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| **Recipient** | **Contract Numbers** |
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|  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**
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| 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> |  |