



GEORGIA DEPARTMENT  
*of* COMMUNITY AFFAIRS

# Federal Labor Standards

Pam Truitt

# Key Regulations & Statues

- **Copeland Act (Anti-kickback Act)**

- Prohibits kickback of pay
- Requires certified weekly payrolls
- Regulates payroll deductions

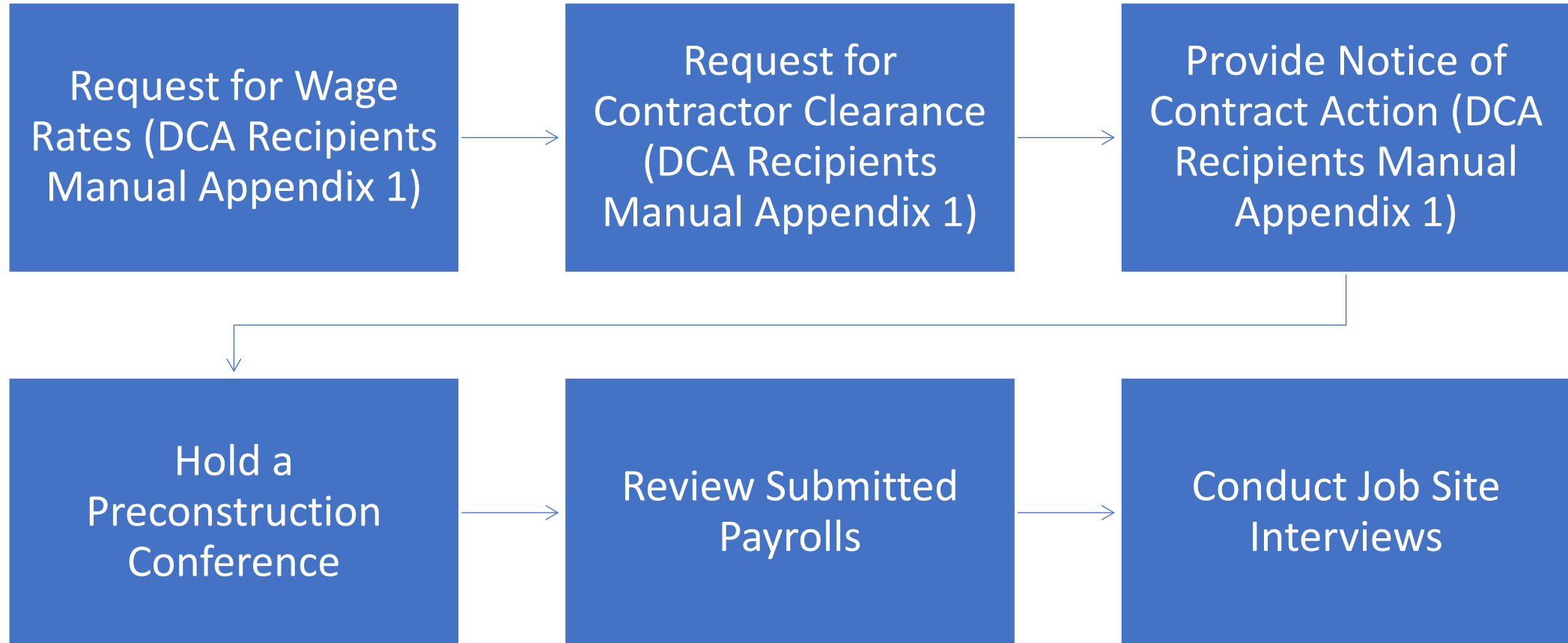
- **Davis-Bacon Act**

- Outlines labor standards for federal projects
- Applicable to all contracts over \$2,000 involving federal funds
- Provides minimum wages by position
- Applies to all laborers and mechanics
- Applies to entire project, not just CDBG funded portion

- **Contract Work Hours & Safety Act**

- Overtime pay for working over 40 hours (cannot get comp time in lieu of)
- Applies to contracts over \$100,000
- Requires liquidated damages of \$10 per day/per violation

