FORM WD-10 INSTRUCTIONS

WD-10 DAVIS-BACON WAGE SURVEY INSTRUCTIONS

Information about Davis-Bacon Wage Surveys, including dates of current and future surveys, may be obtained at the **Davis-Bacon and Related Acts (DBRA)** website at www.dol.gov/whd/programs/dbra/index.htm.

General instructions for completing the WD-10 Davis-Bacon Wage Survey online are as follows:

- After accessing the WD-10 web site, you may select one of the following two options:
  - ~~'~~**New WD-~~10': if you are creating a new WD-~~10~~, click~~**: Click CONTINUE to create a new WD-10.
  - ~~'~~**View Submitted/Pending WD-~~10': if you are retrieving~~10**: Click CONTINUE to retrieve a saved ~~(pending)~~draft WD-10 or ~~viewing~~to view a submitted WD-10.
- For retrieving a **~~saved (pending)~~draft** WD-10: ~~enter~~Enter your WD-10 Pending Submission Number and Submitter Phone Number. If you ~~had~~ provided an email address on the WD-10 form, you would have received an email containing this information. Click CONTINUE to view and edit the ~~saved~~draft WD-10.
- For viewing a **submitted** WD-10: ~~enter~~Enter your WD-10 Confirmation Submission Number and Submitter Phone Number. If you ~~had~~ provided an email address on the WD-10 form, you would have received an email containing this information. Click CONTINUE to view the ~~saved~~submitted WD-10.
- Previously submitted WD-10s can only be viewed, not edited, upon retrieval.
- Previously saved ~~(pending)~~draft WD-10s can be viewed and edited upon retrieval.
- Use one WD-10 form for each construction project.
- ~~You can~~To navigate ~~through~~ the form ~~in the following ways~~ and ~~fill in the applicable~~enter data:
  - Click inside a field, enter the applicable data, and then press the **Tab** key to advance to the next field.
  - Use the vertical scroll bar on the right side of the window to scroll through the form.
- ~~There are~~ The WD-10 form is divided into **eight (8)** sections ~~of WD-10 data,~~. They are as ~~defined below:~~follows:

Section 1	Enter information about your company.
Section 2	Enter information about the submitter of the form.
Section 3	Enter information about the construction project your company worked on and the project's location and description. If you only supplied materials~~ and no~~, but none of your company's employees worked on the project, check the box at the bottom right of Section 3 marked "Only Supplied Materials" and do not enter classification data (Section 7).
Section 4	Indicate if a project is subject to a Federal (Davis-Bacon) wage determination, State wage determination, or neither.
Section 5	Identify yourself as either the general/prime contractor or a subcontractor. **5A -** Indicate ~~whether you~~one of the following: You had subcontractors and ~~the list was~~ provided a list of them earlier~~, whether you~~ (first option); You had no subcontractors~~, or whether you~~ (second option); You had subcontractors and are providing a list of ~~subcontractors along~~them with ~~the~~ this WD-10 form~~. Space~~ (third option). If the third option is ~~provided to enter~~selected, the ~~name and address~~form expands to show the related fields for ~~up to fifteen (15)~~the first subcontractor. Add as many subcontractors~~. Please note that the space to enter subcontractor information becomes visible only when the 'The list is given below' radio button is selected. When there are more than fifteen (15) subcontractors, a new WD-10 form must be submitted.~~ as needed by clicking the Add Additional Subcontractor link. Remove a subcontractor added in error by clicking the Remove Subcontractor link. **5B -** If you ~~were~~are the prime/general contractor~~:~~, provide the date any work began on this project, the date the project ended ~~(indicate if actual or estimated date),~~, and the total project value. Indicate if the dates are actual or estimated. **5C -** If you are the subcontractor for the project being reported~~:~~, provide the ~~date~~dates your work started and ended ~~(indicate if actual or estimated date)~~ and the subcontract value. Indicate if the dates are actual or estimated. **Note:** Enter all dates in the format mm/dd/yyyy. Press the Skip Past the List of Subcontractors link to navigate past the

	Subcontractor List.
Section 6	Mark the type of construction project your company ~~worked on.~~supported. If none of the construction types matches your project, check the box next to "Other," and indicate the type of construction in the space provided. If you ~~selected~~select "Apartment Building," "Nursing/Assisted Living Facility," or "Residential~~,"~~" as a construction type, indicate the number of stories~~,~~ and ~~indicate~~ if there was a kitchen and/or a bath in each unit.
Section 7	Enter classification data ~~(~~for the project; e.g., paid under a CBA, ~~#~~number of employees, and type of work performed~~). Space~~. The first wage classification is ~~provided for entering up to fifteen (15)~~defined in the form. To add as many classifications~~. When there are more than fifteen (15) classifications,a new WD-10 form must be submitted.~~ as needed, click the Add Additional Classification link. To remove a classification added in error, click the Remove Classification link. Refer to Classifications and Fringe Benefits below for a more detailed explanation.
Section 8	Enter any additional comments or remarks about the WD-10.

Kept “selected”

NOTE: Field names with ‘*’ indicate required fields.

- ~~While editing WD-10 forms, you can clear some or all of the data you have entered. Check the box next to each area to be cleared and then click .The WD-10 form reappears and the areas selected for clearing do not have any data. If you want to enter new data in all of the fields, click .~~

After entering relevant data, you may do the following:

- **For Completed Forms:** Click the Submit Form button (located below Section 8 ~~towards the bottom of~~on the ~~window) to submit the form. Upon clicking the button, the~~right-hand side). The system verifies that all mandatory fields have been entered. If ~~not~~some mandatory data has not been entered or if data is entered in error, the system displays error messages ~~pertaining to~~ for each ~~field along with the~~mandatory section ~~at the top of the page~~/field requiring an entry or correction.

