



Life with the Power of Choice and Possibilities

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**Valley Mountain Regional Center
Request for Proposal
Fiscal Year 2019-2020**

**Housing Services - Acquisition and Renovation
For
Community Crisis Home
For Children**

Valley Mountain Regional Center (VMRC) is requesting proposals for Community Placement Planning for the acquisition and development of property.

Project # VMRC-1920-6

Service Type: Acquisition and renovation of one (1) single family home to be developed as an **Community Crisis Home (CCH)** for four (4) male/ female children with developmental disabilities to be located in San Joaquin, Stanislaus, Amador, Calaveras or Tuolumne County.

Project Type: *Housing Services Acquisition* and renovation for a **Community Crisis Home**. Community Crisis Home (CCH) means a facility certified by the department of Social Services, pursuant to Article 9.7 (commencing with Section 1567.80) of Chapter 3 of Division 2 of the Health and Safety Code, as an adult residential facility *or a group home* providing 24-hour nonmedical care to individuals with developmental disabilities receiving regional center services and in need of crisis intervention services who would otherwise be at risk of admission to the acute crisis center at Fairview Developmental Center or Sonoma Developmental Center, a State Department of Developmental Services-operated facility, an out-of-state placement, a general acute hospital, an acute psychiatric hospital, or an institution for mental disease.

Funding Available: \$200,000 for property acquisition and \$300,000 for renovation for a total award of \$500,000. Funding availability as approved by the State of California, Department of Developmental Services (DDS) along with their final approval of one of the qualified proposals received by VMRC.

Posting Date: November 4, 2019

Deadline for Application Submission: Friday December 6, 2019 by 5:00 p.m.

Development Timeline: The home should be acquired within 180 days of contract being executed between VMRC and the selected Housing Development Organization (HDO). The home should be renovated or new construction complete and ready to be licensed by June 1, 2021 or sooner. Residential Services will begin by July 1, 2021

INTRODUCTION

VMRC is a community-based, private nonprofit corporation that is funded by the State of California to serve people with developmental disabilities as required by the Lanterman Developmental Disabilities Act. The Lanterman Act is part of California law that sets out the rights and responsibilities of persons with developmental disabilities. Valley Mountain is one of 21 Regional Centers throughout California serving individuals with developmental disabilities and their families. VMRC provides services to residence within San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne Counties.

DESCRIPTION OF PROJECT

VMRC is requesting the submission of proposals for the acquisition and renovation of one (1) single family home, which will be available for long-term lease by a residential service provider selected and vendored by VMRC. Grant funds to acquire the home will be for a total of one (1) property. Acquisition of the property will be a collaborative effort between the HDO, the regional center and the vendor selected to provide direct services to the residents and operate the home. The acquired and renovated properties will operate as Community Crisis Home.

“Community crisis home” means a facility certified by the State Department of Developmental Services pursuant to this article, and licensed by the State Department of Social Services, pursuant to Article 9.7 (commencing with Section 1567.80) of Chapter 3 of Division 2 of the Health and Safety Code, as an adult residential facility or a group home providing 24-hour nonmedical care to individuals with developmental disabilities receiving regional center services and in need of crisis intervention services who would otherwise be at risk of admission to the acute crisis center at Fairview Developmental Center or Sonoma Developmental Center, a State Department of Developmental Services-operated facility, an out-of-state placement, a general acute hospital, an acute psychiatric hospital, or an institution for mental disease, as described in Part 5 (commencing with Section 5900) of Division 5. A community crisis home shall have a maximum capacity of eight consumers. No more than one-third of community crisis homes may exceed a capacity of six consumers.

(2) “Consumer” or “client” means an individual who has been determined by a regional center to meet the eligibility criteria of Section 4512 and applicable regulations and for whom the regional center has accepted responsibility.

(b) (1) The State Department of Developmental Services, using community placement plan funds, shall establish community-based residential options consisting of community crisis homes for adults and community crisis homes for children. The community crisis homes shall serve individuals who meet all of the following criteria:

(A) The child or adult has one or more developmental disabilities.

