

CHAPTER 4

CONTRACT DEVELOPMENT AND MANAGEMENT PROCEDURES

Section 400 Purpose

This chapter specifies the procedures that Commerce (Commerce) staff will use in contract development and management. This chapter covers the period from the time of award until the project is Placed in Service. All award recipients will receive an award letter specifying the amount of the award and the name of the contract manager (CM) assigned to the project. The CM is the primary contact for communications related to negotiations, contract development, disbursement of funds, and any other project related issues.

The CM's key job responsibility is to protect the state's interest through developing and implementing contracts for the creation or preservation of low-income affordable housing units throughout the state. CMs are responsible for determining, negotiating and tracking key milestones and performance measures for each project to ensure that state resources are being appropriately managed with clear and timely results.

CONTRACTORS and development consultants are expected to work closely with the CM during pre-contracting, project implementation and placed-in-service activities. Failure on the part of the Contractor or development consultant to maintain communication and to keep the project moving in accordance with an agreed to timeline or failure to provide required documentation in a timely manner will adversely reflect on the capacity of the CONTRACTOR and consultant and will have an impact on future Housing Trust Fund (HTF) awards.

Section 401 Pre-Contract Development

The pre-contracting process covers the period between the transfer of the project from the Resource Allocation Unit (RAU) through contract negotiations. Award terms and conditions should be determined before drafting a contract, thereby reducing the amount of time needed to complete the contract execution. (See Exhibit 4-1A Contracting Flow Chart)

401.1 Transfer from the Resource Allocation Unit

When awards are announced a CM is assigned to each project. The CM meets with the lead reviewer from the RAU and HTF Management to discuss the award terms and conditions and issues that need to be discussed with the Contractor. The CM then contacts the CONTRACTOR and developer to discuss issues, review the project schedule, review the status of other funder commitments and begin the contracting process.

401.2 Contract Manager

The CM is the primary point of contact for all communication regarding the contract and related legal documents.

- The CM will review, negotiate, and approve all final documents and all invoice voucher requests. Final language in all documents is subject to the approval by the state's Assistant Attorney General.
- The CM is the person responsible for decisions, recommendations, and oversight, as applicable, for each assigned project.

- The CM approves all budgets and work plan schedules for the project, which may require several revisions during the development process.
- In the event the project is delayed for any reason, such as local opposition, notify the CM immediately.

401.3 Contract Negotiations

The CM contacts the Contractor to discuss the award terms, use of HTF funds, any identified conditions or documentation needed, and the contracting timeframe. Several other steps may be needed at this stage, including but not limited to:

- The repayment terms will be clarified and agreed upon.
- The CM will communicate with other funding sources, including tax credit investors, to gain assurance that all other funders are committed and loan conditions met.
- Any identified conditions will be discussed and timeframes established for addressing those issues. The CM will request any documentation needed using the Project Data Sheet (PDS) and confirm the timeframe for submitting such documents.
- The contracting timeframe will be negotiated between the Contractor and the CM prior to drafting the contract. The timeframe may be adjusted and will be dependent on HTF workload, priorities and type of funding. Please plan for and allow approximately six weeks between draft contracts and final execution.
- Agreement on developer fee drawdown schedule (See Section 204.6).
- HOME projects have specific pre-contracting requirements-please see HOME flowchart at the end of this chapter.
- Third party construction review - please see section 403.3 Construction review and inspection
- The Contractor is responsible for investigating prevailing wage and meeting apprenticeship requirements as set forth respectively in Sections 201.4 and 201.5. In addition, the Contractor is responsible for compliance with the Department of Archaeology & Historic Preservation's requirements as set forth in Washington State Executive Order 05-05, with more detail provided in Section 201.6.
- Allowable costs incurred prior to the execution of a contract may be reimbursed when the Contractor makes a specific request and prior approval is granted by Commerce.

401.4 Contractor Training

Commerce will offer Contractor training periodically and/or may require a pre-contracting meeting. This is an opportunity for Contractors to learn about the requirements of the HTF funding and development process and to address any concerns they may have. CMs are available any time to discuss any specific project issues.

Section 402 Contract Development

The contract development phase includes contract drafting, review, and execution. The HTF contract should be executed according to the timeline developed and approved by the CM during negotiations with the Contractor. Final execution of the contract is highly dependent on the Contractor's turnaround time for review.