# Steps to Complying with Davis-Bacon & Related Acts

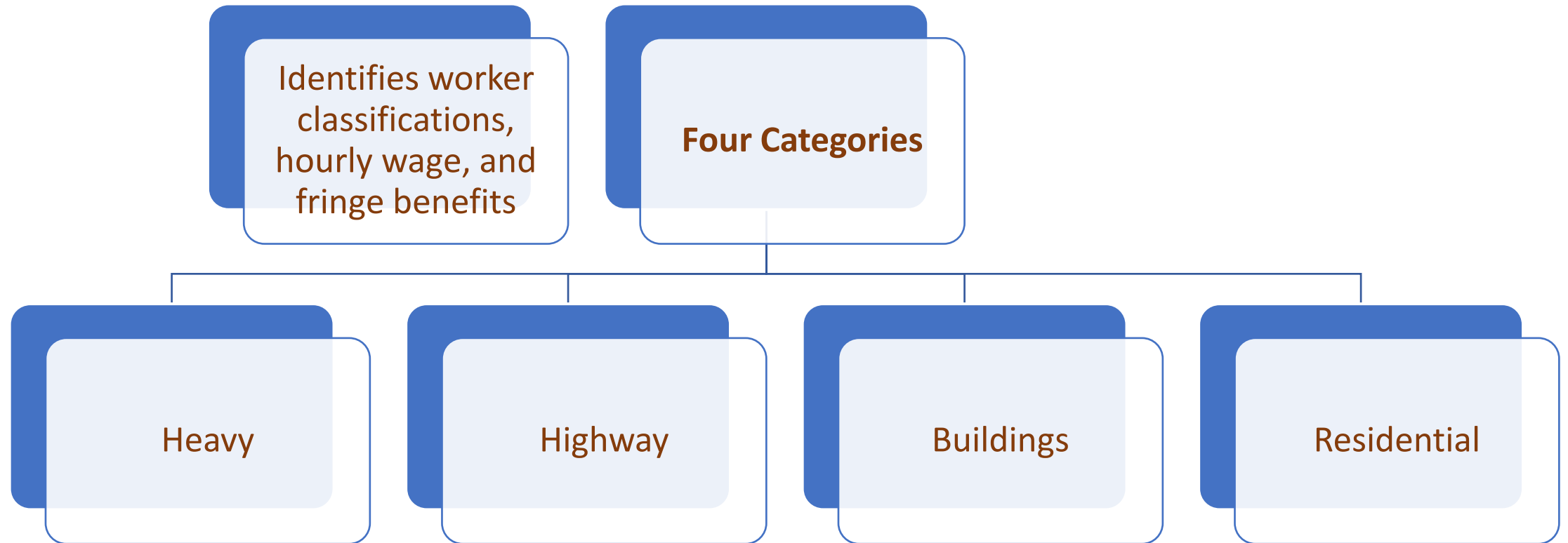


# Step 1: Request for Wage Determination

- **Submit request to DCA**  
([cdbg.biz@dca.ga.gov](mailto:cdbg.biz@dca.ga.gov))
  - 30 days prior to advertising for contract bids
- **Check 10 days before bid opening**
  - 10-day wage check form
- **Wage rates must be included in bid package and contracts.**
- **Include the estimated cost of each activity and the percentage of each activity on the form.**

