

Pennsylvania Housing Finance Agency
Agency Loan Commitment Checklist (PennHOMES (including Assumed PennHOMES) & Agency 1st Mortgages)

Name of Development:
 TC Number: PHFA Number:

	Description	Date Submitted to	PHFA Reviewed							
		PHFA	Date	TS	FA	MR	LG	CO	SA	TM
1	PHFA Issued Technical Services Document Acceptance Memo	PHFA Completes								
2	HUD Environmental Review (PennHOMES only)	PHFA Completes								
3	HTF/811 Environmental Review (if applicable)	PHFA Completes								
4	Evidence of Final Zoning									
5	Municipal Approvals:									
	Final Subdivision Plan									
	Final Land Development Plan									
6	General Contractor's Audited Financial Statements									
7	Final Development Budget (with Narrative and revised breakdowns of any changes)									
8	Construction Progress/Draw Schedule									
9	Current Energy Rebate Analysis									
10	Breakdown of tap-in, impact, and/or other municipal fees									
11	Schedule of letters-of-credits (if applicable)									
12	Final Operating Budget (with Narrative outlining changes)									
13	Current Insurance Quotes:									
	Construction Period									
	Operating Period									
	Flood Insurance									
14	Current Real Estate Tax Documentation									
15	Owner's Audited Financial Statements (Only required if owner is providing Financing or Guaranteeing Funding)									
16	Breakdown of Rent-up Costs									
17	Breakdown of Furnishings									

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18	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 Approval from DCED* (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)									
	Organizational Chart									
19	Current Financing Commitment Letters (list each funding source below)									
	HUD Mixed Finance Approvals- Updated timeline, Rental Term Sheet, and Approvals to date (if applicable)									
20	Current Equity Commitment Letter (including Pay-in and Draw Schedule)									
21	DRAFT Limited Partnership Agreement with Equity Investor (including correct Reserve Language)									
22	Current Bridge Loan Financing Commitment Letter									
23	Current Site Control Documents									
24	Residential/Non-Residential Anti-displacement and Relocation Assistance Plan (If applicable)									
25	DRAFT AHAP Contract / Project Based Assistance Commitment (if applicable)									
26	As-Built Appraisal - For Agency 1st Mortgages only									

	Description	Date Submitted to	PHFA Reviewed	TS	FA	MR	LG	CO	SA	TM
		PHFA	Date							
27	Management Plan									
	Management Plan Checklist									
28	Lease with Accessible Units Addendum									
	Lease Agreement Checklist									
	VAWA Emergency Transfer Plan Checklist									
29	Marketing/Tenant Selection Plan									
	Tenant Selection Plan Checklist									
30	Affirmative Fair Housing Marketing Plan w/PHFA Addendum									
	Affirmative Fair Housing Marketing Plan Checklist									
31	Income Certification of Existing Tenants (if applicable)									
32	Copy of Management Agent Broker License									
33	Grievance Procedure									
	Grievance Procedure Checklist									
34	Language Access Plan (LAP)									
35	Exhibit 2 - Section 3 Workforce/Training Needs Table*									
36	Exhibit 3 - MBE/WBE/Sect. 3 Contact Solicitation & Commitment Statement*									
37	Development Team Verification of Eligibility*									
38	E.O. 11246 Certification*									
39	Affirmative Action Plan*									
40	Section 3 Utilization Plan*									
41	Section 504 Self Evaluation Plan*									
42	Statement Of Assurances*									
43	Supplemental Rental Housing Set Up Report		PHFA Completes							
44	Supplemental Rental Housing Completion Report		PHFA Completes							
45	Match Source Data Sheet*		PHFA Completes							

Anticipated Loan Closing Date _____

Submitted by _____

Date _____

* For Agency HOME funded developments only

Current = Within 90 days of the anticipated loan closing date

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	PHFA	Date							

FOR PHFA PURPOSES ONLY

46	Modification Package								
	Modification Checklist								
47	Financial Analyst Approval Memo for Pre-Commitment								
48	Management Representative Memo for Pre-Commitment								
49	Commitment Checklist								
50	Commitment Write-up								
51	Changes from Feasibility Memo								
52	Reservation Letter and Reservation Spreadsheet								
53	Closing Spreadsheet								
54	Subsidy Layering Review								
55	HOME Monitoring Letter - PJ Only								
56	Risk Sharing Application & Previous Participation Documents								
57	Monthly Status Reports								
58	Division Sign Off Sheet								
Distribution Key									
TS	Technical Services (Sherri Alleman)								
FA	Financial Analyst								
MR	Management Representative								
LG	Legal								
CO	Compliance (Ted Jackson)								
SA	Staff Auditor (Angela Harris-Reider)								
TM	Tax Credit Carryover/10% Test Team Member								