

# HOME/HTF Affordable Housing Development Grant Administration Manual

## Tools and Resources

### Labor Standards Resources (HOME)

This resource presents the HUD resources available for labor standards compliance, as well as a Certification of Labor Compliance, which is a Commerce-required form submitted with each request for reimbursement.

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- [Federal Labor Standards Provisions \(Form HUD 4010\)](#)<sup>1</sup>
- [HUD Handbook 1344.1 \(Rev. 2\), Federal Labor Standards Requirements in Housing and Community Development Programs](#)<sup>2</sup>
- [Federal Wage Poster \(WH-1321\)](#)<sup>3</sup> *\*Must be posted at construction site\**
- [SAM.gov \(Davis-Bacon Wage Determination\)](#)<sup>4</sup> *\*Must be posted at construction site\**
- [Weekly Payroll Report Form \(WH-347\)](#)<sup>5</sup>, [Instructions](#)<sup>6</sup> *\*Required for reimbursement\**
- [Record of Employee Interview \(Form HUD 11\)](#)<sup>7</sup>, [Instructions](#)<sup>8</sup> *\*Required for reimbursement\**
- [Davis-Bacon Labor Standards: A Contractor's Guide to Prevailing Wage Requirements for Federally Assisted Construction Projects](#)<sup>9</sup>
- [Report of Additional Classification and Rate \(Form HUD 4230A\)](#)<sup>10</sup>
- Certification of Labor Compliance (see below) *\*Required for reimbursement\**

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<sup>1</sup> <https://www.hud.gov/sites/dfiles/OCHCO/documents/4010.pdf>

<sup>2</sup> <https://www.hudexchange.info/resource/2511/hud-handbook-13441-federal-labor-standards-compliance/>

<sup>3</sup> <https://www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf>

<sup>4</sup> <https://sam.gov/>

<sup>5</sup> <https://www.dol.gov/whd/forms/wh347.pdf>

<sup>6</sup> <https://www.dol.gov/agencies/whd/forms/wh347>

<sup>7</sup> <https://www.hud.gov/sites/dfiles/OCHCO/documents/11.pdf>

<sup>8</sup> [https://www.hud.gov/sites/documents/DOC\\_4554.doc](https://www.hud.gov/sites/documents/DOC_4554.doc)

<sup>9</sup> <https://www.hud.gov/sites/documents/4812-LRGUIDE.PDF>

<sup>10</sup> <https://www.hud.gov/sites/dfiles/OCHCO/documents/4230A.pdf>

## Certification of Labor Compliance

Date:	
Pay Estimate Number:	
Contractor:	
Project:	
Contract No.:	

For the period of the pay estimate referenced above and the actions completed as listed below, I hereby certify that to the best of my knowledge the above-named contractor and [Sub-Contractor] have complied with the labor requirements as set forth in the Montana Department of Commerce (Commerce) HOME Investment Partnerships Program (HOME) and Housing Trust Fund Program (HTF) Affordable Housing Development Grant Administration Manual including:

1. The Davis-Bacon wage rates were posted in a prominent and accessible site at the project or in the work area.  Yes  No
2. Weekly payroll reports covering the pay estimate referenced above were received.  Yes  No
3. Weekly payroll reports were compared with the prevailing federal Davis-Bacon wage rates.  Yes  No
4. Documentation of weekly payroll reviews is included with each drawdown request and is also maintained in local project records.  Yes  No
5. Errors or discrepancies were noted.  Yes  No

If yes, explain error or discrepancy and how it was resolved:

6. Interviews of the contractor/sub-contractor's employees were conducted during the period of the pay estimate.  Yes  No

If yes, number of interviews conducted:

7. Information obtained through interviews with the contractor/subcontractor's employees was compared with the corresponding payroll, and follow-up action was taken if needed to assure proper wages and benefits were paid.  Yes  No

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Name of Person Responsible for Ensuring Labor Compliance

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Signature

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Date