

INSERT AGENCY LETTERHEAD

MEMORANDUM FOR: Lorraine Cooper, Regional Labor Relations Officer

FROM:

SUBJECT: Section 5.7 Enforcement Report

I. Coverage

Project Name:

Project Number:

Location: (City, County, State)

Wage Decision:

Program Area/Statute:

Prime Contractor:

City, State:

Subcontractor:

City, State:

II. Violations

Wage restitution in the total amount of \$_____ has been paid to _____ employees by the contractor(s) named above. (See attached Schedules of Wages Found Due.)

Were any of the violations willful?

(If yes, see attached detailed report.)

Were CWHSSSA liquidated damages computed?

(If yes, see attached detailed report.)

Are administrative sanctions recommended?

(If yes, see attached detailed report.)

The wage underpayments were discovered through:

The types of violations were:

III. Disposition

(Narrative)

CC: