

COUNTY OF VENTURA
FEDERAL LABOR STANDARDS
POLICY & PROCEDURES



DAVIS-BACON and RELATED ACTS
Prevailing Wage Requirements for Federally-
Assisted Construction Projects

November 2011
Version 1.0

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FEDERAL LABOR STANDARDS POLICY AND PROCEDURES

I. General Policy Statement

It is the policy of the County of Ventura, County Executive Office (CEO), Community Development Division to ensure compliance with the Federal Labor Standards Administration and Enforcement under Title I of the Housing and Community Development Act of 1974, as amended, on all Davis-Bacon covered projects. This document identifies the necessary policies, procedures, paperwork, and reporting to ensure compliance with all applicable labor standards requirements.

The County recognizes five key labor standards objectives that must be accomplished in order to protect workers' rights, which are :

- Apply Davis-Bacon requirements properly,
- Through education and advice, support contractor compliance with labor standards,
- Monitor contractor performance,
- Investigate probable violations and complaints of underpayment, and
- Pursue debarment and other available sanctions against repeat labor standards violators.

As relates to the US Department of Labor (DOL) Regulations 29 CFR part 5, the sub-recipient under contract with the County of Ventura to receive Federal grant funding for the purpose of engaging construction trades to build or rehabilitate structures triggering Davis-Bacon Federal Labor Standards is responsible for full compliance of all contractors and subcontractors. The sub-recipient will be held accountable for any wage restitution for underpayment by any of its prime or subcontractors.

Davis-Bacon Labor Standards and reporting compliance is applicable to most Housing and Urban Development (HUD) assisted construction work with contracts of more than \$2,000. There are some exceptions, which differ between CDBG, HOME, and NSP guidelines. This information is delineated in the HUD Labor Relations Desk Guide, LR04.DG, or you may contact the County of Ventura Community Development Division for more information.

II. Procedures

Grant Funding Applications

Applications to the County for HUD grant funding shall be reviewed to determine whether the project is covered by Davis-Bacon. Appropriate staff will be identified in the application as the person responsible for administering Davis-Bacon compliance.

Construction Management System

All subrecipients shall establish a construction management system which meet the standards of 24 CFR 85, Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.

All contractors and subcontractors shall be screened to ensure they are not ineligible (e.g. debarred) for Federally-assisted work. The link to the Excluded Parties List System is <https://www.epls.gov/>.

Bid Documents, Contracts and Subcontracts

The following statutes and regulations must be attached to or referenced in the bid packet and all contracts and subcontracts for DBRA covered projects.

- HUD 4010 Federal Labor Standards Provisions **(Exhibit 1)**
- Federal Wage Decision – See next paragraph for detailed explanation
State prevailing wage references do not qualify as substitution.
- Davis-Bacon and Related Acts (DBRA) **(Exhibit 2)**
- The Contract Work Hours and Safety Standards Act (CWHSSA) **(Exhibit 3)**
- The Copeland (Anti-Kickback) Act **(Exhibit 4)**
- Section 110 of the Housing and Community Development Act of 1974, as amended **(Exhibit 5)**
- HUD Regulations:
 - 24 CFR 570.603: Labor Standards **(Exhibit 6)**
 - 24 CFR 570.609: Use of debarred, suspended, or ineligible contractors or subrecipients **(Exhibit 7)**

Determining the Wage Decision

Davis-Bacon Wage Decision “Lock-In” is determined by the formal bid opening date.

In accordance with the 1344.1 Federal Labor Compliance in Housing and Community Development Programs Handbook, Chapter 2-5 (d):

In the case of contracts entered into pursuant to competitive bidding procedures, modifications, notice of which is published less than 10 days before the opening of bids shall be effective unless HUD finds that there is not a reasonable time available before bid opening to notify bidders of the modification and a report of the finding is inserted in the contract file.

