How to Close Out an MSR

1. Once ALL work has been completed and all information has been entered into the MSR forms (including all Change Orders and Subcontractor pages) click "Begin MSR Completion Report".



2. Click the Final Wage Compliance tab.



The LSO must complete the Final Wage Decision page and certify the required information.

NOTE: If no damages were paid, no restitution was owed and/or there were no unfound workers, enter zero (0).

Violations of DBRA? *
Request to reduce or waive labor-related liquidated damages less than \$100 Total amount of DBRA liquidated damages paid * \$ Total restitution owed to unfound workers * \$ Number of unfound workers * Approved by LSO Date Approved
Request to reduce or waive labor-related liquidated damages less than \$100 Total amount of DBRA liquidated damages paid * S Total restitution owed to unfound workers * Number of unfound workers * Approved by LSO Date Approved
Total amount of DBRA liquidated damages paid * \$ Total restitution owed to unfound workers * \$ Number of unfound workers * \$ Approved by LSO Date Approved
Total restitution owed to unfound workers * Number of unfound workers * Approved by LSO LSO Name Date Approved
Number of unfound workers *
Approved by LSO
LSO Name Date Approved
Approved by SME

Click "Save" when all information has been entered.



3. Click the Work Completed tab.



Complete the Work Completed page in full.

For Work Completed for Construction ONLY

Generate the COCC (Certificate of Construction Completion) Click the word "HERE" in the yellow text. Obtain signatures then upload the signed document as indicated.

Date Work Completed (and inspected if required) * Note: For Administrative services, completion date excludes preparation of Close	out documentation.	Certificate of Cons	trustion Completion (COCC)
Contractual Liquidated Damages, if applicable Note: Contractor will not be paid and Grant Recipient will not be reimbursed for t	these costs	This is to certify that all construction work has been was conducted on 02/02/2022. Contract was entered Supply Co for purchase materials.	completed and a final inspection of the project described below into on 50/14/2022 between the City of Sample and Green
		This is to further certify that: 1. The work has been completed in accorda	nce with the plans and specifications and all amendments.
Payment Outstanding to Vendor/Subrecipient *	\$	change orders and supplemental agreem	sents thereto.
	_	 The sum of \$0.00 has been deducted from contract liquidated damages requirement bacon compliance. 	m the final payment to the Contractor in accordance with any to, separate from any Equidated damages resulting from Davis-
		 All programmatic requirements have been have been received, and all liens have be 	n met, all claims and disputes have been settled, all verranties een released.
Click HERE to generate a Certificate of Construction Completion.		 The Contractor has presented on behalf or repair, replace and rectify any faulty work of 12 months from this date, as provided 	of itself and its survises, satisfactory evidence that he or she will imanship and/or materials discovered in the work within a period in the Contract.
Construction contracts only: upload a copy of the signed COCC. *	_	 All bills for materials, apparatus, fotures, construction of this project have been full 	machinery, labor, and equipment used in connection with the ly paid.
Se	elect Drag Files Here	6. Amount of Original Contract \$30	00,000.00
		Cumulative Change Orders	
Castian 2 Employee List		Final Amount of Contract \$30	00,000,00
Section 3 Employee List.	Drag Files Here	Less Previous Payments \$20 Less Daductions (from #2 above) \$20	90
	Drag Files Here	ENAL DAVALENT (Balance) 531	500.00
		(100 Police (100 Police) (100 Police)	
Total Labor hours		The Final Payment above is now due and	d payable.
		Certified by the following Engineer, Contractor, an	nd Ohief Elected Official/Designee
Section 3 Labor Hours			
		Engineer Chief	Elected Official/Designee
Tarrated Section 2 Labor Llours			
		Title, Firm	Title, City/County
		Contractor	
		74. 5-	

NOTE: The Force Account COCC is form A807 on the manual webpage – not the system generated version.

For Construction & Administrative Services ONLY Complete an A1022 form for every

contractor that completed work – even subcontractors and Force Account MSRs.

Employee Name Employee ID Section 3 Bata Decomentation Method	income LESS than:
at all employee that will work on the TacDBG-assisted project. Employee Name Employee ID Section 3 Status 3 Status Documentation Method	
int all amployee that will work on the TacDBG-assisted project. Employee Name Employee ID Section 3 Status Decumentation Method	
ist all employees that will work on the TxtCBBG-assisted project. Employee Name Employee ID Section 3 Status Basis for Section 3 Status Decumentation Method	
Employee Name Employee ID Section 3 Status Basis for Section 3 Status Documentation Method	
	for Section 3 Statur
*Attach a map identifying the Section 3 Service Area and the residential address for each Targeted Section 3 Emple	ovee.

Click "Save" button, when all information has been entered.

(Go to Step 4.)



4. Under Status Options in the blue navigation bar, click "MSR Completion Submitted".

NOTE: To cancel the completion step, click "MSR Vendor Selection Accepted".

CDM22-0033-MSR-01				
✤ Forms				
Materials and Services Record Main Form	¢			
Final Wage Compliance	¢			
MSR Change Orders	¢			
MSR Subcontractors	¢			
Work Completed	¢			
❤ Status Options				
MSR Contract Completion Submitted				
MSR Vendor Selection Accepted				