

**Facilities Consolidation Fund
Program Design and Cost Guide
for MA Department of Developmental Services
Community Residences**

2023

This Program Design and Cost Guide (the “Guide”) describes the design requirements for the construction of new community residences or the renovation of existing homes that are developed for individuals served by the Massachusetts Department of Developmental Services (DDS). Projects financed with Facilities Consolidation Funds (FCF) 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 guide. A separate publication covers the design requirements for “integrated” units for DDS residents, where the units are incorporated into larger multi-unit developments.

These design and cost requirements supplement and elaborate upon program guidelines and underwriting standards set forth in the [Facilities Consolidation Fund Program Guidelines](#) issued by EOHLC in February 2004 and replace the original 2006 Program Design and Cost Guide.

The Guide is intended to assist developers, designers, and service providers in understanding the basic program design and cost requirements for community residences that DDS considers important to create an appropriate continuum of residential options for DDS residents. It incorporates principles of siting and program design that should inform developers as they evaluate sites and develop design programs for DDS residences. EOHLC also strongly encourages sponsors to incorporate green, sustainable, and climate resilient design elements into their projects, such as those listed in EOHLC’s Qualified Allocation Plan.

The level of accessibility and the depth of services needed by individuals served by DDS can vary significantly; therefore, DDS has developed a range of housing models to meet all resident needs. This Guide identifies what are considered essential baseline design requirements for all community residences to meet the needs of residents in both new and existing structures. Additional features, identified by DDS staff prior to the start of design, may be needed in some homes in order to meet specific clinical requirements. DDS, EOHLC and CEDAC reserve the right to waive any requirements as needed.

The Guide is organized into four sections:

- A. Basic Community Residence Design
- B. Specific Project Requirements and Design Guidelines
- C. Project Description Checklist
- D. Appendix A – Area Calculations

Developers considering the construction or rehabilitation of a community residence should first read the [Facilities Consolidation Fund Group Home Tip Sheet](#) posted on CEDAC’s website. This document contains key information that should be reviewed prior to undertaking the development of a community residence. Recognizing that each project can have unique circumstances of location or program design and may serve individuals along a varied continuum of need, developers should review their proposed program with DDS and CEDAC at the earliest feasible time to ensure that it falls within the design and

cost parameters outlined in these guidelines. In instances where the developer is not the service provider, the developer and service provider should work closely together to ensure that the service provider is in consistent communication with DDS about the project and is relaying pertinent information back to the developer.

A. Basic Community Residence Program Design

This section is intended to outline the fundamental elements in the design and development of community residences. It is broken into the following six concepts:

1. Part of the Community
2. Durable Construction
3. Appropriate Level of Accessibility
4. Appropriate Residential Space Planning
5. Regulatory Compliance
6. Cost-Effective Solutions

Although this section references some examples of design requirements, developers and designers must refer to the following section (Section B – Specific Project Requirements and Design Guidelines) for a comprehensive list of all design requirements for community residences. Please note that most community residences will be new construction, though some may be renovations of existing homes, which have slightly different design requirements. The design guidelines note where and when the design requirements differ between the two types; if no difference is indicated, the requirement is the same for both types.

1. Part of the Community

As the name implies, these homes are part of the surrounding community. Whether existing or new construction, the creation of a community residence within an existing neighborhood requires sensitivity to the context. Ideally, the project improves the visual quality of the area.

- a. Designers should focus on connections, not contrast.
 - i. Designers should establish the appearance of a compatible scale.
 - ii. Although homes may potentially be larger in footprint than adjacent residences, designers should employ design strategies that create visual and spatial connections with the neighborhood. For example, with new construction homes, matching the front and side yard setbacks of adjacent structures and breaking up long facades into smaller elements help establish a compatible relationship with the location and scale of the surrounding properties.
 - iii. Homes should have a presentable, visual appearance from the street, including the front entrance, and reflect the surrounding residential context.
- b. To the extent possible, designers should avoid “institutional” elements or explore methods for minimizing their appearance.
 - i. Ramps, where needed for existing residences only, should not be prominent. With obscuring landscaping, the design can integrate ramps with existing landings and steps to maintain a residential appearance.
 - ii. Use of composite decking with non-slip surfacing is encouraged. Metal ramp structures are not allowed and the prominent use of pressure treated woods should be avoided.