402.1 Contract Draft

When the pre-contract conditions are satisfied, or when the CM determines it is appropriate, the CM will send the PDS (see Exhibit 4-3A or 4-3B) to the contract specialist (CS), who will draft the contract. The CM will complete the Transmittal form and forward to the CS to provide the CS with details for contract drafting. Contracts will be drafted based on priorities including but not limited to closing dates, project readiness, and the workload of the CS staff.

- The CS will send drafted contract documents to the CM for review.
- The CM may fill in additional information or make changes as applicable.
- After the CM has approved the initial draft of the contract and related documents, the contract specialist will send them to the Contractor for review, with an electronic copy to HTF Management.

402.2 Contract Review

The HTF contract is comprised of both specific and general terms and conditions. Section 2 of the Specific Terms and Conditions is negotiable and should be discussed with the CM. The General Terms and Conditions are not negotiable.

(a) Contractor Review

The final execution of the contract is highly dependent on the Contractor's review of the draft contract. The timeframe may vary depending on other funding sources and extent of third party review. Unless otherwise negotiated with the Contractor manager, Contractor review should be completed within 15 working days in order to facilitate the contract execution process.

Changes to the contract language may be requested by the Contractor or a third party. The Contractor should discuss proposed changes with the CM. Once the CM and the Contractor are in agreement, the contract will go to the Assistant Attorney General (AAG) for review.

(b) Assistant Attorney General Review

After the Contractor and the CM have come to agreement on the wording of the contract and related legal documents, the CS will route the contract to the Assistant Attorney General (AAG) for review, approval and signature.

- If there are no changes to the contract, this process can take up to 15 working days.
- If the AAG does not accept the language, the CS will inform the CM about the issue(s) so that the CM can negotiate revised language with the Contractor.
- Once all issues have been resolved, the AAG will approve and sign two originals of the contract and return them to the CS.

402.3 Contract Execution

(a) Contractor Signature

After the AAG signs the contract and returns it to Commerce, the CS will send the following documents to the Contractor for signature:

- Two identical original contract documents and a promissory note, which need to be signed.
- Related legal documents, which may include a deed of trust, a low-income housing covenant, and an assignment, assumption, and consent agreement. These are to be held until Commerce has executed the contract. After the contract has been executed, these documents must be signed, notarized and recorded. Once recorded, the signed originals are returned to Commerce.
- Signature authorization form (Exhibit 4-4), which must be completed and returned with the signed contract.
- A W-9, verifying the Contractor's tax ID number, must be submitted to Commerce prior to processing a voucher.

(b) Document Processing

The Contractor sends the signed contract (two originals), a completed signature authorization form, signed and dated promissory note, signed assignment, assumption, and consent agreement, if applicable, and any other requested documents, back to the CS. The Contractor retains the deed of trust and low-income housing covenant until the contract is executed. In the case of a tax credit project, the Contractor signs: the assignment, assumption, and consent agreement and returns it to Commerce with the signed contract. Once the contract is executed, the CS returns the contract and the assignment, assumption, and consent agreement, if applicable. See Section 402.4 (c) for a discussion of recorded documents. **Please do not record the low-income housing covenant, deed of trust, or the assignment, assumption and consent agreement until after the HTF contract is executed.** All recorded documents must be returned to Commerce.

(c) Contract Execution and Document Distribution

Commerce will execute the contract only when the conditions have been met and all negotiable items have been agreed upon. The CS forwards the contract with the Contractor's signature to HTF Management for review. HTF Management forwards the contract to the Assistant Director of the Housing Division for signature. This may take up to seven (7) working days.

- The date the Assistant Director of Housing signs the contract is the official date of execution.
- One original contract document is returned to the Contractor. A signed and notarized assignment, assumption and consent agreement may also be returned to the Contractor.

Make every attempt to avoid rushing a contract execution. It may be impossible to accommodate this request. It is the Contractor's responsibility to constantly be aware of their deadlines and to allow plenty of time for contract execution. This could be as much as four weeks following final approval of the contract draft.

402.4 Closing

(a) Escrow Instructions

The CM will draft escrow instructions for projects using HTF funds for acquisition and for other situations as determined by the CM. The escrow instructions may include, but are not limited to, the following:

- Identify the priority of document recordation and distribution;
- Direct the trustee to pay the applicable HTF monitoring and loan fees; and
- Direct the trustee to ensure the purchase of extended lender's title insurance with Commerce as the beneficiary.