Georgia Department of Community Affairs Office of Community Development 60 Executive Park South, NE Atlanta, Georgia 30329		Request for Determination and Response to Request (Davis-Bacon Act as amended and Related Statutes)  Wage Determination under the Davis-Bacon and related act. (This decision is effective from the date of publication in the Federal Register without limitation as to time.)	
Name, Address and Phone Number to Which a Copy of This Determination is to be Mailed (Other than Grant Recipient)		CDBG Recipient (City/County)	Grant Number
Name		Name	Project Name
Street/Box		Title (Mayor/County Commissioner)	County
City/State/Zip		Street/Box	Date of this Request
E-mail Address/Telephone Number		City/State/Zip	
		Area Code/Phone Number	
Check Type of Work	Estimated Cost	Estimated Advertising Date: _____ Estimated Date of Bid Opening: _____	
<input type="checkbox"/> Water/Sewer	_____	Estimated Date of Contract Award: _____ Estimated Construction Start Date: _____	
<input type="checkbox"/> Drainage	_____		
<input type="checkbox"/> Street	_____		
<input type="checkbox"/> Buildings	_____		
Estimated Total Cost	_____		
<b>To Be Completed by Georgia Department of Community Affairs</b>			
Approving DCA Representative: _____			
Wage Decision Number (s): _____			
_____			

# Wage Decision



# Wage Decision

2/12/24, 9:04 AM

SAM.gov

"General Decision Number: GA20240063 01/05/2024

Superseded General Decision Number: GA20230063

State: Georgia

Construction Type: Heavy  
Heavy Construction, Includes Water and Sewer Lines, and Heavy Construction on Treatment Plant Sites and Industrial Sites (Refineries, Power Plants, Chemical and Manufacturing Plants, Paper Mills, Etc.)

Counties: Bulloch, Candler, Emanuel, Evans, Glascock, Hancock, Jefferson, Jenkins, Johnson, Montgomery, Screven, Taliaferro, Tattnall, Toombs, Treutlen, Warren, Washington, Wheeler and Wilkes Counties in Georgia.

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(1).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	. Executive Order 14026 generally applies to the contract. . The contractor must pay all covered workers at least \$17.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2024.
If the contract was awarded on	. Executive Order 13658

<https://sam.gov/wage-determination/GA20240063/0>

1/7

2/12/24, 9:04 AM

SAM.gov

or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	generally applies to the contract. . The contractor must pay all covered workers at least \$12.90 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2024.
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The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <http://www.dol.gov/whd/govcontracts>.

Modification Number 0 Publication Date 01/05/2024

SUGA2012-093 08/11/2012

	Rates	Fringes
CARPENTER (Form Work Only).....	\$ 15.00 **	0.01
CEMENT MASON/CONCRETE FINISHER...	\$ 14.11 **	1.78
ELECTRICIAN.....	\$ 20.77	0.38
LABORER: Common or General.....	\$ 11.00 **	0.00
LABORER: Pipelayer.....	\$ 11.76 **	0.00
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 18.20	0.00

<https://sam.gov/wage-determination/GA20240063/0>

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# Posters

## WORKER RIGHTS

### UNDER THE DAVIS-BACON ACT

## FOR LABORERS AND MECHANICS WORKING ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

**The law requires employers to display this poster where workers can readily see it.**

<b>PREVAILING WAGES</b>	You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this notice for the work you perform.
<b>OVERTIME</b>	You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.
<b>ENFORCEMENT</b>	Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and debarment of contractors from future federal contracts for three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.
<b>APPRENTICES</b>	Apprentice rates apply only to apprentices properly registered under approved federal or state apprenticeship programs.
<b>RETALIATION</b>	The law prohibits discharging or otherwise retaliating against workers for filing a complaint, cooperating in an investigation, or testifying in a proceeding under the Davis-Bacon and Related Acts.
<b>PROPER PAY</b>	If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

or contact the U.S. Department of Labor's Wage and Hour Division.

WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

866-487-9243  
dol.gov/agencies/whd

WH1-121 REV 01/14

U.S. Department of Labor  
Occupational Safety and Health Administration

## Job Safety and Health IT'S THE LAW!

**All workers have the right to:**

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

**Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

**Contact OSHA. We can help.**

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)

OSHA 3094 (1-11)

# Wage Decision & Posters

Must be  
posted on the  
Job Site

Employees  
must be able  
to view

Protect from  
the weather



# Wage Decision Lock-in

- **Competitively Bid**

- At bid opening if contract is executed within 90 days of bid opening
- If contract is not executed within 90 days, resubmit 10-day wage check form 10 days prior to contract execution and wage decision will be locked in at contract execution

- **Negotiated Contracts**

- At contract execution

- If a contract is modified to add additional work not within the scope of work in the original contract, the most recent applicable wage determination modification must be incorporated into the contract.

