

PENNSYLVANIA HOUSING FINANCE AGENCY COMMITMENT CHECKLIST

Name of Development:

PHFA Number:

Technical Services

	Description	Target Date	Date Received by PHFA	TS	HM	LG	F	Comments/Approved
1	Plans and Specifications:							
	Schematic Design							
	Design Development							
	Contract Documents							
2	Architect Contract:							
	Design Architect w/ PHFA Addendum							
	Contract Admin. Architect w/ PHFA Addendum							
3	Structural Report							
4	Soils/Foundation Investigation Report							
5	Utility Analysis							
6	Documentation of Current Utility Allowances							
7	Alta Survey and Closure Report							
8	Surveyor's Report							
9	Legal Description prepared by Surveyor							
10	National Park Service Approval:							
	Part One							
	Part Two							
	Part Three							
11	Environmental Phase I Report							
12	Phase I Follow-up Reports							
13	Lead Based Paint Certification							
14	Environmental Phase II Report							
15	Breakdown of tap-in, impact, and/or other municipal fees							
16	Final Construction Cost Estimate & Wage determination documentation							
17	Owner/Contractor Agreement w/ PHFA Addendum							
18	Contractor Certification of Contract Award							
19	Evidence of Payment & Performance Bond							

Housing Management

Description	Target Date	Date Forward	TS	HM	LG	F	Comments/Approved
20 Management Plan							
21 Lease with Accessible Units Addendum							
22 Marketing/Tenant Selection Plan							
23 Affirmative Action Plan *							
24 Affirmative Fair Housing Marketing Plan w/PHFA Addendum							
25 Section 3 Utilization Plan *							
26 Section 504 Self Evaluation Plan *							
27 Income Certification of Existing Tenants							
28 For future use							
29 Insurance Quotes:							
Construction Period							
Operating Period							
Flood Insurance							
30 Real Estate Tax Documentation							
31 Operating Budget Documentation							
For future use							

Legal

Description	Target Date	Date Forward	TS	HM	LG	F	Comments/Approved
32 Limited Partnership Organizational Documents:							
Certificate of Limited Partnership							
General Partner Organizational Documents:							
Certificate of Incorporation							
Articles of Incorporation							
Bylaws							
501 (c)(3) determination letter (if applicable)							
CHDO designation *							
33 Draft Limited Partnership Agreement							
34 Final Zoning Approval Letter							
35 Municipal Approvals:							
Subdivision Plan							
Land Development Plan Approval							
36 Final Site Control							
37 Statement Of Assurances *							

* Development in Non-Participating Jurisdictions ONLY

Finance

Description	Target Date	Date Forward	TS	HM	LG	F	Comments/Approved
38 Owner's Audited Financial Statements							
39 General Contractor's Audited Financial Statements							
40 Breakdown of Furnishings							
41 Breakdown of Rent-up Costs							

Compliance

Description	Target Date	Date Forward	TS	HM	LG	F	Comments/Approved
42 Relocation Plan							
43 Owners Certification of Contract Awards Exhibit 1 *							
44 MBE/WBE/Sect. 3 Solicitation and Commitment Statement Exhibit 3 *							
45 RFP Evaluation Checklist Exhibit 4 *							
46 Evaluation of Bid Responses Exhibits 5 & 6 *							
47 Monthly Sect. 3, MBE/WBE Utilization Report *							
Owner Exhibit 9							
General Contractor Exhibit 10							
48 Monthly Sect. 3 Employment & Training Report *							
Owner Exhibit 12							
49 E.O. 11246 Certification *							
50 Development Team Verification of Eligibility *							
51 Contact/Solicitation & Commitment Statement *							
52 Section 3 Workforce/Training Needs Table Exhibit 2 *							
53 Supplemental Rental Housing Set Up Report *							
54 Supplemental Rental Housing Completion Report *							

Development

Description	Target Date	Date Forward	TS	HM	LG	F	Comments/Approved
55 Financing - Commitment Letters							
56 Schedule of letters-of-credits, if applicable							
57 Bridge Loan Financing - Commitment							
58 Tax Credit Syndication Commitment Letter							
59 AHAP Contract (if applicable)							

Target Loan Commitment Date _____

Submitted by _____

Date _____

Accepted by Development Officer _____

Date _____

For PHFA Purposes Only

	Description	Target Date	Date Forward	TS	HM	LG	F	Comments/Approved
60	Commitment Checklist							
61	Credit Report							
62	Risk Sharing Application & Previous Participation Documents							
63	Environmental Assessment *							
64	Subsidy Layering Review							
65	Compliance Checklist							
66	Commitment Write-up							
67	Precommitment Meeting							
68	HOME Match & Monitoring Letter - PJ Only							
69	Match Sources Data Sheet							
70	Commitment Letter and Spreadsheet							
71	Preclosing Conference Call							
72	Closing Spreadsheet							
73	Restrictive Covenant Agreements							
74	Tax Credit Carryover Documents							
75	Request for Additional Credits							
74	Recapture Letter							
75	Miscellaneous							