- The lock-in date is the formal bid opening date, provided the construction contract is awarded within 90 days.
- If the construction contract isn’t awarded within 90 days of the formal bid, the date the construction contract is awarded becomes the lock-in date.
- If there is no formal bid opening, the date the construction contract is signed becomes the lock-in date.
- If construction begins prior to a formal bid opening or the contract award date, the date that construction began locks in the rates.
- DOL All Agency Memoranda 130 and 131 provide guidance in determining the type of wage decision to use, e.g. Residential, Building, Heavy, etc. **(Exhibit 8)**.
- The Wage Decision shall be posted and available to employees on the job-site.
- Wage Decisions are located on the Web at <http://www.wdol.gov/>.
- DOL 29 CFR Part 1: Procedures for Predetermination of Wage Rates provides additional information.

Conduct On-site Inspections

Conduct on-site inspections including interviews with laborers and mechanics employed on the construction project, utilizing form HUD-11 **(Exhibit 9)**. Alternatively, the subrecipient may utilize form HUD-4730 if interviews are conducted via mail **(Exhibit 10)**. Ensure that the applicable Davis-Bacon wage decision and Department of Labor’s WH-1321 Poster “Notice to All Employees” are posted at the job site.

Review Certified Payroll Reports and Related Documentation

Identify any discrepancies and/or violations. Ensure any needed corrections are made promptly.

**Guidance for proper administration of certified payrolls and the related forms is presented in the next section of this document.

Documentation

Maintain full documentation of Federal labor standards administration and enforcement activities. All contractors must keep basic records for Davis-Bacon projects for at least 3 years after completion of the project.

Complaints

Should there be any employee complaints, utilize the Federal Labor Standards Compliant Intake form HUD-4731 to investigate any possible violations (**Exhibit 11**). Follow through on any findings by comparing employee interviews with certified payrolls.

Semi-Annual Reporting

HUD-4710 Semi-annual Labor Standards Enforcement Report enforcement report form is used to report contracting activity, as well as enforcement activity. The report periods are October 1 through March 31, and April 1 through September 30, for each year. HUD4710i provides detailed instruction (**Exhibits 12 and 13**).

III. Guidance for Proper Administration of Certified Payrolls

Certified Weekly Payroll Reports Requirements

- HUD-4720 Project Wage Sheet is a good tool to summarize the applicable job classifications and rates for the project (**Exhibit 14**).
- Contractors and subcontractors must submit a weekly certified payroll (CPR) to the prime contractor beginning the first week the company works on the project and for every week after until their work is completed.
- Contractors can use their own payroll form provided it has **all the same information as the DOL's Payroll WH-347 (Exhibit 15)**.
- Employee address and social security number is no longer required on the Certified Payroll, **INSTEAD**, the payrolls shall only need to include an individually identifiable number for each employee - ***it is suggested that this be the last four digits of the employee's social security number.***
- Both contractors and subcontractors shall maintain the full social security number and current address for each of their covered workers **AND** shall provide that information, upon request to any applicable agency involved with the project for the purpose of an investigation or compliance audit.
- Each contractor must mark their first weekly payroll as "INITIAL" and mark their last payroll as "FINAL."
- A Statement of Non-Performance should be submitted whenever there is a temporary break in a contractor's work (**Exhibits 9 and 10**). If there is an extended period of no work, documentation must be placed on file indicating when work will resume.
- Employee interviews should be conducted on-site to verify proper reporting of work classifications (**Exhibit 16**).
- All contractors must keep basic records for Davis-Bacon projects for at least 3 years after completion of the project.

