EXECUTIVE SUMMARY

Fiscal Year (FY) 2015-16 Community Placement Plan (CPP) Housing Guidelines

June 2015

This Executive Summary is an overview of the proposed changes to the FY 2014-15 CPP Housing Guidelines that are recommended to be included in the FY 2015-16 CPP Housing Guidelines (Guidelines). The changes are based upon input and/or discussion with a Housing Advisory group; to include the Association of Regional Center Agencies, regional centers, and non-profit housing organizations (NPO). These stakeholders participated in meetings convened by the Department of Developmental Services (Department or DDS) in August and November 2014. Stakeholders identified the need for the Department to improve the clarity of the Guidelines, streamline the proposal submission process, as well as, for the Department to provide additional technical support throughout the housing proposal submission and project development processes.

Based upon these recommendations, the Department changed the Guidelines as follows:

- With the exception of the Certificate of Status of Good Standing issued by the California Secretary of State, the NPO's organizational and financial documents may be submitted to the Department one-time annually, for all CPP housing projects to be developed in that year.
- Loan commitment letter(s), previously submitted with the housing proposal, are to be submitted with the Housing Acquisition Request.
- The DDS Deed of Trust was revised to remove the Instrument Number related to the Institutional Lender's Deed of Trust.

To enhance clarity and to provide technical resources, the Department changed the Guidelines as follows:

- Property insurance requirements are now specified in the Guidelines.
- A hyperlink that includes information about best practice(s) related to aging in place/universal design was added.

New policy decisions were established by the Department as follows:

- Fire sprinkler systems are required for each CPP property to increase the health and safety for residents, guests, and staff.
- The regional center's submitted housing proposal must include the NPO's financial information that specifies, by home, the amount of funds set-aside in a replacement reserve account.
- The submitted Certificate of Status of Good Standing must be current within 240 days.
- Removal of submission to the Department, mechanics lien releases related to the developed project. The NPO now submits these to the regional center.