

ADDITIONAL CLASSIFICATION REQUEST DOCUMENTATION REQUIREMENTS

To add job classifications not listed on a wage decision, please submit the following to the HUD Office of Labor Relations:

1. signed statement from the employing contractor identifying the proposed classification(s) & wage rate(s). The contractor must confirm whether or not the affected employee(s) (or their legal representative) concur in the proposed wage rate for each classification requested. If the employees have not yet been selected, the contractor shall indicate the employees are not yet known (see sample letter, attached);
2. written concurrence by the prime/general contractor (as applicable);
3. copy of the applicable wage decision;
4. completed Form **HUD-4230A Report of Additional Classification and Rate**, including the following project information:
 - a. project name & number
 - b. project location
 - c. bid opening date
 - d. contract award date
 - e. description of work
 - f. wage decision number in use
 - g. proposed classification(s) & wage rate(s) for each classification requested
 - h. labor organization information (if applicable)
 - i. prime/general contractor information;

PLEASE NOTE:

- The wage rate(s) proposed for inclusion in a wage determination must bear a reasonable relationship to the wage rates that already are contained in that wage determination. The proposed wage rates must not be lower than the lowest trade/equipment operator (depending on type of classification requested) rate shown on the wage decision applicable to the project.
- The Department of Labor has suspended processing requests for the approval of additional classifications and wage rates for helpers pursuant to legislation enacted in 1993. Nevertheless, if a contractor wishes to submit a request for such rates, HUD will forward the request to the DOL provided the requesting agency sets aside funds for potential restitution should the request be denied.
- Classifications requested must be specific. Do not use generic titles such as operator, mechanic or installer. Identify the specific trade.

SAMPLE SUB-CONTRACTOR'S LETTER TO REQUEST ADDITIONAL CLASSIFICATIONS

This letter is addressed from a sub-contractor to the general (prime) contractor. If a general contractor is making the request, it would be addressed to the local contracting agency

**ABC Plumbing Co.
48 East Palm Street
Miami, FL 33130.**

June 10, 1999

Mr. William Smith
President
General Contractors, Inc.
111 SW 5th Avenue
Homestead Shores, FL 33030

Dear Mr. Smith:

**Subject: Additional Classification Request
Project Name: Everglades Apartments
Project Number: 555-1212
Wage Decision FL990028**

This will request the addition of the following classifications and wage rates to the wage decision applicable to the subject project:

<u>Classification</u>	<u>Wage Rate</u>
Sprinkler Fitter	\$20.00

Employees performing the work in the requested classification concur in the proposed wage rate.

Sincerely,

**Willit Leak
President
ABC Plumbing, Inc.**