Required Information on the Payroll Form

1. **Project name**
2. **Contractor's name and address**
3. **Week ending date**
4. **Work Classification**
 - a. Classifications such as laborers and power equipment operators, should indicate group designation for proper identification.
 - b. If there are employees that work in more than one job classification, the contractor can pay the wage rates specified for each classification only if accurate time records showing the time spent in each classification are supplied, otherwise these employees must be paid the highest wage rate of all of the classifications of work performed.
5. **Apprentice or journeyman**
 - a. The first time an apprentice appears on a payroll, the contractor must provide apprentice certification papers from the DOL showing the wage rate and ratio of apprentices to journeymen (**Exhibit 17**). *Apprentices must be registered with the DOL Office of Apprenticeship (OA) and are registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training. Please note not all apprentices and sponsors registered with the State are registered with OA.*
 - b. The maximum number of apprentices that can be on the job site cannot exceed the ratio of apprentices to journeymen allowed in the approved program.
 - c. If no certification is provided, or if the proper ratio is not used, the apprentice must be paid the full rate listed on the wage decision for the classification of work that they perform.
6. **Hours worked**
7. **Rate of Pay**
 - a. Overtime hours are defined as all hours worked in excess of 40 hours in any work week.
 - b. Overtime hours must be paid at no less than one and on-half times the regular rate of basic pay, plus the straight-time rate of any required fringe benefits.
8. **Gross wages earned**
9. **Deductions**
 - a. Show the amount of deductions from the gross earnings.
 - b. "Other" deductions in pay should be identified (for example, Savings Account or Loan Repayment).
 - c. Any voluntary deduction (not required by law or by an order of a proper authority such as a court) must be authorized in writing by the employee (**Exhibit 18**) and should accompany the first payroll on which the deduction appears. A short note signed by the employee is also acceptable.
10. **Net pay**
11. **Statement of Compliance (Exhibit 19)**
 - a. It is located on the reverse side of a standard payroll form (WH-347).
 - b. Check either 4(a) or 4(b) if the wage decision contains a fringe benefit.
 - c. Checking 4(a) indicates that fringe benefits are being paid to an approved plan or program.
 - d. Checking 4(b) indicates that fringe benefits are being paid directly to the employee by adding the benefit to the basic hourly rate.
 - e. If the contractor is paying a portion to an approved plan and a portion to the employee, explain those differences in 4(c).

12. Signature

- a. Make sure the payroll is signed with an original signature (owner or officer of the company, treasurer or payroll administrator). A Certificate of Understanding and Authorization granting designated authority to sign the Statement of Compliance must be on file (**Exhibit 20**).

13. Fringe Benefits

- a. Each contractor must submit a Fringe Benefits Statement (**Exhibit 21**).
- b. Fringe benefits can include health insurance premiums, retirement contributions, life insurance, vacation and other paid leave.
- c. Fringe benefits do not include employer payments or contributions required by other Federal, State or local laws such as SSI.
- d. Although a company's fringe benefits and basic hourly rates may differ from the wage decision, the company's fringe benefits + the basic hourly rate must equal the total amount shown in the wage decision (basic + fringe).

IV. References and Guidance on the Web

Federal Contracts-Working Conditions: Prevailing Wages in Construction Contracts
<http://www.dol.gov/compliance/guide/dbra.htm>

1344.1 Federal Labor Compliance in Housing and Community Development Programs Handbook
<http://www.hud.gov/offices/adm/hudclips/handbooks/sech/13441/index.cfm>

Making Davis-Bacon Work – A Practical Guide for States, Indian Tribes and Local Agencies
<http://www.hud.gov/offices/adm/hudclips/guidebooks/HUD-LR-4813/4813-LR.pdf>

Making Davis-Bacon Work – A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects
<http://www.hud.gov/offices/adm/hudclips/guidebooks/HUD-LR-4812/4812-LR.pdf>

