

ATTACHMENT

SAMPLE

MEMORANDUM FOR:

FROM:

SUBJECT: Section 5.7 Enforcement Report

I. Coverage

Project Name: _____

Project No.: _____

Location: _____

(City) (County) (State)

Wage Decision: _____

Program Area/Statute: _____

Prime Contractor: _____

(City) (State)

Subcontractor: _____

(City) (State)

II. Violations

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

Schedule(s)

of Wages Found Due.)

Were any of the violations willful? YES NO (Circle one.)

(If yes, see attached detailed report.)

Were CWHSSA liquidated damages computed? YES NO (Circle one.)

(If yes, see attached detailed report.)

Are administrative sanctions recommended? YES NO (Circle one.)

(If yes, see attached detailed report.)

The wage underpayments were discovered through:

The types of violations were:

III. Disposition

(Narrative)