# Step 2: Request for Contractor Clearance

- Ensures contractor is not on Federal Debarred list
- Must be cleared **before** entering into a contract
- Email form to DCA  
([cdbg.biz@dca.ga.gov](mailto:cdbg.biz@dca.ga.gov))

Georgia Department of Community Affairs  
Office of Community Development  
60 Executive Park South, NE  
Atlanta, Georgia 30329-2231

## Request for Clearance of Prime Contractor

CDBG Recipient \_\_\_\_\_ Grant Number \_\_\_\_\_

Name \_\_\_\_\_ Title (Mayor/Commissioner) \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Type of Work	Contractor Name and Address	Start Date

Submitted by: \_\_\_\_\_ Cleared by DCA Staff: \_\_\_\_\_

Signature and Date \_\_\_\_\_ Signature and Date \_\_\_\_\_

CC Form To:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

# Step 3: Notice of Contract Action

**NOTICE OF CONTRACT ACTION, PRIME CONTRACTORS**  
*Community Development Block Grant*

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<b>ACTION THIS REPORT</b> ( ) Notice of Award ( ) Start of Construction  <i>Please attach itemized bid tabulation</i> Contract(s) No: _____ _____	Grantee: _____  Grant Number: _____  Submitted by: _____  Phone No: _____  Date Submitted: _____	<b>RETURN TO:</b> CDBG Administrative Secretary GA. Dept. of Community Affairs 80 Executive Park South, NE Atlanta, Georgia 30329-2231
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	Contract 1	Contract 2	Contract 3
1. Activity Number			
2. Architect/Engineer Name			
3. Description of Work			
4. Wage Dec.# / Mod. #			
5. Bid Date			
6. Date of Execution			
7. Contract Amount			
8. Contractor/Address			
9. Construction Start Date (n/a at time of award)			
10. Estimated Completion Date			

**INSTRUCTIONS:**

1. Complete this form each time an award and/or start of construction. If award and/or construction start date coincide, only one report activity should be submitted. This also applies to multiple contracts.
2. Include appropriate information for all contracts each time form is submitted.
3. Number reports beginning with #1. Mark last report "Final".
4. Submit "Request for Clearance of Prime Contractor" separately.
5. Attach certified bid tabulation.

- Must be submitted to DCA
- Include certified and itemized bid tabulation with form
- Construction drawdowns will be withheld if not submitted

# Step 4: Pre-construction Conference - Mandatory

- Attended by the architect/engineer, grant administrator, the contractor and representatives of the local government.
- Outlines contractor & subcontractor responsibilities, project timelines, logistics, etc.
- Explain Davis-Bacon, other applicable laws & contract provisions, and Section 3

**Include CDBG Reps when planning of the conference**

# CDBG Rep Contact Information

- Cindy Alligood: (478) 290-1074, [Cindy.Alligood@dca.ga.gov](mailto:Cindy.Alligood@dca.ga.gov)
- Crystal Gaillard: (470) 965-2364, [Crystal.Gaillard@dca.ga.gov](mailto:Crystal.Gaillard@dca.ga.gov)
- Roderick Gilbert: (470) 783-4729, [Roderick.Gilbert@dca.ga.gov](mailto:Roderick.Gilbert@dca.ga.gov)
- Malisa Thompson: (404) 326-1048, [Malisa.Thompson@dca.ga.gov](mailto:Malisa.Thompson@dca.ga.gov)

# Step 5: Review Payrolls



## Review

Review for all trades



## Compare

Compare payrolls to wage decisions and interviews



## Follow up

Follow up on discrepancies

# Payrolls

- Contractors must submit all payrolls to grant recipient
- Must include the name and identifying number of each worker the first time they appear
  - Contractor must provide address and social security number upon request
  - Contractor records must include each workers classification, last known telephone number, and email address.
- Every contractor on the project must maintain records for three years after completion of the project.
- The prime contractor must maintain a complete set of payrolls from every sub- contractor, subcontracts, and related documents on the project for three years after completion of the project.

