

Processing Checklist for ARRA/PennHOMES

Development

Tax Credit Number

Prepared by

Target Closing Date

Description	PennHOMES		ARRA		Date Received	Date Approved
	PJ	NPJ	TCAP	Exchange		
1. Plans and Specifications:						
Schematic Design						
90-100% submission for review - 2sets						
Contract Documents - Response to 90% to 100% Comments (if any)						
2. Architect Contract:						
Design Architect (w/ PHFA Addendum if PennHOMES)						
Contract Admin. Architect (w/ PHFA Addendum if PennHOMES)						
3. Owner/Contractor Agreement w/ PHFA Addendum - Draft						
4. Structural Report, if applicable						
5. Soils/Foundation Investigation Report, if applicable						
6. Utility Analysis						
7. Documentation of Current Utility Allowances						
8. Alta Survey and Closure Report						
9. Surveyor's Report						
10. Legal Description prepared by Surveyor						
11. SHPO Letter						
12. National Park Service Part Two Approval, if applicable						
13. Environmental Phase I Report						
14. Environmental Phase II Report, if applicable						
15. Lead Based Paint Test Results, if rehab of pre-1978 bldg (gen. occup. & 55+)						
16. Lead Based Paint Certification - general occupancy & 55+ only						
17. Breakdown of tap-in, impact, and/or other municipal fees						
18. Final Construction Cost Estimate						
19. Wage determination documentation						
20. Evidence of Payment & Performance Bond						
21. Building Permits						
22. Municipal Approvals:						
Zoning Approval						
Subdivision Plan						
Land Development Plan Approval						
23. HUD Authority to use Grant Funds Form 7015.16						
24. Management Plan, including Marketing/Tenant Selection Plan						
25. Management Agreement						
26. Lease with Accessible Units Addendum						
27. Affirmative Action Plan						
28. Affirmative Fair Housing Marketing Plan w/PHFA Addendum						
29. Section 3 Utilization Plan						
30. Section 504 Self Evaluation Plan						
31. Insurance Quotes:						
Builder's Risk						
Property and General Liability						
Flood Insurance, if applicable						
32. Insurance Binders/Certificates:						
Builder's Risk						
Property and General Liability						
Flood Insurance, if applicable						
Boiler and Machinery, if applicable						
Architect's Insurance						
General Contractor's Insurance						

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33. Limited Partnership Organizational Documents:						
Certificate of Limited Partnership						
General Partner Organizational Documents:						
Certificate of Incorporation						
Articles of Incorporation						
Bylaws						
501 (c)(3) determination letter (if applicable)						
Tax ID Number - Form W-9						
IRS Form CP575 or IRS Letter 147C						
34. Draft Limited Partnership Agreement						
35. Final Site Control - Draft Deed						
36. Statement Of Assurances*						
36. Guarantor's Audited Financial Statements						
37. General Contractor's Audited Financial Statements						
38. Breakdown of Furnishings						
39. Breakdown of Rent-up Costs						
40. Relocation Plan (if applicable)						
41. Contractor Certification of Contract Award						
42. Owners Certification of Contract Awards Exhibit 1						
43. MBE/WBE/Sect. 3 Solicitation and Commitment Statement						
44. RFP Evaluation Checklist						
45. Evaluation of Bid Responses						
46. Monthly Sect. 3, MBE/WBE Utilization Report						
Owner						
General Contractor						
Sub Contractors						
47. Monthly Sect. 3 Employment & Training Report						
Owner						
General Contractor						
Sub Contractors						
48. E.O. 11246 Certification						
49. Contractor Verification of Eligibility						
50. Contact/Solicitation & Commitment Statement						
51. Section 3 Workforce/Training Needs Table						
52. Financing - Commitment Letters						
Lender:						
Lender:						
Lender:						
Lender:						
53. Bridge Loan Financing Commitment, if applicable						
54. Tax Credit Syndication Commitment Letter, if applicable						
55. AHAP Contract (if applicable)						
Credit Report						
56. Risk Sharing Application Approval, if applicable						
Environmental Assessment						
57. Subsidy Layering Review, if applicable:						
Letter requesting Agency to complete review						
Receipt of Subsidy Layering Fee						
HUD Form 2880						
58. Carryover Allocation Agreement, if applicable						