(b) Title Insurance and Loss, Hazard and Liability Insurance

The Contractor must purchase extended lender's title insurance in the amount of the HTF award, and loss, hazard and liability insurance as outlined in Section 3.0 of the HTF general terms and conditions. Evidence of all insurance commitments must be provided to Commerce.

(c) Recorded Documents

The recorded documents will be forwarded to Commerce immediately after recordation. The documents will be recorded in the following order: covenant, deed and other documents.

It is the responsibility of the Contractor to ensure that all documents are recorded in the correct order and the originals returned to Commerce in a timely manner.

(d) Electronic Fund Transfer (EFT)

- It is the responsibility of the Contractor to set up the EFT with the Office of Financial Management (OFM) by completing the two forms required. The first is the Statewide Vendor Registration (Exhibit 4-5) that includes the Authorization Agreement for Direct Deposit.
- The second is Internal Revenue Service Form W9 (Exhibit 4-6). If the Contractor has multiple accounts, it is necessary to obtain a suffix number from OFM for the project account prior to submitting a voucher. If you have questions about this system, please call the OFM Vendor Hotline at (360) 664-7779.

(e) First Voucher

HTF Voucher (see also Section 403.4)

- The CM will complete the HTF voucher form with appropriate line items and send the Contractor an electronic copy of the voucher. The CM and the Contractor will discuss how payment will be made (e.g. warrant or electronic fund transfer) and what other information may be needed before payment is completed.

Voucher for Acquisition

- If HTF funds are used for acquisition, the preliminary closing statement prepared by the title company or escrow agent will serve as back-up documentation for the voucher. An appraisal may be required if it was not in the HTF Application. The final closing statement should be submitted when available. **Please notify your CM about upcoming closing dates well in advance to ensure availability of funds.**

(f) Administration Fee and Monitoring Fee

The Administration Fee is one percent (1%) of the award amount and the Monitoring Fee is one (1%) percent of the award amount, for a total of 2% of the award amount. (No administration or monitoring fees are collected for HOME funds.)

- These fees must be paid at closing or before the second voucher is processed.
- The CM can withhold payment on voucher requests until the fees are received.
- The Administration Fee and the Monitoring Fee are eligible costs, can be included in the Development Budget, and can be requested on the first voucher.
- Contractors must note their HTF contract number on any payments submitted to Commerce.
- The Administration Fee and Monitoring Fee cannot be withheld by Commerce. The Contractor must send payment of these fees to the CM.

Section 403 Contract Management During Development--Contract Execution through Placed In Service

The purpose of this section is to outline the process for managing the oversight of acquisition, construction, or rehabilitation of a project from contract execution to completion of all activities under Section 2.01 of the contract (Scope of Work).

403.1 Timelines and Work Plan Schedules

The Contract Management section outlines the processes and issues associated with managing the contract during development.

- The project work schedule is used to determine the completion date. Changes to the schedule must be documented in a revised schedule and sent to the CM. The project work schedule must include key benchmark dates to complete the project.
- The project must be completed according to the negotiated and approved work plan schedule. Additional timelines may be identified as special conditions in the contract based on project type and financing.

403.2 Site Visits

Site visits will be conducted at the discretion of the CM or when requested by the Contractor.

403.3 Construction Review & Inspection

The Washington Community Reinvestment Association (WCRA) has been contracted by Commerce to provide pre-construction review and construction draw review (See Section 403.4) services to Commerce. The CM will review and approve construction draws based upon recommendations from the WCRA.

See Exhibit 4-2A for contracting flowchart.

Pre-Construction Review

The WCRA is under contract with Commerce to review project plans and specifications to ensure the budget is adequate for the proposed project, the proposed plans are appropriate for the project, and the plans and specifications incorporate the Evergreen Sustainable Development Standard (ESDS) mandatory and optional features. The CM determines the timeframe for the WCRA review, depending on the readiness of the plans and specs and other negotiated conditions. The following steps are involved in the WCRA pre-construction review process:

- The CM initiates the review by providing the name of the Contractor, the name of the project, and the contract number to WCRA and requesting a pre-construction review.
- The WCRA representative contacts the Contractor with a list of the items needed to complete the review.
- WCRA oversees the review by an approved third party inspector and sends a report of its review to the CM. The CM may send the review to the Contractor to address any concerns raised by the review.
- If Commerce is a permanent take-out lender, Commerce staff or a sub-contractor may do a site inspection prior to closing on the permanent loan. Commerce may contract with a professional inspection or commissioning service to verify the completion of the project up to the housing standards and other agreed upon features.

