U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT Office of Davis-Bacon and Labor Standards

OMB Approval No. 0000-0000 (exp. 00/00/0000)

Office of Davis-Bacoff and Labor Standards

Public reporting burden for this collection of information is estimated to average .5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

All Federal agencies administrating programs subject to Davis-Bacon wage provisions are required to enforce Federal wage and reporting provisions in an accordance with the U.S. Department of Labor (DOL) regulations at 29 CFR Part 5, Section 5.6 paragraphs (a)(1), (2) and (3). This information is being collected to assess compliance with Federal labor standards provisions. This information collection will assist the U.S. Department of Housing and Urban Development (HUD) to determine if an agency is in compliance with Federal labor standards wage and reporting requirements on covered HUD-assisted construction and maintenance work pursuant to the Davis-Bacon Act and HUD Davis-Bacon Related Acts. Participation in this collection is required. Failure to provide this information may result in a monitoring finding and sanctions may be imposed in accordance with 29 CFR Section 5. 6. No assurances of confidentiality are provided.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, OMAC, US. Department of Housing and Urban Development, 451 7th Street SW, Washington, DC 20410. When providing comments, please refer to OMB Approval No. XXXX-XXXX.

HUD Reviewer:	HUD Review Date(s):				
Part A. Agency Overall Labor Standards Administration					
1. Agency Information					
a. Agency Name	b. Agency Address	c. Agency No. (HUD Use) CPD/PIH No. (if different)			
d. Principal Program Director/ Executive Director	e. Agency Labor Standards Officer (LSO)	f. Agency Telephone No.			
g. Agency Personnel Contacted During Review					
Name: 1.	Title	Phone:			
2.					
3.					
4					
h. Projects/Contracts Reviewed					
Project Name and Identifier: 1.	Brief Description:	Contract/Budget Amount			
2.					
3.4.					

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Pa	art A, continued			
2.	Agency Labor Standards Officer (LSO) / Staff	Yes	No	NA
a.	Agency staff includes an LSO or key staff person with primary responsibility for labor compliance?			
b.	LSO is informed of all proposed projects funded/assisted with HUD funds?			
c.	LSO usually has sufficient time to obtain wage decisions and include in bid documents?			
d.	LSO approval required prior to advertisement of contracts?			
e.	LSO approval required on all payments to contractors?			
f.	LSO examines subrecipient/subgrantee/subcontract management firm contract activity as necessary?			
3.	Federal Labor Standards Monitoring Review Process	Yes	No	NA
a.	Procedure established to verify inclusion of correct wage decision and labor standards provisions in contracts?			
b.	Procedure established to verify/document contractor eligibility?			
c.	Payrolls/documents are examined regularly to assess Federal labor standards compliance?			
d.	Procedure established to conduct/target employee interviews?			
e. f.	Violations and corrective actions are communicated timely? Maintains a system to track deficiencies and resolves them timely, and in accordance with			
ļ "·	established requirements?			
g.	Procedure established to track complaint resolution?			
h.	Examines subcontracts/subgrantee/subcontract management entity files as necessary?			
i.	Schedule for monitoring grantees: Total subgrantee monitoring reviews performed during past months:			
J.	Total subgrantee monitoring reviews performed during past months.			
4.	Wage Decision Issuance Process	Yes	No	NA
a.	Maintains a system to ensure that applicable wage decisions are obtained/applied timely?			
b.	Wage decision requests processed correctly (correct WD type and WD number)?			
C.	Wage decision modification issued timely?			
d.	Maintains system to verify wage decision "lock-in"?			
5.	HUD-Determined Maintenance Wage Rate Administration and Enforcement	Yes	No	NA
a.	Does the agency effectively administer HUD-determined maintenance wage rates for its regular staff?			
b.	Does the agency effectively administer HUD-determined maintenance wage requirements for other force account labor?			
c.	Does the agency effectively administer HUD-determined maintenance wage rates (routine/non-routine) requirements in contracted work?			
d.	Does the agency correctly utilize training or apprenticeship programs for workers subject to HUD-determined maintenance wage rates?			
6.	Training	Yes	No	NΑ