- iii. Designers should avoid large, visible parking areas, potentially splitting them up into smaller areas and obscuring them with site elements.
 - iv. Totes for trash and recycling should be stored in areas that out of sight from the street and allow for easy service.
 - v. Developers should work with regulatory entities to keep the visible life safety components (fire beacons, notification devices, etc.) at a minimum or appropriately located.
- c. Privacy
- i. Outdoor spaces should both establish privacy for residents and preserve the privacy of adjacent residences.
- d. Landscaping and other site improvements
- i. Designers should make landscaping a part of the design and project budget.
 - ii. Fencing, mailboxes, and garden areas can add to the residential feeling of the home.
 - iii. If a shed is needed for outdoor storage, select a non-prominent location.

2. Durable Construction

FCF loans have a term of 30 years, and community residences are expected to last just as long.

- a. Design and scope decisions must minimize operating costs through the specification of durable building components and systems that will need minimal maintenance or repair. Designers must also pay close attention to ventilation and the careful control of moisture, both inside and outside of the building.
- b. For existing buildings, developers and designers must anticipate the remaining useful life of major systems and either include the upfront replacement of those systems in the renovation scope or verify that future replacement of those systems can be adequately funded by the replacement reserve.
- c. Pro-active protection of surfaces from physical and environmental abuse needs consideration. For example, “outside” corners in a hallway can be covered with protecting material, such as trim integrated with a chair rail. Gypsum wall board can be specified to be impact- or mold-resistant using readily available products designed for this purpose.

3. Appropriate Level of Accessibility

In addition to the FCF design requirements, projects financed with FCF funds must comply with all applicable federal and state access and building code requirements. The Guide does not attempt to cite all of the relevant code references, but uses terms that are commonly used in describing accessibility attributes. Community residences should also incorporate Universal Design concepts because the needs of residents will change, sometimes dramatically, as they age. Additionally, the type of DDS program occupying the residence, and therefore the needs of the individuals who live there, may shift over time. Consequently, the desired accessible elements may exceed the needs of the initial residents. Finally, it is important to note that the accessibility requirements in the FCF design guidelines exceed those of DDS’s licensing division.

- a. Clearance/circulation. Developers and designers must pay close attention to the requirements in Section B for door widths, door maneuvering clearances, corridor widths and circulation. Where feasible, increasing door and corridor widths in existing homes to match the new construction requirements is desired.
- b. Kitchens. While kitchens do not need to be fully accessible unless they will be used by residents, developers and designers must consult with DDS as to whether some kitchen

spaces should be made accessible, such as creating a work station or open knee space under a sink. Consideration should be given to the amount of visibility and connection the kitchen has with the main living areas.

- c. Bathrooms. Bathrooms in new construction homes are required to meet the MAAB Group 2B regulations at a minimum. In existing homes, at least one ground-floor bathroom is required to meet the MAAB Group 2B requirements. Additional square footage exceeding the regulatory minimums for bathrooms may better facilitate staff in assisting residents.

4. Appropriate Residential Space Planning

Community residences need to incorporate elements of basic residential space planning to support the needs of residents and guests. The most basic need is the creation of a real sense of home. Additionally, care must be taken to avoid any life safety hazards that may be heightened by mobility or sensory impairments.

- a. Community residences are typically four- to five-bedroom homes, depending on the location, size of the site, and the population being served. DDS will determine the appropriate number of bedrooms for each community residence.
- b. In certain limited scenarios, a duplex consisting of two adjacent homes with a maximum total of eight bedrooms may be an appropriate model. Again, DDS will determine the appropriate number of homes and bedrooms for each community residence. Code requirements dictate that a duplex must be treated as a two-family residence with fire-rated separation between the two sides of the duplex.
- c. A single-story, four-bedroom home will typically be about 2,450 to 2,850 gross square feet in size. A single-story, five-bedroom home will typically be about 2,800 to 3,200 gross square feet in size. The gross square footage totals exclude basements or other areas exclusively used for “remote” storage and mechanical equipment. See Section B.12 and Appendix A for additional information on storage and square footage calculations, respectively.
- d. Designers must provide a convenient relationship between bedrooms and bathrooms and avoid space planning that has bathroom doors opening into public spaces. Locating living areas in positions to benefit from natural light and connections with the exterior is recommended.
- e. Designers should provide a quiet space, with minimal potential distractions, where visiting guests can meet with residents and/or staff.
- f. Space planning must not create any potential safety issues. Unprotected, abrupt grade changes, even with minimal height difference, must be avoided. Designers must use appropriate lockset functions at doorways leading to potential hazards, such as a door to a basement stair or mechanical closet, in order to minimize the potential for inadvertent access.
- g. For new construction homes, designers must provide two covered entrances to allow for multiple entrance options that mitigate the impacts of weather. Optional protected (screened) outdoor areas contribute significantly to quality of life.
- h. A shed for outdoor storage is optional depending on site and program needs. The location for any shed must be part of the initial site design in new construction and in renovation plans for existing homes.

