



After the Contract is Awarded by the State Housing Board

Congratulations! The affordable housing application you submitted to the Colorado Division of Housing (DOH) has been awarded funding. Soon you will receive a letter stating the dollar amount of your award and the name of the Asset Manager (AM) who you may contact for information on how to proceed with your project. When you receive this letter, you may be wondering what's next. This DOH *Advance* will attempt to answer your questions. The AM works closely with the Developer (Devo) who assisted you with your project application. The AM and the Devo work as a team to ensure the success of your affordable housing project.

The following steps will be taken after your state housing board award and during the project development:

- The legal documents governing your award will be created and you will be included in setting the project performance goals listed within your contract with DOH.
- Technical assistance will be provided to your agency on required quarterly reports, requests for fund reimbursements and state and federal monitoring requirements
- Your affordable housing project will be monitored during the term of your contract
- A Project Close Out report will be required at the completion of your project

Legal Documents

Your contract will consist of the following: Funding source contract template, the scope of services, the project performance plan, and loan documents (if applicable). The AM and the support staff work together to get the contracts sent to you for signature and to process any requests for funds.

Contract Template - this document contains the Federal/State regulations you, as the grantee, must follow for this project. Although the material may seem daunting, please read this carefully and have it checked by your legal counsel, *before* you sign. All legal documents concerning your project are legally binding.

Scope of Services - this document describes your project, outlines the terms and any special provisions your contract may contain. The Scope details affordability factors that you agreed to in your application. It defines the period of affordability and how many units are included in the affordability. The Scope will specify the population that will benefit from the project and how you are required to verify beneficiary eligibility. The project budget and timing of payments are included. Once the Scope is written, it is given to a Project Manager for approval; this process takes approximately one week (depending on the detail involved and the time it takes to review and make corrections to the Scope).

Project Performance Plan (PPP) - details what milestones and outcomes are needed to successfully

complete the project. The PPP outlines what the grantee will do and what DOH staff must do to ensure that the terms are met for project completion. The PPP will contain dates when reporting documentation is expected, confirmation of recorded deed restrictions, the time line for any construction or rehabilitation work to be done and other requirements of your contract. Since the PPP is an integral part of the contract, it is written in conjunction with the Devo, AM and grantee in preparation of the contract.

Loan Documents - if your award is in the form of a loan, specific loan documents will be required. The nature of the loan will determine the type of loan documents used. These documents are created with specifications for your project and have been approved by the Colorado Attorney General. Loan documents must also be reviewed and approved by a Program Manager.

Once all of the contract forms have been reviewed and approved, the AM will send out the final documents for the grantee's signature. Getting the signed contracts back to DOH in a timely manner is important to keep the process moving forward. Please note the following about your contract: (1) the person in your organization who has signatory authority must sign the contract, (2) the Town/City/County Clerk or your corporate secretary must attest to the signatory authority's signature, and (3) if your organization has a seal, stamp your contract with it. Your contract will be delayed if it is not signed appropriately. Once the contracts are returned, they go through the Department of Local Affairs internal execution process. This process takes between one and two weeks. Once executed, DOH will mail to you one signed copy of the executed contract.

Technical Assistance and DOH Reporting Forms

DOH Asset Managers will offer help with any questions you may have concerning your project and the following required reporting documents:

Financial Reports - this report lists the full financial status of your project including the fund balances of your loan or grant from DOH.

Performance Reports - this report lists the milestones that have been completed on your project, what you expect to complete in the near future, and any problems or issues that you have encountered.

Request for Reimbursement - this report is used by the grantees to request funds from DOH. Funding can be provided to your agency as soon as your contract is fully executed. It takes roughly one to two weeks to process a payment request.

Monitoring Forms - the forms in which DOH will monitor your agency will be sent to you at the beginning stages of your project. These forms will list the Federal and State compliance requirements. Please review these monitoring forms carefully and ask your AM to clarify requirements that you are not clear on.

The Financial and Performance Reports listed above are quarterly reports and require submission to DOH 20 calendar days after the end of the calendar quarter. For example, the March 31 report is due no later than April 20th. If your quarterly reports and/or other required documentation are late, you may get a reminder from the AM to please send them. If the reports continue to be late, your management capacity will be questioned. In addition, your requests for payment may be denied and your future applications for DOH funding will be impacted.

Other Federal Requirements

Some projects may be affected by additional Federal regulations such as Davis Bacon, Uniform Relocation Act and Environmental checklists and assessments. If you are unsure if these items apply to your project, contact your Devo or AM immediately to find out if compliance is required. Noncompliance could impact the timely completion of your project.

Monitoring and Project Close Out

During your contract term, the AM will make an appointment to visit your agency and monitor your affordable housing project. DOH has implemented a "Risk Based" monitoring system so your agency will either have a "full" or a "partial" monitoring. Your PPP will list the type of monitoring your project will have. Note, your project will be monitored based on the Monitoring Forms that were sent to you during the project start up phase. When your project is totally completed, you will be asked to submit a Project Closeout Report (PCO). The PCO requires a final financial status report, a beneficiary report, cost certification, before and after photos and any other information that DOH needs to close out your project.

Every affordable housing project is unique, but there are similarities to each contract. We know there are many requirements that must be adhered to, but DOH staff is here to work with you to successfully complete your project. Again, congratulations on your affordable housing award and the best of luck!

If you would like to contact the Colorado Division of Housing for additional information, you may do so at 303-866-2033, or visit our web page at www.dola.state.co.us/doh/doh.htm.

[[State Home](#) | [DOH Home](#) | [DOLA Home](#)]

last modified 08-27-02

Contact: [Department of Local Affairs](#)