| **Pre-Construction Conference Report and Notice to Proceed** |
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| **GLO’s Designated Representative (“GDR”) Name:**  | **Contract No. and/or WO:** |
| **Date of Pre-Construction Conference:**  |
| **Applicant Name:** | **Co-Applicant Name:**  |
| **Physical Address:**  |
| **Building Contractor Name:**  |
| **Building Contractor Address:**  |
| **Floor Plan Selected:**  | **Number of Bedrooms:**  |
| **Warning: Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729.** |
| **Applicant(s)** |

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| **Statement of Applicant(s):** I/We, the undersigned, participated on this date in a pre-construction conference prior to signing the Unsecured Forgivable Promissory Note for the [ ] reconstruction [ ] rehabilitation [ ] elevation of my/our property. I/We understand the terms of the contract, the explanation of the work to be performed by the Building Contractor, the roles of the above-referencedGDR, and my/our responsibilities during the construction phase. My/our questions have been adequately answered and I/we are aware that assistance will be provided by the GDR as requested. |
| **Printed Name of Applicant:**  | **Date:**  |
| **Signature of Applicant:**  |
| **Printed Name of Co-Applicant:**  | **Date:**  |
| **Signature of Co-Applicant:**  |
| **Building Contractor** |
| **Statement of Building Contractor:**I, the undersigned, hereby certify that I participated in a pre-construction conference with the above-referenced Applicant and the GDR’s authorized representative at the above-referenced location on this date. I understand the procedures to be followed for work write-ups, change orders, work performance, construction, requests for inspections, and requests for payments. I understand and hereby certify that, upon completion, the work performed will meet or exceed all minimum standards, specifications, and codes as required by the Community Development Block Grant Disaster Recovery (“CDBG-DR”) Program and local building ordinances. I hereby certify that the work performed will be covered under warranty for a period of one (1) year from date of project completion, and that the applicant will receive copies of manufactures warranty documents as applicable. |
| **Printed Name of Building Contractor:**  | **Date:**  |
| **Signature of Building Contractor:**  |
| **GLO’s Designated Representative** |
| **Statement of GDR:**I, the undersigned, hereby certify that I participated in a pre-construction conference with above-referenced applicant and the building contractor at the above-referenced location on this date. |
| **Printed Name of GDR:**  | **Date:**  |
| **Signature of GDR:**  |
| **Applicant Authorization** |
| I/We, the undersigned, hereby authorize the above-referenced Building Contractor to commence work on the property located at the address stated above on the date of the Notice to Proceed listed below. I/We understand that we must be out of the home prior to this date. The property will be available to building contractor to perform specified work seven (7) days a week, unless otherwise specified by the applicant. If the Building Contractor performs work outside of the specified times listed below, the Applicant may, upon proper notification, consider the Building Contractor to be in default.  |
| **Comments:**  |
| **Printed Name of Applicant:**  | **Date:**  |
| **Signature of Applicant:**  |
| **Printed Name of Co-Applicant:**  | **Date:**  |
| **Signature of Co-Applicant:**  |
| **Notice to Proceed issued by GLO’s Designated Representative:** |
| **Notice to Proceed Date:**  |
| **Comments/Additional Provisions:**  |
| **Printed Name of GDR issuing Notice to Proceed:**  | **Date:**  |
| **Signature of GDR issuing Notice to Proceed:**  |