

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, Work Write-up (c) Color Photographs of Site or Structure | (c) | (d) |
| | (d) Copy of Contractor's License and General Liability & Worker's Compensation Insurance Policy (e) Copy of Surety Bond on File with LLR (f) Copy of Sub-contractor(s) License(s) and General Liability & Worker's Compensation Insurance Policy(s) | (e) | (f) |
| 3 | (a) Copy of Deed, Contract or Option (b) Appraisal | (a) | (b) |
| | (c) Evidence of Appropriate Zoning (d) Evidence of Utilities available at the Site (<i>water, sewer, electric and gas</i>) | (c) | (d) |
| 4 | (a) Construction Commitment Letter(s) (b) Commitment for on-going, long term funding for operations | (a) | (b) |
| 5 | (a) Project Management Staff Contact Information (b) Project Management Staff Resumes Noting Supportive Housing Experience | (a) | (b) |
| | (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*)**

**Copy of Contractor's License and General
Liability & Worker's Compensation Insurance
Policy**

Copy of Surety Bond on File with LLR

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**