



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT

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MEMORANDUM

TO: CDBG-Neighborhood Revitalization, CDBG-Coronavirus, and CDBG-Economic Development Recipients

FROM: Lorenzo S. Claxton, Director, CDBG Programs Initial
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DATE: February 27, 2026

SUBJECT: Semi-Annual Labor Standards Report to HUD

It is once again time for the **U.S. HUD Labor Standards Semi-Annual Report**, which is due by **5:00 PM on April 6, 2026**.

The **Department of Commerce Rural Economic Development Division (REDD)** is required to report accomplishments achieved using Community Development Block Grant (CDBG) funding received from the **U.S. Department of Housing and Urban Development (HUD)**. As a federal requirement, this report must provide information covering the **previous six-month period**.

For this reporting cycle, activities occurring between October 1, 2025, and March 31, 2026, must be documented. This applies to **CDBG-Neighborhood Revitalization, CDBG-Coronavirus, and CDBG-Economic Development** grantees.

Report Format: Each Grantee report consists of two parts:

Part I - concerns contracting activity for work awarded during the reporting period.

Part II - concerns enforcement activity for all contracts, regardless of the award date.

Definitions and Guidance

Part I - Contracting Activity

This part concerns only contracts that were awarded during this period. Do not include contracts that were awarded prior to this period even though the contracts may still be underway. Do include work subject to purchase orders or other forms of agreement, even if there is no formal contract award.

Item 1. Enter the total number of prime contracts subject to DBRA/CWHSSA awarded during this period. Track contracts by award date or by start of construction - do not track by bid opening date.

Public Housing Authorities (PHAs), Tribally designated Housing Entities (TDHEs)/Indian Housing Authorities (IHAs): Include force account work that is subject to DBRA/CWHSSA.

Item 2. Enter the total dollar amount of all the contracts and/or PHA/TDHE/IHA force account work reported in Item 1.

Part II - Enforcement Activity

Identify all enforcement activity that occurred within this reporting period subject to DBRA and/or CWHSSA.

Item 1. Enter the number of contractors (including subcontractors and lower-tier subcontractors) against whom complaints were received during the report period.

Item 2. Enter the number of contractors (including subcontractors and lower-tier subcontractors) that you completed an investigation of, either due to a complaint or due to contract monitoring that you conducted.

Item 3. Enter the number of contractors (including subcontractors and lower-tier subcontractors) that you found in violation during your investigation or during your contract monitoring.

Item 4. Enter the total amount of back wages you found due. Make separate entries for DBRA covered work and CWHSSA overtime work.

Item 5: Enter the total amount of back wages that were paid. * Make separate entries for DBRA covered work and for CWHSSA overtime work.

Item 6: Enter the total number of employees who were paid wage restitution. Make separate entries for DBRA covered work and for CWHSSA overtime work.

Item 7: Enter the total amount of liquidated damages assessed for CWHSSA overtime violations.

*Enter information related to wage restitution that was collected and/or disbursed during the report period. This includes restitution disbursed by the agency, restitution reported on certified payroll correction reports, and/or amounts collected but not disbursed because workers could not be found. Report straight time wage restitution separately from Contract Work Hours and Safety Standards Act (CWHSSA) overtime wage restitution.

Submitting the Report

When you have completed the form, please keep it in PDF format and **email it to compliance@commerce.nc.gov**. **Subject: Grantee Name & Number, HUD 4710.** *CDBG-NR, CDBG-Coronavirus, and CDBG-Economic Development Grantees must email their reports to Tamisha I. Evans @ compliance@commerce.nc.gov.*

We will send a receipt of the information after adding it to our records for HUD reporting.

The deadline for submitting this report to the State is April 6, 2026, because of the time period reporting for the contracts. *However, the sooner this report is submitted to Commerce the better.* If you have any questions, email compliance@commerce.nc.gov or contact your Grant Representative.

Semi-Annual Labor Standards Report Frequently Asked Questions

- 1. I previously reported the wage decision(s) to the State. Do I have to complete HUD form 4710?**
No, you do not need to report the wage decision again. However, **Part 2** must still be completed to gather complaint data, if applicable.
- 2. I know my project is Davis-Bacon applicable, but we have not opened any bids. Do I need to complete HUD form 4710?**
No form is required. Instead, send an email to compliance@commerce.nc.gov with:

 - Grantee name and grant number, and
 - A statement confirming no bids have been opened and no contracts have been awarded.
- 3. My project is exempt from Davis-Bacon. Do I need to complete HUD form 4710?**
No. If you wish, you may send an email to compliance@commerce.nc.gov with:

 - Grantee name and grant number, and
 - A statement confirming that your project is exempt from Davis-Bacon.
- 4. How do I submit HUD form 4710?**
HUD form 4710 is in PDF. format and you can email it to compliance@commerce.nc.gov for *CDBG-NR, CDBG-Coronavirus, and CDBG-Economic Development Grantees*. If you are having issues typing in the form, you can print it out, write legibly, and then scan a PDF to email.
- 5. Do I send the information to my Grant Representative?**
No, the **Federal Program Compliance Specialist** is responsible for submitting the Semi-Annual Labor Standards Report to HUD, not the Grants Management Representative. You are welcome to send your Grant Representative in an email, but it is not necessary since they do not input the data in the report.
- 6. What is the bid lock-in date?**
The bid lock-in date is the **date bids are opened**, provided that a contract is awarded within 90 days. It is **not** the bid advertising date. For additional guidance, please refer to the HUD Handbook: [HUD Handbook 1344.1](#)
- 7. How do I know if I have a Davis-Bacon applicable project?**
Email compliance@commerce.nc.gov or contact your **Grant Representative**
- 8. The grant has closed out. Do I need to report this?**
No, once the grant has officially closed, no further reports are required.

Certificate Of Completion

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Status: Completed

Subject: Complete with Docusign: Semi-Annual Labor Standard EMAIL NOTICE.docx

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Document Pages: 3

Signatures: 0

Envelope Originator:

Certificate Pages: 1

Initials: 1

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Lorenzo Claxton

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Editor Delivery Events

Status

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Agent Delivery Events

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Intermediary Delivery Events

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Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

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Timestamp

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Signing Complete

Security Checked

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Security Checked

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Payment Events

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