Community Placement Plan Housing Guidelines
Single-Family Housing Proposal Checklist

The following checklist is intended for Regional Center (RC) use as a reference only as all requirements may not be included. Please indicate in the blank line, the page number(s) of the proposal that addresses the specified Housing Guidelines requirement.

1. CPP Housing Contractual Provisions (pp. 6-10)

   At least the following contracts must be executed in connection with each Housing Proposal developed under these Housing Guidelines.

   ☐ RC and Non-Profit Organization (NPO). ______

   • The contract should include/address requirements related to:

     ♦ Project Development ______
     ♦ Housing Agreements ______
     ♦ Lease Rate Adjustment ______
     ♦ Replacement Reserve Account ______
     ♦ Maintenance ______
     ♦ Welfare Property Tax Exemption ______
     ♦ CPP Fund Recoupment ______
     ♦ Unused CPP Funds ______
     ♦ Discontinued Project ______
     ♦ Project Costs ______
     ♦ Developer Fee ______
     ♦ Performance Assurances ______
     ♦ RC Monitoring Requirements ______

   ☐ RC and service provider. ______
   ☐ Lease agreement between NPO and service provider. ______

2. Proposal Overview (pp. 10-12)

   ☐ Type of housing (Acquisition and renovation, or new construction. ARFPSHN, SRF, RCFE, etc. Number of bedrooms. Secured perimeter and/or delayed egress devices. Needs of individuals.) ______
□ NPO identified. ______
□ Type of neighborhood and available resources in the area. Specific search criteria. ______
□ Follows CMS guidance. ______
□ Fire sprinklers required. ______

3. Financial (pp. 12-13)
□ How RC and NPO will maintain accounting, financial, and other records. ______
□ Minimum 20 percent down payment. ______
□ Estimated Sources and Uses of funds. ______
□ Terms of mortgage loan. ______
□ 15 year pro forma operations budget. ______

4. NPO Documents (pg. 13 and Appendix I)
□ Development team qualifications, including resumes, a list of completed projects similar in nature, etc. ______
□ RC vendor approval letter. ______
□ IRS 501(c)(3) recognition letter. ______
□ Articles of Incorporation. ______
□ By laws of the corporation. ______
□ List of current officers and board members. ______
□ California Secretary of State Certificate of Good Standing (valid within 240 days). ______
□ Corporate Resolution authorizing NPO signatory to sign documents. ______
□ Conflict of Interest Statement (See Appendix J). ______
□ NPO audited financial statements. ______

5. Proposed Schedule of Development/Implementation Plan (pp. 13-14)
□ Timeframes for project completion. ______
□ Sequenced development activities. ______
□ Strategies used to identify properties. ______
□ Comply with all state and local building requirements. ______
□ Process to request an extension from the Department. ______
□ Courtesy notification procedure included for projects that are to be licensed. ______
6. CPP Property Documents (pg. 14)

The Housing Proposal should include/address requirements related to the:

☐ Restrictive Covenant ______
☐ DDS CPP Deed of Trust ______
☐ Profit Participation Agreement or DDS Community Placement Plan Promissory Note Secured by Deed of Trust ______
☐ Lender Notices ______
☐ Order of Recordation ______
☐ Title Insurance ______
☐ Escrow Instructions ______