Construction Review

The approved third party inspector shall provide inspections for review of draws in conformance with the construction contract and other construction project documentation such as permits, plans and specifications.

- The inspection report will provide detail regarding the progress of the project, any deviations from the plans and specs or change orders.
- Draws will be reviewed by WCRA against the budget to determine that there are adequate funds in the reserve/escrow to complete the project.
- The WCRA shall request from the Contractor a disbursement control budget (Budget Spreadsheet) to track the project costs.
- The draw review memo will be forwarded to the HTF CM with a report on findings.

Evergreen Sustainable Development Standard (ESDS)

All affordable housing projects or programs receiving Housing Trust Funds from the state capital budget after July 1, 2008 are covered by [RCW 39.35D.080](#), and will be built or implemented according to the Evergreen Sustainable Development Standard (ESDS). Please refer to **Section 207** for detailed information pertaining to the ESDS.

403.4 Voucher Request Processing (See Forms 4-1B, 4-5, 4-6 and 4-7 as listed on Commerce’s Website under HTF Handbook)

The CM reviews and approves all invoice vouchers. The CM will make a determination whether each invoice or bill is an eligible cost. If an invoice or bill is determined to be an ineligible cost, the amount must be subtracted from the total requested. The Contractor may be asked to submit an explanation of budget changes.

Payment can only be made to the non-profit organization with which Commerce has a contractual relationship. Please see Section 402.4(d) for information on “Electronic Funds Transfer (EFT) set-up through OFM”.

- Vouchers will be processed only after the Contract has been fully executed.
- All invoice vouchers must have back-up documentation justifying the amount requested. This can be in the form of an approved closing statement, invoices for services rendered and, materials delivered, or bills from the Contractor for project management and developer fees. Only vouchers with original and authorized signatures can be processed.
- Incorrect or incomplete vouchers may be returned to the Contractor for correction and resubmission.
- Allowable costs incurred prior to the execution of a contract may be reimbursed when approval is granted by Commerce.
- WCRA reviews vouchers for construction costs and makes appropriate recommendations to the CM regarding payment. Original vouchers and back-up documentation must be submitted to Commerce. Copies of all vouchers and back-up documentation for any expenditure will be submitted to the WCRA in order to track the overall budget.
- For each invoice voucher submitted (Exhibit 4-7), an invoice voucher summary, per Commerce’s request, shall list each invoice with Development Budget line item detail. The CM and WCRA shall determine if any Development Budget line items are being overspent. If a Contractor proposes to exceed an original budget line item by 10 percent or more, then the Contractor may be asked to submit a revised Development Budget and a narrative explaining the revisions. Draw requests must correspond with the development budget categories.
- Construction contingencies are to be used for unanticipated costs unless otherwise approved by the CM. If HTF funds are allocated in the budget for construction contingency, the CONTRACTOR will provide the CM with documentation and a full explanation for the use of the contingency.
- When the CM approves the eligible costs as noted in Section 202.4 in the context of the Development Budget, the voucher is signed and sent for payment. For information regarding the reimbursement of the developer fee, please see section 204.6.
- The CM may require that all legal documentation, updated budget, updated work schedule, lender’s title insurance, and other documentation as required by Commerce, be submitted before the final draw is approved. See Section 204.6.
- Please allow up to 18 business days for payment to be received.

403.5 Contract Oversight

Oversight of the contract during the development phase is primarily carried out through monitoring the progress of a project from the office and through WCRA monitoring, if applicable. This is accomplished through the receipt of required documentation and telephone contact with the Contractor and/or developer.

- All Contractors should be aware of the documentation requirements explained in this handbook, Contractor training, technical assistance, and the contract.
- The CM collects this documentation and puts it in the project file.
- In addition to collecting all of the required documentation, project oversight and progress review are done through the vouchering process. Back-up documentation is necessary for all line items for which reimbursement is requested. This documentation is reviewed by the CM to verify cost eligibility and consistency with the line items in the Development Budget. The WCRA may conduct construction inspections on behalf of Commerce to verify progress and compliance with plans and specifications.

403.6 Project Documentation

All required documentation must be in the project file at the completion of development.

