

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FEDERAL FINANCIAL ASSISTANCE**

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March 6, 2024

To: CDBG / CDBG-DR / NDR / HOME funding recipients

**Semi Annual Labor Standards Reporting**

Reporting Period: October 1, 2023 – March 31, 2024

If you have projects awarded in the reporting period subject to Davis-Bacon and Related Acts (DBRA) and Contract Work Hours and Safety Standards Act (CWHSSA), please complete and return the forms below by **April 3, 2024**, to the Federal Labor Standards Reporting inbox: [FedLaborStandards@hcd.ca.gov](mailto:FedLaborStandards@hcd.ca.gov).

1) *Labor Standards Cover Memo*

Please complete the Labor Standards Cover Memo according to the instructions located on the memo. **Please note that a signature is required on the Labor Standards Cover Memo whether you have reportable activities or not.**

2) *Semi-Annual Labor Standards Enforcement Report HUD Form 4710*

Please indicate the project's HCD Standard Agreement number in the "LR2000 Agency ID # (HUD Use Only)" box. Complete Part I and II. If nothing to report for Part I and II, there is no need to return.

3) *Semi-Annual Labor Standards Enforcement Report and/or Davis-Bacon Labor Standards Report 5.7 (if applicable – see Cover Memo)*

If in the Reporting Period underpayments by a construction contractor or subcontractor totaled \$1,000 or more to his/her entire workforce (it does not need to total \$1,000 for an individual employee), or if there is reason to believe that the violations are aggravated or willful (or the construction contractor has disregarded its obligations to employees and subcontractors under the Davis Bacon Act) then the State Recipient/CHDO/CDBG Non- participating Jurisdiction must submit a 5.7 Enforcement Report (if you have not previously done so). You may email the 5.7 Enforcement Report in an Adobe Acrobat PDF format, but it must be followed by the original hard copy of the Report (with copies of any attachments) within 10 days.