- Upon successful submission of the WD-10 form, the system displays ~~a~~the **Submission Successful** confirmation page, along with the Confirmation Submission Number (CS#) and Submitter Phone Number. If an email address was provided in ~~the~~ Section 2 of the WD-10 form, the system also sends an email containing the Confirmation Submission Number and Submitter Phone Number to this address. These items should be kept, as they are required for retrieving the submitted form.

- ~~You can use~~**To Complete the Form Later**: Click the [Save Draft] button (located below Section 8 ~~towards~~in the ~~bottom of the window~~middle) to save the form for later completion. The Submitter Phone Number in Section 2 is the only field that is required to save the draft WD-10 form. Please note that saving the form does not ~~imply a submission~~ submit the WD-10 form to DOL. ~~'Submitter's phone number' in Section 2 of the WD-10 form is the only field required to be filled in order to save the WD-10 form.~~

- Upon saving the WD-10 form, the system displays ~~a~~the **Draft Saved** confirmation page, along with the Pending Submission Number (PS#) and Submitter Phone Number. If an email address was provided in ~~the~~ Section 2 of the WD-10 form, the system also sends an email containing the Pending Submission Number and Submitter Phone Number to this address. These items should be kept, as they are required for retrieving the ~~saved~~draft form.

- To print a ~~saved~~draft or submitted WD-10, use the [Print Form] button on the bottom left-hand side of the Draft / Submission confirmation page that is displayed after saving or submitting a WD-10.

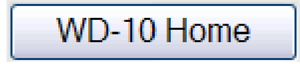
- ~~You~~While editing WD-10 forms, some or all of the data entered can ~~use the~~ be cleared. To clear the populated fields from an individual section, click the Clear link located in the lower right-hand corner of that section. Text fields will be cleared. Radio buttons, if applicable, and dropdown lists will be reset to their default values.

- To clear all populated fields on the WD-10 form, click the [Clear All Sections] button ~~on the~~ (located below Section 8 on the left-hand side). Text fields will be cleared. Radio buttons, if applicable, and dropdown lists will be reset to their default values.

- To modify a WD-10 that was just saved, click the [Edit Draft] button at the bottom of the Draft confirmation page ~~that is~~. The saved form will be displayed ~~after saving or submitting a WD-10 to open~~for editing.

- To create another WD-10 with sections 1 and ~~3~~2 pre-~~filled~~populated, based ~~on~~upon the saved or submitted data ~~from the~~ of the current form, use the [Submit Another WD-10] button at the bottom of the Draft / Submission confirmation page.

- ~~You can use the button on the Confirmation page that is displayed after saving or submitting a WD-10 form to navigate to the WD-10 homepage that has options for creating or retrieving~~

~~additional WD-10s.~~To return to the WD-10 Home page, click the 

button at the bottom right of the Draft / Submission confirmation page.

CLASSIFICATIONS AND FRINGE BENEFITS

Classifications are the position titles of jobs within your company (e.g., Carpenter, Electrician, Laborer, and Crane). Fill in one classification per line. If the workers in a classification are paid more than one hourly rate or different fringe benefits, please list them on separate lines.

- **Paid under a CBA** -- If the employee is paid under a Collective Bargaining Agreement, select ‘Yes’. If not, select ‘No’.
- **Number of Employees** is the largest number of employees working in this classification on this project.
- **Type of Work Performed** -- Explain the type of work that each classification performs (e.g., Laborer: landscape, unskilled, pipe layer; Carpenter: carpentry, drywall; Operator: backhoe, crane).
- **Peak Week Ending Date** is the week you had the largest number of employees in a classification.
- **Hourly Rate** is the dollar amount you paid employees per hour working in this classification.

Fringe Benefits are paid in addition to the hourly rate. Report only the costs or contributions incurred by your company, **not** by the employees. Do not include costs paid by the employer that are required by Federal, State, or local law such as worker's compensation or unemployment insurance. Fill out the information under each fringe benefit that applies.

- **Health & Welfare** – Medical or hospital care, or insurance to provide such care, life insurance, long- or short-term disability, sickness, or accident insurance.
- **Pension (401K, etc.)** – Retirement/401K, defined contribution plans (including savings and thrift, deferred profit sharing and money purchase pension), annuity cost, or cost of insurance to provide such a benefit.
- **Apprentice Training** – Defrayment of the cost of apprenticeship or similar training programs.
- **Vacation & Holiday** – The payment of compensation for holidays and vacation.
- **Additional Fringe** – If you are not sure of the category of the fringe benefit, enter the rate information in the column, and specify the fringe type in the "Description of Any Additional Fringe" field at the bottom of the form.

Fringe Benefits can be paid by:

- **Percentage of the basic hourly rate -** Click the circle next to **% of Hourly Rate**, then enter the percentage value (based on the basic hourly rate) in the space provided. Do not include the % sign. Include a decimal position only if necessary. For example, if an employee was provided 10% of the hourly rate for pension contribution, enter **10** in the space provided.
- **Straight dollar amount -** Click the drop-down list box triangle for **$ per EMP per** and select how often this dollar value was paid: daily, weekly, monthly, or yearly. Enter the dollar value in the blocks provided. Include the decimal position when you fill in the dollar amount. Do not include the dollar sign ($). For example, enter **1.50** for one dollar and fifty cents.

Close