- See Placed in Service checklist for a list of required documents (See Exhibit 4-9A or 4-9B).
- All projects for persons with developmental disabilities must have a referral agreement between the Contractor and DSHS. This agreement must be submitted when the project is placed in service.
- The Contractor is required to submit a **management plan** for each project that includes the Owners Manual (ESDS Mandatory Criterion 8-1) and the Resident's Manual (ESDS Mandatory Criterion 8-2). The timeframe for submitting the plan is negotiated between the CM and the Contractor. At a minimum, the management plan must address the following:
 1. Performance Standards
 - How does the sponsor organization seek to ensure property management staff are informed of and in compliance with regulatory requirements?
 - What is the target vacancy rate or occupancy rate for this project?
 - What is the target rent collection ratio for this project?
 - What is the target turnover time?
 - What is the goal for cash flow?
 - What are the goals for deposits to both operating and replacement reserves?
 2. Accounting System
 - How is income to the project handled?
 - How are funds disbursed from the project?
 - (Please note: If only one person is involved, risk is high. The person who balances the checkbook should not be the same person who writes checks, or there should be monthly oversight by management on account balancing.)
 3. Marketing Procedures
 - Is there a waiting list? How is the list managed?
 - Are there types of households that get special attention or are advanced on the waiting list?
 - When and how is the list refreshed?
 - How is the project marketed to special needs households if such are part of the target population for this project?
 4. Leasing Procedures

- Does initial determination of eligibility include 3rd party verification?
 - When and how is eligibility recertified?
 - What provision does the lease make to terminate or evict?
5. Rent-Setting Procedures
- Are the targeted income levels specified for all units and do they agree with our contract?
 - Are the rents tied to the HUD rent tables?
 - When and how are rents increased?
 - How are rents adjusted for households that exceed target income levels over time?
6. Special Needs Services
- If the project serves a special needs population, who is the service provider?
 - When and how is the service provider evaluated?
 - How are complaints handled regarding special needs services?
7. Maintenance Schedule
- When and how often are units inspected?
 - What is the schedule for routine maintenance of all building and property systems?
 - How are notices by residents of building or system malfunctions handled?
 - What is the goal for how fast those concerns will be addressed?
8. Security and Emergency Plan
- Is there a Security and Emergency Plan?

Submit the management plan electronically to the CM. The Department may require additional information to be included in the management plan. See Exhibit 4-11 for an optional management plan template. Organizations may use this template in total or in part if they wish, or they may choose to use another format. The important thing is to include the required information and a table of contents that allows the information to be readily located.

Please note: Organizations are evaluated on their performance regarding timely submission of documents.

Section 404 Award Revisions

In certain circumstances, award revisions may be allowed once an award has been made but has not yet been contracted. The following includes reasons and procedures for requesting a revision:

- Award revisions may be considered for substantial changes in deal structure, overall concept, site issues, WCRA review changes or other substantial changes that may be outside the control of the applicant.
- Applicant shall submit documentation of changes, including, but not limited to: updated development budget, operating pro-forma, development schedule, and need for proposed changes. This information may closely follow the amendment application or be prescribed by the CM.
- HTF Management will present recommendations to the Assistant Director for Housing for final approval.

- This process may happen at any time once an award has been made and prior to an executed contract. If the contract has not been executed within the negotiated timeframe, this process may be followed to determine if the award commitment will be extended or terminated.
- This process may result in an award being rescinded, and the Contractor needing to reapply.
- Monetary award revisions must follow the procedure as set forth in section 405.2.

Section 405 Contract Amendment

- Amendments are made to executed contracts and are intended to address emergent needs. Increasing or decreasing an award before there is an executed contract is not considered an amendment, but a revision to the award (see Section 404 above). Amendments must be executed to be valid and amendments to legal documents are sometimes necessary.

405.1 Technical Amendments

These amendments are reviewed and acted upon on a case-by-case basis. They include, but are not limited to, an extension of the contract completion date, revisions to the loan terms and conditions, reallocation of HTF funding to replacement reserves and revisions of target population(s) served.

- Contractors shall submit amendment requests in writing to the CM.
- The request shall describe the requested amendment in detail and provide justification for it.
- The CM and HTF Management will review the request and make a recommendation to the Assistant Director who will make the decision regarding the amendment request.

405.2 Monetary Amendments

These amendments involve an increase in the loan or grant amount for a project.

