



# Housing Trust Fund Checklist

The Housing Trust Fund (HTF) provides grants to produce and preserve affordable housing for extremely low - and very low- income households. HTF funds may be used for the production or preservation of affordable housing through the acquisition, new construction, reconstruction, and/or rehabilitation of non-luxury housing with suitable amenities. All HTF assisted units are required to have a minimum affordability period of 30 years.

## Document

	DFI Certificate of Status (in good standing) for HTF Activity Owner
	Owner's UEI and screenshot from SAM.gov showing no debarment (one file)
	Owner's W9
	Ownership Chart that identifies Organizer/Registered Agent, if Owner is an LLC or LP
	UEI for Organizer/Registered Agent of LLC/LP, if applicable
	Site control document (deed, option to purchase, purchase contract, etc.
	Plan to assist displaced persons, if applicable
	Owner-certification of broadband installation in this project
	Marketing Plan or HUD's AFHMP
	Tenant Selection Policy
	Architect-certification of site Visitability, Energy Efficiency and Sustainability, use of Energy Star products, and Resource Conservation
	Construction Financing documentation
	Permanent Financing documentation
	HTF Form 9 Rental Housing Spreadsheets (Excel File)
	Most recent audited financial report, non-CHDOs only
	Match Source documentation
	Market Study from a WHEDA approved analyst (LIHTC-funded projects; those with 12 or more units; or those who've obtained this type of study for this project)
	Current Neighborhood Market information addressing applicable bullet points (Non-LIHTC funded projects with fewer than 12 units)
	Analysis of Local Market Trends addressing applicable bullet points (Non-LIHTC funded projects with fewer than 12 units)
	Map of Comparable Project Locations including proposed site (Non-LIHTC funded projects with fewer than 12 units)