

**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	PHFA Reviewed 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	Draft Construction Cost Breakdown and Architect's Contract										
10	Construction Schedule with Milestones***										
11	Current Energy Rebate Analysis										
12	HUD form 2880***										
13	CHDO Certification (if applicable)***										
14	Breakdown of tap-in, impact, and/or other municipal fees										
15	Schedule of letters-of-credits (if applicable)										
16	Final Operating Budget (with Narrative outlining changes)										
17	Current Insurance Quotes:										
	Construction Period										
	Operating Period										
	Flood Insurance										
18	Current Real Estate Tax Documentation										
19	Owner's Audited Financial Statements (Only required if owner is providing Financing or Guaranteeing Funding)										
20	Breakdown of Rent-up Costs										
21	Breakdown of Furnishings										

	Description	Date Submitted to									
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22	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										
23	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)										
	Evidence of PJ Commitment (if applicable)***										
24	Current Equity Commitment Letter (including Pay-in and Draw Schedule)										
25	DRAFT Limited Partnership Agreement with Equity Investor (including correct Reserve Language)										
26	Current Bridge Loan Financing Commitment Letter										
27	Current Site Control Documents										
28	Residential/Non-Residential Anti-displacement and Relocation Assistance Plan (If applicable)										
29	DRAFT AHAP Contract / Project Based Assistance Commitment (if applicable)										
30	As-Built Appraisal - For Agency 1st Mortgages only										

	Description	Date Submitted to									
		PHFA	PHFA Reviewed Date	TS	FA	MR	LG	CO	SA	TM	
31	Management Plan										
	Management Plan Checklist										
32	Lease with Accessible Units Addendum										
	Lease Agreement Checklist										
33	VAWA Emergency Transfer Plan										
	VAWA Emergency Transfer Plan Checklist										
34	Marketing/Tenant Selection Plan										
	Tenant Selection Plan Checklist										
35	Affirmative Fair Housing Marketing Plan w/PHFA Addendum										
	Affirmative Fair Housing Marketing Plan Checklist										
36	Income Certification of Existing Tenants (if applicable)										
37	Copy of Management Agent Broker License or Current Attorney Opinion Letter										
38	Grievance Procedure										
	Grievance Procedure Checklist										
39	Language Access Plan (LAP)										
40	PHFA Section 3 Owner/ Developer Certification Form*										
41	PHFA Section 3 Worker Certification Form*										
42	PHFA Debarment Affidavit and Worksheet*										
43	Affirmative Action Plan Template and PHFA Section 3 Affirmative Action Plan*										
44	PHFA Section 3 Utilization Report*										
45	Section 504 Self Evaluation Plan*										
46	Statement Of Assurances*										
47	Material Participation MWVBE Certification, Part II Form (Application Guidelines, Tab 16)										
48	Current/Revised Home Ownership Documents (if Applicable)										
	Home Ownership Plan including Exit Strategy										
	Supportive Services Plan including Financial Literacy Component										
	Home Ownership Certification										
49	Evidence of Sam.gov Registration & Unique Entity ID/ FFATA Subrecipient Data Sheet**										
50	Cybersecurity Certifications (Applicant & Co-Applicant Principals; Accounting Personnel)										
51	Supplemental Rental Housing Set Up Report *		PHFA Completes								
52	Supplemental Rental Housing Completion Report*		PHFA Completes								
53	Match Source Data Sheet*		PHFA Completes								
	Anticipated Loan Closing Date:										
	Submitted by:							Date:			
	* For Agency HOME and HTF funded developments only/ ** For HTF funded developments only/ *** For HOME funded developments only										
	<b>Current = Within 60 days of the commitment pack submission date</b>										

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