Attachment K

**Community Placement Plan/Community Resource Development Plan Housing Guidelines**

**One-Time Annual Submission of**

**Nonprofit Housing Developer Organization Documents**

To streamline the submission of documents and reduce the use of resources and materials, the regional center on behalf of the nonprofit housing developer organization (HDO), may submit the following required documentation on a one-time, annual basis for approval by the Department of Developmental Services (Department). The Department will keep these documents on file. The regional center should only submit them once per year, with the first Housing Acquisition Request (HAR) of the funding year. However, if any information changes during the funding year, the regional center must provide the Department with updated documents within 30 days of the change.

1. **Development Team Qualifications**

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

1. **Ownership Entity Documentation**

The regional center must submit:

* 1. The regional center vendor approval letter, pursuant to Title 17, California Code of Regulations Section 54322(d).
  2. Internal Revenue Service approval of Section 501(C)(3) status.
  3. 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 intellectual or developmental disabilities.
  4. By-laws of the Corporation that identify the roles and responsibilities of the HDO’s officers and board members.
  5. A list of current officers and board members.
  6. A California Secretary of State Certificate of Good Standing valid within 240 days.
  7. 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 HDO.
  8. An executed Conflict of Interest Statement (Attachment L).

1. **Audited Financial Statements (Audits)**

For an HDO that has submitted housing proposals to the Department in prior years, the regional center must submit the most current audited financial statement with the first HAR submitted for the funding year. Audits previously submitted for the prior two years will remain on file with the Department. If previous audits have not been submitted, the regional center must submit them to the Department.

The regional center must submit the most recent audit completed by a Certified Public Accountant using generally accepted auditing standards.

The following is required for an HDO that has operated for fewer than three years:

* 1. For an HDO that has operated for two years but less than three years, submit audits for both years of operation with the most recent audit being an unqualified audit.
  2. For an HDO that has operated for at least one year but less than two years, submit the audit for the year of operation.
  3. The Department will consider qualified audits, based on the nature of the qualification, if the qualified audits are not for the most recent full year of operation.

1. **Disposal Policy**

The regional center must provide the HDO’s written policy on the disposal of any existing fixtures and major appliances that are included in a property’s purchase. (See Section IV.G of these Housing Guidelines for details.)