

| <b>LABOR STANDARDS CORE WORK ACTIVITIES - DEFINITIONS</b> |  |                                      |  |
|---|--|--------------------------------------|--|
| <b>Item</b>   | <b>Criteria</b>  | <b>Timing</b>                        | <b>Source Document</b>   |
| <b>A. CPD Programs</b>                                    |  |                                      | <b>400-499 and 500-599 Agency Numbers</b>  |
| 1) Monitoring Reviews                                     | Number of monitoring reviews (on-site or remote) completed. NOTE: That both CDBG and HOME projects/contracts must be sampled in review if both programs are administered by the monitored agency. The monitoring report must specify each program and projects reviewed.   | Date of report to grantee or to CPD. | Copy of report; entry to LR 2000 <sup>1</sup> [Outgoing correspondence – “MV” (on-site) and/or “RM” (remote) document type.] |
| 2) Training   | Number of formal training sessions conducted. <i>Formal training</i> means scheduled training presented to an audience of not less than 5 LCAs or contractors and/or 10 participants with an agenda, planned curriculum and participant materials. Formal training does <i>not</i> include participation on panels, training provided during monitoring visits or one-on-one training for new client staff. These may be entered as <i>technical assistance</i> (see D.1). | Date of training session.            | Copy of attendance list; agenda; LR 2000 [Outgoing correspondence – “TR” (training) document type.]                          |

<sup>1</sup> All references to LR2000 likewise include any successor program/software/system instituted by HUD to manage DBLS work activity.

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| <b>B. PHA/TDHE Programs</b>                  |  |   | <b>001-399 and 700-799 Agency Numbers</b>  |
| 1) Monitoring Reviews                        | Number of monitoring reviews completed.  |   | Copy of report; LR 2000 [Outgoing correspondence – “MV” (on-site) and/or “RM” (remote) document type.]   |
| 2) Training                                  | Number of formal training sessions conducted. (See definition, above).   | Date of training session.   | Copy of attendance list; agenda; LR 2000 [Outgoing correspondence – “TR” (training) document type.]  |
| 3) Maintenance Wage Determination            | Number of annual maintenance wage rate determinations issued.  | Date of transmittal to PHA/TDHE.  | Copy of transmittal; HUD-52158; LR 2000 [Outgoing correspondence – “MW” document type.]  |
| 4) Nonroutine Maintenance Wage Determination | Number of annual <i>nonroutine</i> maintenance wage rate determinations issued.  | Date of transmittal to PHA/TDHE.  | Copy of transmittal; HUD-52158; LR 2000 [Outgoing correspondence – “AM” document type.]  |
| <b>C. Housing (HUD-Direct)</b>               |  |   | <b>600-699 Agency Series</b>   |
| 1) Active Projects                           | Number of projects subject to HUD compliance review (FHA/202/811/§8). [Active when the wage decision is locked in (initial closing or start of construction); remove after final closing clearance (provided no deposit needed). If deposit is needed, remove at final closing.] | Add to active at wage decision lock-in; Remove at final closing clearance/ final closing. | LR 2000 <i>Note:</i> Change status flag in LR 2000 from Pending to Active. [FHA Contract Analysis Module, Contract Information Screen, Status Flag.] |

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| 2) Pending Projects          | Number of projects with Firm Commitment applications (or equivalent) in process. [Pending when Firm Application is received; Convert to <i>Active</i> OR remove after final reject.] | Add to pending at firm application receipt; Convert at wage decision lock-in; Remove at final reject. | LR 2000 [FHA Contract Analysis Module, Contract Information Screen, Status Flag.]  |
| 3) Initial Closing Clearance | Number of clearances provided for initial endorsements/ closings.  | Date of written clearance notice to Legal and/or Office of Housing.                                   | Copy of clearance notice; LR 2000 [FHA Contract Analysis Module, Contract Information Screen, 4 <sup>th</sup> Tab – Contract Data – cont – Initial Closing Clearance Date.]              |
| 4) HUD-11 Interviews         | Number of HUD-11 on-site interviews conducted by HUD Inspector or Labor Standards staff.   | Date HUD-11's received in Labor Standards.  | Numerical record of HUD-11's received; LR 2000 [Outgoing correspondence – "IN" (HUD-11 Interview Report) document type for agencies in 600-699 range or series, include "No. of Items".] |
| 5) Project Reviews           | Number of spot-check/HUD-11 reviews on project payrolls and other records (to detect violations/falsification).  | Date of written documentation (e.g., letter, memo to file, email).                                    | Copy of documentation; LR 2000 [Outgoing correspondence PR document type.]   |