5. Regulatory Compliance

Applicable building, energy and safety codes must be followed. Note that the name “community residences” is not building code terminology, but more of a general label for this type of DDS residence. Any requirements above code are included in these guidelines or will be specifically identified by DDS prior to the start of design.

- a. Community residences fall under the [International Residential Code \(IRC\)](#) with [amendments by the Massachusetts State Building Code](#). The current applicable building code use and occupancy classification for community residences is “Residential Group R-3.”¹ Developers and designers are responsible for determining which codes and regulations apply to community residences.
- b. As the relevant building, energy and safety codes are updated over time, developers and designers are responsible for identifying and conforming to any modifications to the applicable codes and regulations for community residences.
- c. In addition to the code requirements, for both new construction and existing homes, each of the two exits from the residence must consist of a paved route to the public way.
- d. Any ramp must comply with the requirements of [521 CMR 24.00](#).
- e. It is important to note that the requirements in this guide are entirely separate from DDS’s own licensing requirements. Approval by DDS’s licensing division does not in any way signify conformance with the FCF design requirements, and vice versa. Developers must consult with DDS for specific information on licensing requirements.

6. Cost-Effective Solutions

Fundamental to any project utilizing public resources, it is crucial to control costs while ensuring a high-quality end product. It is the sole responsibility of the developer to ensure that necessary and appropriate cost-control measures are utilized in the design and development of community residences. Please refer to Section B.22 for more information on cost control.

- a. An as-is appraisal, careful selection of development team members, and a competitively bid construction contract are three important methods for ensuring a cost-efficient product.
- b. Developers and designers must avoid over-designing community residences beyond the scope called for in this guide so as not to incur unnecessary expenses.
- c. Developers and designers must bear in mind that the FCF program can finance *up to 50%* of the total development cost of community residences. Loan amounts lower than 50% may be necessary in instances where proper cost control measures have not been implemented.

¹ Within the “Residential Group R-3” classification, there are two compliance paths. One is as a “Care Facility,” which covers accommodations for five or fewer persons receiving care. Per the IRC code, community residences permitted via this path are subject to the additional requirement of a 13D fire suppression system. The second compliance path within the “Residential Group R-3” classification is as “DDS facilities in conformance with the occupant safety requirements of [115 CMR 7.00: Standards for All Services and Supports](#),” which is a specific amendment to the IRC by the Massachusetts State Building Code. The Massachusetts amendment does not impose the same 13D fire suppression requirement on community residences permitted via this path. Developers and designers may choose either path, but should refer to the “Safety Features” requirement in the next section for additional information on FCF requirements for fire suppression for new construction and existing buildings.

B. Specific Project Requirements and Design Guidelines

This section addresses the program design requirements that developers and designers must incorporate into community residences. All of the items included in this section are required, unless specifically noted as optional.

In recognition of the inherent budget, dimensional and space planning challenges with the adaptive re-use of existing buildings (typically single-family homes) into community residences, the below requirements differ between existing and new construction buildings. However, the ideal outcome for existing buildings is achieving the new construction standards where technically and financially possible.

1. Building Configuration

- a. *New construction* – All residential living areas in new construction homes must be fully accessible ground-floor spaces. Partial second-floor spaces for a staff office, mechanical equipment, or storage are allowed.

Existing buildings – In low-density suburban or rural communities, single-story homes are preferred so that all living areas are accessible. In suburban or urban neighborhoods with higher densities, multi-story developments will be considered at DDS's discretion provided that at least 50% of the total number of bedrooms and at least 50% of the total number of bathrooms are located on the ground floor and are fully accessible.

