

FORM 4E PROJECT COMPLETION/CLOSEOUT

Subrecipient: _____

Project Number: _____ Project Title: _____

Contract Awarded Date: ____/____/20____ Amount of Contract: \$_____

Construction Start Date: ____/____/20____ Construction Completed Date: ____/____/20____

Notice to Proceed Date: ____/____/20____

LABOR STANDARDS			
FORM OR REPORT	CONTRACTOR	SUBRECIPIENT (x)	DATE RECEIVED
Contractor or Subcontractor Certifications	Before Start of Construction		
Weekly payrolls of Contractor and Subcontractor (for comparison to wage determination in contract).	Seven (7) working days after each pay-week of each week of project	1 st Week: Last Week:	
Records of employee interviews (conducted by the Subrecipient with a worker from each trade on the project.) See Form 4F	Once a month for the duration of the project.		
EQUAL EMPLOYMENT OPPORTUNITY			
Notification of Subcontracts Awarded*	Within ten (10) days of award of subcontract.		
Contractor's List of Federal and Non-Federal Work*	With the first Monthly Employment Utilization Report		
*THESE REPORTS ARE SENT TO THE OFFICE OF FEDERAL CONTRACT COMPLIANCE. THE CONTRACTOR IS TO PROVIDE COPIES TO THE SUBRECIPIENT.			
SECTION 3			
Section 3 Affirmative Action Plan	Within fifteen (15) days of award of Contract		
Section 3 Final Report	At completion of project		
OTHER REQUIREMENTS - SIGNS	WHEN POSTED	OBSERVED (X)	DATE
Davis-Bacon, Equal Employment Opportunity and OSHA (to be posted on job site).	Posted at start of construction and during project.		

Signed by: _____

Date: ____/____/20____

Title: _____

Approved by Cook County: _____

Date: ____/____/20____