



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-0050

OFFICE OF FIELD POLICY  
AND MANAGEMENT

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**Special Attention of:**  
Davis-Bacon and Labor Standards Staff;  
Public Housing Regional and Office  
Directors;  
Public Housing Agencies;  
Community Planning and Development  
Regional and Field Office Directors;  
Community Development Block Grant  
Grantees;  
HOME Investment Partnership Program  
Grantees  
Office of Native American Programs  
Administrators;  
Tribes; Tribally Designated Housing Entities;  
and Indian Housing Authorities  
Department of Hawaiian Home Lands

**Notice:** LR 2023-03  
**Issued:** 9/15/23  
**Expires:** This Notice is effective until it is  
amended, superseded, or  
rescinded.  
**Supersedes:** LR-23-01 section VII.A  
**Cross References:** LR-23-01, HUD  
Handbook 1344.1 REV-3, Chapter 10; 29  
CFR Section 5.7, DOL AAM 189, and  
Reorganization Plan No. 14 of 1950

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**SUBJECT:** Local Contracting Agency Submission Requirements for Section 5.7 Semi-Annual Enforcement Reports

**I. PURPOSE**

To notify public housing agencies, Community Development Block Grant grantees, HOME Investment Partnership Program grantees, tribally designated housing entities, the Department of Hawaiian Home Lands (collectively the Agencies or Local Contracting Agencies (LCAs)), and HUD staff of the updated process by which LCAs can submit their semi-annual enforcement reports (HUD-4710) to HUD.

**II. BACKGROUND**

HUD is required to furnish to the Department of Labor (DOL) semi-annual enforcement reports (SAR) that cover activities subject to Davis-Bacon and Related Acts (DBRA) and the Contract Work Hours and Safety Standards Act (CWHSSA) labor standards requirements. The reports are due to DOL by April 30 and October 31 of each calendar year and cover the periods of October 1 through March 31 and April 1 through September 30, respectively. (See DOL regulations at 29 CFR § 5.7(b) and All Agency Memorandum 189.)

To prepare the SAR, the Headquarters Office of Davis-Bacon and Labor Standards (HQLS) collects data from two sources: 1) HUD labor standards information systems for internal projects, and 2) state and local agencies for HUD programs that they administer for labor standards compliance.

State and local agencies (referred to as local contracting agencies or LCAs) must maintain the data necessary for the SAR and submit the data to HUD on form HUD-4710 (OMB Control Number 2501-0019). LCAs would typically obtain a copy of form HUD-4710 online or receive a copy directly from their DBLS point of contact. The LCA would then submit it to DBLS electronically by e-mail or hardcopy by standard mail. Some LCAs would submit multiple SARs, e.g. one for CDBG activities and another for HOME activities. The LSS had to manually compile the data and submit the report to their supervisor, who would submit it up the chain, eventually reaching HQLS. HQLS would then manually compile the data from across the nation and use it to prepare the Agency's report to the DOL.

### **III. NEW PROCESS FOR LCA SEMI-ANNUAL ENFORCEMENT REPORT SUBMISSIONS**

In March 2023, Headquarters DBLS (HQLS) implemented a new process by which LCAs can fill out form HUD-4710 online through the SAR DocuSign platform and submit it directly to HUD, and by which HUD Labor Standard Specialists (LSS) can review and accept reports. This new process automates report submission, routing, acceptance, documentation, and tracking. It also automates LCA data compilation for HUD's report to DOL and allows DBLS to more easily track which LCAs have submitted a SAR and which ones have not, a consideration for annual risk analysis.

With this new process, the timeframe during which LCAs may submit their report to HUD is extended to three weeks. DBLS will only accept one report from each LCA, and it should only include contract and enforcement activities that occurred during the reporting period being covered. Period 1 covers activities between October 1 – March 31 and period 2 covers activities between April 1 – September 30. If an LCA failed to include an activity in a previous period report, it may not include it in the next period report.

At least two weeks before the end of the current reporting period, DBLS will send LCAs a reminder that includes the due date, timeframe during which LCAs may submit their SAR, and guidance on using the SAR DocuSign platform.

DBLS will make the SAR DocuSign platform available to LCAs during the following timeframes when DBLS will accept reports:

- Reports covering Period 1 accepted between April 1 and April 21.
- Reports covering Period 2 accepted between October 1 and October 21.

DBLS will deactivate the DocuSign platform on the 22nd of the month and will not accept any late reports, whether an original submission or correction, so that HUD can meet its deadline to DOL. LCAs should ensure they allow adequate time to prepare and submit their report prior to the deactivation of the platform.

#### **IV. PAPERWORK REDUCTION ACT**

The information collection requirements contained in this Notice are approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act (PRA) of 1995 (44 U.S.C. 3520). In accordance with the PRA, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number. The active information collections contained in this Notice are approved under the PRA OMB Control Number 2501-0019.

#### **V. CONTACTS**

If you have questions about this Notice, contact the DBLS staff with jurisdiction in your area. A list of DBLS contacts is available on the national webpage.<sup>1</sup>



Michele P. Perez  
Assistant Deputy Secretary  
Office of Field Policy and Management

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<sup>1</sup> Find your local DBLS contact at  
[https://www.hud.gov/program\\_offices/davis\\_bacon\\_and\\_labor\\_standards/laborrelstf](https://www.hud.gov/program_offices/davis_bacon_and_labor_standards/laborrelstf)