2. Exterior

- a. *New construction* – The residence must have two fully accessible exterior doors that exit onto an accessible paved route to the public way and parking area. Two covered entrances must be provided.
- b. *Existing buildings* – The residence must have two fully accessible exterior doors that exit onto an accessible paved route to the public way and parking area. Covered entrances are optional but preferred.

3. Ramps

- a. *New construction* – Not allowed.
- b. *Existing buildings* – When necessary for creating accessible entrances, ramps must be permanent structures set into footings and must comply with the requirements of [521 CMR 24.00](#), including for railings, slope and cross-slope.

4. Corridors and Circulation

- a. *New construction* – All bedrooms, bathrooms, corridors and living areas must be fully accessible. Corridors must be a minimum of 48" in width, as must all circulation paths, including those through the kitchen. Additionally, spaces being used by residents must allow for a minimum 60" diameter turning circle.
- b. *Existing buildings* – All ground-floor bedrooms and at least one ground-floor bathroom must be fully accessible. The corridors leading to those spaces must have a minimum width of 36".

5. Doorways

- a. *New construction* – Doors must be a minimum of 42” in width to easily accommodate medical equipment. Door maneuvering clearances, as defined in [521 CMR 26.6](#), must be provided.
- b. *Existing buildings* – All ground-floor bedrooms and at least one ground-floor bathroom must have minimum clear doorway opening widths of 32” (as measured from the face on the stop of the latch side to the face of the door when the door is open 90 degrees). Door maneuvering clearances, as defined in [521 CMR 26.6](#), must be provided in all ground-floor bedrooms and at least one accessible ground-floor bathroom.

6. Ceiling Reinforcement and Overhead Tracks

- a. *New construction* – Ceiling structures in bedrooms, living areas and bathrooms, and the corridors connecting those spaces, must be reinforced to accommodate future overhead tracks to assist in moving residents with mobility impairments. The tracks may be installed at the time of construction or at a later time when needed; however, FCF funds can only cover costs incurred during the initial construction phase.
- b. *Existing buildings* – Not required.

7. Bedrooms

- a. *New construction* – Bedrooms must be fully accessible and no less than 120 square feet, not including the closet. They must accommodate a single bed, nightstand, chair, dresser, and television stand. All bedrooms must be provided with telephone and cable TV jacks, internet ports and electrical outlets. The quantity of outlets must be in excess of electrical code requirements. Closet space must be ample, with either “walk-in” or shallow (24” depth max.) and wide (48” width min.) configurations acceptable. Closet space must be no less than 16 square feet.
- b. *Existing buildings* – Ground floor bedrooms must be fully accessible. All bedrooms must be a minimum of 110 square feet (not including closets) to accommodate a single bed, nightstand, dresser and chair. Telephone and cable TV jacks, internet ports and electrical outlets must be provided. Closet space must be no less than 12 square feet.

8. Living areas and staff space

- a. *New construction* – A shared living room of approximately 170 square feet must be provided and furnished with several chairs, a couch, end tables, coffee table and television. In addition, an optional, smaller multi-purpose room of 120 square feet that can be used for private family conferences and by staff is preferred. Ideally, this optional room should have a door for privacy. Finally, a secure office space for staff must be provided with sufficient room for a desk, files, computer, and phone. A locked storage cabinet with a small refrigeration unit for medicines must also be provided in this area. This space should be approximately 75 square feet. Telephone and cable TV jacks internet ports and electrical outlets must be provided in the staff office space. The home must be capable of supporting wireless internet access throughout the building.
- b. *Existing buildings* – Spaces for the uses defined above must be included either in one location or separately depending on the constraints imposed by the existing layout. The home must be capable of supporting wireless internet access throughout the building.

9. Laundry

- a. *New construction* – A washer and dryer must be provided in a separate laundry room. If the laundry area is intended for resident usage, it must be fully accessible.
- b. *Existing buildings* – The laundry area can be located wherever the existing layout permits.

10. Bathrooms

- a. *New construction* – Four- and five-bedroom homes must be equipped with two fully accessible bathrooms with roll-in showers. Standard toilets must be used unless otherwise specified by DDS. A floor drain outside of the shower area must be included to assist with moisture control and reduce maintenance.
- b. *Existing buildings* – At least one fully accessible bathroom with a roll-in shower must be located on the ground floor. A second full bathroom must also be provided and, if possible, be fully accessible. Bathtubs must not be used in existing buildings unless specifically requested by DDS.