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| 6) Final Closing Clearances | Number of clearances provided for final endorsements/closings. | Date of written notice to Legal and/or Housing for closing clearance/-closing conditions. | Copy of written notice/closing conditions; LR 2000 [FHA Contract Analysis Module, Contract Information Screen, 4 <sup>th</sup> Tab – Contract Data – cont – LR Final Closing Clearance Date.]                 |
| 7) Deposits Executed        | Number of Deposit Agreements executed.                         | Date of deposit confirmation; agreement execution, or date of entry to LR 2000.           | Copy of deposit agreement and schedule; wire transfer receipt; LR 2000 [Deposit Module, Deposits – Deposit Agreement Received Date.]<br><i>Note:</i> Deposit requirement must be approved by Deputy Director. |
| 8) Deposit Amount           | Total amount placed on deposit.                                | Same as above.  | Same as above.  |
| 9) Vouchers Processed       | Number of payment or refund vouchers processed.                | Date voucher approved for payment by HQLS.  | Copy of voucher; LR 2000 [Deposit Module, Vouchers – Date of Disbursement and Amount.]  |
| 10) Voucher Amount          | Total amount of vouchers approved for payment.                 | Same as above.  | Same as above.  |

| Item                                 | Criteria  | Timing  | Source Document   |
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| 11) Deposit Agreements Cleared       | Number of Deposits reaching full disposition; No unresolved or undetermined issues. Amounts remaining for unfound workers ONLY. | Date of final disbursement if zero balance; date of memo to HQLS for unfound workers.   | Final Voucher/Memo to HQLS; LR 2000 [FHA Contract Analysis Module, Contract Information Screen, 5 <sup>th</sup> Tab – Deposit Agreements – Deposit Agreement Cleared Date.] |
| 12) Training                         | Number of formal training sessions conducted. Does <i>not</i> include “optional” Preconstruction Conferences.                   | Date of training session.   | Copy of attendance sheet; agenda; LR 2000 [Outgoing correspondence – “TR” (training) document type.]  |
| <b>D. Other Items (All Programs)</b> |   |   |   |
| 1) Restitution Number                | Number of workers to whom restitution was made as a result of HUD review or investigation.                                      | Date evidence of employee(s) received restitution is logged to LR 2000; e.g., certified correction payroll reporting payments made by employer. | Copy of certified correction payroll; LR 2000 [Wage Restitution Module – Number of Workers and Restitution Date.]   |

| Item                         | Criteria   | Timing  | Source Document  |
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| 2) Restitution Amount        | Total <i>gross amount</i> of restitution paid to workers. Include DBRA and HUD-determined wages.   | Same as above.  | Same as above; LR 2000 [Wage Restitution Module – Restitution Amount.]   |
| 3) CWHSSA Restitution        | Total <i>gross amount</i> of CWHSSA overtime restitution paid to workers.  | Same as above.  | Same as above; LR 2000 [Wage Restitution Module – Restitution Date and CWHSSA Amount.]   |
| 4) CWHSSA Liquidated Damages | Total amount of CWHSSA liquidated damages collected.   | Date evidence of liquidated damages collection is received/logged to LR 2000. | Same as above; LR 2000 [Wage Restitution Module – Restitution Date and CWHSSA amount.]   |
| 5) Investigations Opened     | Number of investigations opened by Labor Standards staff involving DBA, DBRA, CWHSSA, or HUD-determined wages. Count by Employer not employee or complainant. <b>NOTE:</b> Project reviews are <i>not</i> investigations. <i>Investigations</i> are concerned with specific allegations of violation, normally involve falsification on the part of the employer to conceal violations and are much more thorough than project reviews. Complaints of a general, nonspecific nature do not rise to the level of investigation. | Date of synopsis to HQLR; case number assigned by Deputy Director.            | Copy of synopsis; LR 2000 [Outgoing correspondence – “IV” document type, must include agency ID number. Investigation Module – Date Investigation Opened.] <b>Note:</b> Investigations are opened only by Deputy Director. |

| Item                                       | Criteria  | Timing  | Source Document   |
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| 6) Investigations Closed                   | Number of investigations completed by Labor Standards staff. Count by Employer. | Date of written determination of wages (or no wages) due.         | Copy of determination; LR 2000 [Investigation Module – Date Investigation Closed.] <i>Note:</i> Enter to LR 2000 wage restitution amounts determined due (if any). Actual wage restitution paid is recorded in Wage Restitution Module. |
| 7) §5.7 Enforcement Reports                | Number of §5.7 Enforcement Reports prepared by Labor Standards staff.           | Date of report to DOL; if through HQLS, date sent to DOL by HQLS. | Copy of report; LR 2000 [Outgoing correspondence – “ER” document type, must include agency ID number.   |
| 8) Referrals for hearing and/or debarment. | Number of cases (employers) referred for §5.11 hearing and/or §5.12 debarment.  | Date of HQLS transmittal to DOL.                                  | Copy of report; LR 2000 [Outgoing correspondence – “HD” (hearing/debarment) document type, must include agency ID number.   |