(B) The child or adult receives regional center services.

(C) The child or adult requires crisis intervention services.

(D) The child or adult would otherwise be at risk of admission to the acute crisis center at Fairview Developmental Center or Sonoma Developmental Center, a State Department of Developmental Services-operated facility, an out-of-state placement,

a general acute hospital, an acute psychiatric hospital, or an institution for mental disease, as described in Part 5 (commencing with Section 5900) of Division 5.

(2) The State Department of Developmental Services may issue a certificate of program approval to a community crisis home qualified pursuant to this article.

(3) A community crisis home using delayed egress devices may utilize secured perimeters in compliance with Section 1531.15 of the Health and Safety Code and applicable regulations. The total number of community crisis beds using delayed egress devices in combination with secured perimeters shall not exceed 20 percent of the statewide limit established in subdivision (k) of Section 1531.15 of the Health and Safety Code. A community crisis home that uses delayed egress devices in combination with secured perimeters shall not have more than six beds.

(c) A community crisis home shall not be licensed by the State Department of Social Services until the certificate of program approval, issued pursuant to this article by the State Department of Developmental Services, has been received.

(1) A community crisis home shall be certified only if approved through a regional center community placement plan pursuant to Section 4418.25. Each home shall conform to Section 441.530(a)(1) of Title 42 of the Code of Federal Regulations. The home shall be eligible for federal Medicaid home- and community-based services funding, unless the State Department of Developmental Services approves the use of delayed egress devices with secured perimeters to be utilized at the community crisis home pursuant to Section 1531.15 of the Health and Safety Code.

(2) A consumer shall not be placed in a community crisis home unless the program is certified by the State Department of Developmental Services, pursuant to this article, and the facility is licensed by the State Department of Social Services, pursuant to Article 9.7 (commencing with Section 1567.80) of Chapter 3 of Division 2 of the Health and Safety Code.

(3) A certificate of program approval, issued pursuant to this article by the State Department of Developmental Services, shall be a condition of licensure for the community crisis home by the State Department of Social Services, pursuant to Article 9.7 (commencing with Section 1567.80) of Chapter 3 of Division 2 of the Health and Safety Code.

(4) Community crisis homes shall exceed the minimum requirements for a Residential Facility Service Level 4I pursuant to Sections 56004 and 56013 of Title 17 of the California Code of Regulations, and shall meet all applicable statutory and regulatory requirements for facility licensing, the use of behavior modification interventions, and seclusion and restraint, including Division 1.5 (commencing with Section 1180) of the Health and Safety Code, and that are applicable to facilities licensed as adult residential facilities.

(d) Community crisis homes shall have a facility program plan approved by the State Department of Developmental Services. The facility program plan approved by the State Department of Developmental Services shall be submitted to the State Department of Social Services for inclusion in the facility plan of operation, pursuant to Section 1567.84 of the Health and Safety Code.

(1) No later than March 1, 2020, the department shall develop guidelines regarding the use of restraint or containment in community crisis homes, which shall be maintained in the facility program plan and plan of operation. In the development of these guidelines, the department shall consult with both of the following:

(A) The appropriate professionals regarding the use of restraint or containment in community crisis homes.

(B) The protection and advocacy agency described in subdivision (i) of Section 4900 regarding appropriate safeguards for the protection of clients' rights.

(2) The requirements of paragraph (1) shall not apply to community crisis homes that are certified and licensed prior to March 1, 2020, or prior to the adoption of the guidelines required in paragraph (1), whichever is sooner. However, these homes shall meet the requirements of paragraph (1) no later than 30 days following adoption of the guidelines.

(3) A community crisis home shall include in its facility program plan a description of how it will ensure physical restraint or containment will not be used as an extended procedure in accordance with this section, subdivision (h) of Section 1180.4 of the Health and Safety Code, and any other applicable law or regulation.

