

# 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) Plans & Specifications, Work Write-up (Form HTF-2B)	(a)	(b)
	(b) Color Photographs of Site or Structure		
	(c) Copy of Contractor's License <b>and</b> General Liability & Workers' Compensation Insurance Certificates	(c)	(d)
	(d) Screen shot of LLR website showing the Contractor has a Surety Bond or Financials on File with LLR.		
	(e) Copy of Sub-contractor(s) License(s) and General Liability & Workers' Compensation Insurance Certificate(s)	(e)	(f)
	(f) Screen shot of LLR website showing the Sub-Contractor(s) has a Surety Bond or Financials on File with LLR.		
3	(a) Copy of Deed, Contract or Option	(a)	(b)
	(b) Appraisal		
	(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)	(a)	(b)
	(b) Commitment for on-going, long term funding for operations		
5	(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

**Plans & Specifications OR Work Write-up  
(Form HTF-35)**

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

**Contractor's License, and General Liability &  
Workers' Compensation Insurance  
Certificates**

**Screen shot from LLR website showing the  
Contractor has a Surety Bond or Financials  
on file with LLR.**

**Sub-Contractor(s) License(s) and General  
Liability & Workers' Compensation  
Insurance Certificate(s)**

**Screen shot from LLR website showing the  
Sub-Contractor(s) has a Surety Bond or  
Financials on file with LLR.**

# 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**