2022 CLOSE-OUT CHECKLIST

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%)
  Performance Bonds (100%)
  Statutory Bonds
  Insurance
  Certificate of Insurance
  Commercial General Liability
  Worker’s Comp
  Automobile Liability
  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

Project Beneficiary Information

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