



STATE OF NEW JERSEY

DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

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Memorandum

Date: April 1, 2016

To: Distribution List

Subject: Division of Developmental Disabilities – Development Policy

Effective April 1, 2016, the November 12, 2015 Housing Policy memo entitled Division of Developmental Disabilities – Housing Policies is rescinded. As a result of this change:

1) Partnerships and Letters of Support

The Division will continue to partner with the Department of Community Affairs and the NJ Housing and Mortgage Finance Agency (HMFA) in the Special Needs Housing Partnership program and will also continue to support eligible programs using the Sandy Special Needs Housing Trust Fund.

As you are aware, the Division is moving forward with the impending shift to fee-for-service. In support of that, and individual choice, Letters of Support provided by the Division will no longer guarantee the Division will secure individuals to be served in the targeted project. Rather, they will state that rents for the property will be supported through the Department of Human Services for any eligible individual who elects to be served in the property.

2) Current Vacancies Already in Contract

As stated in the November 12, 2015 Memorandum on Housing Policies, there will no longer be a requirement to prioritize individuals leaving the developmental centers (Olmstead) or who are part of the Return Home New Jersey (RHNJ) Initiative for consideration of placement into a Division-funded vacancy. In anticipation of the Division's transition to the fee-for-service platform, any existing vacancy is eligible to be filled *regardless of initiative*. Please note, however, that any vacancy without an individual proposed, confirmed by the guardian, and selected as of March 1, 2016 will be analyzed – on a case-by-case basis – to determine the appropriate funding amount to

be removed from the contract. The Division will work with the provider agency in making these determinations. Should funding be removed from a vacancy and an individual be identified at a later date, service funding for that vacancy will be restored based on the individual's assessed budget.

3) New Development

The Division has a philosophy of individuals aging in place. To support that vision, the Division will require:

Single Family Dwellings:

In order to receive support and approval, all newly acquired single family housing stock will be required to have certain accessibility features at time of occupation based on the needs of targeted residents. For features not required based on the needs of targeted residents at time of occupation, the site will have to be able to be reasonably adapted at a later date. The below guidelines will be in place to obtain funding support and approval for single family homes:

Required elements/features:

- a. All residents of home, regardless of adaptive equipment utilized by them, must be able to access and utilize all common areas of the home without having to exit and re-enter the residence (Required at time of resident move in).
- b. At time of residents moving into home, hallways and doors on ground floor must be wide enough to accommodate an oversized wheelchair (halls to be a minimum of 42" wide or be widened to this dimension and doors to be 36" wide conforming to NJ barrier-free sub code-ICC/ANSI A117.1-2003). Should there be a second floor in the home, this requirement would not apply so long as it is not intended for use by individuals with ambulation difficulties.
- c. In sites targeted for more than two residents, at least half of bedrooms to be used by residents shall be at least 120 square feet to accommodate adaptive equipment. Specifically, the size ratio shall be as outlined below:
 - a. Three residents, two bedrooms shall be at least 120 square feet
 - b. Four residents, two bedrooms shall be at least 120 square feet
 - c. Five residents, three bedrooms shall be at least 120 square feet
 - d. Six residents, three bedrooms shall be at least 120 square feet
- d. The lot must be of adequate size and impervious coverage area to allow for the ramping of two means of egress located in two different parts of the home. The ramps are to be a minimum of 48" wide with a 1/12 pitch. All ramps to lead to a hard surface (driveway) via sidewalks. (Lot features must be present at time of resident move in, but ramping may not be required until such time as targeted resident(s) require it. Must conform to NJ barrier-free sub code-ICC/ANSI A117.1-2003).
- e. Site must have two available bathrooms located in residence. One bathroom shall be on ground floor and be of adequate size to accommodate renovation to a roll in shower (design of room shall conform to NJ barrier-free sub code-ICC/ANSI A117.1-2003). At such time, two floor drains will be provided, one in

the shower area and one near the center of the room, with a ceramic tile floor finish and waterproof membrane under the entire floor which runs up the walls 6"-8". An exhaust fan that goes on with the room light shall be provided. (Adequate bathroom area must be present at time of resident move in, but full renovation may not be required until such time as targeted resident(s) require it).

