

## Wrap Up Guidance

### **Annual Certification Letter**

- The letter should be on corporate letterhead for the underwriting insurance company who is providing the project insurance. If there is more than one insurance company involved (one for CGL and one for WC), each would provide Annual Certification.
- The letter must contain a date it was written/submitted.
- The subject line of the letter will contain the official name of the wrap-up project (e.g.: Project Basie CCIP).
- The letter will confirm if the project work is still underway.
- The letter will confirm if the project continues to comply with ORS 737.602(1)(a).
- The letter should tell us the anticipated completion date for the project work encompassed by the wrap-up project.
- The letter should be signed by a corporate officer or someone with authority to report on behalf of the underwriting insurance company.

### **Reporting changes to DFR that affect the project value and might affect the deposit**

For compliance with the Trust Agreement, if at any point the project undergoes changes that affect the project value and might affect the amount of deposit that was placed for the specific wrap-up project, then this must be reported promptly to DFR so we can determine if an Addendum must be filed for the Trust Agreement.

Each wrap-up stands alone and is reviewed based upon its specific characteristics. Some changes would require an addendum, some would not. The insurer should not wait until Annual Certification Letter time to advise if a project has undergone a material change in its nature. That communication should be sent as soon as the underwriter is aware the project has materially changed. The communication Subject Line will be the official name of the wrap-up project.

### **ORS 737.602(4)(e) and the Process to Request Release of Deposit Funds**

The wrap-up statute contains a 12 month waiting period. Once the wrap-up project work has been completed for at least 12 months, the underwriting insurance company can request release of the funds they placed for the named project.

The release process begins with an official letter to DFR Product Regulation stating the project work is completed and the date of work completion. It states the amount of funds to be released and where the funds should be returned to. The custodian needs that information, so they send the funds to the correct place.

We (Product Regulation) review and verify all information. Then we send the request to our Insurance Institutions Section who will advise the custodian regarding release.

- The Request for Deposit Release letter should be on corporate letterhead for the underwriting insurance company who is providing the wrap-up project insurance. If there is more than one insurance company involved (one for CGL and one for WC), each would provide a request for release of the deposit they placed.
- The letter must contain a date it was written/submitted.
- The subject line of the letter will contain the official name of the wrap-up project (e.g.: Project Basie CCIP).
- The letter will provide the date of work completion.
- The letter will give us the dollar amount of deposit to be released for the named project.
- The letter will provide the corporate accounting location where the returned funds should be placed.
- The letter should be signed by a corporate officer or someone with authority to act on behalf of the underwriting insurance company who is making the request.