V. Exhibits and Required Actions

Exhibit	Title	Required Action
1	HUD-4010 Federal Labor Standards Provisions http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf	Include in bids and contracts
2	Davis-Bacon and Related Acts (DBRA) http://www.dol.gov/whd/regs/statutes/dbra.pdf	Include in bids and contracts
3	The Contract Work Hours and Safety Standards Act (CWHSSA) http://www.dol.gov/whd/regs/statutes/safe01.pdf	Include in bids and contracts
4	The Copeland (Anti-Kickback) Act http://www.dol.gov/whd/regs/statutes/copeland.htm	Include in bids and contracts
5	Section 110 of the Housing and Community Development Act of 1974, as amended http://portal.hud.gov/hudportal/HUD?src=/program_offices/labor_relations/olr_dbras	Include in bids and contracts
6	HUD 24 CFR 570.603: Labor Standards (CDBG only) http://cfr.vlex.com/vid/570-603-labor-standards-19928771	Include in bids and contracts
7	HUD 24 CFR 570.609: Use of debarred, suspended, or ineligible contractors or subrecipients http://cfr.vlex.com/vid/570-609-debarred-ineligible-subrecipients-19928780	Include in bids and contracts
8	DOL All Agency Memoranda 130 and 131 http://www.dol.gov/whd/programs/dbra/docs/memo-131.pdf	Identifies Wage Decision type
9	HUD-11 Form Record of Employee Interview http://www.hud.gov/offices/adm/hudclips/forms/hud1.cfm	On-site employee interviews
10	HUD-4730 Form Federal Labor Standards Questionnaire http://www.hud.gov/offices/adm/hudclips/forms/hud4.cfm	Postal employee interviews
11	HUD-4731 Form Complaint Intake Form http://www.hud.gov/offices/adm/hudclips/forms/hud4.cfm	Employee complaint investigation
12	HUD-4710 Semi-Annual Labor Standards Enforcement Report http://www.hud.gov/offices/adm/hudclips/forms/hud4.cfm	Semi-annual reporting
13	HUD-4710i Instructions for HUD-4710 http://www.hud.gov/offices/adm/hudclips/forms/hud4.cfm	information
14	HUD-4720 Project Wage Sheet http://www.hud.gov/offices/adm/hudclips/forms/hud4.cfm	Wage rate organization tool
15	DOL WH-347 Certified Weekly Payroll form http://www.dol.gov/whd/forms/wh347.pdf Instructions: http://www.dol.gov/whd/forms/wh347instr.htm	Use for certified payroll
16	Statement of Non-Performance (sample attached)	Use for weeks not worked
17	Apprentice Certification (sample attached)	Keep on file for all apprentices
18	Employee Statement of Voluntary Deduction (sample attached)	Keep on file as applicable
19	Statement of Compliance (reverse side of WH-347) See Exhibit 15 or http://www.dol.gov/whd/forms/wh347.pdf	Use for certified payroll
20	Certificate of Understanding and Authorization (sample attached)	Keep on file for all contractors
21	Fringe Benefits Statement (sample attached)	Keep on file as applicable

STATEMENT OF NON-PERFORMANCE

Payroll Number _____ Date: _____

Prime Contractor _____

Subcontractor _____

I do hereby state that no persons were employed on the construction of:

_____ (Project Name) _____ (Project Number)

during the payroll period commencing on the _____ day of _____, 20____

ending on the _____ day of _____, 20____.

(Signature of Authorized Person)

(Please print Name of Authorized Person and Title)

This statement is not required to be submitted until after the submission of the initial payroll period.

DAVIS-BACON and RELATED ACTS APPRENTICESHIP CERTIFICATION

The Department of Labor (DOL) has determined the computer printouts from the California Department of Industrial Relations (DIR) website are not accepted because the DIR and the Division of Apprenticeship Standards (DAS) no longer has authority for **Federal Davis-Bacon purposes**.

The Department of Labor Office of Apprenticeship (OA) assumed sole responsibility for the Federal registration and oversight of apprentices and apprenticeship programs in California. As a result, apprentices *must be* registered with OA via *Federally Registered Program Sponsors* for Federal Davis-Bacon purposes; and now, Certification Letters will be issued by the apprentice's Sponsor. Please note that not all apprentices and Sponsors registered with the State are registered with OA.

