



Certificate of Completion

This form must be completed & submitted with the Final Inspection Report & Final Request for Payment for all CDBG funded construction projects. *(SUBMIT ONE FOR EACH PRIME CONSTRUCTION CONTRACT)*

Subrecipient/Recipient Department Name	CDBG Contract Number (Ordinance Number)
Prime Contractor Contract Number (Ordinance Number)	CDBG Project Name

This is to certify that the final inspection for the above referenced project was conducted on ____ day of _____, _____. Contract was entered into on the ____ day of _____, _____ between the City of Pasadena, Texas and _____ for the above referenced CDBG Project.

This is to further certify that:

1. The work has been completed in accordance with the plans and specifications and all amendments, change orders and supplemental agreements thereto, with the following exceptions:

2. The sum of \$ _____, has been deducted from the final payment to the Contractor is a fair and equitable settlement for the foregoing expected work.

3. All federal requirements for the above referenced project have been met, all claims and disputes have been settled, and all warranties have been received.

4. All charges or bills for labor or services performed or materials furnished, and other charges against the project, including those incurred by Subcontractors, have been paid in full and in accordance with the terms of the contract.

5.

Amount of Original Contract	
Cumulative Change Orders	
Final Amount of Contract	
Less Previous Payments	
Less Deductions (#2)	
FINAL PAYMENT (Balance)	

6. The Final Payment above is now due and payable

Certified and Approved by the Following:

CONTRACTOR SIGNATURE	PRINT NAME	DATE
X		
PROJECT INSPECTOR SIGNATURE	PRINT NAME	DATE
X		
CHIEF INSPECTOR SIGNATURE	PRINT NAME	DATE
X		
ENGINEER/PROJECT MANAGER SIGNATURE	PRINT NAME	DATE
X		
CERTIFYING OFFICIAL SIGNATURE (SUBRECIPIENT/RECIPIENT DEPT)	PRINT NAME	DATE
X		

Community Development Department Use ONLY:

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____