



PART 2 – Required Attachments

Please ensure each application package contains the following supporting information. Label all files as per the direction indicated on Application Submission Instructions.

1. Status

Eligible applicants must be a charity, society, or other not-for-profit entity whose mandate includes, but is not necessarily limited to, the supply and management of Non-Market Housing. Other models may include non-profit subsidiary organizations of for-profit housing developers who may partner with other social service organizations with the goal of supporting/developing Non-Market Housing. Supporting information required with applicant submission:

- Details regarding the entity's ownership structure, including percentage of ownership (if applicable).
- Type of organizational structure and organizational chart with director details (name, position, start date, profile summary, etc.).
- Government of Alberta Corporation/Non-Profit Search for the applicant, and any proposed partners, carried out within the last 30 days.

2. Non-Market Housing Management Experience

Eligible applicants must have a minimum of 5 years of recent experience in the management of Non-Market Housing. Supporting information required with applicant submission:

- Documentation to demonstrate experience of the entity and individuals managing non-market housing facilities of a similar type, size and scope with similar tenancy over the past 5 years. Provide details of location (property address), type of property, client profile, number of units and number of years of non-market housing management experience.
- If the applicant does not meet these criteria, they may partner with one or more organizations which does meet these criteria. All partnerships should be clearly documented in the attachments through a letter of intent or a memorandum of understanding signed by the applicant and the partner(s).

3. Development/Construction Experience

Eligible applicants must have a minimum of 5 years of recent experience in designing, developing and constructing multi-residential projects. Supporting information required with applicant submission:

- Three (3) letters from references familiar with the applicant's (or partners') work and experience in designing, developing and constructing multi-residential projects over the past 5 years.
- Documentation to demonstrate applicant's experience in designing, developing and constructing, including a list of completed and current projects of similar size and scope as the proposed subject building with details of location (property address), type of property and asset class, number of levels, number of units, overall project budget and year completed.
- If the applicant does not meet these criteria, they may partner with one or more organizations which does meet these criteria. All partnerships should be clearly



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4. Evidence of Secured Capital funding/Financial Partnerships

- Capital Funding – Letter or other documentation supporting all sources of fully secured financing, including cash, land equity, grants, in-kind, preapproved loans, forgivable loans, etc.
- Operational Funding – Letter or documentation supporting all sources of operational funding supports. Provide a working plan (including commentary) on how the project will remain operationally viable.

5. Social Inclusion

- Letter or other documentation describing the extent of social services provided to future residents. In the case of third-party supports, a letter, or memorandum of understanding, or formal agreement outlining the scope of social services provided to future residents.

6. Development Schedule and Project details

- Proposed development timeline for completion of the proposed project. Preliminary plans and specifications should be provided.