Section 3

Project Closeout

Subrecipient:

GLO Contract Number:

Date:

As of this date, this contract has entered the closeout process. Because construction is complete, no further Section 3 activity will occur since no more contracts or funds will be processed. If you wish to avoid being required to submit Section 3 reports while awaiting the final contract closeout, you may fill out this form and return it to the GLO. Should you choose not to submit this form, you will be required to continue to submit Section 3 reports until the contract is fully closed out by the GLO.

By checking each of the following statements, you certify that they are true for this project.

[ ]  Construction is fully completed on this project

[ ]  The Certificate of Occupancy has been issued for the entire project (not just individual buildings)

[ ]  No additional hires will be made for this project since it is complete

[ ]  No additional contracts will be issued for this project since it is complete

[ ]  A final Section 3 report is attached (or has been submitted electronically) for this project (for infrastructure projects only – not required for multi-family)

Title:

Date:

\*Form must be signed by subrecipient, not Grant Administrator