



**Davis Bacon Related Acts (DBRA)
INTERVIEW GUIDANCE FOR SRF PROJECTS**

INTERVIEWER: For construction projects, each SRF loan recipient is required to conduct employee interviews to ensure certified payrolls are accurate and workers are being classified and paid according to the applicable general wage decision. These interactions are confidential and someone unaffiliated with the contractor should conduct the interviews (such as loan recipient staff or the consulting engineer).

WHEN TO INTERVIEW: Loan recipients are required to conduct interviews of contractor and subcontractor personnel. Interviews should be used as a tool to confirm compliance with DBRA. Additional interviews should be conducted if any of the following risk factors are present:

- The contractor or subcontractor is new to the SRF program and/or has minimal experience working on projects covered by DBRA.
- Certified payrolls are late or discrepancies are flagged during a review.
- The contractor/subcontractor has a past history of non-compliance

RED FLAGS: Assistance recipients should be aware of the following "red flags" during employee interviews:

- Employees refuse to participate in the interview
- Employees state their job type is different or are observed performing different work than the class assigned in the certified payrolls.
- Employees not listed on the certified payroll submitted for the day of the interview
- Any discrepancy between the wage rate stated in the interview and payroll records (Keep in mind that employees may not know the value of their fringe benefits)

INTENT: When done properly, employee interviews aid in uncovering discrepancies between the work actually being performed and the job classification and/or the actual wage paid and the wage being reported on the certified payrolls. Each interview takes about 10 minutes and all of the information obtained is to be held confidential. The information gathered during the interview must be compared to the certified payroll submitted two weeks later in order to complete the process.

RECORDKEEPING: Certified payroll records and labor interviews are required to be retained by the loan recipient for three years after completion of the construction project. These project folders should be readily available for inspection by NHDES, the Environmental Protection Agency, or the Department of Labor.