- f. Sufficient room next to commode for wheelchair so individual can slide from wheelchair to commode (design of room shall conform to NJ barrier-free sub code-ICC/ANSI A117.1-2003 at time of resident move in, but full renovation may not be required until such time as targeted resident(s) require it).

Suggested Elements

- a. Ability for two or more bedrooms to have 42" doors installed to allow direct egress to the exterior of the building for use when individuals are to be evacuated in beds in emergency situations.

Multi-Family Dwellings (condominium, townhouse or apartment)

Support and approval of multi-family dwellings shall be provided on a case by case basis. The features required for single family homes shall apply to the extent reasonable.

Geographic Location

The Division has a vested interest in acquiring housing stock in areas of the state that can benefit the most individuals. Therefore, the Division will factor in overall need for housing when multiple projects in the same county/town are seeking approval.

4) Availability of Capital Funding

The Division has the ability to provide capital funding, based on appropriations, for supported projects on a case-by-case basis. In general, Division owned properties are eligible for Capital Funding. Agency Owned properties may also be eligible based upon funding availability.

Areas where capital funding will be considered are limited to sprinklers and fire alarms. Capital funding for acquisition or renovations will also be considered but a single property cannot receive both. All requests for this funding must come through an agency's assigned Division Program Developer using the New Development Funding Request Form.

Acquisition costs will only be considered if funding is leveraged from at least one other source (Ex. Special Needs Housing Partnership, COAH, fundraising, etc). The maximum amount awarded would be 20% of the project up to \$120,000. This cost includes sprinklers. All acquisition requests require blueprint review and approval by the state architect.

If acquisition costs are not provided, then an agency may request up to \$90,000 to make accessibility renovations to a newly acquired home. All renovation requests require inspection by the state architect and three bids are required for all work to be completed. Should accessibility renovations for an existing home include sprinklers then the up to amount will be \$120,000.

An agency may request up to \$90,000 to make accessibility renovations to an existing home. All renovation requests require inspection by the state architect and three bids are required for all work to be completed. Should accessibility renovations for an existing home include sprinklers then the up to amount will be \$120,000.

A single service provider can request funding for up to four homes in development statewide at any one time. In addition, an agency can have up to four accessibility requests statewide at any one time for a total of eight active projects.

In all cases, approval from the Division's Capital Review Committee (CRC) is required. Inspections/reviews conducted by Division staff or state architect in no way provide or imply funding approval. Agencies that move forward with projects without CRC funding approval do so with no guarantee of reimbursement.

5) Start Up Funding

The Division shall provide start-up funding, based on appropriations, to approved sites when the majority of residents have been identified for a licensed location. A majority of residents is defined as:

- For a one person site, the individual is identified
- For a two person site, one individual is identified
- For a three person site, two of three individuals are identified
- For a four person site, three of four individuals are identified

Start-Up funding will be limited to furnishings up to an amount of \$4,000 per individual served and one vehicle. Type of vehicle (Accessible or non-accessible) will be based on the make-up of the targeted residents of the home.

6) Sprinklers

In consultation with the Department of Community Affairs, the Division will be continue to implement the following policy regarding the requirement for sprinkler systems in multi-family dwellings: *"Fire suppression systems are required in all new stand-alone DDD licensed homes and DDD homes that require a change in use group. Fire suppressions systems are not required in multi-family dwellings (condominium, townhouse or apartment) when the service recipient can evacuate without physical assistance. Verbal prompts, verbal cues and physical prompts can be provided to assist in the evacuation. Fire suppression systems are required in multi-family dwellings when the service recipient requires physical assistance for prompt emergency evacuation."*

7) Division Circular #42

Please note that Division Circular #42 (Donated Housing) continues to be rescinded

Please direct all inquiries regarding these policies to Jonathan Seifried
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