

**Facilities Consolidation Fund  
Program Design Guide  
for MA Department of Developmental Services  
Integrated Units**

**2023**

The Massachusetts Department of Developmental Services (DDS) has developed a range of housing models to meet the accessibility and support needs of the individuals it serves. One model provides for apartment units that are integrated into larger multi-unit developments, allowing DDS individuals to live independently as part of a diverse community while still being able to receive and benefit from service supports. Integrated DDS units financed with Facilities Consolidation Funds (FCF) and administered by the Community Economic Development Assistance Corporation (CEDAC) under contract with the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) must be developed in accordance with the requirements in this Program Design Guide (the “Guide”).

This Guide is intended to assist developers, designers, and service providers in understanding the basic program design requirements for integrated units that DDS considers important to create an appropriate continuum of residential options for DDS individuals. A separate publication covers the design requirements for community residences for DDS residents, which are typically detached, single-story homes with staff present.

This Guide identifies what are considered to be the essential baseline design requirements for all integrated DDS units to meet the needs of residents in both new and existing units. Additional features, identified by DDS staff prior to the start of design, may be needed in some units in order to meet specific programmatic requirements. DDS, EOHLC and CEDAC reserve the right to waive any requirements as needed.

Integrated DDS units typically serve a more independent population than community residences and as such the requirements outlined in this Guide emphasize design attributes that ensure residents are included as fully as possible and given maximum control over their interactions with the greater community. The requirement of *visitability* and encouragement of *Universal Design Principles* support the goal of housing where *aging in place* is possible. Visitability is defined in EOHLC’s Qualified Allocation Plan as a dwelling unit with an accessible route from a public way that incorporates maneuverability clearances for a visitor to access the public areas of the unit, such as the bathroom, living room and dining area.

This Guide supplements and elaborates upon program guidelines and underwriting standards set forth in the [Facilities Consolidation Fund Program Guidelines](#) issued by EOHLC in February 2004.

Developers considering the construction of integrated units should first read the *Facilities Consolidation Fund Integrated Units Tip Sheet* posted on CEDAC’s website. This document contains key information that should be reviewed prior to undertaking the development of integrated units. Recognizing that each project can have unique circumstances of location or program design and may serve individuals along a varied continuum of need, developers must review their proposed program with DDS and CEDAC at the earliest feasible time to ensure that it falls within the design parameters outlined in these guidelines.

The Guide is broken out into two sections:

- A. Basic Integrated Unit Program
- B. Developer's Checklist for Integrated DDS Units

### **A. Basic Integrated Unit Program**

This section is intended to outline fundamental elements in the design and development of integrated units. Please refer to the following section (Section B – Developer's Checklist for Integrated DDS Units) for a detailed list of specific design requirements for integrated DDS units. Please note that while most integrated units will be new construction, some may be renovations of existing units, which have slightly different design requirements.

#### 1. Accessibility

- a. Projects with integrated units must comply with all applicable federal and state access requirements, in addition to these specific design requirements for integrated units. If the requirements conflict, the most restrictive requirement will prevail.
- b. Integrated units must meet Massachusetts Architectural Access Board (MAAB) Group 2A design requirements for multifamily housing (see [521 CMR](#)). Note that integrated units must not be included in the 5% regulatory requirement for MAAB Group 2 units; integrated units are in addition to any required accessible units.
- c. Integrated units must be designed with more closets and storage space than other units to provide sufficient space for storage of additional supplies or equipment.

#### 2. Integration

- a. The outward appearance of integrated units should, to the fullest extent possible, be identical to all other units, including Group 2A units, within the building. For example, every unit should have two peepholes in the apartment entry door.
- b. The interior design of the integrated units must be of identical quality to all other units and have comparable amenities.
- c. Integrated units must be distributed throughout the building. They must not be adjacent to each other, or otherwise clustered on the same floor.
- d. There must not be more than five integrated DDS units per development, unless DDS determines otherwise.
- e. All integrated DDS units must be one-bedroom units, unless DDS determines otherwise.
- f. All units in new construction developments must be visitable.