(e) The local regional center and each consumer's regional center shall have joint responsibility for monitoring and evaluating the provision of services in the community crisis home. Monitoring shall include at least monthly face-to-face, onsite case management visits with each consumer by the consumer's regional center and at least quarterly quality assurance visits by the vendoring regional center. The State Department of Developmental Services shall monitor and ensure the regional centers' compliance with their monitoring responsibilities.

(f) A consumer's regional center shall also notify the clients' rights advocate of each community crisis home admission. Unless the consumer objects on the consumer's own behalf, the clients' rights advocate may participate in developing the plan to transition the consumer to the consumer's prior residence or an alternative community-based residential setting with needed services and supports.

(g) The State Department of Developmental Services shall establish by regulation a rate methodology for community crisis homes that includes a fixed facility component for residential services and an individualized services and supports component based on each consumer's needs as determined through the individual program plan process, which may include assistance with returning to the consumer's prior living arrangement or transitioning to an alternative community residential setting, including, when appropriate for the individual, wraparound services through intensive individualized support services.

Interested parties are invited to submit a proposal in accordance with the specifications outlined in this Request for Proposal (RFP) to acquire one (1) property for long-term lease to a service provider supporting individuals with developmental disabilities. Applicants will also be responsible for the long term management of the property. The successful applicant for this award will acquire the property to be purchased and renovated or constructed to VMRC specifications and will be owned and maintained by the HDO for restricted use as housing for individuals served by VMRC. The applicant must be an HDO, or have a component of their organization that does not provide direct services to any individuals with developmental disabilities.

To ensure that homes developed using Community Placement Planning (CPP) funds are always available for use by individuals served by VMRC, real estate deed restrictions or restrictive covenants are required for each property purchased with these funds by the HDO. These deed restrictions or restrictive covenants must place specific limitations on the use of the property.

Deed restrictions must specify the property will be held, and available for serves to person referred by VMRC in perpetuity from the date of purchase per the "Guidelines for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan" issued by the California State Department of Developmental Services. The entire document can be accessed at the following web address, https://www.dds.ca.gov/ CPP/docs/ CPP_Housing_Guidelines.pdf

Renovation of the property must be supervised by, and is the responsibility of, the HDO. Renovation plans must be developed for the HDO by a licensed architect and implemented by a licensed, bonded contractor, and the plans approved by VMRC prior to an application for construction permits. The property will be leased to a residential service provider who will provide care and supervision to the residents. The selected residential service provider as well as the regional center staff will be available to the HDO/architect/building contractor for development team meetings and technical assistance regarding the needs of the individuals referred as well as the requirements of Community Care Licensing.

Property selected must be convertible to meet the standards for licensing by the California State Department of Social Services, Community Care Licensing Division, as an Adult Residential Facility for ambulatory and a minimum of two non-ambulatory residents. Property ownership and management will be separate and distinct from the provision of services and supports. The property acquired for the CCH must be a single-story family home for no more than four adults, per home. The home will be designed with (4) single occupancy bedrooms with shared bathrooms or private bathrooms. The property must be approved by VMRC and DDS in advance of purchase and located within the VMRC's five county catchment area of San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne.

Additional requirements for the property may include but are not limited to the following:

- Single family home suitable for ADA compliance and capability to be licensed as a Four Bed non-ambulatory home
- Compliance with Title 22 Community Care Licensing regulations and vendorization requirements by VMRC
- Private bedroom for each of the 4 residence
- Separate or shared bathroom
- Large lot with ample property lines to afford some distance from neighbors
- Fenced backyard
- Minimum of 2 common areas
- Shatter proof windows and reinforced interior walls
- Parking area (preferably off street) for staff and visitors
- Fire sprinkler system (for CCH property must accommodate commercial fire sprinklers-NFPA 13 type)
- Clear line of sight within the home
- Secured fixtures and appliances
- Backup power generator to power essential systems of the home.

