[LSO
letterhead]

Date:

SAMPLE NOTICE OF PAYROLL VIOLATION

Dear Company Payroll Clerk:

As Labor Standards Officer for _____ project in the City of XXX (CDBG -CV Contract #XXX), I have reviewed (#____) payroll(s) that were submitted for this project. It appears that XXX Construction violated the Davis-Bacon and Related Acts when ## of workers were not paid the prevailing wage rate, at a minimum, that applies to this project. In my review, I found the following discrepancies:

Payroll #4 --- SAMPLE
Mr. John Doe is classified as a Common Laborer and is being paid $7.25 per hour. The General Wage Decision shows the rate as $8.00 for this classification. Mr. Doe is due back wages of $30.00 for this error in classification. (Original amount paid: $290.00; Amount required to be paid: $320.00; Difference: $30.00)

Please respond within 30 days and provide the corrected payroll(s) showing restitution amount for underpayment of wages. Also include canceled check(s) or other evidence that the worker received restitution.

Sincerely,

LSO or Authorized Individual