

**Form 96
Labor Standards Enforcement Report**

Grantee: _____		Control no.: _____
Prime Contractor: _____		Contract amount: _____
Contract paid to date: _____		Total wages paid: _____
Final report? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Wage Restitution

Contractor or subcontractor	Employee and craft	Payroll number and date	Amount of underpayment	Date and amount of restitution

Liquidated Damages

Contractor or subcontractor	Employee and craft	Payroll number and date	Amount of underpayment	Date and amount of restitution

Form 96-I
Instructions for Completing the
Labor Standards Enforcement Report

1. Labor Standards Enforcement Reports must be submitted whenever labor standards violations occur. The final report for the project must indicate "final." If no labor standards violations occurred during the contract, then the only Labor Standards Enforcement Report that is required will be the Final Report.
2. Complete all project identification information including Grantee, control number, name of prime contractor, contract amount, contract amount paid to date and total wages paid.
3. Under the section for reporting underpayment violations and wage restitution, supply the following information for **each** worker who was underpaid:
 - Contractor or subcontractor responsible for the underpayment
 - Employee who was underpaid and his/her correct job classification or craft
 - Each date an underpayment occurred for that employee and the payroll number on which the underpayment occurred
 - Amount of the underpayment on each date
 - Total amounts of underpayments
 - Date restitution was paid to the employee and the amount paid; or the date funds were withheld in escrow and the amount. Indicate payment "(P)" or withholding "(W)"
 - Total amounts of restitution paid and/or funds being withheld

Repeat the above steps for each worker who was underpaid. Use additional pages if necessary.

4. Under the section for reporting overtime violations and liquidated damages, for each worker who was not paid overtime rates list:
 - The contractor or subcontractor responsible for the violation
 - The employee involved in the overtime work
 - Each date an overtime violation occurred for that employee, and the payroll number on which the overtime occurred
 - The total amount of liquidated damages paid to HUD and the date of payment, or the amount of funds being withheld in escrow. Indicate payment "(P)" or withholding "(W)"
 - If applicable, the amount of liquidated damages waived or reduced by HUD, and the date of such action
5. Reports must be submitted to the Arkansas Economic Development Commission with copies of all applicable correspondence, payrolls, and verification of payment sent to workers.
6. The required final report must summarize all labor enforcement activities that occurred during the project and must include copies of any documentation not previously submitted.