- All requests for monetary amendments must be substantiated and submitted on the amendment application form prescribed by Commerce. Amendments to executed contracts will follow a process similar to contract execution. Contact the CM regarding the submission of an amendment.
- An award of additional funds for a project will generally not exceed \$100,000. The CM will make a recommendation through the HTF Management to the Assistant Director who will approve or disapprove the request.
- There are limited funds set aside for amendment requests. HTF funding is often oversubscribed with requests that exceed available funds. Commerce cannot guarantee that funding for amendments will be available, or that amendments will have any particular priority in funding decisions.
- On a case by case basis, the Department may consider amendment requests above \$100,000.
- If a project experiences a substantial gap above the original award amount, the applicant may need to rescind their award and may reapply in a new funding round. Communication with the CM is critical in this circumstance.
- Administration and monitoring fees as noted in Section 402.4(f) apply to monetary amendments funded with HTF funds.

Section 406 Placed In Service Summary

The purpose of this section is to outline the Placed in Service process, which culminates when the activities in Section 2.01 of the contract have been completed and a level of 90% occupancy has been reached. The Placed in Service process includes:

- Transfer of the contract to the Asset Management Team and to the Compliance and Inspections Team
- A complete review to ensure all activities have been completed
- Submission of all required documents
- Completion of Contractor performance evaluation.

All projects, except homeownership, shall meet the 90% occupancy level to be Placed in Service. Homeownership projects must be 100% occupied to be placed in service. The ability to market and lease units is considered a critical component of Contractor performance.

All multi-family projects shall be Placed in Service and referred to Commerce Asset Management Team and to the Compliance and Inspections Team at the point of construction completion and 90% occupancy.

406.1 File Review

Once the contract activities as stated in Section 2.01 of the contract have been completed, the CM will initiate a Placed in Service file review to ensure that all legal documentation has been received and to ensure that all necessary fiscal, administrative, and programmatic management documents are in place. Projects that have not submitted all of the required “Placed in Service” documents within one year of the activity completion date, as referenced on the development schedule, will be considered out of compliance and may move to a “workout” situation (refer to Chapter 5). Please refer to the Placed in Service checklist.

406.2 Site Visit

Commerce staff may initiate a site visit at any time during the development process. Other site visits may include construction inspections conducted by WCRA, the grand opening and site visits conducted by Commerce’s Compliance and Inspections Team. All files must be available to Commerce and inspection staff as requested during a site visit.

406.3 Contractor and Developer Performance Measures

The purpose of Contractor and developer performance measures is:

- To recognize successes and best practices.
- To mitigate risks that might jeopardize the long-term viability of the housing.
- To highlight areas that can benefit from technical assistance.
- To provide an evaluation tool for determining organizational capacity.

The performance of the Contractor and developer may be a factor in future HTF award decisions.

The Contractor and developer will be evaluated based on the following four areas:

1. Pre-Contracting: Pre-contracting includes the period from the time of award up to contract execution. The Contractor and developer will be evaluated on responsiveness in communications and submission of requested documentation during the pre-contracting stage.

2. Contract and Development: The contract and development stage includes the time period from the execution of the contract through the completion of the activities in Section 2.01 of the contract. The Contractor and developer's performance will be evaluated on responsiveness in submitting legal documents, revised budgets, and revised work schedules in a timely manner; communications, planning and vouchering.
3. Placed in Service: Placed in Service occurs when the activities in Section 2.01 of the contract have been completed and a level of 90% occupancy has been reached. The Placed in Service process continues until all required documents have been submitted and Contractor's performance evaluation has been completed. The Contractor and developer's performance will be evaluated based on responsiveness in submitting all required documents and information to the department within a designated timeframe and the ability to market and lease units.
4. Overall Performance: The Contractor and developer's overall performance will be evaluated based on the organization's ability to complete the project according to the schedule, within the stated budget, and to deliver the number of units as identified in Section 2.01 of the contract.

Failure on the part of the Contractor and or consultant to provide required documentation will adversely reflect on the capacity of the Contractor, and will have an impact on future awards from the HTF.

406.4 Completion of Placed in Service

Staff will notify the Contractor in writing of any issues or concerns identified during the site visit, as well as the necessary corrective action and a timeframe for completing the corrective action.

When a project is placed in service, the project file passes to the Asset Management Team for monitoring during the remaining time of the contract. Once a project is placed in service, an annual report will be required. Annual reports are due on June 30th of each year. Projects are required to submit an annual report on the June 30th following the year the project was placed in service. Chapter 5, Compliance and Asset Management, provides additional information on HTF guidelines and procedures for compliance and asset management issues.