|  |  |
| --- | --- |
| GRANTEE/UGLG NAME: |  |
| DEHCR GRANT AGREEMENT #: |  |

#### SECTION 5.7 ENFORCEMENT REPORT

**To be sent to DEHCR**

MEMORANDUM FOR: HUD Labor Standards Field Officer in Chicago

SUBJECT: Section 5.7 Enforcement Report

1. Coverage

|  |  |
| --- | --- |
| Project Name: |  |
| Project No.: |  |
| Location: |  |  |  |
|  | (City) | (County) | (State) |
| Wage Decision: |  |
| Program Area/Statute: |  |
| Prime Contractor: |  |
|  |  |  |  |
|  | (City) | (County) | (State) |
| Subcontractor: |  |
|  |  |  |  |
|  | (City) | (County) | (State) |

1. Violations

Wage restitution in the total amount of $\_\_\_\_\_\_\_\_\_\_\_ has been paid to \_\_\_\_\_\_\_\_\_\_\_\_ employees by contractor(s) named above. (See attached Schedule(s) of Wages Found Due.)

 Were any of the violations willful? **[ ]** YES **[ ]** NO (double-click to select one)

 Were CWHSSA liquidated damages computed? **[ ]** YES **[ ]** NO (double-click to select one)

 (if yes, see attached detailed report)

 Are administrative sanctions recommended? **[ ]** YES **[ ]** NO (double-click to select one)

 (if yes, see attached detailed report)

The wage underpayments were discovered through:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The types of violations were:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Disposition

 Narrative (use additional pages if necessary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### SECTION 5.7 ENFORCEMENT REPORT (INSTRUCTIONS)

Note: The Section 5.7 Report is only due when underpayments amount to $1,000.00 or more. A separate form must be filled out for each contractor in violation.

* + - 1. Enter the UGLG Name and the DEHCR Grant Agreement number in the space provided the upper righthand corner.
			2. **Coverage**
				1. Enter the project name.
				2. Enter the project number (if applicable).
				3. Enter the location (city, county and state) of the project.
				4. Enter the Wage Decision that was in use when the underpayment occurred,
				5. Enter CDBG for the Program area/Statute.
				6. Enter the name and address (city, county and state) of the prime contractor affected by the underpayment through its own actions or through the actions of its sub-contractor.
				7. Enter the name and address (city, county and state) of the sub-contractor affected by the underpayment through its own actions.
			3. **Violations**
				1. Enter the total amount of the underpayment and the number of employees affected. Attach the required supporting documentations such as the Schedule(s) of Wages Found Due.
				2. To determine if a violation is considered willful, consider the following: was the underpayment deliberate; how quickly was the issue resolved; and does the contractor have a history of wage violations. Check either YES or NO.
				3. Based on the answer to “b” above, determine if liquidated damages were computed. Check YES or NO.
				4. Based on the answer to “b” and “c” above, determine if administrative sanctions were recommended? Check YES or NO.
				5. Briefly describe how the wage underpayments were discovered.
				6. Briefly describe the types of violations.
			4. **Disposition**
				1. Describe how the found wage underpayments were resolved.