# Payrolls

- Every payroll must
  - list the worker's classification, which must match the Wage Decision document
  - include the hourly rate of pay and the number of hours worked
  - indicate permissible deductions (see 29 CFR Part 3.5)
  - be numbered, with the last payroll labeled "Final Payroll"
  - be certified by the owner, officer or designee of the construction company (digital signatures are acceptable)



# Payrolls

## Sole proprietors and self-employed mechanics

- Cannot self-certify to wages without a crew
- Must be reported on “responsible employer” payroll
- Can certify to hours when working with a crew
- Only report hours worked and list owner as classification

# Conformance Request (Additional Classification)

- Required when wage determination does not contain a classification that is applicable to the project.
- The work that will be performed by the requested classification cannot be performed by another classification contained within the wage decision
- The classification cannot come from another wage decision when multiple wage decisions are used in the contract.
- The requested wage rate and fringe benefit, if any, must bear a “reasonable” relationship to the existing wage rates contained in the wage decision.

# Submitting a Conformance Request

- Request is submitted to DCA through CDBG.biz@dca.ga.gov
- Signed letter from the grantee requesting the additional classification;
- Applicable wage decision;
- Prime contractor must complete the SF-1444 and submit a written letter with a description of the work to be performed by the requested classification;
- And any related documentation or recommendations

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE			CHECK APPROPRIATE BOX <input type="checkbox"/> SERVICE CONTRACT <input type="checkbox"/> CONSTRUCTION CONTRACT	OMB Control Number: 9000-0066 Expiration Date: 5/31/2025
<small>Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0066. We estimate that it will take 5 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (MTV1C6), 1800 F Street, NW, Washington, DC 20405.</small>				
<small>INSTRUCTIONS: THE CONTRACTOR SHALL COMPLETE ITEMS 3 THROUGH 16, KEEP A PENDING COPY, AND SUBMIT THE REQUEST, IN QUADRUPPLICATE, TO THE CONTRACTING OFFICER.</small>				
1. TO: ADMINISTRATOR, WAGE AND HOUR DIVISION U.S. DEPARTMENT OF LABOR WASHINGTON, DC 20210		2. FROM: (REPORTING OFFICE)		
3. CONTRACTOR		4. DATE OF REQUEST		
5. CONTRACT NUMBER	6. DATE BID OPENED (SEALED BIDDING)	7. DATE OF AWARD	8. DATE CONTRACT WORK STARTED	9. DATE OPTION EXERCISED (IF APPLICABLE) (SERVICE CONTRACT ONLY)
10. SUBCONTRACTOR (IF ANY)				
11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)				
12. LOCATION (CITY, COUNTY, AND STATE)				
13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION NUMBER:				
a. LIST IN ORDER: PROPOSED CLASSIFICATION TITLE(S); JOB DESCRIPTION(S); DUTIES; AND RATIONALE FOR PROPOSED CLASSIFICATIONS. (Service contracts only) <small>(Use reverse or attach additional sheets, if necessary)</small>		b. WAGE RATE(S)		c. FRINGE BENEFITS PAYMENTS
14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE <small>(IF ANY)</small>		15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE		
16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE		TITLE	CHECK APPROPRIATE BOX-REFERENCING BLOCK 13. <input type="checkbox"/> AGREE <input type="checkbox"/> DISAGREE	
<b>TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE - SEE FAR 22.1019 (SERVICE CONTRACT LABOR STANDARDS) OR FAR 22.406-3 (CONSTRUCTION WAGE RATE REQUIREMENTS))</b> <input type="checkbox"/> THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED. <input type="checkbox"/> THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATION AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED. <small>(Send 3 copies to the Department of Labor)</small>				
SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE		TITLE AND COMMERCIAL TELEPHONE NUMBER		DATE SUBMITTED
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS USABLE		STANDARD FORM 1444 (REV. 4/2013) Prescribed by GSA-FAR (48 CFR) 53.222(f)		

2025.06.26 13:46

3592 - Pembroke CDBG

## Certified Payroll Report Ending Jun 01/25

Location: GEORGIA McLendon Enterprises, Inc.