APPLICANT ELIGIBILITY

The HDOs primary mission is to develop and manage accessible homes for the needs of individuals with developmental disabilities. For the purpose of this project, the applicant can be a for profit housing organization, a registered NPO (or indicate the intent to create an NPO registered as an IRS 501 (c) (3) corporation), limited liability company, or limited partnership that will own the property through the HDO as a managing general partner who receives and retains an Organizational Clearance Certificate for the projects from the California Board of Equalization in Order to be exempt from property taxes.

Only applicants who have acquired, constructed, or renovated property for the use of special needs populations for a minimum of two years, or have a team members with at least four (4) years of relevant experience, will be considered. Applicants must possess qualifications as specified in the RFP.

Responses to the RFP will be considered from affordable housing developers who retain development team members with documented experience in real estate purchase, financing and renovation. HDO's must submit the resumes of the development team, a summary of past projects, and a narrative of proposed property ownership including acquisition, renovation, and maintenance. Information on plans for acquiring permanent financing, HDO organization and financial documentation, an implementation and financing plan. Including a detailed budget and a pro forma budget.

The selected applicant may be required to provide a performance bond for all money advanced. The cost of the bond will be an acceptable startup cost.

The following agencies and individuals are not considered eligible for this RFP award.

- The State of California, its officers or its employees;
- A regional center, its employees, and their immediate family members;
- Area Board members, their employees or their immediate family members;
- Any HDO with a conflict of interest in either board members or employees.

Refer to Title 17 regulations, Section 54314 for a complete list of ineligible applicants.

APPLICATION REQUIREMENTS

Applicants must demonstrate the following standards in their application:

- All documents submitted must be submitted on white, standard size (8 1/2" x 11") paper, single-sided only, typed in 12 pt. Arial font and double spaced.
- Attachment forms must be type written. Additional pages may be added it needed. All proposals must be complete, collated, and page numbered.
- Six hard copies plus one original must be mailed or delivered to VMRC, to the Attention of Brian Bennett as specified below.

- An electronic version in PDF format, of the proposal must also be submitted to bbennett@vmrc.net. An email acknowledgement of each submission received will be sent to the applicant.
- The Application Proposal Title page must be the first page of the proposal packet.
- If needed, include appendices for documents, such as resumes, certificates, curricula, schedules, and letters of recommendation or support.
- Fax copies will NOT be accepted.
- Proposal Applications submitted will NOT be returned.
- Proposals that are NOT received by the specified deadline will NOT be accepted.

APPLICATION PACKET CONTENT

The proposal application must include completed appendices as listed below.

Each of the following need to be completed to ensure acceptance of the application. If you are providing additional information or attachments, please identify the attachment in the response and label the attachment with the appendix being responded to.

Include all information requested below and submit the response to the RFP in the exact and same order as listed below. For additional information in developing and writing the proposal and service summary, refer to “Guidelines for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan” that can be found at the following web address. https://www.dds.ca.gov/ CPP/docs/ CPP_Housing_Guidelines.pdf

- Appendix A – Proposal Title Page
- Appendix B -- HDO Capacity Statement
- Appendix C -- Housing Proposal Overview
- Appendix D -- Proposed Timeline
- Appendix E -- Financial Statement
- Appendix F -- HDO Documents
- Appendix G -- CPP Statement

For additional information or clarification, regarding the completion of the application requirements and/or Word copies of RFP document templates, please contact Brian Bennett. bbennett@vmrc.net

SUBMISSION OF APPLICATION PACKAGE

Proposals must be postmarked or date stamped, if hand delivered, by **5:00 p.m. on Friday December 6, 2019** please mail proposals to:

ATTENTION: Brian L. Bennett, Assistant Director of Consumer Services, Resource Development/Contracts
Valley Mountain Regional Center
P.O. Box 692290
Stockton, CA 95269-2290

Or deliver in person to: Valley Mountain Regional Center
702 N. Aurora Street
Stockton, CA 95202
ATTENTION: Brian Bennett, Assistant Director of Consumer Services, Resource Development/Contracts

An electronic version of the proposal must also be submitted to bbennett@vmrc.net

Proposals that are late or FAXED or only e-mailed will not be accepted. The original and six (6) hard copies must be received to ensure they are accepted by the deadline.