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a. b.	Provides labor standards training for subgrant Training materials used are accurate (current)							
Pa	rt A, continued							
7.	Other Requirements – Reports and	Escrows			Yes	No	NA	
a. b. c. d.	Make reports using HUD Form 4710 for CWH Submits Labor Standards Enforcement Repor Number of active escrow agreements: # Total amount of funds escrowed for HUD/DBF	rts (5.7), timely and cor	nplet	te?				
8.	Summary – Labors Standards Admi	nistration			Yes	No	NA	
a. b. c. d. e. f. g. h. i. j. k.	Staffing Information systems/tracking mechanisms Enforcement files/records Labor standards review – procedures Labor standards review - effectiveness Training Wage decision issuances Complaints Restitution and escrow administration Reporting requirements – Semi-annual report HUD-determined wage rate administration	s, Enforcement Report	S					
Pa	rt B. Agency Labor Standards Cont	ract Compliance -	- Da	vis-Bacon (Covered	Projec	ts	
1.	Contract Identification							
a.	Agency Name and Identification		b.	Grant No. & Ty	pe (Funding	Source)		
C.	Project Name		d.	Project Identifie	er (Agency's	contract	number, e	etc.)
е.	Location of Project (City, County, State)		f.	Prime Contract	or			
g.	Description (Scope) of Work – Include number of u	ınits & stories for housing	proje	ects		h. Con	tract Amo	unt
i.	Labor Standards Provisions (HUD Form Used)	j. Wage Decision No. modification date	Use	d – Include type	and	k. Bid	Opening [Date
I.	Contract Award Date	m. Construction Start	Date		n. % Cor	nplete or	Completion	on Date
2.	Contract Documents					Yes	No	NA
	Correct labor standards provisions incorporated in	contract2						

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b.	Correct wage decision incorporated in contract?			
c.	Was the prime contractor eligibility verification on file?			
3.	Weekly Payrolls	Yes	No	NA
a.	Did the agency obtain all payrolls (first to current/last) for each contractor on the job?			
b.	All contractors / trades represented by payrolls received?			
c.	Payroll data consistent with inspection & employee interviews (HUD-11)?			
d.	Payroll certification statements signed by employer or authorized representative?			
e.	Apprentices or trainees reported on payrolls?			
f.	Apprentice/trainee certification obtained?			
g.	Contractors in compliance with apprentice/trainee ratio requirements?			
h.	Do payrolls report generic job classifications (e.g., "mechanic," "operator," "installer," "journeyman") not on wage decision?			
i.	Do payrolls report job classifications for which an "Additional Classification" request was necessary?			
j.	Did the agency obtain DOL approval to add classifications to the wage decision?			
k.	Did the agency review to ensure that the correct wages were paid in accordance with the wage decision?			
I.	Where reported, were payroll deductions permissible per DOL regulations?			
m.	If reported, were fringe benefits acceptable per DOL regulations?			
n.	Was the Contract Work Hours and Safety Standards Act (CWHSSA) threshold met?			
0.	Has any laborer or mechanic worked over 40 hours per week on this project?			
p.	If yes to (n) and (o), has overtime (1.5 times the regular rate of pay) been paid for hours worked over 40/wk?			
q.	If answer to (n) is yes and (p) is no, was the employer notified to pay restitution & were liquidated damages computed?			
P	art B, Continued			
4.	Employee Interviews	Yes	No	NA
а.	Were employee interviews completed?			
b.	Did the agency target interviews?			
c.	Did interviews record work performed by worker and observed by the interviewer?			
d.	Were interviews compared to payrolls?			
e.	Did the agency send mail-out questionnaires to employees if needed?			
f.	Did the agency follow up on leads developed from interviews/questionnaires?			
5.	Contract Administration	Yes	No	NA
a.	Were contract records available, including all documentation required?			
b.	Were violations (misclassification, underpayment, etc.) corrected/addressed?			

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e. Do records indicate other violations (not covered above) that the agency railed to address?		
c. Were violations reported to HUD or DOL?d. Were any complaints received on this contract?e. Do records indicate other violations (not covered above) that the agency failed to address?		