Page 1

Pay Period: 202522

S.S.N. Name & Address	S	WH	Code Class	A W	Job R	MON 26	TUE 27	WED 28	THU 29	FRI 30	SAT 31	SUN 01	Tot Hrs	Pay Rate	Cash Fringe	Gross Pay	Earnings & Deductions — Employer Benefits (*)	
*****5823 [REDACTED] 4078 HWY 1 SOUTH LYONS, GA 30436 NON - Non Male White Check #(s) D00670	S	00	2052		3592													
			LABORER: COMMON L1A	R			4.50						4.50	26.25	.00	118.13	Hourly Gross	1640.72
			TRUCK DRIVER: LOWB1	R			3.50						3.50	26.25	.00	91.88	Federal Taxes	278.19
																	Social Security	112.36
													8.00			210.01	State Tax	85.24
													55.00				Medicare	26.28
																158.41	121 LOAN	100.00
																2.51	122 MEDICAL INSURANCE	31.80
																1210.23	126 DENTAL INSURANCE	6.62
																	131 HOLIDAY TIME OFF	210.00
																	* Employer Health Insu	158.41
*****6296 [REDACTED] 2481 BEAUTIFUL ZION CHURCH RD PEMBROKE, GA 31321 NON - Non Male White Check #(s) D00670	S	00	3026		3592													
			LABORER: COMMON L1A	R									.00	26.00	.00	.00	Hourly Gross	1312.10
				T							2.00		2.00	39.00	.00	78.00	Federal Taxes	188.61
																	Social Security	91.83
													2.00			78.00	State Tax	63.30
													53.00				Medicare	21.48
																219.25	Pension	76.05
																3.99	122 MEDICAL INSURANCE	31.80
																1039.90	126 DENTAL INSURANCE	6.62
																	128 VISION INSURANCE	1.41
																	131 HOLIDAY TIME OFF	208.00
																	* 401k Employer Match	60.84
																	* Employer Health Insu	158.41
*****6716 [REDACTED] 347 JD EDENFIELD RD LYONS, GA 30436 NON - Non Male White Check #(s) D00670	M	00	3049		3592				4.50				4.50	21.00	.00	94.50	Hourly Gross	777.00
			TRUCK DRIVER: DUMP1	R									4.50			94.50	Federal Taxes	62.08
													40.50				Social Security	56.12
																	State Tax	19.77
																158.41	Medicare	13.12
																3.52	121 LOAN	50.00
																704.08	122 MEDICAL INSURANCE	31.80
																	126 DENTAL INSURANCE	6.62
																	128 VISION INSURANCE	1.41
																	131 HOLIDAY TIME OFF	168.00
																	* Employer Health Insu	158.41
*****1021 [REDACTED] [REDACTED]	M	00	4011		3592					10.00			10.00	22.00	.00	220.00	Hourly Gross	880.00
			OPERATOR: EXCAVATIO	R													Social Security	62.50



OMB No.: 1235-0008  
Expires: 02/28/2018

ADDRESS
---------

6690 TOT DRIVE / BLACKSHEAR, GA 31516

**MEEKS QUALITY PAINTING & PRESSURE WASHING**

PAYROLL NO.

1

FOR WEEK ENDING

10/24/2024

### PROJECT AND LOCATION

New Health Department for Camden County  
101 Winding Road Kingsland, Ga 31548

PROJECT OR CONTRACT NO.

