

# 2021 CLOSE-OUT CHECKLIST

Grantee: \_\_\_\_\_  
 Grant Number: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Award amount: \_\_\_\_\_  
 Leveraged amount: \_\_\_\_\_



## CONSTRUCTION ACTIVITY

(Any activity that would fall under Davis-Bacon Labor Standards.)

### Program Administration

\_\_\_\_\_ Application  
 \_\_\_\_\_ Subrecipient Agreement, any Addendum to the Agreement  
 \_\_\_\_\_ Correspondence

### Financial

\_\_\_\_\_ Signature Authorization  
 \_\_\_\_\_ Reimbursement Requests for CDBG Funds  
 \_\_\_\_\_ Copies of checks paid to contractor  
 \_\_\_\_\_ Paid Invoices-verify dates written to contractor  
 \_\_\_\_\_ Single Audit needed  
 \_\_\_\_\_ Total Project Cost            \_\_\_\_\_ CDBG            \_\_\_\_\_ Leveraged, other

### Citizen Participation

\_\_\_\_\_ Public notices and Public Hearings  
     Newspaper published in: \_\_\_\_\_  
     # Days prior to hearing: \_\_\_\_\_  
 \_\_\_\_\_ Minutes of Public Hearings            \_\_\_\_\_ Date of Council Minutes  
 \_\_\_\_\_ Citizen complaint procedure  
 \_\_\_\_\_ Record of any citizen complaints  
 \_\_\_\_\_ Documentation of action taken if complaint

### Fair Housing and Equal Employment Opportunity

\_\_\_\_\_ April Fair Housing Proclamation            \_\_\_\_\_ Date of Proclamation  
 \_\_\_\_\_ Fair Housing activities during program year  
 \_\_\_\_\_  
 \_\_\_\_\_

### Environmental Review

\_\_\_\_\_ Environmental determination  
 \_\_\_\_\_ Categorically Excluded            \_\_\_\_\_ Exempt  
 \_\_\_\_\_ Copies of any federal, state, or local permits needed  
 \_\_\_\_\_ List of permits received \_\_\_\_\_

### Labor Standards

\_\_\_\_\_ Advertisements for bids  
 \_\_\_\_\_ Minority and Women Owned Business Outreach  
 \_\_\_\_\_ Companies Contacted: \_\_\_\_\_  
 \_\_\_\_\_ Bid specifications  
 \_\_\_\_\_ Bid list  
 \_\_\_\_\_ Number of companies responding to bid request \_\_\_\_\_  
 \_\_\_\_\_ Construction contract, requiring Davis-Bacon Labor Standards  
     Copy of contract that addresses:  
     \_\_\_\_\_ Davis-Bacon  
     \_\_\_\_\_ EEO  
     \_\_\_\_\_ Section 3  
 \_\_\_\_\_ Bid Bonds (5%)            \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Performance Bonds(100%)            \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Statutory Bonds            \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Insurance            \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Certificate of Insurance            \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Commercial General Liability            \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Worker's Comp            \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Automobile Liability            \_\_\_\_\_ Company Name  
 \_\_\_\_\_ Minutes of award contract  
 \_\_\_\_\_ Date of award contract  
 \_\_\_\_\_ Minutes of pre-construction conference  
 \_\_\_\_\_ Date & Time of pre-construction conference

**Labor Standards (Cont.)**

- \_\_\_\_\_ Wage decision(s) \_\_\_\_\_
- \_\_\_\_\_ Certified payrolls \_\_\_\_\_
- \_\_\_\_\_ Employee interviews and related paperwork \_\_\_\_\_
- \_\_\_\_\_ Contractor's CDBG certifications signed in contract \_\_\_\_\_
- \_\_\_\_\_ Completed Labor Standards Forms \_\_\_\_\_
  - \_\_\_\_\_ No 1 Notice of Labor Standards Officer
  - \_\_\_\_\_ No 2 Notification of Contractor Eligibility
  - \_\_\_\_\_ No 3 Combined Notice of Contract Award & Notice of Pre-Construction Conference
  - \_\_\_\_\_ No 4 Notice of Start of Construction
  - \_\_\_\_\_ No 5 Posting of Federal & State Labor Posters
  - \_\_\_\_\_ No 6 Section 3-Contractor Compliance
  - \_\_\_\_\_ No 7 Notice of Completion & Final Inspection
  - \_\_\_\_\_ No 8 Final Wage Compliance Report

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**Project Beneficiary Information**

\_\_\_\_\_ Census Tract/Block Group used to qualify project \_\_\_\_\_  
\_\_\_\_\_ Project Beneficiary Information forms over life of grant \_\_\_\_\_