All inquiries regarding this RFP and any technical assistance requests should be directed via email to Brian Bennett. bbennett@vmrc.net. Technical assistance is limited to information on the requirements for preparation of proposals.

SOURCES for TECHNICAL ASSISTANCE

A Proposal Application Conference will be held **December 2, 2019** from **1:00 PM to 2:00 PM** at VMRC, Stockton office located at 702 N. Aurora Street, Stockton, CA.

Those interested in submitting an application proposal packet are strongly encouraged to attend or to send a representative to the conference. During the conference potential applicants will have the opportunity to ask questions about the requirements of the project as well as the application packet requirements.

Additional inquiries regarding the application or for requesting technical assistance should be directed to bbennett@vmrc.net. Technical assistance is limited to information on the requirements for preparation of the application packet. Frequently Asked Questions with the response will be posted on the internet at www.vmrc.net.

RESPONSE for PROPOSAL TIMELINES

DATE	ACTIVITY
November 4, 2019	Request for Proposal release
December 2, 2019	Applicants conference
December 6, 2019	Deadline for receipt of proposals
December 16- December 19, 2019	Evaluation of proposals by selection committee Interviews with highest-ranking applicants, if applicable.
December 19, 2019	Notice of selection mailed to applicants
December 30, 19	Startup contract signed
January 2, 2019	Notification of project award posted on VMRC website

SELECTION PROCEDURES and SCORING

Those proposals received by the deadline will undergo a preliminary review to ensure the application meets the requirements as stated in the RFP. Incomplete application packets will not be eligible for consideration. The proposal review committee will be seated by VMRC. Application packets will be reviewed for completeness, applicant experience, and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes of the property acquisition and renovation. Qualified applicants whose proposals score 75% and above will be scheduled for an interview. The interview process will consist of the selection committee members asking questions about the content of the RFP Application Packet, and Budget Proposal and the projected timelines.

Priority will be given to proposals demonstrating Leveraged funds from grants, gifts, and other like sources, rather than, or in addition to, funds from long-term financing.

The selection committee will use the following criteria to rate all proposals.

Appendix A -- Proposal Title Page	5 points
Appendix B -- HDO Capacity Statement	20 points
Appendix C -- Housing Proposal Overview	25 points
Appendix D -- Proposed Timeline	20 points
Appendix E -- Financial Statement	20 points
Appendix F -- HDO Documents	5 points
Appendix G -- CPP Statement	5 points
Total	100 points

In addition to evaluation on the merit of the entire proposal application packet, applicants will be evaluated and selected based on previous performance including the timely completion of projects, a history of cooperation with regional centers and funders, ability to complete projects within budgeted amounts, and a track record consistent with established timelines for development.

RESERVATION OF RIGHTS

VMRC reserves the right to request or negotiate changes to a proposal, to accept all or part of a proposal, or to reject any or all proposals. VMRC may, or at its sole discretion, not award a contract, if in its determination, no applicant is sufficiently responsive to the components of the request for proposal. VMRC reserves the right to withdraw this RFP and/or any item within the RFP at any time without notice. VMRC reserves the right to disqualify any proposal which does not comply to the REP requirements. This RFP is at the discretion of VMRC, it does not commit the regional center to award the grant.

COST of PROPOSAL SUBMISSION

Applicants responding to the RFP shall bear all costs associated with the development and submission of the proposal.

APPENDIX A -- PROPOSAL TITLE PAGE

PROPOSAL TITLE PAGE (5 points)

TO: Valley Mountain Regional Center Selection Committee
Brian L. Bennett
Assistant Director of Consumer Services, Resource Development/Contracts
Valley Mountain Regional Center
702 N. Aurora Street
Stockton, CA 95202

Include the following items on the title page.

