**NOTICE OF CONTRACT AWARD**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  Date Received  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| MEDC requires mutual written agreement between the parties if the time between the bid opening and contract award exceeds 45 days. |
|  |
| 1. The CDBG Contract: |
| Grantee Name |  |
| CDBG Contract # |  |
| 2. A prime construction contract has been awarded as follows: |
| Name of prime contractor |  |
| Type of work to be done |  |
| Bid Opening Date |  |
| Date of contract award |  |
| Estimated date of start of construction  |  |
| 3. Components of the above listed contract identified by source, purpose and amount: |
| Source |  | Purpose |  | Amount |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |
| 4. Total Amount of Award (All funds—Local, CDBG, etc.): |  |  |
| 5. Comments: : 6. Signed: :  Grantee’s Labor Compliance Officer or CEO7. Date: :  |

 8. Complete and fax or mail this form along with a copy of the certified and itemized bid tab to \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Documents are to be received by \_\_\_\_\_\_\_\_\_\_\_\_ within 30 days of the award date.

**Instructions for *Notice of Contract Award***

|  |  |
| --- | --- |
| 1. Grantee Name  Contract Number | Name of Municipality or County that is the recipient of grant funds. Contract number between the state and grant recipient. |
| 2. A prime…contract… | Name: of prime contractor.Type of Work: Examples: fire station, sewer treatment plant, etc. Bid Opening Date: self-explanatory.Date of Award: official date by action of municipality or county.Estimate: an educated guess on start date of construction. |
| 3. Components of the above listed contract source, purpose, & amount | Components of the construction contract must be identified by source, purpose and amount. Example:  Source Purpose Amount CDBG Sewer lines, engineering 500,000.00 CDBG Hooks up on private property 100,000.00 USDA Sewer treatment plant 300,000.00 Local Engineering 50,000.00Some construction contracts involve only CDBG funds and have a single purpose. For such cases, use only a one-line entry.Other contracts will require more than a one-line entry. For instance, if there are hook-ups on private property that are under the CDBG activity of “rehabilitation”, the components will require at least two entries. |
| 4. Total amount of contract award | Components amounts added together should equal the total of the prime construction contract referred to under item “2”. From the example in “3”, above, the total would be $950,000.00. |
| 5. Comments | Comments about any pertinent fact. If none, leave blank. |
| 6. Signed | The grantee’s Labor Compliance Officer is the usual signor. |
| 7. Date | The date on which this form is completed is the appropriate date. |
| 8. Complete and submit… | Obtain the certified and itemized bid tabulation from the engineer. Fax or mail that tabulation and this Notice of Contract Award, together, to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |