COVER MEMO

Davis-Bacon
Semi-Annual Labor Standards Enforcement Report
Reporting Period: October 1, 2021 – March 31, 2022
& 5.7 Reports (if applicable)

Date: ______
To: Dawn Magnusson, Reporting Team – Dawn.magnusson@hcd.ca.gov
   Please email labor standard reporting to the inbox of the program you are reporting on
   CDBG.Reports@hcd.ca.gov
   Home@hcd.ca.gov
   For CDBG-DR reporting email Alice.Brodkin@hcd.ca.gov
   For NDR reporting email CDBG.Reports@hcd.ca.gov

From: ______, Labor Standards Compliance Officer/Coordinator
   Phone: ______ Email: ______

State Recipient/HOME/CDBG Non-entitlement Jurisdiction: ______
Representative: ______
Contact Person (if not Labor Compliance Officer/Coordinator): ______
   Phone: ______ Email: ______

If any of the below conditions are met, filing a semi-annual labor Standards Enforcement Report and/or
5.7 Report is NOT required:
- During (or prior to) the Reporting Period no Davis-Bacon construction contracts were executed
- During the Reporting Period no Davis-Bacon construction contracts were:
  Under construction OR Completed (notice of completion and/or owner acceptance)

If filing a semi-annual Labor Standards Enforcement Report and/or 5.7 Report with HCD IS NOT
REQUIRED then stop here.

Semi-Annual Labor Standards Enforcement Report
Project Name: ______
Standard Agreement Number: ______
Project Lock-in Date: ______
☐ (N/A ☐ ) Prime Construction Contract was executed on: ______
☐ (N/A ☐ ) Started Construction on: ______
☐ (N/A ☐ ) Construction completed on: ______

☐ 5.7 Enforcement Report
   Between October 1, 2021 and March 31, 2022:
   1) Were there underpayments by the prime contractor and/or subcontractor(s) totaling $1,000 or more to his/her
      entire workforce (it needn’t total $1,000 for an individual employee) ☐Yes ☐No; and/or
   2) Was there reason to believe that any Davis-Bacon violations – not necessarily monetary – were aggravated or
      willful; ☐Yes ☐No; and/or
   3) Did the prime contractor and/or any subcontractors(s) exhibit a flagrant disregard of Davis-Bacon requirements
      ☐Yes ☐No

If "Yes" to 1, 2, or 3: Is the 5.7 Report being submitted with the Semi-Annual Labor Standards Enforcement
Report? ☐Yes ☐No* ☐Mailed ☐Fax ☐Adobe PDF emailed

*Please briefly explain: ☐Still under investigation ☐Other: ______

A SEPARATE COVER MEMO, SEMI-ANNUAL REPORT AND 5.7 REPORT MUST BE SUBMITTED FOR EACH “ACTIVE” DAVIS-BACON PROJECT

Labor Standards Cover Memo (REV 9/18)