11. Kitchen and dining

- a. *New construction* – A barrier-free dining area sufficient to provide a sit-down meal for all residents at one time must be provided and can be located in a separate area or as part of an eat-in kitchen. Kitchens must be large enough so that there is an accessible path of travel throughout the kitchen and all necessary wheelchair clearances must be provided. Developers must check with DDS to determine whether any of the kitchen equipment should be designed for persons with mobility impairments. Ideally, a portion of the general storage should be convenient to the kitchen area.
- b. *Existing buildings* – Same requirements as new construction

12. Storage

- a. *New construction* – A combination of remote and general storage of at least 300 square feet for supplies and miscellaneous items must be provided. The term “general” storage is used to describe areas on the residential living level, ideally located adjacent to the kitchen. The easily accessed “general” storage must be no less than 30 square feet. Pantries adjacent to the kitchen are encouraged, though not required. “Remote” storage is not on the main residential living level, located either in a basement area or in an attic. If storage is in an attic, the floor must be capable of supporting the weight and it must be accessible by a stair (fixed or folding pull-down).
- b. *Existing buildings* – Existing buildings must have a storage area or areas with a cumulative size equal to the new construction requirements and in locations consistent with the design of the building and program needs.

13. Appliances

- a. *New construction* – All appliances must be electric, including the cooking range.
- b. *Existing buildings* – Existing appliances can be retained. When appliance upgrades are needed as part of the renovation, consideration should be given to utilizing electric appliances, depending on cost and feasibility.

14. Air Cooling

- a. *New construction* – Design of the home must include air cooling for all living areas.
- b. *Existing buildings* – Design of the home must include air cooling for all living areas, either through a central air cooling system or a ductless split system.

15. Heating

- a. *New construction* – Design of the home must include new, high-efficiency, electrical heating systems for all living areas, such as heat pump systems. If the home will be using heat pumps, designers must verify the pumps' ability to perform at low temperatures. Heat pumps can also be used for the generation of domestic hot water.
- b. *Existing buildings* - Existing systems will normally continue to be used unless replacement is required because of age, energy cost savings, condition or increased building area.

16. Building Ventilation

- a. *New construction* – Homes must include systems for the mechanical introduction of tempered fresh air into living areas and the mechanical exhaust of bath and kitchen air. Homes must also include an operable means of passively introducing fresh air into bedrooms; swinging doors do not satisfy this requirement.
- b. *Existing buildings* – Bathroom exhaust fans and vented kitchen range hoods are acceptable. Bathroom exhaust fans should be variable speed with constant low CFM operation. All bedrooms must have a means of natural ventilation (e.g. an operable window).

17. Safety Features

- a. *New construction* – All homes must be fully sprinklered. Hardwired carbon monoxide and fire detection and alarm systems must conform to code and licensing requirements, with “local” smoke detection and “system” heat detectors and fire suppression system flow switches zoned to a monitored panel box. Any mechanical room with combustion must have one-hour fire separation from living spaces and include fire suppression.
- b. *Existing buildings* – Carbon monoxide detectors and fire sprinkler systems must be installed in existing construction when required by code or licensing requirements. Fire alarm system requirements are the same as in new construction – “local” smoke detection and “system” heat detectors and fire suppression system flow switches zoned to a monitored panel box.

18. Emergency Power

- a. *New construction* – Homes must include either an emergency generator or a portable emergency generator with a docking station and transfer switch. The emergency power system must be designed to support life safety systems, medical equipment and otherwise maintain occupancy for 24 hours after the loss of power. Under no circumstances should a portable generator be connected to existing receptacles or any other connection that would result in “back-feeding.” The portable generator system must not rely on extension cords.
- b. *Existing buildings* – Same requirements as new construction.

19. Outdoor space

- a. Outdoor patio space, either enclosed or open, is a desirable but optional feature subject to site and budget constraints.

20. Parking

- a. *New construction* – Parking requirements are dictated by program needs and local zoning ordinances. From an operational standpoint, a space must be provided for a van, several spaces for staff, and, if site conditions permit, several spaces for visitors.
- b. *Existing buildings* – While on-site visitor and staff parking is preferred, on-street parking may be utilized if the site doesn't allow for either staff or visitor parking. A space must be available for van parking and drop-off and pick-up of residents. As with new construction, parking requirements and restrictions are dictated by local zoning ordinances.

