

**CHAPTER H:
PRE-CONSTRUCTION &
CONSTRUCTION ACTIVITIES**

H.3 CONSTRUCTION COMPLETION

Prior to closeout, inspection and acceptance of the work of construction and making the final payment is required including involving the completion of the following tasks:

- A certification of completion of work and a request for final payment should be submitted by the contractor to the grant recipient’s engineer/architect.
- A final inspection should be arranged.
- A final inspection report should be submitted by the architect/engineer to the grant recipient.
- All labor compliance activities must be completed, including:
 - Viewing all weekly payrolls and statements of compliance;
 - Resolving all interview discrepancies;
 - Satisfying all equal opportunity requirements;
 - Receiving all contractor/subcontractor certifications;
 - Resolving all monitoring findings;
 - Resolving all claims and disputes involving the contractor;
 - Completing all files and filing as-built plans.

H.4 PRE-CONSTRUCTION & CONSTRUCTION EXHIBIT LIST

- H-1 Contract and Subcontract Activity Report (HUD-2516)
- H-2 Notice of Contract Award and Pre-Construction Conference
- H-3 Pre-Construction Report
- H-4 Notice to Proceed
- H-5 Notice of Start of Construction