

Regional Center: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
CPP Project ID #: \_\_\_\_\_

## **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 \_\_\_\_\_