

Pennsylvania Housing Finance Agency

Agency Loan Commitment Checklist

Name of Development:
PHFA Number:

Technical Services

	Description	Targeted	Date Received							Comments/ Approved
		Submission Date	by PHFA	TS	FA	MR	LG	CO	SA	
1	Schematic Design Submission (Refer to Architect's Submission Guide)									
2	Design Development Submission (Refer to Architect's Submission Guide)									
	Plans and Specifications									
	Structural Report (if applicable)									
	Soils/Foundation Investigation Report (If applicable)									
	Updated Utility Analysis									
	Documentation of Current Utility Allowances									
	Alta Survey and Closure Report									
	Surveyor's Report									
	Legal Description prepared by Surveyor									
	Environmental Phase I Report									
	Phase I Follow-up Reports (if applicable)									
	Lead Based Paint Certification (if applicable)									
	Environmental Phase II Report (if applicable)									
	Enterprise Green Communities Checklist									
	ResCheck/HERS reports									
	Passive House Documentation (if applicable)									
	State Historic Preservation Office (SHPO) Approval (if applicable)									
3	Contract Document Submission (Refer to Architect's Submission Guide)									
	Plans and Specifications									
	Architect Contract:									
	Design Architect w/ PHFA Addendum									
	Contract Admin. Architect w/ PHFA Addendum									
	National Park Service Approval:									
	Part One									
	Part Two									
	Owner/Contractor Agreement w/ PHFA Addendum									
	Final Construction Cost Estimate									
	Wage determination documentation (if applicable)									
	Construction Progress Schedule									
4	Breakdown of tap-in, impact, and/or other municipal fees (If revised from original Application)									
5	HUD Environmental Review*		PHFA Completes							
6	General Contractor's Audited Financial Statements									

* for Non-participating Jurisdictions only

Housing Management

7	Description	Targeted	Date	TS	FA	MR	LG	CO	SA	Comments/ Approved
		Submission Date	Forward							
7	Management Plan									
8	Lease with Accessible Units Addendum									
9	Marketing/Tenant Selection Plan									
10	Affirmative Fair Housing Marketing Plan w/PHFA Addendum									
11	Income Certification of Existing Tenants (if applicable)									
12	Broker License for Management Agent									
13	Insurance Quotes:									
	Construction Period									
	Operating Period									
	Flood Insurance									
14	Real Estate Tax Documentation									
15	Operating Budget Documentation									
16	Owner's Audited Financial Statements									
17	Breakdown of Furnishings									
18	Breakdown of Rent-up Costs									

Legal

19	Ownership Entity Organizational Documents:									
	If Limited Partnership:									
	Certificate of Limited Partnership									
	If Limited Liability Corporation:									
	Operating Agreement									
	General Partner Organizational Documents:									
	If Corporation:									
	Certificate of Incorporation									
	Articles of Incorporation									
	Bylaws									
	501 (c)(3) determination letter (if applicable)									
	CHDO designation* (if applicable)									
	If Limited Liability Corporation:									
	Operating Agreement									
	Organizational Documents for Members/Managers									
20	Draft Limited Partnership Agreement or Operating Agreement									
21	Final Zoning Approval Letter									
22	Municipal Approvals:									
	Subdivision Plan									
	Land Development Plan									
23	Current Site Control Documents									

* for Non-participating Jurisdictions only

Compliance

Description	Targeted	Date							Comments/ Approved
	Submission Date	Forward	TS	FA	MR	LG	CO	SA	
24 Relocation Plan and Budget Breakdown									
25 Exhibit 1 - Certification of Contract Awards*									
26 Exhibit 2 - Section 3 Workforce/Training Needs Table*									
27 Exhibit 3 - MBE/WBE/Sect. 3 Contact Solicitation & Commitment Statement*									
28 Development Team Verification of Eligibility* (www.sam.gov)									
29 E.O. 11246 Certification*									
30 Affirmative Action Plan*									
31 Section 3 Utilization Plan*									
32 Section 504 Self Evaluation Plan*									
33 Statement Of Assurances*									
34 Supplemental Rental Housing Set Up Report	PHFA Completes								
35 Supplemental Rental Housing Completion Report	PHFA Completes								
36 Match Source Data Sheet*	PHFA Completes								

Development

37 Financing - Commitment Letters									
38 Schedule of letters-of-credits (if applicable)									
39 Bridge Loan Financing Commitment Letter									
40 Construction Draw Schedule									
41 AHAP Contract (if applicable)									

Target Loan Closing Date _____

Submitted by _____

Date _____

For PHFA Purposes Only

Description		Date Filed							
42	Modification Package								
43	Technical Services Approval Memo for Pre-Commitment:								
	Architectural								
	MEP								
	Environmental								
44	Financial Analyst Approval Memo for Pre-Commitment								
45	Management Representative Memo for Pre-Commitment								
46	Commitment Checklist								
47	Commitment Write-up								
48	Changes from Feasibility Memo								
49	Reservation Letter and Reservation Spreadsheet								
50	Closing Spreadsheet								
51	Subsidy Layering Review								
52	HOME Monitoring Letter - PJ Only								
53	Risk Sharing Application & Previous Participation Documents								
54	Miscellaneous								
55	Miscellaneous								
Distribution Key									
TS	Technical Services (Give everything to Kristy Provost to log in & she will distribute)								
FA	Financial Analyst								
MR	Management Representative								
LG	Legal								
CO	Compliance (Ted Jackson)								
SA	Staff Auditor (Chris Stewart)								