

FORM 4E PROJECT COMPLETION/CLOSEOUT

Subrecipient: _____

Project Number: _____ Project Title: _____

Contract Award Amount: \$ _____ Project Award Amount: \$ _____

Construction Start Date: _____ / _____ /20____ Construction Completion Date: _____ / _____ /20____

Bid Opening Date: _____ / _____ /20____ Authorization to Incur Grant Costs Date: _____ / _____ /20____

LABOR STANDARDS			
FORM OR REPORT	CONTRACTOR	SUBRECIPIENT (X)	DATE REC'D
Contractor or Subcontractor Certifications	Due before Start of Construction.		
Contract & Subcontract Activity Form (HUD 2516)	Due before Start of Construction.		
Certified Payroll Review Form, Weekly Payroll and Statement of Compliance	Due within seven (7) days from the close of each pay week.	1 st Week: Last Week:	
Record of Employee Interview Form (HUD 11): An interview must be completed for at least one worker from each trade working on the project.	Must be completed by the subrecipient or its designated representative during the course of construction. Due at project closeout.		
EQUAL EMPLOYMENT OPPORTUNITY – Contracts over \$10,000.00			
Contractor's Notification of Subcontracts Awarded*	Due within ten (10) days of award of subcontractor.		
Contractor's List of Federal and Non-Federal Work in Bid Condition Areas*	Due within ten (10) days of contractor's project completion.		
*AS A CDBG PROGRAM REQUIREMENT, ALL DOCUMENTS MUST BE COMPLETED BY THE CONTRACTOR AND SUBMITTED TO THE AWARDED SUBRECIPIENT.			
SECTION 3 Final Rule – Contracts over \$200,000.00 (\$100,000.00 for Lead Hazard Control Projects, if applicable)			
Section 3 Affirmative Action Plan	Due within fifteen (15) days of the award of Contract.		
Preliminary Statement Work Force Needs	Due with the Sec. 3 Action Plan		
Section 3 Final Rule Report	Due at construction completion.		
OTHER REQUIREMENTS - SIGNS	WHEN POSTED	OBSERVED (X)	DATE
Davis-Bacon (Labor Standards), General Decision, Equal Employment Opportunity and OSHA, as required (must be posted on job site).	Construction site posted all DB requirements at the start of construction and remained throughout project duration.		

SUBRECIPIENT OR REPRESENTATIVE: _____

Signed by: _____

Date: ____ / ____ /20____

Title: _____

Approved/Payroll Examined by Cook County: _____

Date: ____ / ____ /20____