

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 for Operation of 1134 Queens Avenue**
 - Society's Statement of Objectives for its operation of 1134 Queens Avenue
 - Fit between Society's mandate and experience and target client population
 - Tenant Transition Plan
 - Community Relations
 - Collaboration and partnerships
- **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
- **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 contributions to the project
 - 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