

Regional Center: _____
Contact Name: _____
CPP Project ID #: _____

Community Placement Plan Housing Guidelines Single-Family Housing Proposal Checklist

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

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

- 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 _____
 - Disposal Policy _____

2. Financial (pp. 11-13)

- Minimum 20 percent down payment. _____
- Terms of mortgage loan. _____
- Sources and Uses of funds. _____
- Itemized Operating budget. _____
- Projected pro forma budget. _____

3. HDO Documents (p. 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 HDO signatory to sign documents. _____
- Written policy on the disposal of existing fixtures and major appliances for a purchased property.
- Conflict of Interest Statement (See Appendix J). _____
- HDO audited financial statements. _____