

Pennsylvania Housing Finance Agency

Commitment Checklist: PHARE (HTF, RTT & MS), CMF, and/or PHTC (Without an Agency First Mortgage or PennHOMES)

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	Draft Construction Cost Breakdown and Architect's Contract									
7	Current Energy Rebate Analysis Form									
8	Final Operating Budget (with Narrative outlining changes)									
9	Current Insurance Quotes:									
	Construction Period									
	Operating Period									
	Flood Insurance									
10	Current Real Estate Tax Documentation									
11	Breakdown of Rent Up Expense									
12	Breakdown of Furnishings									
13	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									

14	Current Financing Commitment Letters (List each funding source below)							
	HUD Mixed Finance Approvals- Updated timeline, Rental Term Sheet, and Approvals to date (if applicable)							
	Current Certification of Subsidies (Application Guidelines, Tab 20)							
15	Current Equity Commitment Letter (including Pay-in and Draw Schedule)							
16	DRAFT Limited Partnership Agreement with Equity Investor (including correct Reserve Language)							
17	Current Bridge Loan Financing Commitment Letter							
18	Current Site Control Documents							
19	Residential/Non-Residential Anti-displacement and Relocation Assistance Plan (If applicable)							
20	DRAFT AHAP Contract / Project Based Assistance Commitment (if applicable)							
21	Management Plan							
	Management Plan Checklist							
22	Lease with Accessible Units Addendum							
	Lease Agreement Checklist							
23	VAWA Emergency Transfer Plan							
	VAWA Emergency Transfer Plan Checklist							
24	Marketing/Tenant Selection Plan							
	Tenant Selection Plan Checklist							
25	Affirmative Fair Housing Marketing Plan w/PHFA Addendum							
	Affirmative Fair Housing Marketing Plan Checklist							
26	Income Certification of Existing Tenants (if applicable)							
27	Copy of Management Agent Broker License or Current Attorney Opinion Letter							
28	Grievance Procedure							
	Grievance Procedure Checklist							
29	Language Access Plan (LAP)							
30	PHFA Section 3 Owner/ Developer Certification Form*							
31	PHFA Section 3 Worker Certification Form*							
32	PHFA Debarment Affidavit and Worksheet*							
33	Affirmative Action Plan Template and PHFA Section 3 Affirmative Action Plan*							
34	PHFA Section 3 Utilization Report*							
35	Section 504 Self Evaluation Plan*							
36	Statement Of Assurances*							
37	Material Participation MWVBE Certification, Part II Form (Application Guidelines, Tab 16)							
38	Current/Revised Home Ownership Documents (if applicable)							
	Home Ownership Plan including Exit Strategy							
	Supportive Service Plan including Financial Literacy Component							
	Home Ownership Certification							
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*	PHFA Completes						
42	Supplemental Rental Housing Completion Report*	PHFA Completes						

Anticipated Loan Closing Date _____

Submitted by _____

Date _____

Current = Within 60 days of the commitment pack submission 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	Compliance Review Approval Memo for Pre-Commitment							
47	Commitment Checklist							
48	Commitment Write-up							
49	Changes from Feasibility Memo							
50	Reservation Letter and Reservation Spreadsheet							
51	Closing Spreadsheet							
52	Subsidy Layering Review							
53	Risk Sharing Application & Previous Participation Documents							
54	Monthly Status Reports							
55	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