

LABOR RELATIONS CORE WORK ACTIVITIES - DEFINITIONS			
Item	Criteria	Timing	Source Document
A. <u>CPD Programs</u>			400-499 and 500-599 Agency Numbers
1) <u>Monitoring Reviews</u>	<u>Number of monitoring reviews (on-site or remote) completed.</u> 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.	<u>Date of report to grantee or to CPD.</u>	<u>Copy of report; entry to LR 2000¹</u> [Outgoing correspondence – “MV” (on-site) and/or “RM” (remote) document type.]
2) <u>Training</u>	<u>Number of formal training sessions conducted.</u> <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).	<u>Date of training session.</u>	<u>Copy of attendance list; agenda; LR 2000</u> [Outgoing correspondence – “TR” (training) document type.]

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

Item	Criteria	Timing	Source Document
B. <u>PHA/TDHE Programs</u>			001-399 and 700-799 Agency Numbers
1) <u>Monitoring Reviews</u>	<u>Number of monitoring reviews completed.</u>		<u>Copy of report; LR 2000 [Outgoing correspondence – “MV” (on-site) and/or “RM” (remote) document type.]</u>
2) <u>Training</u>	<u>Number of formal training sessions conducted.</u> (See definition, above).	<u>Date of training session.</u>	<u>Copy of attendance list; agenda; LR 2000 [Outgoing correspondence – “TR” (training) document type.]</u>
3) <u>Maintenance Wage Determination</u>	<u>Number of annual maintenance wage rate determinations issued.</u>	<u>Date of transmittal to PHA/TDHE.</u>	<u>Copy of transmittal; HUD-52158; LR 2000 [Outgoing correspondence – “MW” document type.]</u>
4) <u>Nonroutine Maintenance Wage Determination</u>	<u>Number of annual <i>nonroutine</i> maintenance wage rate determinations issued.</u>	<u>Date of transmittal to PHA/TDHE.</u>	<u>Copy of transmittal; HUD-52160; LR 2000 [Outgoing correspondence – “AM” document type.]</u>
C. <u>Housing (HUD-Direct)</u>			600-699 Agency Series
1) <u>Active Projects</u>	<u>Number of projects subject to HUD compliance review (FHA/202/811/§8).</u> [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.)	<u>Add to active at wage decision lock-in; Remove at final closing clearance/ final closing.</u>	<u>LR 2000 <i>Note:</i> Change status flag in LR 2000 from Pending to Active. [FHA Contract Analysis Module, Contract Information Screen, Status Flag.]</u>

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

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

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9) <u>Deposit Agreements Cleared</u>	<u>Number of Deposits reaching full disposition; No unresolved or undetermined issues. Amounts remaining for unfound workers ONLY.</u>	<u>Date of final disbursement if zero balance; date of memo to HQLR for unfound workers.</u>	<u>Final Voucher/Memo to HQLR; LR 2000 [FHA Contract Analysis Module, Contract Information Screen, 5th Tab – Deposit Agreements – Deposit Agreement Cleared Date.]</u>
10) <u>Training</u>	<u>Number of formal training sessions conducted. Does not include “optional” Preconstruction Conferences.</u>	<u>Date of training session.</u>	<u>Copy of attendance sheet; agenda; LR 2000 [Outgoing correspondence – “TR” (training) document type.]</u>
<u>D. Other Items (All Programs)</u>			
1) <u>Employment and Training Initiatives</u>	<u>Number (1) of new training/apprenticeship programs established; (2) of expanded training/apprenticeship programs; and/or (3) of training/apprenticeship program assessments.</u>	<u>(1) and (2) Date of approval of new program/ initiative or expansion; (3) date of assessment report.</u>	<u>Copy of approved standards; approval letter; LR 2000 [ETI, Outgoing correspondence – “SE” (special employment) document type, must include agency ID number.] <i>Note:</i> Narrative report to HQLR required.</u>
2) <u>Restitution Number</u>	<u>Number of workers to whom restitution was made as a result of HUD review or investigation.</u>	<u>Date evidence of employee(s) received restitution is logged to LR 2000; e.g., certified correction payroll reporting payments made by employer.</u>	<u>Copy of certified correction payroll; LR 2000 [Wage Restitution Module – Number of Workers and Restitution Date.]</u>

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<u>Restitution Amount</u>	<u>Total gross amount of restitution paid to workers. Include DBRA and HUD-determined wages.</u>	<u>Same as above.</u>	<u>Same as above; LR 2000 [Wage Restitution Module – Restitution Amount.]</u>
<u>CWHSSA Restitution</u>	<u>Total gross amount of CWHSSA overtime restitution paid to workers.</u>	<u>Same as above.</u>	<u>Same as above; LR 2000 [Wage Restitution Module – Restitution Date and CWHSSA Amount.]</u>
<u>CWHSSA Liquidated Damages</u>	<u>Total amount of CWHSSA liquidated damages collected.</u>	<u>Date evidence of liquidated damages collection is received/logged to LR 2000.</u>	<u>Same as above; LR 2000 [Wage Restitution Module – Restitution Date and CWHSSA amount.]</u>
3) <u>Investigations Opened</u>	Number of investigations opened by Labor Relations staff involving DBA, DBRA, CWHSSA, or HUD-determined wages. Count by Employer not employee or complainant. NOTE: 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, non-specific nature do not rise to the level of investigation.	<u>Date of synopsis to HQLR; case number assigned by RLRO.</u>	<u>Copy of synopsis; LR 2000 [Outgoing correspondence – “IV” document type, must include agency ID number. Investigation Module – Date Investigation Opened.] Note: Investigations are opened only by RLRO.</u>

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