

**CITY OF SHREVEPORT
DEPARTMENT OF COMMUNITY DEVELOPMENT
CONSTRUCTION MONITORING AND NOTIFICATION**

Grantee:

Grantor:

Grant Agreement Dated:

1. Subrecipient shall provide copies of all bid documents and contracts to Grantor prior to the solicitation of proposals for the improvements.
2. Subrecipient shall provide a copy of any fully executed architectural/design contract to Grantor prior to the first draw of any grant funds for project construction or design services.
3. Subrecipient shall competitively solicit proposal for the project work. Bid documents, including plans and specifications shall be available to prospective bidders at least fifteen (15) days in advance of opening bids.
4. Subrecipient shall submit a copy of each of the bids received and a bid tabulation to Grantor.
5. Subrecipient shall provide Grantor with the business name and address, taxpayer identification number, license number and name(s) of principals of the recommended low bidder for each construction component. Subrecipient shall not execute a contract, or otherwise obligate funds until after receipt of written notice from Grantor that the bid and bidder are satisfactory. Subrecipient will not contract with any party that has been suspended, debarred or otherwise prohibited by the federal government from working on federally assisted projects. Grantor will review the information submitted by Subrecipient and will promptly notify Subrecipient as to whether the selected bidder is or is not on the most current federal list of suspended/debarred contractors. Subrecipient shall provide the Grantor with a copy of each fully executed construction contract.
6. Prior to the start of construction or a notice to proceed, Subrecipient will hold a pre-construction conference with the contractor, all known subcontractors, and the Grantor. Said preconstruction conference shall include, but not necessarily exclusively, a review of the contractor/subcontractor responsibilities and obligations regarding Federal Labor Standards Provisions and the wage decision contained in the contract documents.
7. Subrecipient shall provide Grantor with a "Notification of Start of Construction" within sixty (60) days after the start of construction for each contract. Said notification shall be in a form and content that is satisfactory to Grantor. Construction shall be completed within fifteen (15) months from the effective date of this Agreement.

8. Subrecipient shall cause posters/notices and a copy of the wage determination to be posed so as to be readily accessible to workers at the job site.
9. Subrecipient shall cause weekly payrolls for construction work to be promptly submitted by all contractors and subcontractors performing construction work. It is understood and agreed that no HOME or CDBG funds shall be disbursed to the Subrecipient for construction work for which satisfactory payroll reports have not been timely and correctly submitted.
10. Subrecipient shall promptly take any and all necessary and appropriate corrective action to remedy any and all noncompliance of wage rates and/or other federal provisions governing the construction.
11. Subrecipient agrees to make the job site available to the Grantor, including reasonable access to construction workers for its purposes of monitoring and reviewing the federal provisions and wage-rate requirements of the HOME or CDBG Program.
12. Subrecipient shall present a specific site plan to Grantor in connection with the proposed improvements, including written cost estimates of same. Grantor review and approval of said planned improvements, not to be unreasonably withheld, is a condition of releasing those portions of the grant funds identified in the Project Budget as required by the Grantor for this purpose.

Agreed to by:

Sub-recipient/Organization: _____

Signature of Authorized Representative

Title

Date: _____