

<b>Guide for Review of Labor Standards Administration</b>			
<b>Name of Program Participant:</b>			
<b>Staff Consulted:</b>			
<b>Name of Grant Program(s) Reviewed:</b>			
<b>Name(s) of Reviewer(s):</b>		<b>Date:</b>	

**NOTE:** All questions that address requirements contain the citation for the source of the requirement (statute, regulation, handbook, Labor Relations Letter, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding**."

**Instructions:** The Exhibit is designed to assess the program participant's compliance with the general administration and enforcement of Federal labor standards and reporting requirements. It is divided into three sections. The 1<sup>st</sup> section, to be completed by the HUD reviewer before conducting the monitoring, records liaison with the Office of Labor Relations (OLR) staff. The 2<sup>nd</sup> section covers the program participant's compliance with certain Davis Bacon and Related Acts (DBRA) elements. The 3<sup>rd</sup> section summarizes the HUD reviewer's determinations regarding the program participant's need for technical assistance and/or training in this program function. HUD does not prescribe a management system or file system that program participants must use; rather, each participant may devise any system that achieves program compliance. To this end, reviewers are encouraged to interview those staff members/positions identified in the participant's labor standards management procedures to determine the level of familiarity with their assigned roles and the execution of those roles as well as to review contract documents, files, and other records in responding to the questions in this Exhibit.

**Questions:**

A. OLR PROGRAM PARTICIPANT INPUT

1.

Provide the name(s) of the OLR staff and the date of contact prior to monitoring this program participant.
<b>Describe Basis for Conclusion:</b>

2.

Did HUD OLR staff raise any problems about the performance of this program participant? (If "yes," briefly include in response below.)	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

B. LABOR STANDARDS ADMINISTRATION AND ENFORCEMENT

3.

Does program participant have staff designated for labor standards administration and enforcement? [Handbook 1344.1 REV-1, Paragraph 1-6(a)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

4.

Does the program participant maintain full documentation attesting to all administrative and enforcement activities with respect to Federal labor standards requirements? [Handbook 1344.1, REV-1, Paragraph 1-6(g)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

5.

Based upon your review, is each contract evaluated for Davis-Bacon applicability? [Handbook 1344.1, REV-1, Paragraph 1-6(d)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Describe Basis for Conclusion:</b>		

6.

Based upon your review, is a Davis-Bacon wage decision assigned to each covered contract? [Handbook 1344.1, REV-1, Paragraph 1-6(d)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Describe Basis for Conclusion:</b>		

7.

Based upon your review, if an activity is covered by DBRA, is the assigned wage decision and HUD-4010, "Federal Labor Standards Provisions," incorporated into each bid specification and/or contract? [Handbook 1344.1, REV-1, Paragraph 1-6(d)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Describe Basis for Conclusion:</b>			

8.

Based upon your review, is a labor standards enforcement file maintained for each covered contract? [Handbook 1344.1, REV-1, Paragraph 1-6(g)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

9.

Based upon your review, are contractor/subcontractor payrolls spot-checked for employer compliance? (HUD permits participants to concentrate efforts where the greater likelihood of employer noncompliance is expected.) [Handbook 1344.1, REV-1, Paragraph 1-6(e)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

10.

Based upon your review, are on-site employee interviews conducted with laborers and mechanics working on covered construction projects? [Handbook 1344.1, REV-1, Paragraph 1-6(e)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>	

11.

a. Does the program participant submit Semi-Annual Labor Standards Enforcement Reports to HUD OLR? [Handbook 1344.1, REV-1, Paragraph 1-6(h) and Form HUD 4710i]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>    	

b. If the answer to “a” above is “yes,” does a sample review of the program participant’s supporting documentation match the submitted reports?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
<b>Describe Basis for Conclusion:</b>    	

12.

Based upon your review, are enforcement reports submitted to HUD OLR whenever an employer underpays workers by \$1,000 or more? [Handbook 1344.1 REV-1, Paragraph 3-4(g)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
<b>Describe Basis for Conclusion:</b>    	

C. SUMMARY

13.

Based on your review of the program participant's performance, is there a need for technical assistance concerning Davis-Bacon prevailing wage applicability or labor standards administration and enforcement? (If yes, describe the need(s) below and notify OLR.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Describe Basis for Conclusion:</b>		