

FY 2016-17 CPP Housing Guidelines

One-Time Annual Submission of Non-Profit Organization Entity Documents

In order to streamline the submission of documents and reduce the use of resources and materials, the Regional Center (RC) on behalf of the non-profit ownership entity (NPO), may submit the following required documentation on a one-time, annual basis for approval by the Department of Developmental Services (Department). These documents will be kept on file with the Department and should only be submitted once, with the first housing proposal of the funding year. However, if any information changes occur during the funding year, the RC will be required to provide the Department with updated documents within 30 days of the change.

1. Development Team Qualifications

Please submit a description of the development and management experience of the NPO, any person, agency, business and/or organization retained by the NPO and other development team members (e.g., developer, architect, accountant, consultants, etc.), including their resumes, and a summary/list of past completed projects.

2. NPO Ownership Entity Documentation

- a. A RC vendor approval letter, pursuant to Title 17, California Code of Regulations (CCR), Section 54322(d);
- b. IRS approval of 501(C)(3) status;
- c. Articles of Incorporation stating that, as part of its mission, the organization will develop and manage affordable homes for individuals with special needs, including those with developmental disabilities;
- d. By-laws of the Corporation that identify the roles and responsibilities of the NPO's officers and board members;
- e. A list of current officers and board members; and
- f. California Secretary of State Certificate of Good Standing (valid within 240 days);
- g. A corporate resolution that authorizes, in accordance with the by-laws of the Corporation, the signatory to sign, act on behalf of, and obligate the NPO.
- h. An executed Conflict of Interest Statement. (See Appendix J)

3. NPO Audited Financial Statements (Audits)

- a. For NPOs that have submitted housing proposals to the Department in prior years, only the most current audited financial statement must be submitted with the first proposal submitted for the funding year. Audits previously submitted for the prior two (2) years will remain on file with the Department. If previous audits have not been submitted, they will be requested.

Submit the most recent audit completed by a Certified Public Accountant using generally accepted auditing standards. The following is required for NPOs that have operated for less than three (3) years:

- b. For NPOs that have operated for two (2) years but less than three (3) years, submit audits for both years of operation with the most recent audit being an unqualified audit.
- c. For NPOs that have operated for at least one (1) year but less than two (2) years, submit the audit for the year of operation.
- d. The Department will consider qualified audits, based on the nature of the qualification, as long as the qualified audits are not for the most recent full year of operation.