

Facilities Consolidation Fund (FCF)

Duplex Policy

All Facilities Consolidation Funds (FCF) applicants should review the [FCF Program Guidelines](#) and the [DDS Program Design and Cost Guide for Community Residences](#) prior to submitting a pre-application to CEDAC to review eligibility requirements, underwriting standards and program and design considerations. Both documents are linked here and can also be found on CEDAC's website, www.cedac.org.

For any FCF applicant who wishes to develop a duplex, additional FCF guidelines apply, as follows:

- Prior to submitting an application, the applicant should schedule a meeting with DDS/DMH and CEDAC to present the duplex concept, request feedback and approve the request.
 - For proposed duplexes for DDS clients, per DDS Home and Community Based Settings [Policy 2014-1](#), DDS may approve duplexes only upon the review and consent of the Regional Director, the Assistant Commissioner for Field Operations and the Assistant Commissioner for Quality Management.
- The following additional items should be included in the FCF application:
 - Justification, in narrative form, for utilizing the duplex model
 - A staffing and services plan documenting any operational efficiencies
- Additional design guidelines will apply to duplex projects that will house clients of DDS, as follows:
 - Rehabilitation/renovation of existing homes is not encouraged
 - The capacity may not exceed four (4) individuals per home, for a maximum of eight (8) individuals per duplex
 - The design should demonstrate space- and cost-saving measures, where appropriate and allowed, including consolidation of potentially redundant areas such as:
 - Patios
 - Parking
 - Storage
 - Mechanical space
 - Each home in the duplex should not exceed 2,350 gross square feet, excluding basements or other areas for storage and mechanical equipment
 - The two homes comprising the duplex must have fire safety walls (with no doors) between the two homes on all floors

As with all FCF applications, this documentation will be reviewed by CEDAC and its design cost reviewer, and CEDAC will consult with DDS/DMH to determine the project's eligibility for FCF.

For questions or additional information, please contact CEDAC's Director of Housing Development at (617) 727-5944.