



**North Carolina**  
**Department of Commerce**  
*Community Investment and Assistance*

**Beverly Eaves Perdue, Governor**  
**J. Keith Crisco, Secretary**

**Henry C. McKoy, Assistant Secretary**  
**Vickie Miller, Director**

February 9, 2012

**MEMORANDUM**

To: CDBG, CDBG-R, and NSP Grant Recipients

From: Iris Payne, NSP Coordinator- Pol/Tech. Services Section Chief *IP*  
 Community Investment and Assistance (CI)

Date: February 13, 2011

Subject: **Semi-Annual Labor Standards Report to HUD**

It is now that time again for the U.S. HUD Labor Standards Semi-Annual Report. It is a Federal requirement to provide information based on the previous six-month period. In this case, we are to report on activities occurring between **October 1, 2011 and March 31, 2012**. The below chart identifies the type of information that grant recipients should complete for this report.

Category	What to Complete
A Davis-Bacon applicable contract was signed between <b>October 1, 2011 and March 31, 2012</b> .	Page 1 and 2 must be completed.
A Davis-Bacon applicable contract was signed in a previous reporting period and the wage decision lock-in date has been previously reported. And the grant is still active.	Page 1 top portion is needed only and not contract or wage information. Page 2 must be completed every 6 months.
The project is Davis-Bacon applicable but contracts have not been awarded yet.	Email <a href="mailto:compliance@nccommerce.com">compliance@nccommerce.com</a> with Grantee Name & Number, and a statement that no Davis-Bacon contracts have been awarded yet.
The project is not Davis-Bacon applicable.	If you choose to respond, you can email <a href="mailto:compliance@nccommerce.com">compliance@nccommerce.com</a> with Grantee Name & Number, and a statement that the project is Davis-Bacon exempt.

***North Carolina: The State of Minds***

100 E. Six Forks Rd. • 4313 Mail Service Center • Raleigh, North Carolina 27699-4313

Tel: (919) 571-4900 • Fax: (919) 571-4951

An Equal Opportunity/Affirmative Action Employer

For ease, attached is the **HUD form 4710** that you will fill out so Community Investment and Assistance (CI) can compile data from grantees. This is a fill-able Word document, so you can type in the gray boxes. If you have problems you can print and write legibly. Note that this time period covers **October 1, 2011 and March 31, 2012**. Instructions are describe below.

Page 1, Top Box:

- 1) *Agency Name*: Type the Grantee Name *and* Grant Number
- 2) *Agency Type*: Type in CDBG, CDBG-R, or NSP
- 3) *State*: NC. This has been inserted for you
- 4) *LR2000*: Do not fill out
- 5) *Period 1* is **October 1, 2011 and March 31, 2012**. This has been inserted for you
- 6) *Agency Contact Person*: Insert your name
- 7) *Agency Contact info*: Insert your phone number *and* email

Page 1, Part 1: Pertains **ONLY** to Davis-Bacon projects **AWARDED** during this reporting period. Do not fill out if there are no such projects.

- 1) Enter the number of prime contractors subject to Davis-Bacon awarded this period.
- 2) Enter the total dollar amount of these contracts
- 3) Fill in the table
  - a. Grantee, project name, CDBG Grant Number (*i.e. Exampleville, 2009 Scattered Site # 09-C-9876*)
  - b. Contract amount (\$\$)
  - c. Wage Decision Number used (*i. e. NC 10-09 Heavy 3/12/10*)

**\*\*If one grantee has multiple wage decisions, then those wage decisions will need to be different line items with the corresponding contract amounts and lock in date**

Page 2, Part 2: Pertains to actives grants with **ALL** Davis-Bacon projects with, not just contracts awarded between **October 1, 2011 and March 31, 2012**.

- 4) Enter the number of employers that received complaints. Then list the Employer(s) and Projects (*i.e. Exampleville, 2009 Scattered Site # 09-C-9876*)
- 5) A- In the box, enter the number of complaint cases/employers that were referred to HUD for investigation/hearing  
B- In the box, enter the number of complaint cases/employers that were referred to DOL for investigation/hearing.  
C- List the Employers, project name, whether they were referred to HUD of DOL, and whether they were investigations or hearings
- 6) A- Enter the number of workers that wage restitution was collected/disbursed  
B- Enter the total amount of *straight* wage restitution was collected/disbursed  
C- Enter the total amount of *overtime* wage restitution was collected/disbursed  
D- Enter the total amount of liquidated damages

When you have completed the form, please keep it in Word format and **email to [compliance@ncommerce.com](mailto:compliance@ncommerce.com). Subject: Grantee Name & Number, HUD 4710.** We will send receipt of the information after adding it to our records for HUD reporting.

**The deadline for submitting this report to CI is March 31, 2012 by 5:00 pm** because the time period reporting for the contracts. *However, the sooner this report is submitted to CI the better.* If you have any questions, email [compliance@ncommerce.com](mailto:compliance@ncommerce.com) or contact your Grant Representative.

*Thank you for your attention and cooperation.*

### **Semi-Annual Labor Standards Report Frequently Asked Questions**

**1. I previously reported the wage decision to CI? Do I have to complete HUD form 4710?**

You do not need to report the wage decision again, but Page 2 is still necessary to gather complaint data.

**2. I know my project is Davis-Bacon applicable but we have not sealed any bids. Do I need to complete HUD form 4710?**

Simply send an email to [compliance@ncommerce.com](mailto:compliance@ncommerce.com) with the name of the grantee with the grant number and a statement that no bids have been sealed & no contracts have been awarded for Davis-Bacon.

**3. My project is exempt from Davis-Bacon. Do I need to complete HUD form 4710?**

No. If you choose to respond, send an email to [compliance@ncommerce.com](mailto:compliance@ncommerce.com) with the name of the grantee with the grant number and a statement that your project is exempt from Davis-Bacon.

**4. How do I submit HUD form 4710?**

HUD form 4710 is in Word format and you can email it to [compliance@ncommerce.com](mailto:compliance@ncommerce.com) in that same way. If you are having issues typing in Word, you can print it out, write legibly, and then scan a pdf to email.

**5. Do I send the information to my Grant Representative?**

No. The Compliance Section is responsible for submitting the Semi-Annual Labor Standards Report to HUD, not Grants Management Section. You are welcome to cc your Grant Representative in the email, but it is not necessary since they do not input the data in the report.

**6. What is the bid lock-in date?**

The bid lock-in date is the date that bids open for the project and a bid is awarded. The bid lock-in date is *not* the bid advertising date.

**7. How do I know if I have a Davis-Bacon applicable project?**

Email [compliance@ncommerce.com](mailto:compliance@ncommerce.com) or contact your Grant Representative.

**8. My grant closed out. Do I need to report this?**

No.