

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 (Form HTF-2A-FI)	(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 (Form HTF-3A-FI)	(a)	(b)
	(b) Verification of Employment (Form HTF-3B-FI)		
	(c) Certification of Zero Income (Form HTF-3C-FI)		
	(d) Declaration of Citizenship Status (Form HTF-3D-FI)	(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