

IMPORTANT CHECKLIST

Please ensure that your application includes the following:

Provide a check mark in the appropriate boxes.

Section 1:

1. Attach a list with the names, bios, and position of your Board of Directors.
2. Attach constitution and by-laws that include the provision of affordable housing.
3. Attach applicant portfolio list. You must use the provided template.

Section 3:

4. Attach a copy of Certificate of Good Standing in accordance with incorporation statute.
5. Attach most recent annual report including audited financial statements.
6. Attach evidence of secured funding sources.
7. Attach most recent project cost estimates. This must be at minimum Class B.
8. Attach project proforma. You must use provided template.
9. Attach list of the Project Delivery Team including organizations and roles.

Section 5:

10. Attach high-level project schedule.

City of Vancouver Contact:
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