

<b>Semi-Annual Labor Standards Enforcement Report - Local Contracting Agencies (HUD Programs) Instructions</b>	<b>U.S. Department of Housing and Urban Development Office of Davis-Bacon and Labor Standards</b>	<b>HUD FORM 4710i</b> <small>OMB Approval Number 2501-0019 (Exp. 12-31-2027)</small>
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Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining data needed, and completing and reviewing the collection of information. The information is considered non-sensitive and does not require special protection. The agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

All Federal agencies administering programs subject to Davis-Bacon wage provisions are required by U.S. Department of Labor (DOL) regulations (29 CFR 5.7(b)) to submit a report of all new covered contracts and all enforcement activities each six months. In order for HUD to comply with this requirement, it must collect contract and enforcement information from local agencies that administer HUD-assisted programs subject to Davis-Bacon requirements. HUD requests that local agencies complete and submit a Semi-annual Enforcement Report every six months.

Local agencies and HUD must retain a copy of the Semi-Annual Enforcement Report in its files.

Please follow these instructions while compiling the Semi-Annual Labor Standards Enforcement Report for Local Contracting Agencies (HUD Programs) (form HUD-4710).

**Introduction**

Department of Labor (DOL) Regulations 29 CFR §5.7(b) require Federal agencies administering programs subject to Davis-Bacon and Related Act (DBRA) and Contract Work Hours and Safety Standards Act (CWHSSA) labor standards to furnish a Semi-Annual Labor Standards Enforcement Report to the Administrator of the Wage and Hour Division. Some HUD programs are administered by state, tribal, or local agencies for labor standards compliance. HUD must collect information from such agencies in order to capture enforcement activities for all HUD programs in its reports to DOL.

**Reporting Periods:**    **Period 1**            **October 1 through March 31**  
   **Period 2**            **April 1 through September 30**

**Report Format:** Each agency report consists of two parts:

**Part I** concerns contracting activity for work awarded during the reporting period;

**Part II** concerns enforcement activity for all contracts, regardless of the award date.

The HUD Davis-Bacon and Labor Standards (DBLS) staff for your area will send a courtesy reminder shortly before the due date about preparing the report and will remind you of the date

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your report is due. However, you should maintain accurate records throughout the year of relevant contract information so that you can submit the report in a timely manner.

**Definitions and Guidance**

**Part I - Contracting Activity** - This part concerns only contracts that were awarded during this period. Do not include contracts that were awarded prior to this period even though the contracts may still be underway. Do include work subject to purchase orders or other forms of agreement, even if there is no formal contract award.

**Item 1.** Enter the total number of prime contracts subject to DBRA/CWHSSA awarded during this period. Track contracts by award date or by start of construction - do not track by bid opening date.

Public Housing Authorities (PHAs), Tribally designated Housing Entities (TDHEs)/Indian Housing Authorities (IHAs): Include force account work that is subject to DBRA/CWHSSA.

**Item 2.** Enter the total dollar amount of all the contracts and/or PHA/TDHE/IHA force account work reported in Item 1.

**Part II - Enforcement Activity** - *Identify all enforcement activity that occurred within this reporting period subject to DBRA and/or CWHSSA.*

**Item 1.** Enter the number of contractors (including subcontractors and lower-tier subcontractors) against whom complaints were received during the report period.

**Item 2.** Enter the number of contractors (including subcontractors and lower-tier subcontractors) that you completed an investigation of, either due to a complaint or due to contract monitoring that you conducted.

**Item 3.** Enter the number of contractors (including subcontractors and lower-tier subcontractors) that you found in violation during your investigation or during your contract monitoring.

**Item 4.** Enter the total amount of back wages you found due. Make separate entries for DBRA covered work and CWHSSA overtime work.

**Item 5:** Enter the total amount of back wages that were paid.\* Make separate entries for DBRA covered work and for CWHSSA overtime work.

**Item 6:** Enter the total number of employees who were paid wage restitution. Make separate entries for DBRA covered work and for CWHSSA overtime work.

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**Item 7:** Enter the total amount of liquidated damages assessed for CWHSSA overtime violations.

\*Enter information relative to wage restitution that was collected and/or disbursed during the report period. This includes restitution disbursed by the agency, restitution reported on certified payroll correction reports, and/or amounts collected but not disbursed because workers could not be found. Report straight time wage restitution separately from Contract Work Hours and Safety Standards Act (CWHSSA) overtime wage restitution.