

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	CO	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									

39	Evidence of Sam.gov Registration & Unique Entity ID*/ FFATA Subrecipient Data Sheet									
40	Cybersecurity Certifications (Applicant & Co-Applicant Principals; Accounting Personnel)									
41	Supplemental Rental Housing Set Up Report (HTF Only)									
42	Supplemental Rental Housing Completion Report (HTF Only)									

Anticipated Loan Closing Date _____

Submitted by _____

Date _____

Current = Within 90 days of the anticipated loan closing date

*For Agency HTF funded developments only

FOR PHFA PURPOSES ONLY

43	Modification Package													
	Modification Checklist													
44	Financial Analyst Approval Memo for Pre-Commitment													
45	Management Representative Memo for Pre-Commitment													
46	Commitment Checklist													
47	Commitment Write-up													
48	Changes from Feasibility Memo													
49	Reservation Letter and Reservation Spreadsheet													
50	Closing Spreadsheet													
51	Subsidy Layering Review													
52	Risk Sharing Application & Previous Participation Documents													
53	Monthly Status Reports													
54	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