

# 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 <b>OR</b> Work Write-up for Acq/Rehab		
	(c) Color Photographs of Site or Structure	(c)	(d)
3	(d) Copy of Contractor's License <b>and</b> General Liability & Worker's Compensation Insurance Policy		
	(e) Copy of Sub-contractor(s) License(s) <b>and</b> 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**