

Housing Trust Fund Group Home 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	Group Home Application		
2	(a) Site map	(a)	(b)
	(b) Plans & Specifications OR Work Write-up		
	(c) Color Photographs of Structure (<i>front & back; if applicable</i>)	(c)	(d)
	(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)	
3	(a) Copy of Deed, Contract or Option	(a)	(b)
	(b) Appraisal		
	(c) Evidence of Appropriate Zoning	(c)	(d)
	(d) Evidence of Utilities available at the Site (<i>water, sewer, electric and gas</i>)		
4	(a) Construction Commitment Letter(s)	(a)	(b)
	(b) Commitment for on-going, long term funding for operations		

Tab 1

Group Home 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**