**Lender’s PreConstruction Conference Duties**

(Office of Residential Care Facilities (ORCF) – Section 232)

Abbreviations for this document:

Lender’s PreConstruction Conference Coordinator: PCCC

ORCF Underwriter: U/W

ORCF Construction Manager: CM

ORCF Closing Coordinator: CC

HUD Labor Compliance Specialist: LRS

**A PreConstruction Conference is required prior to the start of construction for all New Construction, Substantial Rehabilitation, and 241(a) loans.**

**Prior to the PreConstruction Conference:**

The PreConstruction Conference shall be held no earlier than one week prior to Initial Closing. For loans with Early Start, the PreConstruction Conference shall be held after receipt of ORCF’s early construction approval.

When the PCCC receives word from the CC that an Initial Closing date has been set (or when the PCCC receives Early Start approval from the U/W), the PCCC shall contact the CM to schedule the PreConstruction Conference. The CM will also identify the assigned HUD Contract Inspector, and the HUD Labor Compliance Specialist (if applicable).

Note: If the Originating Lender will be assigning the loan at Initial Closing, the Servicing Lender shall designate a PCCC who will coordinate and conduct the PreConstruction Conference as described below.

The format for the Conference shall follow the document entitled “Lender’s Pre-construction Conference Agenda”. The PCCC shall pre-fill the Agenda (including the heading, Attendance Record, and other blanks throughout the Agenda), and transmit it with the conference call-in information to the following required attendees:

* Lender’s PreConstruction Conference Coordinator
* Borrower
* General Contractor
* Supervisory Architect
* ORCF Construction Manager
* HUD Contract Inspector
* HUD Labor Compliance Specialist (if Davis-Bacon is applicable)

**Prior to the Start of Construction:**

The final three sets of Plans and Specifications shall be prepared and distributed as described below:

**“HUD As-Built Set” of Plans and Specifications**

* Full-size set of Plans, and full-size Specifications manual, annotated, “HUD As-Built Set” on each
* Both shall be signed and dated on the front sheet of the plans and cover of the specifications by the Architect, General Contractor, General Contractor’s Surety (if applicable), and the Borrower
* Given to the General Contractor, for use at the jobsite
* This set is not to be used for construction purposes, but rather is red lined as any changes are made to the original documents

**“HUD Inspection Set” of Plans and Specifications**

* Legible, half-size set of Plans, and full-size Specifications manual, annotated, “HUD Inspection Set” on each
* Both shall be signed and dated on the front sheet of the plans and cover of the specifications by the Architect, General Contractor, General Contractor’s Surety (if applicable), and the Borrower
* Sent to the job site, where the HUD Contract Inspector will pick up at their first site visit

**“HUD Master Set” of Plans and Specifications**

* The attached, “HUD Master Set – Plans,” cover sheet shall be executed, scanned, and uploaded with the PDF version of the Plans (Plans identical to those used for the Inspection and As-Built Sets above)
* The attached, “HUD Master Set – Specifications,” cover sheet shall be executed, scanned and uploaded with the PDF version of Specifications (Specifications identical to those used for the Inspection and As-Built Sets above)
* PDF’s shall be sent on a flash drive, CD, or DVD, to the ORCF Construction Manager, Michael Peeler

If the Lender or others desire similar copies of the final Plans and Specifications, they shall be prepared per the Lender’s direction.

It is the PreConstruction Conference Coordinator’s responsibility to ensure the above Plans and Specifications are distributed as described above.

(Note: Early Start: If plans and specifications are complete at the time of Early Start, they will be signed and distributed in accordance with this document. If plans and specifications are not complete at the time of Early Start, they will be required to be signed and distributed in conjunction with Initial Endorsement.)

Attachments – Cover Pages for PDF Version of ‘HUD Master Set’ of Plans and Specifications

**“HUD Master Set –**

**Plans”**

Project Name

HUD Project Number

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signatures** | |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Borrower** |  |  | **General Contractor** |  |
|  |  |  |  |  |  |
|  | Print Name |  |  | Print Name |  |
|  |  |  |  |  |  |
|  | Signature Date |  |  | Signature Date |  |
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|  |  |  |  |  |  |
|  | **Bonding Company** |  |  | **Architect** |  |
|  |  |  |  |  |  |
|  | Print Name |  |  | Print Name |  |
|  |  |  |  |  |  |
|  | Signature Date |  |  | Signature Date |  |
|  |  |  |  |  |  |

*This executed cover page shall be electronically attached to the front of a PDF version of Plans (Plans identical to those used for the Inspection and As-Built Sets).*

**“HUD Master Set –**

**Specifications”**

Project Name

HUD Project Number

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signatures** | |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Borrower** |  |  | **General Contractor** |  |
|  |  |  |  |  |  |
|  | Print Name |  |  | Print Name |  |
|  |  |  |  |  |  |
|  | Signature Date |  |  | Signature Date |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Bonding Company** |  |  | **Architect** |  |
|  |  |  |  |  |  |
|  | Print Name |  |  | Print Name |  |
|  |  |  |  |  |  |
|  | Signature Date |  |  | Signature Date |  |
|  |  |  |  |  |  |

*This executed cover page shall be electronically attached to the front of a PDF version of Specifications (Specifications identical to those used for the Inspection and As-Built Sets).*