

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	TS	FA	MR	LG	CO	SA	TM
	PHFA	Date							
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									

	Description	Date Submitted to	PHFA Reviewed	TS	FA	MR	LG	CO	SA	TM
		PHFA	Date							
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
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27	Management Plan									
	Management Plan Checklist									
28	Lease with Accessible Units Addendum									
	Lease Agreement Checklist									
29	VAWA Emergency Transfer Plan									
	VAWA Emergency Transfer Plan Checklist									
30	Marketing/Tenant Selection Plan									
	Tenant Selection Plan Checklist									
31	Affirmative Fair Housing Marketing Plan w/PHFA Addendum									
	Affirmative Fair Housing Marketing Plan Checklist									
32	Income Certification of Existing Tenants (if applicable)									
33	Copy of Management Agent Broker License or Current Attorney Opinion Letter									
34	Grievance Procedure									
	Grievance Procedure Checklist									
35	Language Access Plan (LAP)									
36	PHFA Section 3 Owner/ Developer Certification Form*									
37	PHFA Section 3 Worker Certification Form*									
38	PHFA Debarment Affidavit and Worksheet*									
39	E.O. 11246 Certification*									
40	Affirmative Action Plan Template and PHFA Section 3 Affirmative Action Plan*									
41	PHFA Section 3 Utilization Report*									
42	Section 504 Self Evaluation Plan*									
43	Statement Of Assurances*									
44	Material Participation MWVBE Certification, Part II Form (Application Guidelines, Tab 16)									
45	Current/Revised Home Ownership Documents (if Applicable)									
	Home Ownership Plan including Exit Strategy									
	Supportive Services Plan including Financial Literacy Component									
	Home Ownership Certification									
46	Evidence of Sam.gov Registration & Unique Entity ID/ FFATA Subrecipient Data Sheet**									
47	Cybersecurity Certifications (Applicant & Co-Applicant Principals; Accounting Personnel)									
48	Supplemental Rental Housing Set Up Report *	PHFA Completes								
49	Supplemental Rental Housing Completion Report*	PHFA Completes								
50	Match Source Data Sheet*	PHFA Completes								
	Anticipated Loan Closing Date:									
	Submitted by:									
	* For Agency HOME and HTF funded developments only/ ** For HTF funded developments only									
	Current = Within 90 days of the anticipated loan closing date									

Description	Date Submitted to	PHFA Reviewed	TS	FA	MR	LG	CO	SA	TM
	PHFA	Date							
FOR PHFA PURPOSES ONLY									
51	Modification Package								
	Modification Checklist								
52	Financial Analyst Approval Memo for Pre-Commitment								
53	Management Representative Memo for Pre-Commitment								
54	Commitment Checklist								
55	Commitment Write-up								
56	Changes from Feasibility Memo								
57	Reservation Letter and Reservation Spreadsheet								
58	Closing Spreadsheet								
59	Subsidy Layering Review								
60	HOME Monitoring Letter - PJ Only								
61	HOME Subsidy Layering Certification								
62	Risk Sharing Application & Previous Participation Documents								
63	Monthly Status Reports								
64	Division Sign Off Sheet								
Distribution Key									
TS	Technical Services (Connie Antes)								
FA	Financial Analyst								
MR	Management Representative								
LG	Legal								
CO	Compliance (Shamar Robinson)								
SA	Staff Auditor (Nicole Calvanelli)								
TM	Tax Credit Carryover/10% Test Team Member								