

**Community Placement Plan  
Housing Guidelines – Fiscal Year 2011/12  
Start-Up Funding for Housing  
Single-Family and Multi-Family Housing Proposal**

Threshold Criteria Checklist

Proposal Submitted By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

RC/\_CPP Liaison: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Threshold Criterion	Yes	No	N/A
<b>I. "Pre-Screening" Performance Review</b>			
1. The regional center has satisfactorily placed consumers in prior Community Placement Plan (CPP)-funded housing projects.			
2. The regional center has capacity to fill proposed units with consumers living in a developmental center and/or requiring deflection.			
3. The regional center has demonstrated satisfactory progress, including timely submission of quarterly reports and required documents, on any prior CPP-funded housing projects.			
4. The proposed housing is consistent with the needs of consumers residing in the developmental centers or requiring deflection.			
<b>II. Criteria for Conditional Approval</b>			
Applicant regional center completes a housing proposal with sufficient supporting documents to merit conditional approval that includes, but is not limited to, the following supporting documents:			
1. Narrative Description			
a. Neighborhood and surrounding areas			
i. Describe the proposed project, including types of housing and/or services to be provided, and describe how the needs of consumers will be met.			
ii. Include the proximity to transportation, schools, libraries, public parks, and grocery/convenience stores.			
iii. Describe the extent of any impact associated with integration of the			

proposed project into the neighborhood (if, for example, the target population will have restrictions that will interfere with integrating into the neighborhood).			
<b>b. Proposed Tenant Target Population</b>			
i. Describe needs of anticipated tenant (consumer) preparing to exit, or be diverted from, a developmental center and how project housing will meet those needs, including identifying a process for tenants who reside in homes with 4-beds or less to be referred to California Transitions (a federal Money Follows the Person grant program)			
ii. Identify the number of consumers to be served and/or housing units to be available.			
iii. Describe accommodations for individuals with enduring medical challenges and individuals with mobility impairment.			
<b>c. Proposed Project</b>			
i. Identify project type – New Construction/Acquisition/Renovation/Rehabilitation.			
ii. Security and Amenities Describe consideration given to providing adequate off-street parking consistent with the use of the property site.			
<b>d. Proposed Financing (Construction and Operational Budget)</b>			
i. If CPP funds were used for predevelopment and construction costs and such funds are reimbursed at permanent loan closing, the NPO is responsible for describing how the funds will be reused for future affordable housing projects.			
ii. Identify source(s) of sufficient leveraged funds to complete the project.			
iii. Proposed Sources and Uses of Funds – Show how anticipated financing sources meet the proposed uses within project.			
iv. Total project v. DDS total cost – Show how the CPP funds requested are calculated according to the formula specified in the <i>Housing Guidelines</i> . Amount of CPP funds for the project will be a maximum of 25 percent (or less) of the total project cost of the CPP units.			
2. Proposed Ownership (interim and final) – Narrative description of ownership from acquisition through conversion to permanent			

financing. Identify who will acquire property and how it will be held through construction/ renovation to permanent financing.			
<b>3. Development Team</b>			
a. List of the proposed development team, including name, address, phone, email, FAX, and resumes of the following team members as applicable: NPO, Architect, Accountant, General Contractor, Property Management Company, Attorney, and Bond Underwriter. Resumes must include a listing of completed projects similar in nature to the proposed project.			
b. Identifies NPO liaison to the regional center and DDS.			
<b>4. Certification of No Conflict of Interest</b>			
<b>5. Organizational Documentation</b>			
a. NPO			
i. A regional center vendor approval letter.			
ii. Internal Revenue Service 501(c)(3) recognition letter.			
iii. California Board of Equalization (BOE) Organizational Clearance Certificate for the corporation in connection with the project property.			
iv. Statement of Good Standing from Secretary of State of California; evidence that a corporation or limited liability company is in existence or authorized to transact business in the State, and the company is in compliance will all State-required formalities, including current Franchise Tax Board filings are current.			
v. Copy of current Articles of Incorporation.			
vi. Copy of current by-laws.			
vii. A list of current officers.			
viii. A corporate resolution authorizing NPO signatory to sign documents.			
ix. List of completed projects similar in nature to the proposed project.			
x. Copy of last 3 years' financial statements. Audited financial statements as specified in the <i>Housing Guidelines</i> .			
b. Limited Partnerships (if applicable)			
i. A regional center vendor approval letter.			
ii. Certificate of Limited Partnership (LP-1).			
iii. Amendment to Certificate of Limited Partnership (LP-2).			
iv. Current Limited Partnership Agreement.			
v. Current Certificate of Status of Good Standing from Secretary of State.			