FFY2021 CDBG- CV 21cv-y-020-1-6251

(1)	(2)	(3)	(4) DAY AND DATE	(5)	(6)	(7)	(8) DEDUCTIONS								(9)
IDENTIFYING NUMBER COMMERCIAL SECURITY	NO. OF WITHOLDING EXEMPTIONS	WORK CLASSIFICATION	OT. OR ST.	M T W T F S S	TOTAL HOURS	RATE OF PAY	GROSS AMOUNT EARNED	FICA	WITH- HOLDING TAX			OTHER	TOTAL DEDUCTIONS	NET WAGES PAID FOR WEEK	
		Painter	O	8.5 10.5 9.0 9.0	37	✓ 25.00	/								
			S				925.00								
		Painter	O	8.5 10.5 9.0 9.0	37	✓ 20.00	/								
			S				740.00								
			O				/								
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# Step 6: Job Site Interviews

- Have to be conducted on representative # of workers in each classification
- Must observe workers working
- Interview responses should be checked against Wage Decision and payrolls
- Confidential – should not be overheard by others

## Record of Employee Interview

U.S. Department of Housing and Urban Development  
Office of Davis-Bacon and Labor Standards

OMB Approval No. 2501-0009  
(exp. 12/31/2024)

The public reporting burden estimate for this collection of information is 15 minutes per response on average. This includes reviewing instructions, searching existing data sources, gathering, and maintaining the data, and completing the collection of information. This information may not be collected, nor are you required to provide, the information requested unless it displays a currently valid OMB control number. The information collected ensures compliance with the Federal labor standards through recording interviews with construction workers. The information collected assists HUD in compliance monitoring of Federal labor standards. Any information collected is covered by the Privacy Act of 1974 and by 29 CFR 5.6(a)(5). Individuals and agencies collecting this information must maintain these records in a manner that protects the individuals on whom the information is maintained. The information collected herein is voluntary, and any information provided shall be kept confidential, but failure to provide the information collected may delay enforcement of any possible Federal labor standards violations if the information would have identified any. Comments concerning this burden estimate, or this collection should be sent to: National Director, Office of Davis-Bacon and Labor Standards, 451 7th Street SW, Room 7108, Washington, DC 20410. When providing comments, please refer to OMB Approval 2501-0009.

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form:  
A. AUTHORITY: Collection of the information solicited on this form is authorized by the Davis-Bacon Act as promulgated through Department of Labor Regulations under 29 CFR Part 5.  
B. PURPOSE: The primary purpose for soliciting this information is to determine if the wages paid by an employer on a project covered by the Davis-Bacon Act are in compliance with Federal labor standards.  
C. ROUTINE USES: The information collected ensures compliance with the Federal labor standards through recording interviews with construction workers on topics related to wages paid on the project. The information is reviewed by HUD authorized personnel to ensure compliance with Federal labor standards under the Davis-Bacon Act on covered projects. If violations are found, the information collected is used to conduct enforcement actions to ensure restitution is paid to workers of covered projects are paid proper wages under the Davis-Bacon Act.  
D. CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: The information collection is voluntary. Refusing to give information will not impact your status with your employer or the government. Failure to provide the information will limit the ability of HUD to determine if you were paid proper wages under the Davis-Bacon Act, and will limit the ability for HUD to seek restitution for you in the event a violation is found.

