$\_\_\_\_\_\_\_\_\_\_ (Grant)

NFP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a[n] [Illinois] Not-for-Profit Corporation

Affordability-commitment of \_\_\_\_ Units at [30%] [ 50%] [60%] AMI and below

 commitment of \_\_\_\_ Units at [ 30%] [50%] [60%] AMI and below

LIHTC allocation: 2021/2022 LIHTC in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_

Other Lenders/Grantor(s):

Development Officer-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Services Coordinator -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attorney-\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paralegal-\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COVID-19 AFFORDABLE HOUSING GRANT PROGRAM**

**INITIAL CLOSING CHECKLIST**

**Development name: \_\_\_\_\_\_\_**

**PROJECT ID NUMBER: \_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_, Illinois 6\_\_\_\_\_\_**

**Target Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_, 202\_\_**

**A/O \_\_\_\_\_\_\_, 2022**

| **ITEM NO.** |  **DOCUMENT NAME** | **DRAFT** | **ORIG.** |  **STATUS** |  **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| 1. | Transaction Summary |  |  |  | IHDA Internal document |
| 2. | CAGHP Term Sheet |  |  |  |  |
| 3. | CAHGP Grant Agreement w/Exhibits1. Exhibit A – Legal Description
2. Exhibit B – Notices
 |  |  |  |  |
| 2a. | Eligibility Certification (Appendix A to CAHGP Grant Agreement) |  |  |  | MF Files – submitted as part of app |
| 2b. | Program Requirements (Appendix B to CAHGP Grant Agreement)Form of Rider attached to CAHGP Grant Agreement as Appendix B |  |  |  | Same as Item 3 but attached to Grant Agreement in blank |
| 3. | Rider to [Financing Document] (Part I)* Rider completed and attached to Sponsor Loan/Grant Agreement/Note
* Signed by Sponsor & Owner
 |  |  |  | This version requires it to be completed and signed by Sponsor and Owner |
| 4. | Rider to [Financing Document] (Part II)General Contractor to sign as acknowledging certain provisions (related to construction and construction contracts |  |  |  | Once signed by GC – this replaces the IHDA Rider to construction contract (for CAGHP deals only) – if there is another IHDA loan/grant source – will still need IHDA Rider to construction contract (in addition to GC signature to Rider to Financing Document) |
| 5. | Form of Regulatory Agreement (among NFP, Owner & IHDA) |  |  |  | NFP/Owner to record against Development |
| 6. | Copies of Sponsor Financing Documents (i.e., loan/grant documents) |  |  |  | Item3/4 to be attached to Note, loan/grant agreement or other sponsor financing document |
| 7. | Sponsor/NFP organizational documents |  |  |  |  |
| 7a. | Certified copy of [Articles of Incorporation/Organization] (Secretary of State)  |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 7b. | Certified copy of By-laws/OPA(Officer/Director/Member/MM of Corporation/LLC) |  |  |  |  |
| 7c. | Certified copy of Certificate of Good Standing(Secretary of State)  |  |  |  | Must be a certified copy from the SOS and dated within 30 days of closing. |
| 7d. | Certified copy of Resolution(Officer/Director/Member/MM of Corporation/LLC) |  |  |  |  |
| 7e. | Certified Copy of NFP’s Certificate of Incumbency w/specimen signatures |  |  |  | Certificate must be undated day of closing. |
| 7f. | IRS Documentation Evidencing Tax Exempt/501(c)(3) Status (for NFP) |  |  |  | Must include Taxpayer Identification Number for NFP  |
| 8. | Federal and State Drug Free Workplace Certification |  |  |  |  |
| 9 | Anti-Lobbying Certification |  |  |  | **Paralegal Note: Please send an email to the Borrower, informing them that IHDA will only require the lobbying certificate from them. However, the Borrower is put on notice that the burden of complying with 31 USC Section 1352 is on them. Borrower is responsible for and must obtain the certificates from all other parties covered by the statute.** At each draw any entity getting paid $100,000.00 and up will need to provide an original Lobbying Certificate to the borrower. |
| 10 | Construction Escrow Agreement |  |  |  | IHDA will be req’d to be a party as part of CAHGP |
| 11 | **NFP** Prepaid Insurance Policies: All-Risk Worker's Compensation Public Liability and Property Damage Commercial General Liability Insurance from the NFP Other |  |  |  | LE, AM, and MF/CS FilesNote: IHDA must be named as an Additional Insured on mortgagee on the NFP’s coverage |
| 12 | Copy of appraisal |  |  |  | Note: IHDA does not have to be listed as an intended user – get what’s available from the construction/perm lender |
| 13 | **Closing Summary** |  |  |  | MW/UW Files |
|  |  |  |  |  |  |