1. Proposal Title

2. Name of individual or organization submitting proposal. Indicate whether the organizations application status as, a non-profit corporation, a limited partnership, or a limited liability corporation.
3. Address of Individual or Organization Submitting Proposal.
4. Project Contact Information, including the following:
 - Name and Title of Contact Person
 - Telephone Number of Contact Person
 - Fax Number of Contact Person

- Email Address of Contact Person

5. Name of Parent Corporations (If Applicable)

6. Applicant or Organization Contact Person:

7. Author of Proposal if Different from Individual Submitting Proposal. List any parties who contributed to writing all or part of the proposal.

8. Signature of Person Authorized to Bind Organization

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APPENDIX B -- HDO CAPACITY STATEMENT

HOUSING DEVELOPMENT ORGANIZATION CAPACITY STATEMENT (20 points)

The items, as follows, must be included in the "HDO Capacity Statement" section of the proposal.

1. Provide an organizational chart and identify who within the organization will be responsible for the implementation and oversight of the project.
2. Provide references and/or letters of reference relevant to the qualifications and experience required to complete this or projects similar to the project outlined in the RFP.
3. Provide a list of all projects with other regional centers and the current status of each project. The list must include the following information.
 - Project Name/Title
 - Address
 - Acquisition Date
 - Renovation Completion Date
 - Certificate of Occupancy Date
 - Original budget amount for acquisition
 - Original Budget Amount for Renovation
 - Source and Amount of Funds Secured to Complete the Project
4. Describe any history related to the projects listed which resulted in a serious and/or negative impact on development of the project, including, financial losses, investigations or citations under the California Administrative Code, Penal Code or Regulations of the State of California, or laws of other states, or the Federal Government. Any information withheld or omitted may result in disqualification of the proposal or termination of the contract. Include a statement of what actions were taken to ensure mitigation of negative impacts to future property acquisition and renovation as well as business relationships.

APPENDIX C -- HOUSING PROPOSAL OVERVIEW

HOUSING PROPOSAL OVERVIEW

(25 points)

All of the following items must be addressed in the "Housing Proposal Overview" section.

1. Describe the development and management experience of the HDO, any developer retained by the HDO and other development team members.
2. Identify what entity will ultimately own the property.
3. Identify the type of housing to be developed for this project, including whether the project is for acquisition and renovation, or new construction.
4. Describe previous experience with new construction and/or acquisition and renovation. Address what needs to be considered when doing new construction or renovation such as, projected costs, permitting and land.
5. Describe the housing design features that will be required to meet State of California, Department of Social Services, Community Care Licensing and the Enhanced Behavioral Supports Home Guidelines as specified by the State Department of Developmental Services.
6. Describe the optimal neighborhood for the proposed property and the potential impact on the surrounding community.
7. Describe the process and criteria that will be used to locate suitable property that takes into consideration proximity to local resources, including transportation, access to services utilized by the general population, availability of supportive services and programs that are available for individuals slated to live in an Enhanced Behavioral Supports Home.
8. Provide a statement of acknowledgment indicating and confirming the property acquired must be equipped with fire sprinklers. Specify the types of fire sprinklers required based on regulation, statute and any interpretations provided by the State of California Fire Marshall.

APPENDIX D -- PROPOSED TIMELINE

PROPOSED TIMELINE

(20 points)

All of the items must be addressed in the "Proposed Timeline" section of the proposal. This section must focus on the capacity of the HDO to achieve the acquisition and renovation of the property to meet the anticipated date for occupancy.

