

## **Required Community Placement Plan (CPP) Housing Proposal and Project Documents**

### **A. Conditional Approval**

1. Regional Center (RC) – Housing Developer Organization (HDO) Contract.
2. Development team qualifications.
3. HDO organizational documents.
4. HDO financial statements.
5. Sources and Uses of funds.
6. Estimated itemized operating budget.
7. A projected pro forma budget.

### **B. Milestone 1: Closing and Property Acquisition**

1. Final Schedule of Development/Implementation Plan.
2. Proposed financing leverage ratio, mortgage terms, and funding sources, including any funding commitment letters.
3. Evidence of site control (e.g., fully executed Purchase Agreement, Option to Purchase Agreement or any other enforceable legal agreement).
4. Appraisal report (lender's appraisal report is acceptable).
5. Preliminary Title Report (with hyperlinked documents).
6. Updated Sources and Uses of funds upon selection of contractor and RC approval of estimated construction costs.
7. Updated estimated itemized operating budget.
8. Updated projected pro forma budget.
9. Estimated itemized renovation hard cost budget.
10. Recorded Grant Deed.
11. Final HUD settlement statement.
12. Replacement reserve projection.

13. Recorded DDS Deed of Trust (DDS as beneficiary), if applicable.
14. Recorded Lender's Deed of Trust and/or Promissory Note.
15. Evidence of property insurance.
16. Recorded Restrictive Covenants.
17. Recorded Request for Notice – DDS.
18. Recorded Request for Notice – RC.
19. Recorded **original** Profit Participation Agreement, if applicable.
20. Executed Agreement to Provide Notice and Cure Rights.
21. DDS Title Insurance Policy.
22. Owner's Title Insurance Policy.
23. Performance bond documentation or its equivalent
24. Fully executed and completed **original** DDS CPP Promissory Note, if applicable.

**C. Milestone 2: Project Development**

1. Updated Sources and Uses of funds, if needed to reflect changes in renovation costs.
2. RC certification that renovation is complete and the property is ready for licensure and/or occupancy (may include Certificate of Occupancy or Notice of Completion).

**D. Milestone 3: Final Project Reconciliation**

1. Executed long-term lease agreement - HDO and service provider.
2. Executed property management agreement.
3. Property tax exemption verification, if applicable [see Section V(I) of the Housing Guidelines].
4. Final Sources and Uses of funds.
5. Verification of Mechanic Lien Waivers and Releases submitted to the RC.
6. Final CPP fund reconciliation, if not already detailed in the Final Sources and Uses of funds (required in 4 above).