

## Appendix 2

### Checklist

#### Required Submission Contents and Required Order of Submission

(Completion of Documentation in Appendix 3)

- Contact Info**
- Letter of Committal**
- Board Resolution**
- Profile**
- **Vision**
  - Philosophy
  - Operating Approach
  - Tenant and Community Relations Strategy
  - The Society's statement of objectives for its operation of the Surrey site
  - Fit between the Society's mandate, experience, target client population and project and neighbourhood context
  - Approach to public consultation and community relations
- **Experience**
  - Experience in the provision of supported housing for homeless/ at risk of homelessness
  - Experience serving vulnerable populations including persons with mental health and addiction issues
  - Demonstrated ability to manage existing housing facilities or programs within financial guidelines
  - Demonstrated ability to manage the development of a new housing project and the associated Capital Budget
  - Continuum of non-profit housing options currently offered
  - Current community resource partnerships
- **Capacity**
  - Governance and board structure/membership
  - Scope of tenant support resources provided
  - Strength of property management resources
  - Tenant management and participation procedures
  - Community consultation proposal
- **Financial**
  - Ability to provide an equity contribution that will reduce the overall Capital Budget
  - Ability for Society and/or Service Provider partner to contribute towards the support service program

#### **Supplementary Information**

- If desired