

Facilities Consolidation Fund (FCF)

Integrated DDS Units Tip Sheet

This tip sheet is intended to supplement the [FCF Program Guidelines](#) and provide sponsors with information that will assist them in developing high-quality integrated DDS units in accordance with FCF underwriting standards. CEDAC acknowledges that this list is not comprehensive and sponsors are strongly encouraged to reach out to CEDAC directly with questions at any point throughout the development process. Further information is available on CEDAC's website, www.cedac.org.

Overview of Integrated DDS Units and the FCF Program

The FCF program provides capital financing to sponsors developing housing for individuals who are eligible for services through the Department of Developmental Services (DDS) or Department of Mental Health (DMH). "Integrated" units are those units that house DDS or DMH residents within a larger, multifamily or senior housing development. Typically, the number of integrated units in a development ranges from two to five, but can vary depending on the situation. This tip sheet applies specifically to the development of housing for DDS residents.

When developing housing for DDS residents, the sponsor must work closely with DDS, CEDAC and EOHLC to ensure that the design and function of the units meets the needs of the residents. The sponsor and their development team members will be best served by engaging DDS, CEDAC and EOHLC as early as possible during the pre-development process. This tip sheet provides important information regarding the process for developing integrated units for DDS residents using FCF financing.

Design Guidelines

Because integrated DDS units house residents with specific service needs, the units must be designed in such a way as to allow for an accessible, nurturing environment for the residents.

- Sponsors and their development team members should carefully review the [Facilities Consolidation Fund Program Design Guide for MA Department of Developmental Services Integrated Units](#), which outlines the design requirements for integrated DDS units in FCF-financed projects. Only projects meeting these design requirements will be eligible for FCF financing.
- Sponsors should be aware that the FCF design guidelines are distinct from the licensing requirements of DDS. Compliance with one does not mean compliance with the other, as they are administered and enforced by different agencies. Sponsors must ensure that they are meeting both sets of requirements in relation to the design of the integrated DDS units.
- Sponsors must work closely with DDS and CEDAC to determine the appropriate number of integrated DDS units for the project. As the architectural drawings are developed, sponsors should consult with both agencies whenever the design has significantly progressed or been altered in any material way to ensure that the design still complies with DDS and FCF requirements. The integrated units should be clearly labelled "FCF-DDS" on the drawings.

Program Considerations

In addition to design, development teams must also consider how integrated DDS units within a multifamily building will function and interact with all of the other requirements related to developing and operating affordable housing using public resources.

- Sponsors seeking additional capital financing sources, including Low Income Housing Tax Credits (LIHTC), and/or operating subsidies must carefully review the regulations, program guidelines and design requirements for those sources/subsidies to ensure that they do not conflict with the FCF-DDS design or program guidelines. Sponsors should speak with the agencies involved with those financing sources/subsidies early on to identify any possible conflicts, and work with their attorneys and accountants to ensure compliance with any legal and/or IRS requirements.
- Likewise, sponsors and their property managers need to work with DDS to review and confirm the process for showing units to prospective residents, signing leases with residents and moving residents in to their units. This process must include a review of the relevant paperwork that will need to be completed prior to any residents moving in and who that paperwork needs to be filed with.

Application Process

- EOHLC accepts applications for FCF financing for integrated DDS units on an annual basis through its competitive funding rounds. For each round, EOHLC will release a Notice of Funding Availability (NOFA) describing the application process and relevant deadlines, with pre-applications being the first major deadline. Pre-applications should be submitted to EOHLC, with copies sent to CEDAC and DDS. In every case, sponsors must engage DDS, CEDAC and EOHLC to discuss the proposed project before submitting a pre-application.
- If EOHLC approves the pre-application and invites the project's sponsor to subsequently submit a full application, the sponsor must contact the DDS area director to request an FCF Certification Letter. The Certification Letter must be submitted with the full application.

For questions or additional information, please contact CEDAC at (617) 727-5944.