

Executive Summary

Fiscal Year 2017-18 Community Placement Plan Housing Guidelines

January 23, 2018

This Executive Summary provides an overview of the changes to the Fiscal Year 2017-18 Community Placement Plan (CPP) Housing Guidelines (Housing Guidelines). The Department of Developmental Services (Department) changed the Housing Guidelines based in part upon input and/or discussion with a Housing Stakeholder group, which includes the Association of Regional Center Agencies, regional centers (RC), and housing developer organizations (HDO). These stakeholders participated in meetings convened by the Department in October 2016 and May 2017, and provided ongoing feedback to the Department.

The Department modified the Housing Guidelines to:

- Be consistent with the guidance issued in July 2017 that streamlined Housing Proposal submission requirements and update Appendix K to reflect these changes.
- Include for-profit entities as owners of CPP properties. The term Housing Developer Organization, or HDO, replaces the term Non-profit Organization, or NPO. Please note that if the RC selects a for-profit HDO, it will need to contact the Department for a list of required HDO documents and templates of the required CPP Property Documents.
- Reflect the current practice of monthly reporting by regional centers.
- Add new language regarding operating reserve accounts, if established, and update Appendix M to reflect this language.
- Include a new CPP Housing Single-Family Housing Acquisition Request Checklist (Appendix O).

The Department established new policy decisions to:

- Require the HDO to develop a written policy on the disposal of existing fixtures and major appliances that are included in a property's purchase. The RC must provide this policy at the time it submits a Housing Proposal.
- Require the RC to submit inspection reports and disclosure documents as a condition of a Housing Acquisition Request approval.

- Require the RC to provide an estimated renovation hard cost budget as a condition of a Housing Acquisition Request approval.

In response to comments by stakeholders, the Department changed the Housing Guidelines to:

- Remove operating expenses as part of the Lease Rate Adjustment contractual provision.
- Amend the CPP Housing Annual Report (Appendix M) to remove the RC's completion of a reconciliation of year-to-year lease amounts and describe any changes in the amounts. (The Department implemented this change as part of the Fiscal Year 2016-17 CPP Housing Guidelines.)