

ATTACHMENT 6-16b:  
SAMPLE  
**SECTION 5.7 ENFORCEMENT REPORT**

MEMORANDUM FOR:

HUD Labor Standards and Enforcement Regional/Field Staff  
Region IV – Atlanta Regional Office (Jurisdiction over Kentucky)

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: Section 5.7 Enforcement Report

**I. Coverage**

Project Name: \_\_\_\_\_

CDBG Project No.: \_\_\_\_\_

Location: \_\_\_\_\_  
(City/County/State)

Project Scope: \_\_\_\_\_

Wage Decision/Mod #: \_\_\_\_\_

Date Decision Issued: \_\_\_\_\_

CDBG Program Area and HUD authorizing Statute: \_\_\_\_\_

Bid Opening Date: \_\_\_\_\_

Bid Award Date: \_\_\_\_\_

Construction Start Date: \_\_\_\_\_

Prime Contractor\*: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(City, State, Zip)

*\*List all prime contractors with their respective subcontractors*

Contract Award Amount: \$ \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(City, State, Zip)

Contract Award Amount: \$ \_\_\_\_\_

**II. Violations:**

List all Contractors in Violation: \_\_\_\_\_

(City, State, Zip)

Contract Award Amount: \$ \_\_\_\_\_

List all Subcontractors in Violation: \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip)

*Attach a schedule of wages paid to each employee*

Wage restitution in the total amount of \$ \_\_\_\_\_ has been paid to \_\_\_\_\_ employees by the contractor(s) named above.

*(See attached Schedule(s) of Wages Found Due.)*

Were any of the violations willful?  YES  NO (Check or circle one)  
*(If yes, see attached detailed report.)*

Were CWHSSA liquidated damages computed?  YES  NO (Check or circle one)  
*(If yes, see attached detailed report.)*

Are administrative sanctions recommended?  YES  NO (Check or circle one)  
*(If yes, see attached detailed report.)*

The wage underpayments were discovered through: *(Check or circle one)*

Routine payroll review

On-site job interviews

Investigation of complaint

Other: \_\_\_\_\_

Describe the types of violations committed (incorrect wage decision, incorrect rate, etc.): \_\_\_\_\_

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**III. Disposition**

(Provide Detailed Narrative of Resolution)