In response, provide a detailed list of tasks/activities and/or milestones for the project as described in the RFP and in compliance with the "Guidelines for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan," Community Care Licensing Regulations and other State and local requirements that may apply. The timeline must also include, the steps the HDO will implement that ensures compliance with all state and local building requirements, including receipt by VMRC of verification that the project has obtained all applicable, required permits prior to the start of any demolition, construction, or renovation. Provide a list in a sequential step-by-step action plan, that includes measurable, time limited activities toward the achievement of specific project tasks and the proposed outcome. The project objectives should be realistic and achievable within the indicated timeline. The activities must include each major step of the project and should include, but not be limited to:

1. After receipt of the notification by the VMRC that the HDO is the selected grant awardee, the timeframe for providing a corporation resolution that authorizes the signatory to sign on behalf of, and obligate the HDO.
2. Provision of funding commitment letters.
3. Provision of property site control.
4. Loan closing and property acquisition. Provision of evidence of property purchase, including an executed, recorded deed of trust and regulatory agreement.
5. Provision of evidence of application to the County Tax Assessor. Provision of the final sources and uses budget.

APPENDIX D -- PROPOSED TIMELINE

6. Certificate of Occupancy. Executed long-term lease agreement between the HDO and the service provider.
7. Executed property management agreement.
8. Evidence of property insurance.
9. Property tax exemption.
10. Reconciled sources and uses of funds budget.

APPENDIX E -- FINANCIAL STATEMENT

FINANCIAL STATEMENT

(20 points)

All of the following items must be addressed in the "Financial Statement" section of the proposal.

1. Briefly describe how the HDO will maintain accounting, financial and other records related to the use of the funds awarded through the Community Placement Planning funding provided by the State of California through VMRC.
2. Provide an acknowledgement that a minimum down payment of 20% is required for housing acquisition in accordance with the "Guidelines for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan."
https://www.dds.ca.gov/PPP/docs/PPP_Housing_Guidelines.pdf
3. Provide a detailed estimate of sources and uses of funds for the project. Indicate at what point in the project the sources and uses of funds will need to be updated, at the times as follows:
 - Upon the acquisition of the property (during the escrow period).
 - Upon the approval of the renovation bid/budget.
 - Upon submission of a request to modify the approved housing proposal.
 - Upon completion of the project a reconciliation of the Community Placement Planning Funds.
 - Upon the request of the State of California Department of Developmental Services and/or Valley Mountain Regional Center.
4. Provide an outline of the terms of the loan and/or mortgage. If a long-term loan in the form of a mortgage loan is proposed, include proposed loan terms and the going mortgage rate that the applicant is able to secure. Acknowledge that the applicant using Community Placement Planning Funding is approved for mortgage loans that shall not exceed a 15-year term unless prior approval is given by VMRC and the State of California Department of Developmental Services.

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APPENDIX E -- FINANCIAL STATEMENT

5. Provide a 15-year estimated operations budget that demonstrates the project's financial feasibility along with estimated lease payment as follows:
 - Anticipate income from all sources to be used to fund and operate the project to completion.
 - Accounts for required replacement or maintenance reserve funds.
 - Estimate of the total amount of debt service including, mortgage payment, property tax, property insurance, and property management expenses.
 - Provide the process and management of the application for property tax exemption and payment of property taxes as required by the city, county, or local governments.
 - Provide estimate of costs and lease terms that ensure financial sustainability.

6. Provide an estimated itemized project budget including budget details of the amount of funds targeted for acquisition, renovation, administrative costs of the HDO (to include developers fees), pre-development costs , renovations and transition estimates. Considering the following:
 - Use of the established operating reserve account to defray unanticipated monthly operating expense budget shortfalls (e.g., repair and maintenance, etc.).
 - The operating reserve account detail, is to include the account balance, expenditures, receipts, and purpose for using the operating reserve funds.

7. Provide a project *pro forma* budget that demonstrates the project's financial feasibility. The budget:
 - Accounts for required replacement and any operating reserve deposits, if applicable.
 - Estimates the total amount of loan or mortgage payments property (hazard) and liability insurance, home warranty contract, operating expenses, property management expenses, and property taxes (if applicable)

APPENDIX E -- FINANCIAL STATEMENT

8. Provide a copy of the HDO's written policy on the disposal of any existing fixtures and major appliances that are projected to be replaced during renovation.

