



Project Review Agreement

Recipient: _____

Project Address: _____

Project Architect/Engineer: _____

Project Contractor: _____

1. **Inspections** – A designated KHC Construction Specialist will conduct regular inspections of respective project sites to review progress and ensure projects conform to all KHC funding requirements. KHC Construction Specialists reserve the right to conduct inspections at any time. Upon arriving at project sites, Construction Specialists shall notify contractor personnel of their presence and responsibilities at the job site.

Recipients are responsible for scheduling the following minimum inspections with KHC Constructions Specialists:

- a. **Inspection of all footers prior to pouring.** Recipient must notify KHC at least two business days prior to any footer pour.
- b. **Inspection of rough-ins on all units when mechanicals are installed and prior to drywall.** Recipient must notify KHC at least five business days prior to completion of rough-in work.
- c. **Final inspection upon unit completion and preparation for occupancy.** Recipient must provide notice at least five business days prior to final inspections.

Recipients or their representatives are strongly encouraged to be present, participate and ask questions during inspections conducted by KHC Construction Specialists.

2. **Reports** – KHC Construction Specialist will complete an inspection report for each inspection listing project status and deficiencies noted during the inspection. KHC Construction Specialists will forward all reports to project recipients. It is the recipient's responsibility to ensure all items and deficiencies contained within reports are corrected. Recipients must also provide applicable punch lists and all Architects/Engineers', material testing or progress meeting reports directly to their designated KHC Construction Specialist.

3. **Draw Requests** – KHC Construction Specialists will review draw requests for KHC funds. Draw requests must be submitted on proper forms and consistent with previously approved project funding documentation. Draws should represent completed work and must not include material stored off site. Draws for materials on site but not in place will only be considered if materials are secured, insured, a detailed invoice supporting the quantity and amount is provided and all can also be verified by the Construction Specialist. KHC will not pay for materials stored off site.

4. **Change Orders** – Change orders are required on all projects funded through KHC. Any changes in approved plans, scope of work or amount of approved Owner/Contractor Agreement must be approved by KHC. Proposed changes should be submitted to KHC in the form of a detailed change order on required forms properly executed by all parties. All Change orders are to be submitted directly to KHC Construction Specialists and must be approved by KHC Department of Design and Construction prior to both completing work and including change in future draw requests.

