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| Unit of General Local Government (UGLG)/Grantee Name: |  |
| DEHCR Grant Agreement #: |  |

#### SEMI-ANNUAL LABOR STANDARDS ENFORCEMENT REPORT

*for Community Development Block Grant (CDBG) Program Projects*

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| Reporting Period Covered: |  | **/** |  | **/** |  | through |  | **/** |  | **/** |  | . |

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| This Report is **due to the Division on or before**: |  | **/** |  | **/** |  | . |

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| **CDBG Semi-Annual Labor Standards Enforcement Report:** | | |
| 1. Number of prime contracts, **awarded during this six (6) month period,** that are subject to Davis-Bacon and Related Acts (DBRA) and/or the Contract Work Hours and Safety Standards Act (CWHSSA). Track contracts by award dates **– DO NOT track by bid opening date:** | \_ \_\_\_ | |
| 1. Enter the total dollar amount of prime contracts reported above: | $ |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Supply the indicated information for each prime contract awarded during the reporting period: **\*** | | | | | | | |
| A | B | C | | D | E | | F |
| Prime Contractor(s): | Bid  Opening  Date:  *(mm/dd/yyyy)* | Project-Related  Contract Amount: | | Contract  Award Date:  *(mm/dd/yyyy)* | Wage Decision  Modification Number  & Publication Date: | | Wage Decision  Lock-In Date:  *(mm/dd/yyyy)* |
| (WI##00## Mod. ##) | *(mm/dd/yyyy)* |
|  | / / | $ |  | / / | WI 00 Mod. | / / | / / |
|  | / / | $ |  | / / | WI 00 Mod. | / / | / / |
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| **Total Project-Related Contracts:** | | $ |  |  |  | |  |
|  | | | | |  | | |
| 1. Construction start date: | | | | | **/ /**   N/A | | |
| 1. Is construction completed? | | | | | Yes  No | | |
| 1. Construction completion date: | | | | | **/ /**    N/A | | |

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| --- | --- | --- | --- |
| 1. Enter the employers (contractors, subcontractors, lower-tier subcontractors) against whom complaints, investigations or §5.11 hearings were received during the reporting period**. \*** | | | |
| **Employer** | **Project** | **HUD or DOL** | **Investigations or Hearings** |
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| 1. Enter the information relative to wage restitution that was **collected and/or disbursed during this six (6) month period.** This includes: restitution disbursed by the grantee, restitution reported on certified payroll correction report, and amounts collected but not disbursed because workers could not be found. | | |
| 1. Enter the total number of workers for whom wage restitution was collected and/or disbursed during this six (6) month period: |  |  |
| 1. Enter the total amount of wage restitution collected and/or   disbursed during this six (6) month period: | | |
| Straight time: | $ |  |
| Overtime: | $ |  |
| 1. Enter the total amount of liquidated damages collected during this six (6) month period for Contract Work Hours and Safety Standards Act overtime violations: | $ |  |

*\* Use additional pages if necessary.*

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|  |  | **Labor Standards Officer** |  |  |

*Typed Name of the Designated Labor Standards Officer Title Date*

#### SEMI-ANNUAL LABOR STANDARDS ENFORCEMENT REPORT (INSTRUCTIONS)

The Unit of General Local Government (UGLG) must submit this Semi-Annual Labor Standards Enforcement Report form in accordance with the reporting schedule established in the UGLG’s CDBG Grant Agreement.

1. Fill-in the **Labor Standards Enforcement Report** “UGLG Name” and the “DEHCR Grant Agreement Number” fields found in the upper right corner on the first page of the form.
2. The report information must include any construction contract awards made and/or all active payroll monitoring of on-going construction projects conducted during the 6-month reporting period listed on the first page of the report form.
3. If there were no new construction contracts awarded during the 6-month reporting period, submit zeros as answers in Sections #1-3. Responses are required from all UGLGs with open/active CDBG projects (i.e. projects not yet certified by DEHCR as being “completed”).
4. Column 3C: Report the eligible project cost (which includes any costs that will be funded using CDBG dollars and any costs that are eligible to be counted as Match towards this CDBG project) for each Prime Contract awarded during this 6-month reporting period (refer to Column 3A).
5. If a portion of a Prime Contractor’s total award amount does not apply to the CDBG project, deduct the non-CDBG project-eligible amount from the contract award to calculate the Project-Related Contract Amount(s) that should be listed in Column 3C.
6. If the total award amount for each Prime Contract applies to the CDBG project, then the total of the values listed in Column C should equal the dollar value reported for Section 2.
7. Column 3F: The applicable Wage Decision Lock-In Date for each Prime Contractor is either the Bid Opening Date or the Contract Award Date.
8. If a contract is awarded within ninety (90) days of the bid opening, the Bid Opening Date is the date when the wage decision is considered to be locked-in for the project.
9. If a contract is awarded more than ninety (90) days after the bid opening, the Wage Decision must be double-checked for updates (i.e. additional modifications), and the current published Wage Decision would be applicable to the CDBG project. In this scenario, the Contract Award Date is the date when the wage decision is considered to be locked-in for the project.
10. If no active payroll monitoring was conducted during the 6-month reporting period, submit zeros as answers to Section #7 and Section #8. Responses are required from all UGLGs with open/active CDBG Projects (i.e. projects not yet certified by DEHCR as being “completed”).
11. The **Labor Standards Enforcement Report** form must be completed by the Unit of General Local Government’s (UGLG’s) designated CDBG Labor Standards Officer. Make sure to provide the typed name and title of the designated CDBG Labor Standards Officer. Fill-in the date the form is completed by the designated CDBG Labor Standards Officer.
12. Retain the original completed form for your grant files, and send a copy (preferably via email) to your assigned CDBG Project Representative in the Division of Energy, Housing and Community Resources (DEHCR).

**ATTN:** *Your Assigned CDBG Project Representative’s Name*

**Wisconsin Department of Administration**

**Division of Energy, Housing and Community Resources**

**P.O. Box #7970**

**Madison, WI 53707-7970**

**PLEASE NOTE:** If any new contracts are awarded or any wage restitution payments are collected after the submittal of this report to the **Division of Energy, Housing and Community Resources (DEHCR)** for the reporting period covered on **this** report, the contract award & restitution payment **information must be included on the next Semi-Annual Report submission to DEHCR.**