

B-15: NOTICE OF RESTITUTION DUE

Notice of Restitution Due

1.	To Prime Contractor:	
2.	From Labor Compliance Officer:	
3.	Name of Local Government:	
4.	LCDBG Contract Number:	
5.	First Tier Subcontractor(s):	
6.	Lower Tier Subcontractor(s):	
7.	Signature of Preparer:	
8.	Date:	

9. Purpose of The Restitution Due Table: The Restitution Due Table provides a listing of employees who are due restitution and a calculation of liquidated damages. Please review the table for completeness and accuracy. The topic, "Corrective Actions Regarding Labor Standards Violations," in Section B of the most recent Louisiana Community Development Block Grant (LCDBG) Grantee Handbook provides guidance for proper payroll review and corrective actions. The LCDBG Grantee Handbook is located at: www.doa.louisiana.gov/cdbg/cdbgHome.htm →Grants Management→Policy Manuals→Grantee Handbooks→Latest Edition.

10. Restitution: Restitution must be made by each contractor to each underpaid worker. Payrolls issued as part of the restitution process must be submitted by the prime contractor to the local government for review.

11. Liquidated Damages: A contractor having any liquidated damages deficiency, applicable if column 19 has any amount listed for a given contractor, must address the deficiency by one of two methods: (1) payment of the liquidated damages penalty by wire transfer or (2) contractor request to HUD for the waiver of the payment of the liquidated damages penalty. If wire transfer is chosen, the contractor must contact the Labor Compliance Officer of the Office of Community Development at (225) 342-7412 for detailed instructions. If a waiver is requested from HUD, the contractor must prepare the "waiver" letter on company letterhead. The waiver letter should have an explanation of overtime deficiencies, number of days per worker on which overtime deficiencies occurred, amount of the liquidated damages penalty for which a waiver is requested, and a statement indicating whether the deficiencies were intentional or unintentional. The contractor must submit the waiver letter to the local government for review and further processing.

12. Restitution Due Table (Use the format below and attach the table to the notice.)						
13. Contractor Prime or Sub	14. Employee Name	15. Date of Underpayment	16. Payroll #	17. Davis Bacon	18. CWHSSA	19. Liq. Damages
20. Reason for Restitution:						

12. Restitution Due Table (Use the format below and attach the table to the notice.)						
13. Contractor Prime or Sub	14. Employee Name	15. Date of Underpayment	16. Payroll #	17. Davis Bacon	18. CWHSSA	19. Liq. Damages
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