

# Pennsylvania Housing Finance Agency

## Agency Loan Commitment Checklist (PennHOMES & Agency 1st Mortgage)

Name of Development:  
 TC Number:                      PHFA Number:

### Technical Services

	Description	Targeted Submission Date	Date Received by PHFA	TS	FA	MR	LG	CO	SA	CG
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 (if applicable)									
	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									
	***Please see Tab 3 of the Architect's Submission Guide for Closing Requirements***									
4	Current Energy Rebate Analysis									
5	Breakdown of tap-in, impact, and/or other municipal fees (If revised from original Application)									
6	HUD Environmental Review*		PHFA Completes							
7	General Contractor's Audited Financial Statements									

\* for Non-participating Jurisdictions only

**Housing Management**

Description		Targeted	Date	TS	FA	MR	LG	CO	SA	
		Submission Date	Forward							
8	Management Plan									
9	Lease with Accessible Units Addendum									
10	Marketing/Tenant Selection Plan									
11	Affirmative Fair Housing Marketing Plan w/PHFA Addendum									
12	Income Certification of Existing Tenants (if applicable)									
13	Broker License for Management Agent									
14	Insurance Quotes:									
	Construction Period									
	Operating Period									
	Flood Insurance									
15	Real Estate Tax Documentation									
16	Operating Budget Documentation									
17	Owner's Audited Financial Statements									
18	Breakdown of Furnishings									
19	Breakdown of Rent-up Costs									
<b>Legal</b>										
20	Ownership Entity Organizational Documents:									
	If Limited Partnership:									
	Certificate of Limited Partnership (filed with PA Dept. of State)									
	Limited Partnership Agreement									
	Organizational documents of general partner									
	If Limited Liability Corporation:									
	Certificate of Organization (filed with PA Dept. of State)									
	Operating Agreement									
	Organizational documents of members/managers									
	If General Partner or Manager or Member is Corporation:									
	Articles of Incorporation									
	Bylaws									
	Foreign Registration Statement (filed with PA Dept. of State)(if applicable)									
	501 (c)(3) determination letter (if applicable)									
	CHDO designation* (if applicable)									
	If General Partner or Manager or Member is Limited Liability Company									
	Certificate of Organization									
	Operating Agreement									
	Foreign Registration Statement (filed with PA Dept. of State)(if applicable)									
21	Draft Limited Partnership Agreement or Operating Agreement									
22	Final Zoning Approval Letter									
23	Municipal Approvals:									
	Subdivision Plan									
	Land Development Plan									
24	Current Site Control Documents									

**Compliance**

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

**Development**

38	Financing - Commitment Letters									
39	Certification Project is providing Broadband (if applicable)									
40	Schedule of letters-of-credits (if applicable)									
41	Bridge Loan Financing Commitment Letter									
42	Construction Draw Schedule									
43	AHAP Contract (if applicable)									

Target Loan Closing Date \_\_\_\_\_

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

*For PHFA Purposes Only*

Description		Date Filed									
44	Modification Package										
45	Technical Services Approval Memo for Pre-Commitment:										
	Architectural										
	MEP										
	Environmental										
46	Financial Analyst Approval Memo for Pre-Commitment										
47	Management Representative Memo for Pre-Commitment										
48	Commitment Checklist										
49	Commitment Write-up										
50	Changes from Feasibility Memo										
51	Reservation Letter and Reservation Spreadsheet										
52	Closing Spreadsheet										
53	Subsidy Layering Review										
54	HOME Monitoring Letter - PJ Only										
55	Risk Sharing Application & Previous Participation Documents										
56	Monthly Status Reports										
57	Division Sign Off Sheet										
<b>Distribution Key</b>											
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 (Angela Harris-Reider)										
CG	Chrissy Gerbig										