1a. Project Name			2a. Employee Name		
1b. Project Number			2b. Employee Phone Number (including area code)		
1c. Contractor or Subcontractor (Employer)			2c. Employee Home Address & Zip Code		
			2d. Verification of identification? Yes <input type="checkbox"/> No <input type="checkbox"/>		
3a. How long on this job?	3b. Last date on this job before today?	3c. No. of hours last day on this job?	4a. Hourly rate of pay?	4b. Fringe Benefits? Vacation Yes <input type="checkbox"/> No <input type="checkbox"/> Medical Yes <input type="checkbox"/> No <input type="checkbox"/> Pension Yes <input type="checkbox"/> No <input type="checkbox"/>	4c. Pay stub? Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Your job classification(s) (list all) — continue in block 18 if necessary					
6. Your duties — continue in block 18 if necessary					
7. Tools or equipment used — continue in block 18 if necessary					
8. Are you an apprentice or trainee? Yes <input type="checkbox"/> No <input type="checkbox"/>			10. Are you paid at least time and 1/2 for all hours worked in excess of 40 in a week? Yes <input type="checkbox"/> No <input type="checkbox"/>		
9. Are you paid for all hours worked? Yes <input type="checkbox"/> No <input type="checkbox"/>			11. Have you ever been threatened or coerced into giving up any part of your pay? Yes <input type="checkbox"/> No <input type="checkbox"/>		
12a. Employee Signature			12b. Date		
13. Duties observed by the interviewer (Please be specific.)					
14. Remarks — continue in block 18 if necessary					
15a. Interviewer Name (Please Print)		15b. Signature of Interviewer		15c. Date of Interview	
Payroll Examination					
16. Remarks — continue in block 18 if necessary					
17a. Signature of Payroll Examiner			17b. Date		

Previous editions are obsolete

Form HUD-11 (12/2021)

# Exemptions

## Volunteers

- Does not receive compensation for services performed
- Cannot be employed at any other time on the jobsite

## Prison Labor

- Must have a letter from the Department of Corrections
- Must be utilized directly by the grantee

# RECAP

- Request wage rates
- Request contractor clearance
- Ensure submission of weekly payrolls
- Conduct on-site interviews
- Review payrolls and compare to interviews
- Ensure correction of underpayments
- Maintain records





# Prime Contractor Responsibilities

- Responsible for compliance of all contractors
- Include contract clauses and applicable wage rates in all sub-contracts
- Review wage rates for additional classifications
- Provide sub-contractors with guidance
- Prepare and submit certified payrolls for employees
- Maintain a complete set of payrolls from every sub- contractor, subcontracts, and related documents on the project for three years after completion of the project.

# Sub-contractor Responsibilities

- Prepare and submit certified weekly payrolls
- Review wage rates and request additional classifications, if necessary
- Ensure access to employees for on-site interviews
- Maintain records for three years after completion of the project.

# Final Wage Compliance Report

**FINAL WAGE COMPLIANCE REPORT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

CDBG  
Recipient: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

1. While you or your representative were reviewing the contractor's and subcontractor's weekly payroll submissions, were any laborers or mechanics paid less than the prevailing wage rate as specified in the Secretary of Labor's official Wage Rate Determination that applied to this project (Check one Answer)?  
Yes, or No.

2. If yes, provide the following information:

a) Total amount of wage restitution paid (difference between what was first paid and what was required to be paid by Wage Rate:  
\$ \_\_\_\_\_

b) Method of restitution (check one):  
Paid by contractor, or  
Paid by CDBG Recipient government with funds withheld from payments to contractor.

Name of Contractor or Subcontractor	Name of Affected Employee	Amount of Restitution Paid to Employee	Nature of the Violation Requiring Restitution

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

DCA Form (2012) V.01

- Complete at end of project
- Captures restitution information
- Required in closeout package

# Resources

- Davis-Bacon and Labor Standards, Contractor Guide Addendum  
<https://files.hudexchange.info/resources/documents/Davis-Bacon-and-Labor-Standards-Contractor-Guide-Addendum.pdf/>
- Davis-Bacon and Labor Standards Agency/Contractor Guide  
<https://files.hudexchange.info/resources/documents/Davis-Bacon-and-Labor-Standards-Agency-and-Contractor-Guide.pdf>
- Department of Labor, Davis-Bacon & Related Acts  
<https://www.dol.gov/whd/govcontracts/dbra.htm>

# Thanks!

**Pam Truitt**

*Manager, CDBG Compliance & Field Services*

Pam.Truitt@dca.ga.gov

Direct: (404) 977-3326

[dca.georgia.gov](https://dca.georgia.gov)