

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

HUD FORM 4730E
 OMB Approval Number 2501-0018
 (Exp. XX/XX/XXXX)

Many construction projects assisted by the Department of Housing and Urban Development (HUD) are covered by federal labor standards. These standards include the payment of prevailing wage rates as determined by the Secretary of Labor, otherwise known as Davis-Bacon wage rates. In addition, many projects are covered by overtime rules that require the payment of one and one-half times the regular rate of pay for hours worked over 40 in a workweek. Construction workers who are paid less than prevailing wages for the work they perform or who do not receive time and one-half for overtime hours worked may be entitled to wage restitution (backwages). Also, maintenance workers employed at many public and Indian housing projects are covered by prevailing wage rates determined by HUD. Maintenance workers that do not receive prevailing wages or, in some cases, overtime pay, may also be entitled to wage restitution.

If you think that you may not have been paid correctly for construction or maintenance work that you performed on a HUD-assisted project, you can complete this questionnaire and submit it to HUD electronically by clicking on the "Submit" button at the end of the form. Or you can print your completed form and mail it to HUD at the following address:

U.S. Department of HUD
 Office of Labor Relations
 451 7th Street, SW, Room 7116
 Washington, DC 20410

We will review the information you provide and will let you know if you have been underpaid and, if so, we will work to ensure that you receive any additional wages that you may have earned. Please note that if we believe you have been underpaid, we will probably need to contact you for more information.

Please respond to all of the questions listed below. Your responses will be considered confidential and will not be released to anyone without your permission. Your answers should refer only to the time during which you worked on the HUD-assisted project.

If you have any questions, please contact a HUD Labor Standards Specialist. A list of contact names, addresses, telephone numbers, email addresses and the geographic areas they cover can be found at:
https://www.hud.gov/program_offices/davis_bacon_and_labor_standards/laborrelhq

Employer		Project name, number and location	
1. Your Name		2. Your Job title	
3. When did you work on this project? From: To:		4. Where did you work (job site, shop, etc.)?	
5. What duties did you perform on this project?			
6. What tools (if any) did you use to perform your duties on the project?			
7. How was your wage determined? (hourly wage, salary, piece work, etc.)		8. If your wage was based on piece work, describe how pay was determined (i.e., \$ per board, per unit, etc.)?	
9a. What was your hourly wage rate on the project? \$	10a. Did you receive fringe benefits? Yes <input type="checkbox"/> No <input type="checkbox"/>	10b. If yes, which fringe benefits? Vacation <input type="checkbox"/> Medical <input type="checkbox"/> Pension <input type="checkbox"/> Other <input type="checkbox"/> Specify:	
9b. If you know, what was the required prevailing wage for this project? \$			
11. On average, how many hours did you work each week?	12. Did you ever work over 40 hours in a single week? Yes <input type="checkbox"/> No <input type="checkbox"/>	13. If you worked over 40 hours per week, did you receive overtime pay (1½ times your regular rate of pay)? Yes <input type="checkbox"/> No <input type="checkbox"/>	14. If you did <u>not</u> receive overtime pay for overtime hours worked, identify the number of weeks in which overtime was worked and/or total overtime hours
15. Identify other employees (name, address, phone) who worked with you and who could confirm the type of work you performed			
16. Identify employees (name, address, phone) you supervised			

How may we contact you?

Current address (Include apartment number, if any) (Street/City/State/Zip Code)	Home Phone Number (including area code)
Permanent/Alternate Address (if current address is temporary)	Alternate Phone Number(s) (including area code)
	Cell Phone
Email address	Date

Disclosure Authorization

I authorize the HUD representative to disclose my name and the information I have submitted to the extent necessary to enforce my rights under the Acts administered by the U.S. Department of Housing and Urban Development.

Yes No

SUBMIT **PRINT**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. The information is considered sensitive and will not be released without your approval. The information collected assists HUD in compliance monitoring of Federal labor standards. Any information collected is covered by the Privacy Act of 1974 and by 29 CFR 5.6(a)(5). Individuals and agencies collecting this information must maintain these records in a manner that protects the individuals on whom the information is maintained. The information collected herein is voluntary, and any information provided shall be kept confidential. Provision of this information is voluntary. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

HUD and local agencies administering HUD-assisted programs must enforce Federal wage and reporting requirements on covered HUD-assisted construction and maintenance work. Enforcement activities include contacting laborers and mechanics and requesting information about their employment on covered projects.