vi. BOE Organizational Clearance Certificate for the managing general partner of the limited partnership in connection with the project property.			
c. Limited Liability Company (if applicable)			
i. A regional center vendor approval letter.			
ii. Limited Liability Company Articles of Organization (LLC-1).			
iii. Limited Liability Company Certificate of Amendment (LLC-2).			
iv. A fully executed operating agreement and all amendments.			
v. For companies with officers, a resolution authorizing the signatory to sign the proposal.			
vi. Current Certificate of Status of Good Standing from Secretary of State.			
vii. BOE Organizational Clearance Certificate for the project property.			
6. Proposed Implementation Plan that includes sequenced activities necessary for overall project completion and specific to each project site. Each property must have an implementation plan. Timeframes must be realistic.			
<b>III. Milestone 1: Loan Closing and Property Acquisition Document Review</b>			
1. Final Implementation Plan			
a. Updated sequenced activities necessary for overall project completion and specific to each project site.			
b. Letters of commitment or memoranda of understanding from leveraged fund sources that identify specific commitment to the proposed project. Include name of contact person and phone number for each source.			
2. Evidence of Site Control			
a. Purchase Agreement, Option to Purchase Agreement, or any other enforceable legal document that maintains control of the property to acquisition.			
b. Appraisal, including color photos of site and surrounding area.			
c. Preliminary Title Report.			
d. Local Approvals – Include required permits.			
e. Evidence that the owner has the authority to provide homes on the property where the proposed project is located.			
f. Updated financial information (sources and uses of funds, budget). An explanation of			

any changes.			
<b>3. Evidence of Property Purchase</b>			
a. Executed, recorded Regulatory Agreement, which stipulates the restrictive use to regional center consumers for a minimum of 55 years.			
b. Executed, recorded Deed of Trust.			
c. Recorded documents above must stipulate that the regional center and DDS are to receive notification within 5 days upon any default by the property owner.			
d. Recorded documents above must evidence that DDS must provide prior approval of any intended sale, transfer, conveyance, etc., of the property.			
e. Title Insurance Policy.			
f. Proposed Long-Term Lease Agreement (NPO and Service Provider).			
g. Proposed Property Management Agreement.			
<b>4. Evidence of application to County Tax Assessor for Property Tax Exemption owned only by the property ownership entity (NPO, LP, LLC).</b>			
<b>IV. Milestone 2: Issuance of Certificate of Occupancy or Recordation of Notice of Completion Document Review</b>			
1. Updated financial information (sources and uses of funds, budget). An explanation of any changes.			
2. Certificate of Occupancy (or recorded Notice of Completion, if rehabilitation).			
3. Evidence of license application, if applicable.			
<b>V. Milestone 3: Conversion of Construction Financing to Permanent Financing Document Review</b>			
1. Executed Long-Term Lease Agreement (NPO and Service Provider).			
2. Executed Property Management Agreement.			
3. Property Tax Exemption (if not provided earlier or when available).			
4. Reconciled Sources and Uses of Funds.			
5. Construction or Renovation/Rehabilitation Cost Audit (conducted by an accounting firm).			
6. Copy of executed license approval, if applicable.			
7. Evidence of property insurance.			