

# Housing Trust Fund Habitat for Humanity Flood Initiative Program

## Application Checklist

Sponsor is required to submit one (1) original of the following information for processing:

TAB #	ITEM DESCRIPTION	SPONSOR INITIALS	
1	(a) Flood Initiative Application	(a)	(b)
	(b) Copy of Deed (review for ownership & legal description)		
	(c) Documentation of Insurance Coverage	(c)	
2	(a) Completed Request for Inspection ( <b>Form HTF-2A-FI</b> )	(a)	(b)
	(b) Site Map & Directions to the Site from the Authority		
	(c) Schematic site plan and specifications for new home		
	(d) Color photographs of existing home ( <i>front and back</i> )	(c)	(d)
	(e) Contractor's License and Insurance		
	(f) FEMA Inspection Report, Insurance Inspection Report, or letter from local City/County Building Official	(e)	(f)
3	(a) Certification of Total Household Income ( <b>Form HTF-3A-FI</b> )	(a)	(b)
	(b) Verification of Employment ( <b>Form HTF-3B-FI</b> )		
	(c) Certification of Zero Income ( <b>Form HTF-3C-FI</b> )		
	(d) Declaration of Citizenship Status ( <b>Form HTF-3D-FI</b> )	(c)	(d)
4	Commitment Letter(s) for other Financing		
5	(a) Habitat W-9 Form	(a)	(b)
	(b) Attachment C- Standards of Financial Management System		
	(c) Attachment E- Staff Members	(c)	

# **Tab 1**

**Flood Initiative Application**

**Copy of Deed**

**(Review for ownership & legal description)**

**Documentation of Insurance Coverage**

# **Tab 2**

**Completed Request for Inspection Form**

**Site Map & Directions to Site from the Authority**

**Schematic Site Plan and Specifications for New Home**

**Color Photographs of Existing Home  
(front & back )**

**Contractor's License and Insurance**

**FEMA Inspection Report, Insurance Inspection Report or Letter from Local City/County Building Official**

# **Tab 3**

**Certification of Total Household Income**

**Verification of Employment**

**Certification of Zero Income (if applicable)**

**Declaration of Citizenship Status**

# **Tab 4**

**Commitment Letter(s) for other Financing**

# **Tab 5**

**Habitat W-9 Form**

**Attachment C- Standards of Financial  
Management System**

**Attachment E- Staff Members**