PUBLIC FACILITY CHECKLIST

_____ **Completed Environmental Review**

_____ **Executed Subrecipient Agreement**

_____ **Coordinate with City's Inspection Servicer for Processes and Documentation Requirements**

_____ **Scope of Work**

_____ **Write-Up for Specific Activities to Bid/Procure with an Estimate on the Cost of Work to be Performed**

_____ **Procurement/Bid Process Documentation (Ads/Quotes, etc.) HUD 4010 (Form)**

_____ **Pre-Bid Meeting**

_____ **Contractor Bids**

_____ **Contractor Selection**

_____ **Documentation of Contractor Eligibility/Licensure (No Violations/Debarment)**
HUD 2992 (Form)

_____ **Construction Contract Between Contractor and Owner (Copy to City and Inspection Service)**

_____ **Authorization to Proceed from Housing Department (Commence Project)**

_____ **Davis Bacon Interview Documentation**

_____ **Davis Bacon Certified Payroll Documentation (Labor Rates)**

_____ **Construction Payment Requests**

_____ **Work Inspection Reports**

_____ **Partial Payment Releases**

_____ **Monthly Accomplishments Reporting**

_____ **Final Inspection Report of Completion and Work Quality**

_____ **Release of Lien Waivers from Contractor(s)**

_____ **Minority Business Enterprise/Woman Business Enterprise Documentation**

_____ **Final Payment Release**

_____ **Accomplishments**