21. Second floor spaces and FCF-ineligible spaces

- a. For both new construction and existing buildings, second-floor spaces may be FCF eligible if the following conditions apply:
 - i. Their use is called for in the FCF design guidelines
 - ii. They either will not be used by residents or will be used by residents who do not need accessible spaces
 - iii. They do not exceed the square footage or quantity limits called for in the FCF design guidelines
- b. Examples of second-floor spaces that may be FCF-eligible include:
 - i. Staff office
 - ii. Mechanical room
 - iii. Storage space
 - iv. Medicine cabinet
- c. Examples of second-floor spaces that may not be FCF-eligible include:
 - i. A second staff office
 - ii. Additional bathrooms beyond the required two
 - iii. Bedrooms for staff members
 - iv. Lounge space for staff members
- d. Some existing buildings that are renovated into community residences may have resident bedrooms and/or bathrooms located on the second floor. This layout is acceptable only if the ground floor contains the minimum required number of accessible bedrooms and bathrooms and the second-floor bedrooms and bathrooms are being utilized by residents that do not need accessible spaces. Beyond this situation, second-floor spaces in existing homes that do not meet the three conditions listed above in Section 21a may not be eligible for FCF.
- e. Additionally, spaces on the ground floor that do not meet the above three conditions in Section 21a may not be FCF-eligible. Examples include additional bedrooms beyond the licensed number, additional multi-use rooms, and garages when not required by code. Finally, gross square footage that exceeds the range called for in the FCF design guidelines, whether on the ground floor or second floor, may not be eligible for FCF.

22. Cost

- a. For both new construction and existing homes, the following requirements apply:
 - i. Developers must commission an as-is appraisal to substantiate the acquisition cost for the property being developed. FCF funds cannot pay for any acquisition costs above appraised value. The appraisal must be submitted to CEDAC as part of the developer's full application.
 - ii. Developers must carefully select development team members, such as architects, engineers and attorneys, to ensure that the fees being charged by those team members are competitive with industry standards and commensurate with the scope of work required. Excessive soft costs may be deemed ineligible for FCF funds, resulting in a lower FCF loan amount.
 - iii. Developers must competitively bid the construction contract to at least three qualified general contractors. Evidence of the bidding process, including bidder names and a comparison of bid prices by trade item, must be submitted to CEDAC as part of the FCF application process. Selection of a general contractor that is not the lowest bidder must be justified with CEDAC prior to construction/rehabilitation.
 1. If the developer opts to utilize a negotiated contract with one general contractor (i.e. the developer does not competitively bid the construction contract), then the general contractor must competitively bid all sub-contracts to at least three firms per trade and provide evidence of the bidding process.
 - iv. The total development cost (TDC) per bedroom for recently FCF-funded community residences will be the basis for an initial evaluation by CEDAC of the cost of new community residences. Developers should contact CEDAC for current TDCs per bedroom. Community residences with costs substantially higher than those of recently funded homes may be subject to a reduction in the amount of the FCF loan.

A summary table of the FCF design guidelines referenced above in Section B is included on the next page. However, the summary table must only be used as a quick reference resource. For definitive guidance, developers and designers must utilize the above guidelines in Section B.

