

Pennsylvania Housing Finance Agency

PHARE (HTF, RTT & MS) & CMF Without PennHOMES Commitment Checklist

Name of Development:
 TC Number: PHFA Number:

	Description	Date Submitted to PHFA	PHFA Reviewed Date	TS	FA	LG	MR	SA	TM
1	PHFA Issued Technical Services Document Acceptance Memo		PHFA Completes						
2	Environmental Review (Required for PHARE HTF and CMF only)		PHFA Completes						
3	Evidence of Final Zoning								
4	Final Development Budget (with narrative and revised breakdowns of any changes)								
5	Construction Progress/Draw Schedule								
6	Current Energy Rebate Analysis Form								
7	Final Operating Budget (with Narrative outlining changes)								
8	Current Insurance Quotes:								
	Construction Period								
	Operating Period								
	Flood Insurance								
9	Current Real Estate Tax Documentation								
10	Breakdown of Rent Up Expense								
11	Breakdown of Furnishings								
12	Ownership Entity Organizational Documents:								
	Certificate of Limited Partnership (filed with PA Dept. of State)								
	Limited Partnership Agreement								
	Organizational Documents of General Partner								
	If Limited Liability Company:								
	Certificate of Organization (filed with PA Dept. of State)								
	Operating Agreement								
	Organizational documents of member/managers								
	If General Partner or Manager or Member is Corporation:								
	Articles of Incorporation								
	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)								

Organizational Chart									
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13	Current Financing Commitment Letters (List each funding source below)								
	HUD Mixed Finance Approvals- Updated timeline, Rental Term Sheet, and Approvals to date (if applicable)								
14	Current Equity Commitment Letter (including Pay-in and Draw Schedule)								
15	DRAFT Limited Partnership Agreement with Equity Investor (including correct Reserve Language)								
16	Current Bridge Loan Financing Commitment Letter								
17	Current Site Control Documents								
18	Residential/Non-Residential Anti-displacement and Relocation Assistance Plan (If applicable)								
19	DRAFT AHAP Contract / Project Based Assistance Commitment (if applicable)								
20	Management Plan								
	Management Plan Checklist								
21	Lease with Accessible Units Addendum								
	Lease Agreement Checklist								
	VAWA Emergency Transfer Plan Checklist								
22	Marketing/Tenant Selection Plan								
	Tenant Selection Plan Checklist								
23	Affirmative Fair Housing Marketing Plan w/PHFA Addendum								
	Affirmative Fair Housing Marketing Plan Checklist								
24	Income Certification of Existing Tenants (if applicable)								
25	Copy of Management Agent Broker License								
26	Grievance Procedure								
	Grievance Procedure Checklist								
27	Language Access Plan (LAP)								
28	Supplemental Rental Housing Set Up Report (HTF Only)								
29	Supplemental Rental Housing Completion Report (HTF Only)								
30	Match Source Data Sheet								

Anticipated Loan Closing Date _____

Submitted by _____

Date _____

Current = Within 90 days of the anticipated loan closing date

FOR PHFA PURPOSES ONLY

31	Modification Package									
	Modification Checklist									
32	Financial Analyst Approval Memo for Pre-Commitment									
33	Management Representative Memo for Pre-Commitment									
34	Commitment Checklist									
35	Commitment Write-up									
36	Changes from Feasibility Memo									
37	Reservation Letter and Reservation Spreadsheet									
38	Closing Spreadsheet									
39	Subsidy Layering Review									
40	HOME Monitoring Letter - PJ Only									
41	Risk Sharing Application & Previous Participation Documents									
42	Monthly Status Reports									
43	Division Sign Off Sheet									

Distribution Key	
TS	Technical Services (Sherri Alleman)
FA	Financial Analyst
MR	Management Representative
LG	Legal
SA	Staff Auditor (Angela Harris-Reider)
TM	Tax Credit Carryover/10% Test Team Member