Project Identification

|  |  |
| --- | --- |
| **OHFA Tracking Number:** | **Click or tap here to enter text.** |
| **Project Name:** | **Click or tap here to enter text.** |
| **Amount of Loan or Grant:** | **Click or tap here to enter text.** |
| **HDAP Funding Source:** | **Click or tap here to enter text.** |
| **HDAP Recipient:** | **Click or tap here to enter text.** |
| **Project Owner:[[1]](#footnote-1)** | **Click or tap here to enter text.** |
| **HDAP Closing Deadline:** | **Click or tap here to enter text.** |
| **Multifamily Transition Email:** | **Click or tap here to enter text.** |
| **Project Contact:** |  |
| **Name:** | **Click or tap here to enter text.** |
| **Phone Number:** | **Click or tap here to enter text.** |
| **Email:** | **Click or tap here to enter text.** |
| **Project Analysts:** | **Click or tap here to enter text.** |
| **Date:** | **Click or tap here to enter text.** |

Party Information

|  |  |  |
| --- | --- | --- |
| 1. |  | Articles of Incorporation or Certificate of Limited Partnership for HDAP Recipient |
| 2. |  | Articles of Incorporation or Certificate of Limited Partnership for Project Owner |
| 3. |  | Certificate of Good Standing for HDAP Recipient  **Must be dated within 30 days of closing date** |
| 4. |  | Certificate of Good Standing for Project Owner  **Must be dated within 30 days of closing date** |
| 5. |  | Current Code of Regulations, Operating Agreement, or Limited Partnership Agreement for HDAP Recipient |
| 6. |  | Current Code of Regulations, Operating Agreement, or Limited Partnership Agreement for Project Owner |
| 7. |  | Resolution from HDAP Recipient authorizing HDAP Loan and identifying the individuals authorized to execute closing documents |
| 8. |  | Resolution from Project Owner authorizing HDAP Loan and identifying the individuals authorized to execute closing documents |

Project Financing

|  |  |  |
| --- | --- | --- |
| 9. |  | Fully executed Funding Agreement (or draft Funding Agreement if HOME Project) |
| 10. |  | Commitment Letter from Construction Lender |
| 11. |  | Commitment Letter from Permanent Lender |
| 12. |  | Commitment Letter from any equity provider |
| 13. |  | Current List of any other planned sources and amounts of Project funding together with associated Commitment Letters |

Project Information/Insurance Requirements

|  |  |  |
| --- | --- | --- |
| 14. |  | Recorded Deeds or Lease for all parcels included in the Project |
| 15. |  | Legal Description in Microsoft Word format for all real estate included in the Project |
| 16. |  | Flood Zone Designation Showing Project Name |
| 17. |  | Zoning - signed approval letter or form from local government showing Project Name |
| 18. |  | Title Insurance Commitment—in amount equal to or greater than the HDAP Loan amount  **Will Need PDF copy of Final Title Policy when available** |
| 19. |  | Hazard Insurance Policy (**Liability and Property/Builder’s Risk**) - naming OHFA as an additional insured |
| 20. |  | Construction Contract – **Minus Exhibits** **(AIA between Project Owner and General Contractor)** |

Project Specific Requirements

|  |  |  |
| --- | --- | --- |
| 21. |  | Environmental Review Clearance Letter executed by both OHFA and the HDAP Recipient |
| 22. |  | If the Environmental Review Clearance Letter referenced above references any site-specific mitigation requirements, satisfactory evidence that such requirements have been met  (**e.g., an email from the Project Administration Manager Rachel Nelson at rnelson@ohiohome.org, that indicates items have been provided and approved)** |
| 23. |  | Acknowledgement of Labor Standards and Prevailing Wage Requirements  **See page 3** |
| 24. |  | **If the Project’s Funding Agreement lists any Project Specific closing conditions, satisfactory evidence that such conditions have been met**  **Email(s) from Division of Multifamily Housing personnel documenting that each Project Specific closing condition has been met (may be more than one)** |

* OHFA reserves the right to request additional documentation as it feels necessary on a project specific basis.
* Closing Due Diligence should be submitted to **Debbie at** [**Dmacioce@ohiohome.org**](mailto:Dmacioce@ohiohome.org)**. and cc Ashlie at Adepinet@ohiohome.org, and Luke at Lmckaig@ohiohome.org,** All due diligence shall be submitted together, piecemeal submissions will not be accepted. All Items shall be labelled identifying them in relation to this checklist.
* Loan Closings shall be coordinated with OHFA’s Legal Department. All items set forth in the Checklist must be submitted at least thirty (30) days prior to a Project’s requested closing date.
* All questions regarding the closing requirements or process can be discussed with Ashlie at Adepinet@ohiohome.org, Luke at Lmckaig@ohiohome.org, and/or Debbie at dmacioce@ohiohome.org.[Dmacioce@ohiohome.org](mailto:Dmacioce@ohiohome.org).

**Acknowledgement of Labor Standards and Prevailing Wage Requirements**

By signing this form, you as HDAP Recipient, acknowledge that you must comply with and cause all contractors, laborers and mechanics providing work to the Project to comply with all applicable federal or state laws, regulations and other guidance or authorities regarding labor standards, prevailing wage rates, safety, and other workplace requirements, including, as applicable to the source of HDAP funds on the Project, 40 U.S.C. 276a *et seq.*, 40 U.S.C. 327 *et seq.*, 24 CFR 92.354, O.R.C Chapter 176.05 and O.R.C. Chapter 4115.

I hereby acknowledge and will ensure compliance with the applicable requirements described above:

By:

Signature

Printed Name and Tracking Number: Click or tap here to enter text.

Date: Click or tap here to enter text.

1. In the case of Two Party HDAP Projects, the Project Owner and HDAP Recipient will be identical and, therefore, all requests for Project Owner information can be left blank and need not be addressed. [↑](#footnote-ref-1)