

Required Documentation

	Document	Subrecipient Responsibility	Contractor Responsibility
Prior to Construction	Notice to Proceed	X	
	Copies of Permits		X
	Pre-Construction Photos	X	
	Subrecipients Public Outreach Plan and Example	X	
	Subrecipient RFP/RFQ Documents/Processes	X	
	Submitted bid documentation from Prime Contractor	X	
	Contract between Subrecipient and Prime Contractor	X	
	Section 3 Form (if applicable)		X
	Payroll Overview Form		X
	Payroll Signature Authorization Form		X
	Prime Contractor's Certification Concerning Federal Labor Standards		X
Subcontractor's Certification Concerning Federal Labor Standards <i>Required for each subcontractor.</i>		X	
During Construction	Construction Report <i>Due April 3 and October 3 if construction crosses these deadlines, otherwise due upon completion.</i>		X
	Certified Payrolls		X
After Construction	Post-Construction Photos	X	
	Letter of Satisfaction/Completion	X	
	Construction Report <i>Due at a minimum upon completion.</i>		X