#### 3. Mobility

- a. Integrated units must have equal access to and use of shared amenities.
- b. Buildings with integrated units must have a dedicated and accessible pick-up/drop-off area near the main entrance, with a line of sight from the pick-up/drop-off area to the entrance.
- c. Cover must be provided at any secured main entry door.
- d. If parking is provided, buildings with integrated units must provide one accessible parking space per integrated unit, even if not required by the Access Code. Parking spaces that are provided for integrated units are allowed to be counted towards the required number of accessible parking space to meet the Access Code.

- e. Buildings with integrated units should provide common on-site outdoor space at grade. If private outdoor space for each unit is provided, integrated units should be at-grade to minimize the potential for falls. For any common outdoor space that is planned above the ground floor, such as a roof deck, the sponsor must discuss the space with DDS to address safety concerns.
- f. Ideally, buildings with integrated units should have proximity to public transport and off-site amenities.

(Continue to next page for checklist)

## Section B – Developer’s Checklist for Integrated DDS Units

Developers applying for FCF funds for integrated DDS units must complete the below checklist and submit it with the OneStop application.

Y = Yes, N = No, E = Encouraged

\*Requirements with an asterisk may be waived for moderate rehab projects.

Feature	EOHLC Required		Check if included	Explain if not included
	Rehab	New		

### Exterior

Dedicated area for pickup/drop-off near the building entrance	Y	Y		
If parking is provided, provide one accessible parking space per integrated unit	N	Y		
Minimum one van accessible space	N	Y		
If common outdoor space is provided, provide shaded seating areas	Y*	Y		
If covered parking is available, provide direct covered access from parking to integrated units	N	Y		
Covered bicycle parking	Y*	Y		

### Common Entrances

All primary building entrances on accessible routes	N	Y		
Primary entrances to be covered or otherwise protected	Y	Y		
Automatic door openers at primary building entrances	Y	Y		

### Common Areas

Provide electrical power, wiring and hardware components to allow for future installation of automatic door openers at common interior spaces such as mail rooms, community rooms and laundry rooms without modification of door frame, ceilings or walls	Y*	Y		
Provide blocking in the wall at all unit entry doors for future installation of a package shelf at the exterior side of the door	Y*	Y		
If a package shelf is installed at the outside of any unit entry door, provide at all unit entry doors	E	E		

**Integrated Unit Interiors**

Comply with the Group 2A requirements in 521 CMR 9.5, Dwelling Unit Interiors, as well as these integrated unit requirements. If the requirements conflict, the most restrictive requirement shall prevail.	Y*	Y		
Provide entry door peepholes at both 60” and 42” above finish floor	E	E		
Provide electrical power, wiring and hardware components to allow for future installation of automatic door openers at unit entry doors without modification of door frame, ceilings or walls	Y	Y		
Provide blocking in the wall at unit entry doors for future installation of a package shelf at the interior side of the door	N	Y		
42” minimum clear width in hallways	Y	Y		
Space to allow wheelchair access on both sides of the bed (assume full bed): 36” on one side, 60” on the other	Y	Y		
Closets must be wide and no more than 24” in depth. Closet doors should be hinged (single leaf or paired doors) with a minimum 90 degree opening.	Y	Y		
Provide a dedicated storage closet separate from other typical closets (8 sf minimum)	Y	Y		
Flush transition to exterior patios. Minimum depth of exterior space must be 60”. No balconies or decks allowed.	Y*	Y		
Flooring to be hard surfaces; no carpet	Y	Y		
Additional electrical outlets at bed locations & desks: fourplex outlet for computers, electronic equipment, and personal use equipment such as oxygen	Y	Y		
Air conditioning shall be provided by sponsor, with controls within the zone of reach. No window-mounted A/C units will be permitted.	Y	Y		

**Bathrooms**

Comply with the Group 2A requirements in 521 CMR, as well as these integrated unit requirements. If the requirements conflict, the most restrictive requirement will prevail.	Y*	Y		
Provide curbless showers (no tubs) with diverter and conventional shower head on the short wall, in addition to the Group 2A hardware. Grab bars complying with Group 2B requirements must be installed.	Y	Y		
Provide a secondary floor drain	Y*	Y		

Medicine cabinet located within accessible reach range without reaching across the sink	Y	Y		
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**Kitchens**

Comply with the Group 2A requirements in 521 CMR, as well as these integrated unit requirements. If the requirements conflict, the most restrictive requirement will prevail.	Y*	Y		
Cabinets with sliding shelves and 'lazy susan' corner cabinets	Y	Y		