	Part C. Agency Contract Labor Standards Compliance – HUD-Determined Wage Rates for Routine and Non-routine Maintenance Contracts				
1.	1. Contract Identification				
a.	Agency Name			b.	Agency ID and Activity Type
C.	Project Name			d.	Project Identifier (e.g. Agency's Contract Number)
e.	Location of Project			f.	Prime Contractor
g.	Description (Scope) of Work			h.	Contract Amount
i.	Wage Decision Used – Include Effective Date and Routine or Non-Routine	j.	Labor Standards Prapplicable)	ovisio	ons Used (HUD form used, if k. Bid Opening Date
I.	Contract Award Date	m.	Work Start Date	n.	% Complete, or Completion Date

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2.	Contract Documents	Yes	No	NA
a.	Labor standards requirements incorporated in contract, purchase order, or similar agreement?			
b.	Wage decision incorporated in contract, purchase order, or similar agreement?			
C.	Wage Rates correct?			
d.	Prime contractor eligibility verification, when required, on file?			
3.	Wage Payment	Yes	No	NA
a.	Has the agency established a method to ensure workers are paid not less than the rate determined by HUD? Describe methodology on separate sheet.			
b.	Are site inspections or other on-site reports used to corroborate proper classication/payment?			
c.	Does work require classifications not included on the applicable HUD wage decision?			
d.	If yes to (c), did the agency obtain HUD approval to add classifications to the applicable wage decision?			
e.	Were the correct wages paid in accordance with the applicable wage decision (HUD-52158)?			
f.	Has the agency established a method to ensure laborers or mechanics working over 40 hours per week on this project have been paid overtime?			
g.	Was the Contract Work Hours and Safety Standards Act (CWHSSA) threshold met? (prime contract exceeds \$100,000)?			
h.	Has any laborer or mechanic worked over 40 hours per week on this project?			
i.	If yes to (g) and (h), has overtime (1.5 x the regular rate of pay) been paid for hours worked over 40/wk?			
j.	If answer to (h) is yes and (i) is no, was the employer notified to pay restitution & were liquated damages computed?			
4.	Employee Interviews	Yes	No	NA
Pá	art C, Continued			
a.	Were employee interviews completed?			
b.	Did the agency target interviews?			
c.	Did interviews record work actually performed by the worker and observed by the interviewer?			
d.	Were interviews compared to the HUD-determined rate schedule?			
e.	Did the agency conduct mail-out questionnaires if needed?			
f.	Did the agency follow up on leads developed from interviews/questionnaires/on-site reports, etc?			
5.	Contract Administration	Yes	No	NA
a.	Were records available, including all documentation required?			
b.	Were violations/discrepancies (misclassificatons, underpayment, etc.) corrected?			
C.	Were any complaints received on this contract?			
d.	Do records indicate other violations (not covered above) that the agency failed to address?			
	Additional deficiencies identified are listed on a separate page and attached to this form, a of supporting documentation (contract payrolls, interviews, correspondence, etc.)	long wi	th cop	ies

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Pa	Part D. Agency Maintenance Wage Rate Administration				
Age	ency Name:	Agency ID No.:			
1.	Maintenance Wage Enforcement		Yes	No	NA
a.	Are the agency's personnel policies for maintenance laborers and	mechanics acceptable?			
b.	Does the agency have position descriptions that accurately describ staff?	be the work performed by maintenance			
C.	Is a copy of the <u>current</u> HUD-52158 on file?				
d.					
e.	e. Are employees working within assigned classifications?				
f.	f. Are employees properly compensated for hours worked over 40 per week?				
g.	g. Were maintenance employees interviewed? Number interviewed:				
h.	h. Has the agency conducted work employing force account workers? If yes, record individual projects using force account employees on part E, Force Account Work.				
2.	Training, Apprenticeship, & Special Employme	nt Programs	Yes	No	NA
a.	Does the agency participate in an apprenticeship program for mair	ntenance employees?			
a. b.	Does the agency participate in an apprenticeship program for mair Has the agency obtained HUD approval for maintenance apprentic				
		ceship programs?			
b.	Has the agency obtained HUD approval for maintenance apprentic	ceship programs? other low-income persons?			
b. c.	Has the agency obtained HUD approval for maintenance apprentic Does agency participate in job/skill training for agency residents or	ceship programs? other low-income persons?			
b. c. d. e.	Has the agency obtained HUD approval for maintenance apprentic Does agency participate in job/skill training for agency residents or Does the agency employ youth in maintenance at any time during	ceship programs? to other low-income persons? the year? te page and attached to this form,	along	with co	opies
b. c. d. e.	Has the agency obtained HUD approval for maintenance apprentic Does agency participate in job/skill training for agency residents or Does the agency employ youth in maintenance at any time during Are youth compensated at less than prevailing rates? Additional deficiencies identified are listed on a separate	teeship programs? To other low-income persons? The year? The page and attached to this form, The ews, correspondence, etc.)	along	with co	opies
b. c. d. e. Pai	Has the agency obtained HUD approval for maintenance apprentic Does agency participate in job/skill training for agency residents or Does the agency employ youth in maintenance at any time during Are youth compensated at less than prevailing rates? Additional deficiencies identified are listed on a separate of supporting documentation (contract payrolls, interviews)	te page and attached to this form, ews, correspondence, etc.) The Account Work The Account Work The Account Work The Account Work The Account Work of the Work of the Work, HUDE, or DHHL or by other workers of the Work, HUDE, Depending on the type of work, HUDE	s hired b	y the aç	gency Davis-
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b. c. d. e. Par Par Spe Bac rev	Has the agency obtained HUD approval for maintenance apprentic Does agency participate in job/skill training for agency residents or Does the agency employ youth in maintenance at any time during Are youth compensated at less than prevailing rates? Additional deficiencies identified are listed on a separate of supporting documentation (contract payrolls, interview the E is for work performed by the regular employees of a PHA, If the ecifically for a project or work item (i.e. "Force Account" labor") con wage rates could apply to the work. If a contractor performation the contracted work.	te page and attached to this form, ews, correspondence, etc.) The Account Work The Account Work The Account Work The Account Work The Account Work of the Work of the Work, HUDE, or DHHL or by other workers of the Work, HUDE, Depending on the type of work, HUDE	s hired b -Determi out Part I	y the agined or Par	gency Davis- rt C to