This site <http://oa.doleta.gov/> lists apprenticeship program sponsors recognized and registered by the Office of Apprenticeship. The official name of the program sponsor, along with street address, city, and State is shown. Apprenticeship programs are sponsored and operated on a voluntary basis by individual employers, employer associations, or partnerships between employers and labor unions. The data will be updated on a monthly basis. The data is presented by State and county, listing occupations in alphabetical order, followed by the employers who have a registered program for that occupation

Arthur Page, ATR
USDOL/Office of Apprenticeship
5675 Ruffin Road 310
San Diego, CA 92123-1362
858.467.7031

There are 3 acceptable ways of documenting Davis Bacon in California.

- First is their official certification letter which is now available via the apprentice's sponsor. (Certification Sample Attached)
- Second is a letter they will produce under rare circumstances.
- The third way is the 671 agreement (also available from the apprentice's sponsor); many projects will accept the 671 agreement because that's the way it was done before the State lost its certification. (Blank Apprentice Agreement Form Attached)



Ontario Training Center
3250 E. Shelby St.
Ontario, CA 91784

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of Program Number CA000070086:

SOUTHWEST CARPENTERS TRAINING FUND
533 S. FREMONT AVE. #401
LOS ANGELES, CA 90071

APPRENTICE ID	SSN	APPRENTICE NAME	OCCUPATION	DATE REGISTERED	DATE APPRENTICESHIP BEGAN	DATE CANCELLED (if applicable)	DATE COMPLETED (if applicable)
CA07N017346	*****0746	JUAN CAMPOS	CARPENTER	04/24/2007	04/24/2007		

CERTIFIED BY:

DATE ISSUED:



Signature on file

11/19/2009

ARTHUR PAGE (CA002)

Apprenticeship Training Representative

*****VOID 90 DAYS FROM ISSUE DATE*****

Program Registration and
Apprenticeship Agreement
Office of Apprenticeship Training,
Employer and Labor Services (OATELS)

U.S. Department of Labor
Employment and Training Administration



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 10/31/2008

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29 CFR Part 29.6

PART A: TO BE COMPLETED BY APPRENTICE NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE

Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code)		*Social Security Number (Voluntary - See reverse)	Answer Both A and B (Voluntary) (Definitions on reverse)		5. Veteran Status (Mark on e) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female	4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input checked="" type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <input type="checkbox"/> Am. Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White		6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input checked="" type="checkbox"/> GED <input type="checkbox"/> High School Graduate <input type="checkbox"/> Post Secondary or Technical Training
7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Job Corps <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Direct Entry <input type="checkbox"/> School-to-Registered-Apprenticeship					
8. Signature of Apprentice Date			9. Signature of Parent/Guardian (if minor) Date		

PART B: TO BE COMPLETED BY SPONSOR

10. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)		11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).								
		11b. Occupation Code	12. Term (Hrs., Mos., Yrs.)	13. Probationary Period (Hrs., Mos., Yrs.)						
		14. Credit for Previous Experience (Hrs., Mos., Yrs.)	15. Term Remaining (Hrs., Mos., Yrs.)	16. Date Apprenticeship Begins						
17a. Related Instruction (Number of Hours Per Year)	17b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		17c. Related Training Instruction Source							
18. Wages: (Instructions on reverse)										
18a. Pre-Apprenticeship Hourly Wage \$ _____		18b. Journeyworker's Hourly Wage \$ _____		18c. Apprentice's Entry Hourly Wage \$ _____						
18d. Term (Hrs., Mos., Yrs.)	Period 1	2	3	4	5	6	7	8	9	10
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										
19. Signature of Sponsor's Representative(s) Date Signed			21. Name and Address of Sponsor Designee to Receive Complaints (If applicable)							
20. Signature of Sponsor's Representative(s) Date Signed										

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

22. Registration Agency and Address	23. Signature (Registration Agency)	24. Date Registered
25. Apprentice Identification Number (Definition on reverse):		

Item 4.a. Definitions:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program. Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration to states and local communities.

