

Housing Trust Fund Supportive Housing Checklist

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

Tab #	Required Information	SPONSOR Check-off	
1	Supportive Housing Application		
2	(a) Site map	(a)	(b)
	(b) Plans & Specifications OR Work Write-up for Acq/Rehab		
	(c) Color Photographs of Site or Structure	(c)	(d)
3	(d) Copy of Contractor's License and General Liability & Worker's Compensation Insurance Policy		
	(e) Copy of Sub-contractor(s) License(s) and General Liability & Worker's Compensation Insurance Policy(s)	(e)	
4	(a) Copy of Deed, Contract or Option	(a)	(b)
	(b) Appraisal		
5	(c) Evidence of Appropriate Zoning	(c)	(d)
	(d) Evidence of Utilities available at the Site (<i>water, sewer, electric and gas</i>)		
6	(a) Construction Commitment Letter(s)	(a)	(b)
	(b) Commitment for on-going, long term funding for operations		
7	(a) Project Management Staff Contact Information	(a)	(b)
	(b) Project Management Staff Resumes Noting Supportive Housing Experience		
	(c) Listing of Projects Completed- include project name, project address, target population, number of units, services provided, funding sources & amount of funding	(c)	

Tab 1

Supportive Housing Application

Tab 2

Site Map

**Plans & Specifications
OR
Work Write-up**

**Color Photographs of Structure
(*front & back*)**

Contractor License & Insurance

Sub-contractor License & Insurance

Tab 3

Copy of Deed, Contract or Option
(must include most recent legal description)

Appraisal

Evidence of Zoning

Evidence of Utilities
(water, sewer, electric and gas)

Tab 4

Construction Commitment Letter(s)

Commitment for on-going, long term funding for operations

Tab 5

Experience

Project Management Staff Contact Information

**Project Management Staff Resumes Noting
Housing**

**Supportive Housing Experience Listing of
Projects Completed**