

FAP-3 – Example Memorandum of Resolution

Project Number: \_\_\_\_\_

F. A. Number: \_\_\_\_\_

County: \_\_\_\_\_

Description:

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Subject: Status of Wage Violation

MEMORANDUM TO: (Name)  
Division Engineer

FROM: (Name)  
Resident Engineer

By letter dated (date), (Contractor's name) was advised of the wage violation(s) committed. I have since received a letter of explanation from the Contractor including verification that proper payment has been made.

I have reviewed the violation and have determined the following:

- (1) The classification of each employee involved is correct and the correct wages have been paid.
- (2) The employee(s) involved have been interviewed and now feel that they receive their proper wages.
- (3) Other: (Explain)

It is my judgment that the underpayment was non-willful and the violations were caused inadvertently, notwithstanding the exercise of due care.

cc:  
(State Construction Engineer)

Attachments