



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_____

DAVIS-BACON COMPLIANCE REQUIREMENT

FORMS OR REPORTS	CONTRACTOR	SUBRECIPIENT (X)	DATE REC'D
Affirmative Action Plan <i>(Must be completed by hired Contractor)</i>	Due within fifteen (15) days of the award of Contract.		
Contractor or Subcontractor Certifications	Due prior to construction start.		
Contract & Subcontract Activity Form (HUD 2516)	Due prior to construction start.		
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 REQUIRED CONTRACTOR DOCUMENTS MUST BE COMPLETED AND SUBMITTED TO THE AWARDED SUBRECIPIENT AND/OR THEIR HIRE ENGINEER/PROJECT MANAGER.**

SECTION 3 Final Rule – Contracts over \$200,000.00 (\$100,000.00 for Lead Hazard Control Projects, if applicable)

Preliminary Statement Work Force Needs	Due with Sec. 3 Final Rule Report		
Section 3 Final Rule Report	Due at construction completion.		

BUILD AMERICA, BUY AMERICA (BABA) – Contracts over \$250,000.
All required documents are due with the Final Performance Report

FINAL PERFORMANCE REPORT
Due prior to project closeout.

Proof of Davis-Bacon (Labor Standards), General Decision, Equal Employment Opportunity and OSHA, as required (must be posted on job site, please provide photos).	Construction site postings must display all DB requirements at the start of construction and remain throughout project duration.		
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SUBRECIPIENT OR REPRESENTATIVE: _____

Signed by: _____ Date: _____ / _____ /20_____

Title: _____

Approved/Payroll Examined by Cook County: _____ Date: _____ / _____ /20_____