Adult. Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

Youth. Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

Dislocated Worker. Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

HUD/STEP-UP. Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

Item 18. Wage instructions:

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

Note:

18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
hrs., mos., yrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.
%	55	60	65	70	80	90

Example - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
hrs., mos., yrs.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.
%	50	55	60	65	70	75	80	90

Item 25. Definition:

The apprentice identification number is a unique number generated by the Registered Apprenticeship Information System (the OATELS' database), which is used to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is voluntary. For purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a-7, and Title 29 CFR 5., your social security number will be used to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. It will be used to verify your periods of employment and wages for purposes of complying with Memorandum M-02-06 of the Office of Management and Budget related to the President's Management Agenda for performance and budget integration of Federal Programs. Your response is voluntary. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration - Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and Code of Federal Regulations 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Management System (AMS), at the Office of Apprenticeship Training, Employer and Labor Services, Employment and Training Administration, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0223).

EMPLOYEE'S CONSENT FOR WAGE DEDUCTION

I, _____, authorize the deduction(s) as listed below
Employee Name (Please Print)
from my wages:

Purpose for Deduction	Amount	Frequency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee's Signature

Social Security #

Date: _____

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
LABOR RELATIONS
611 West 6th Street
Los Angeles, CA 90017**

**Certificate of Understanding
and Authorization**

Project Name: _____

Project Number: _____

This is to certify that the principals, and the authorized payroll officer named below have read and understand the Minutes of the Preconstruction Construction Conference and Davis-Bacon and Related Acts labor standards clauses pertaining to the subject project; or have attended the Preconstruction Conference and have read and understand the Davis-Bacon and Related Acts labor standards clauses pertaining to the subject project.

The following person is designated as the payroll officer for the undersigned and is authorized to sign the Statement of Compliance, which will accompany our weekly certified payroll reports for this project:

Payroll Officer (*name*)

Payroll Officer (*signature*)

Contractor/subcontractor Name

By _____
(*signature*)

(*name, title, date*)

Contractor/subcontractor License No.

CONTRACTOR FRINGE BENEFIT STATEMENT

Project Name:	Project Number:	County / Location:
Date:		
Contractor:	Address:	

In order that the proper Fringe Benefit rates can be verified when checking payrolls on the above contract, the HOURLY RATES for fringe benefits, subsistence and/or travel allowance payment made for employees on the various classes of work are tabulated below.

Classification:		Effective Date:	Subsistence or Travel Pay:
FRINGE BENEFITS Hourly Rates	Health & Welfare \$ _____	Paid To: _____ Name: _____ Address: _____	\$ _____
	Pension \$ _____	Paid To: _____ Name: _____ Address: _____	
	Vacation/ Holiday \$ _____	Paid To: _____ Name: _____ Address: _____	
	Training and/or Other \$ _____	Paid To: _____ Name: _____ Address: _____	

Classification:		Effective Date:	Subsistence or Travel Pay:
FRINGE BENEFITS Hourly Rates	Health & Welfare \$ _____	Paid To: _____ Name: _____ Address: _____	\$ _____
	Pension \$ _____	Paid To: _____ Name: _____ Address: _____	
	Vacation/ Holiday \$ _____	Paid To: _____ Name: _____ Address: _____	
	Training and/or Other \$ _____	Paid To: _____ Name: _____ Address: _____	

Classification:		Effective Date:	Subsistence or Travel Pay:
FRINGE BENEFITS Hourly Rates	Health & Welfare \$ _____	Paid To: _____ Name: _____ Address: _____	\$ _____
	Pension \$ _____	Paid To: _____ Name: _____ Address: _____	
	Vacation/ Holiday \$ _____	Paid To: _____ Name: _____ Address: _____	
	Training and/or Other \$ _____	Paid To: _____ Name: _____ Address: _____	

Supplemental statements must be submitted during the progress of work should a change in rate of any of the classifications be made.

Submitted: Contractor / Subcontractor: _____

By: Name / Title: _____