| **You do NOT need to add anything to the checklist if IHDA is making a loan the Development (in addition to the CAGHP grant).** **If LIHTC (IAHTC) and the CAHGP grant are the only IHDA financing for the Development, you will have to add the items below to the DDC to the Client Services and MF Insurance Review/Approval sections – IHDA is requiring submission, review and approval of DDC items (listed below) and review them as if the CAGHP is an IHDA TF construction loan:****Please note: LIHTC required DDC items apply to CAHGP as well. However, IHDA will review and approval these items (unlike the “light” review for LIHTC purposes. Additionally, CAHGP grants will require the Client Services requirements (listed below) and review them as if it were an IHDA TF construction loan** **For example – Construction Contract - for CAHGP purposes we will review and approve it – so you may need to change the notes to reflect this (and the same would apply to the note for Building Permits).**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Additional Client Services DDC Items for CAGHP** |
|  | Pro-forma Owner’s Title Policy: |  |  |  | LE Files |
|  | Evidence of availability of utilities Water-  Sewer- Electric-  Gas-  Telephone Fire ProtectionOr utilities endorsement to title policy along with Fire Protection letter |  |  |  |  |
|  | Copy of deed |  |  |  | (site control showing Owner will own Development a/o closing) |
|  | Construction related contracts1. Construction Contract
2. Architect Contract
3. Engineering Contract, if applicable
 |  |  |  | *IHDA will review and approve for CAHGP.*LE and MF/CS Files |
|  | Plans and Specs |  |  |  | LE and MF/CS Files |
|  | Marketing Plan |  |  |  | LE, AM, and MF/CS Files |
|  | Building Permits and Licenses  |  |  |  | IHDA will review and approve for CAHGP.LE and CS Files |
|  | IDEA Permits1. Sewer
2. Water
3. Construction Site Activity
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |  |  |
|  | Variance or Special Use Permits |  |  |  |  |
|  | Wetland Permit (federal credits as applicable) |  |  |  |  |
|  | Upfront Cost Analysis |  |  |  | Required for CAHGP funds. |
|  | Construction Schedule |  |  |  | Sponsor to obtain from Owner |
|  | Construction Budget |  |  |  | Sponsor to obtain from Owner |
|  | Draw Schedule |  |  |  |  |
|  | Registration with SAM, Verification of Debarment on SAM.gov site, Evidence of DUNS # |  |  |  | LE and MF/UW Files |
|  | Evidence Grantee has posted on [www.ilhousingsearch.org](http://www.ilhousingsearch.org) the Developments and all available units in the Developments |  |  |  | LE and CS Files |
|  | Schedule Pre-closing Construction Meeting |  |  |  |  |
|  | Contractor's Sworn Statement *(PDF of the finalized executed and notarized original)* |  |  |  | Client Services requires a minimum of 7 to 10 business days to review and comment on the OSS/CSS.Drafts to be submitted prior to closing.LE and MF/CS Files |
|  | Owner’s Sworn Statement*(PDF of the finalized executed and notarized original)* |  |  |  | Client Services requires a minimum of 7 to 10 business days to review and comment on the OSS/CSS.Drafts to be submitted prior to closing.LE and MF/CS Files |
|  | Initial Disbursement Package |  |  |  | Required for CAHGP funds. |
|  | Underwriting Closing Memo(Narrative of flow of funds) |  |  |  | MF/UW files |
|  | Legal Fees to IHDA ($10,000.00) |  |  |  | MF/CS FilesTo be included in OSSPost-closing email confirmation from CS to legal |
|  |  |  |  |  |  |
| **Additional MF Insurance Review/Approval DDC Items for CAGHP** |
|  |
|  |  |  |  |  |  |
|  | **Owner** Prepaid Insurance Policies: All-Risk Builder's Risk Completed Value Worker's Compensation Fire and Extended Coverage Public Liability and Property Damage Flood Other |  |  |  | LE, AM, and MF/CS Files |
|  | General Contractor's Certificate of Insurance Owner's Contractor's Protective LiabilityExplosion/Collapse/Underground  Automobile Workers Compensation Excess Umbrella Liability |  |  |  | LE, AM, and MF/CS FilesNote: IHDA to named as an Additional Insured |
|  |  Architect's Certificate of Insurance General Liability Professional Liability |  |  |  | Note: IHDA to named as an Additional Insured |
|  | Property Manager's Fidelity Bond Employee Dishonesty |  |  |  | Note: IHDA to be named as an Additional Insured  |
|  | Subsidence Insurance |  |  |  | Required if project is or will be in a mining area |
|  | Payment and Performance Bond (100%) IHDA to be named as a dual obligee |  |  |  | AM/MF/CS will provide finance approval for the issuing bank, for the amount, and the draft format.Actual amount of P&P Bond = $**LE to collect original bond** |