APPENDIX F -- HDO DOCUMENTS

HOUSING DEVELOPMENT ORGANIZATION DOCUMENTS

(5 points)

The items as follows, must be included in the "Housing Development Organization (HDO) Documents" section of the proposal.

1. Describe the development and management experience of the HDO, and any person, agency, business, and/or organization retained by the HDO and other development team members including but not limited to, developers, architect, accountant, consultants, etc.
2. Provide resumes that convey evidence that the HDO and its team possesses the organizational skills, education and/or experience necessary to complete a project of the scope for which they are applying.
3. List the HDO's professional references with name, address, and phone number of at least one person/agency to verify fiscal stability and at least one person/agency to verify the ability to acquire and renovate a property suitable to meet the requirements for a Community Care Licensed Adult Residential Facility.
4. Provide the following HDO documents including but not limited to:

For Non-Profit Corporations

- Internal Revenue Service approval of 501 (c) (3) status.
- Articles of Incorporation demonstrating the organization's mission includes the development and management of housing for regional center consumers.
- By-laws of the Corporation.
- A list of current officers and Board of Directors.
- A current, within 240 days of proposal submission, Certificate of Status of Good Standing with the California Secretary of State.
- A corporate resolution authorizing the execution of documents by the designated signatory of the HDO.
- An executed Conflict of Interest Statement.
- Provide three (3) years of audited financial statements with the most recent audit an Unqualified audit opinion by a Certified Public Accountant using accepted accounting practices.

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- Provide current, year-to-date financial statements of the HDO.

For Limited Partnerships

- A Certificate of Limited Partnership (LP-1)
- Amendment of Certificate Partnership (LP-2), if any.
- Current Limited Partnership Agreement as amended, which defines that the purpose is to develop and manage affordable homes for individual with special needs, including those with developmental disabilities, and identifies the leadership responsibilities of the Limited Partnership's approval to acquire housing.

For Limited Liability Companies (LLC's)

- Limited Liability Company Articles of Incorporation.
- Limited Liability Company Certificate of Amendment (LLC-2), if any.
- A fully executed operating agreement and all amendments which define that the purpose is to develop and manage affordable homes for individuals with special needs and identifies the corporate leadership and responsibilities of the LLC.
- Limited Liability Companies approval to acquire housing.

APPENDIX G -- CPP Statement

COMMUNITY PLACEMENT PLANNING STATEMENT

(5 points)

Provide a statement acknowledging an understanding the HDO has read and is making a commitment to comply with all documentation requirements and timelines that are contained in the "Guidelines for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan" that are available at the web address as follows: https://www.dds.ca.gov/ CPP/docs/ CPP_Housing_Guidelines.pdf

The statement must address the following:

- Restrictive Covenant
- Compliance with State fiscal oversight, accountability, and audit requirements consistent with WIC section 4648.1 and California Code of Regulations, Title 17, section 54326.
- Ongoing costs are supported and will be met within the provisions of the median rate requirement in WIC sections 4681.6, 4689.8 and 4691.9, and other types of residential facility rate structures.
- Assurances that the CPP housing setting is eligible for Federal Financial Participation consistent with WIC section 4418.25 (b)(5) and is in compliance with the home and community-based settings requirements in federal regulation (42 Code of Federal Regulations sections 441.301 (c)(4) and 441.710, unless otherwise approved by the Department of Developmental Services.
- Follow guidance issued by the federal Centers for Medicare & Medicaid Services regarding settings that have the effect of isolating individuals receiving services and supports in the community.
- Department of Developmental Services/Community Placement Plan Deed of Trust
- Profit Participation Agreement or Department of Developmental Services/Community Placement Plan Promissory Note Secured by Deed of Trust.
- Lender Notices
- Order of Recordation
- Title Insurance
- Escrow Instructions

Project # VMRC-1920-6

Children's Community Crisis Home