

I. CONTRACT INFORMATION

- 1. Project Name: _____ 2. Project Number: _____
- 3. Project Location: _____
- 4. Description of Project: _____
- 5. Prime Contractor's Name and Address - Street/PO Box, City, State: _____
- 6. Program (source of funding, e.g. CDBG, HOME, etc.): _____
- 7. Bid Opening Date: _____ 8. Prime Contract Award Date: _____
- 9. Construction Start Date: _____ 10. Construction Completion Date: _____
- 11. Prime Contract Award Amount: \$ _____
- 12. Wage Decision # (include modification # & expiration date, if any): _____

II. LABOR STANDARDS VIOLATIONS (respond for project in total - prime and all subcontractors)

YES NO

- 1. Any labor standards violations found?
- 2. Were any violations willful?
- 3. Were CWHSSA liquidated damages computed?
- 4. Are administrative sanctions recommended?
- 5. Total amount of underpayment found _____
- 6. Wage underpayments were discovered through (check all that apply):
 - a. Routine payroll review
 - b. On-site interview
 - c. Investigation of complaint
 - d. Other (explain: _____)

Attach a schedule which shows the names of each affected employee, the contractor involved and the amount of restitution paid to each employee. If restitution is due and unpaid, explain why payment has not been made.

When to submit a more detailed enforcement report:

A detailed enforcement report is required if the agency recorded a "Yes" response to 2, 3 or 4 in Part II above or if underpayment by a single contractor totals \$1,000 or more.

The report must explain why the investigation (if any) began, provide the facts involved regarding the violation(s), all actions taken to obtain compliance by the contractor, the bases of conclusions reached, and computations of wages due (with explanations as necessary). Copies of relevant documents such as the weekly payroll reviews, on-site interviews, employee statements, preconstruction conference minutes, correspondence and related material must be submitted with any detailed enforcement report.

The undersigned authorized representative of the contracting agency certifies that weekly payrolls and other required documentation have been obtained and reviewed and that the information provided in the Labor Standards Enforcement Report for the above-identified project is correct.

Name and Title: _____

Detailed report attached:

Agency: _____

Detailed report N/A:

Signature and Date: _____