project Specialist**
- MC – Manager of Procurement and Compliance**
- CS – Contract Specialist**
- BS – Business Services’ Manager of Project Accounts**

PM	1. Inquires to Client whether any direct and/or indirect federal funds are associated with project.
	2. PM communicates to PS and HUB Staff Associate that project includes federal funds.
	3. PM notifies BS and MC regarding any deadline dates or other requirements of the federal or state grant/contract.
	4. When completing the Front End Checklist, the PM/PS notes that federal funds will be used on the project.
CS	5. CS edits the Special Conditions of the bid documents that Davis-Bacon Wage Rates will apply.
HSA	6. Hub Staff Associate notifies the Coordinator/Director of the University HUB Program Office regarding the use of federal funds on the project
PS	7. PS indicates federal or state-administered federal funds on the “ <i>Final Construction Document Review Coversheet</i> ” in the Comments section and attaches the DEFINE Screen Print. (All federal funds are identified through the “26” account; however, state-administered federal funds may be imbedded in another source account.)
MC/CS	8. Upon receipt of notification from the PM and through the <i>Final Construction Document Review Coversheet</i> , MC notifies the CS that Special Conditions of the bid documents must include notification to the contractor that Davis-Bacon Wage Rates apply to the project and any other grant/contract requirements.
CS	9. Updates database to track any required deadlines. On JOC Projects, CS ensures that the bid documents (i.e., RFP) include language about Davis-Bacon Wage Rates and any other grant/contract



	requirements. CS can only issue a Job Order for federal projects if Contractor has been informed, in writing, about federal funding requirements (i.e., via RFP and in Job Order Contract).
MC/Contractor	10. Once contractor is selected, MC works with Contractor to prepare Federal Standard Form 1444 (Wage Determination) to classify unique job titles, if applicable to the project, and then submits the form, if applicable, to the Department of Labor
PM/MC	11. If PM learns about federal funding after RFP is issued, PM must inform MC and an Addendum is issued or, if after contract execution, written notification is given to the contractor of the Davis-Bacon requirements.
BS	12. Updates Project Tracking Log to track any required deadlines.
Contractor	13. Submits certified weekly payroll sheets to MC for compliance.
MC/CS	14. Reviews contractor-submitted payroll to ensure compliance with Davis-Bacon Wage Rates. Electronically files payroll in respective file folder on server as well as filing hardcopy with project file (marking out any individual's names listed on the payroll sheet). CS ensures not to process contractor's pay applications without ensuring with MC that weekly payrolls have been received and approved.

IV. References

Front End Checklist

Final Construction Document Review Coversheet