

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.

- 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.