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| ADOH new png FORM LS-11  Labor standards investigative report | |
| **Grantee:** | **CDBG Contract No:** |
| **Activity Name:** | |

A separate form is to be used to document each investigation of potential or alleged violations of federal labor standards. It is to be maintained in the recipient's labor standards file and mailed to ADOH within 7 working days of completion.

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| 1. a. Prime Contractor: |
| b. Address: |
| c. Telephone Number: |
| 2. a. Subcontractor (if applicable or NA): |
| b. Address: |
| c. Telephone Number: |
| 3. a. Date of the recipient’s initial awareness of the situation: |
| b. Manner in which the recipient became aware of the possible violation: |
| c. Describe the nature of the alleged violation(s), e.g., underpayments; no overtime pay; worker(s) not listed on LS-4; unidentified and unverified subcontractor; intimidation of employee(s); kickbacks; undocumented use of apprentices; unsafe working conditions etc. |
| 4. Detailed description of the conduct and extent of the investigation, i.e., who conducted it, who was contacted, what records were examined, and the dates of each. |

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| 5. Facts disclosed by the investigation, i.e., did the allegations prove to be true, and if so, how? Were they disproved and if so, how? |
| 6. Investigator's conclusions as to the reason for the violations (if proven), i.e., due to negligence, human error, lack of correct information, frequent changes in staff, willful violations etc. |
| 7. If a violation did occur, how the issue was resolved, e.g., contractor agreed to additional training, corrected LS-4/5s were submitted along with canceled checks, etc. |
| 8. Investigator's recommendations as to further actions to be taken by the recipient, the contractor, the subcontractor, and/or ADOH, with reasons for and facts to support the recommendations. |

9. Report Prepared By:

Typed Name:       Date:

Telephone Number:

Signature