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C.	Project Name	d. Project Identifier / Work	k Item Nur	nber		
e.	Location of Project f. Description of Wo	ork (include number of stories	for housir	ng projects	5)	
g.	HUD Maintenance Wage Rate Decision - Include Effective Date and if F or if Davis-Bacon Wage Decision - Include Modification Number	Routing/Non-Routing		geted Cos erials)	t (Labo	r &
i.	Work Start Date	j. % Complete, or Compl	etion Date	!		
2.	Enforcement – General			Yes	No	NA
a.	Has the agency established a method to ensure force account workers required?	are paid not less than the rate	е			
b.	 Did the agency maintain work records for employees showing employee name, address, Social Security Number? 					
C.	e. Did the agency maintain weekly work records showing daily hours worked, classification (trade), pay rate & deductions for each worker?					
d.	. Were apprentices or trainees employed on the project?					
e.	Was the apprentice/trainee program approved? (if no apprentices, answer 'NA')					
f.	Were apprentices/trainee ratio requirements met? (if no apprentices, answer 'NA')					
g.	Did the applicable wage decision include all classifications needed for c	completion of the project?				
h.	If no to (g), did the agency obtain approval from/through HUD DBLS to decision?	add classifications to the wag	е			
3.						
•	Project Administration			Yes	No	NA
a.	Project Administration Procedure established to track complaint resolution?			Yes	No	NA
				Yes	No	NA
a.	Procedure established to track complaint resolution?			Yes	No	NA
a. b. c.	Procedure established to track complaint resolution? Were any complaints received from workers or others?	age and attached to this	form, a			
a. b. c.	Procedure established to track complaint resolution? Were any complaints received from workers or others? Were violations (misclassification, underpayment, etc.) corrected?	-	form, a			
a. b. c.	Procedure established to track complaint resolution? Were any complaints received from workers or others? Were violations (misclassification, underpayment, etc.) corrected? Additional deficiencies identified are listed on a separate particular of the particular	-	form, a			
a. b. c.	Procedure established to track complaint resolution? Were any complaints received from workers or others? Were violations (misclassification, underpayment, etc.) corrected? Additional deficiencies identified are listed on a separate part of supporting documentation (contract payrolls, interviews)	-	form, a			
a. b. c. Pa	Procedure established to track complaint resolution? Were any complaints received from workers or others? Were violations (misclassification, underpayment, etc.) corrected? Additional deficiencies identified are listed on a separate part of supporting documentation (contract payrolls, interviews art X. Exit Conference	, correspondence, etc.)	-			

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f. Reviewer	(s) - Name and Title
Part X., co	ontinued

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Part X., co	ontinued