

## Appendix 2 Checklist

### Required Submission Contents and Required Order of Submission (Completion of Documentation in Appendix 3)

- Contact Info**
- Brief Description of Key Attributes of Submission** (approximately 250 words)
- Letter of Committal**
- Board Resolution**
- Profile**
- **Operating Vision**
  - Societies Statement of Objectives for its operation of the development
  - Fit between Society's mandate and experience, target client population and neighbourhood context
  - Community relations
  - Partnerships and collaboration
- **Experience**
  - In the provision of supported housing for homeless/at risk of homelessness
  - Serving vulnerable populations including persons with mental health and addiction issues
  - Demonstrated ability to manage existing housing facilities or programs within financial guidelines
  - Continuum of non-profit housing options currently offered
  - Current community resource partnerships
  - Development experience
- **Capacity**
  - Governance and board structure/membership
  - Scope of tenant support resources provided
  - Strength of property management resources
  - Tenant management and participation procedures
- **Financial**
  - Ability to provide an equity or other contribution that will reduce the overall Capital Budget
  - Ability for Society and/or Service Provider partner to contribute towards the support service program
  - Copy of the most recent audited Financial Statement, if not already on file with BC Housing
- **Supplementary Information**
  - If desired