|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  | |  |
| **Recipient** | | **Contract Numbers** | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | | | | | |  |
| The purpose of this guidance is to provide information to Grantees of DEO. It is not intended to be inclusive of all requirements, Grantees should consult with their Contract/Grant Managers and the HUD Exchange for additional information and training. | | | | | |  |
| 1. **Agency Labor Standards Officer (LSO) Staff** | | | | | |  |
| 1. Agency staff includes an LSO, or key staff person with primary responsibility for labor compliance. | | | | | | Yes  No |
| 1. LSO is informed of all proposed projects funded/assisted with HUD funds. | | | | | | Yes  No |
| 1. LSO usually has enough time to obtain wage decisions and include them in the bid documents. | | | | | | Yes  No |
| 1. LSO approval is required prior to advertisement of contracts. | | | | | | Yes  No |
| 1. LSO approval is required on all payments to contractors. | | | | | | Yes  No |
| 1. LSO examines subrecipient/grantee contract activity as necessary | | | | | | Yes  No |
| 1. LSO maintains up-to-date training via the HUD-Exchange. | | | | | | Yes  No |
| **II. Federal Labor Standards Monitoring Review Process** | | | | | |  |
| 1. Procedure established to verify the inclusion of correct wage decisions and labor standards provisions. | | | | | | Yes  No |
| 1. Procedure established to verify/document contractor eligibility (www.sam.gov) | | | | | | Yes  No |
| 1. Payroll documents are examined regularly to assess federal labor standards compliance. | | | | | | Yes  No |
| 1. Procedure to conduct/target employee interviews. | | | | | | Yes  No |
| 1. Procedure to schedule monitoring of subgrantees and total number of reviews in the last quarter. \_\_\_\_\_\_\_\_\_\_\_ | | | | | | Yes  No |
| 1. Maintains a system to track deficiencies and resolve them timely, in accordance with established requirements. | | | | | | Yes  No |
| 1. Violations and corrective actions are communicated timely. | | | | | | Yes  No |
| 1. Procedure to track complaint resolutions. | | | | | | Yes  No |
| **III. Wage Decision Issuance Process** | | | | | |  |
| 1. Maintains a system to ensure that applicable wage decisions are obtained/applied timely | | | | | | Yes  No |
| 1. Wage decision requests are processed correctly (correct WD Type and WD Number) | | | | | | Yes  No |
| 1. Wage decision modifications are issued timely. | | | | | | Yes  No |
| 1. Maintains a system to verify wage decision “lock-in” | | | | | | Yes  No |
| 1. Maintains a system of reporting compliance including Semi-annual SALSE and enforcement reporting. | | | | | | Yes  No |
|  | | | | | | Yes  No |
| **IV. Contract Administration** | | | | | |  |
| 1. Contract records are readily available and include all required documentation. | | | | | | Yes  No |
| 1. All violations/discrepancies (classifications, underpayments etc.) were corrected. | | | | | | Yes  No |
| 1. All complaints received were documented and resolved timely. | | | | | | Yes  No |
| 1. Documentation of other violations (not covered above) found in files and fully addressed | | | | | | Yes  No |
|  | | | | | |  |
| **V. Required Project File Documentation** | | | | | |  |
| * Primary Project Information  1. Contract award clearance 2. Prime contractor eligibility verification 3. Pre-construction conference minutes 4. Contract award date 5. 100% completion notice 6. Final payment clearance 7. Confirmation of final payment  * Wage decision (www.wdol.gov) * Additional Classifications * Notice to proceed, if applicable * Correspondence to and from the contractors and subcontractors * Escrow disbursement file * Contractor’s CPR file (Certified Payroll Reports) | | | | | |  |
| See: Making Davis Bacon Work, A Practical Guide for States, Indian Tribes and Local Agencies <https://www.hudexchange.info/resource/2542/making-davis-bacon-work-guide-states-indian-tribes-local-agencies/>  Making Davis Bacon Work, A Contractor’s Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects <https://www.hud.gov/program_offices/administration/hudclips/guidebooks/4812LR> | | | | | |  |