Summary Table of FCF Design Guidelines for Community Residences

Guideline	New Construction	Existing Buildings
Allowable gross square footage of a four-bedroom home	2,450 – 2,850 SF	2,450 – 2,850 SF
Allowable gross square footage of a five-bedroom home	2,800 – 3,200 SF	2,800 – 3,200 SF
Fully accessible ground floor	Yes	Partial
Accessible Routes to the public way and parking from both accessible exits	Yes	Yes
Covered entrances	Yes	Preferred
Ramps	No	Only if needed
48” hallways (new construction only)	Yes	N/A
36” hallways on the ground floor (existing homes only)	N/A	Yes
42” doors, interior and exterior (new construction only)	Yes	N/A
32” clear width exterior doors (existing homes only)	N/A	Yes
32” clear width interior doors on the ground floor (existing homes only)	N/A	Yes*
Door maneuvering clearances	Yes	Yes*
Ceiling reinforcement for overhead tracks in living areas	Yes	No
Maximum number of bedrooms per home	5	5
Maximum number of bedrooms in duplex, if applicable	8	8
Percentage of fully accessible bedrooms on ground floor	100%	100%
Secure office space for staff desk, computer, files, office supplies with lockable medicine storage and refrigerator	Yes	Yes
Separate laundry space	Yes	No
Number of bathrooms	2	2
Number of fully accessible bathrooms with roll-in shower	2	1
Minimum clear path in kitchens (48” new construction, 36” existing homes)	Yes	Yes
General and remote storage (minimum)	300 SF	300 SF
All-electric appliances	Yes	No
Air cooling	Yes	Yes
High-efficiency heating system (electrical)	Yes	No
Whole-house mechanical ventilation	Yes	Baths and kitchen only
Natural ventilation in all bedrooms	Yes	Yes
Fire suppression system	Yes	Depends on code
Hard-wired fire alarm system	Yes	Yes
Emergency power system	Yes	Yes
Staff parking	Yes	No
Van parking	Yes	Yes
Appropriate cost control measures	Yes	Yes

*Except for the second ground-floor bathroom, if it is not accessible

C. Project Description Checklist

Confirming at an early stage that proposed projects can meet the FCF design guidelines can help developers avoid costly design mistakes during construction. CEDAC offers all developers the option of requesting early design input using the below Project Description Checklist. Within the checklist, the developer and designer will describe the proposed project's conformance to the design guidelines and provide justification for any deviation. If more than one home is included in the project (i.e. a duplex), applicants must complete one form for each home.

All developers are strongly encouraged to utilize the checklist. However, please note that, for those developers who are applying for FCF financing for the first time or who are using this set of design guidelines for the first time, submitting the checklist is a requirement.

Those developers interested in receiving CEDAC's feedback should submit this checklist as soon as they have sufficient information to complete all of the checklist items. The submission of the checklist can be done in advance of submitting an FCF pre-application. If architectural drawings are available, those should be submitted with the checklist. CEDAC will review the information included in the checklist and provide any relevant feedback.

Please note that the below Project Description Checklist is not an exhaustive summary of all of the FCF design requirements; it is solely intended to help the developer, designer and CEDAC identify any critical design issues prior to the start of construction. Developers are solely responsible for understanding and complying with all of the FCF design requirements outlined in Section B of this Guide. If the developer and/or designer have any questions about compliance with the design requirements, please contact CEDAC.

FCF Program Design and Cost Guide

Project Description Checklist

Date: _____

Please complete the below checklist and submit it to your CEDAC project manager. CEDAC aims to provide feedback within two weeks of receipt. For a list of CEDAC staff, please visit <https://cedac.org/about/board-staff/>.

General Project Description

Developer name:

Project address:

Service provider (if not developer):

New construction or existing building:

Number of floors (not including basement, if any):

Number of bedrooms:

Number of full bathrooms:

Are there resident bedrooms on the second floor? If so, how many?:

Are there non-FCF-eligible spaces? If so, what are they?:

Estimated total development cost (TDC):

Anticipated resident mobility profile:

Anticipated resident emergency evacuation requirements:

Do you believe there are any impediments to meeting the FCF design guidelines for this home?:

(See next page for checklist to be completed and submitted with this form)

Project Description Checklist

Program Element	New Const.	Existing Bldg.	Proposed	Reason for Deviation
Allowable gross square footage of a four-bedroom home	2,450 – 2,850 SF	2,450 – 2,850 SF		
Allowable gross square footage of a five-bedroom home	2,800 – 3,200 SF	2,800 – 3,200 SF		
Accessible paved routes to public way from both accessible exits	Yes	Yes		
Fully accessible ground floor	Yes	Partial		
48” hallways (new construction only)	Yes	N/A		
36” hallways on the ground floor (existing homes only)	N/A	Yes		
42” doors, interior and exterior (new construction only)	Yes	N/A		
32” clear width exterior doors (existing homes only)	N/A	Yes		
32” clear width interior doors on the ground floor (existing homes only)	N/A	Yes*		
Door maneuvering clearances	Yes	Yes*		
Percentage of fully accessible bedrooms on ground floor	100%	100%		
Number of fully accessible bathrooms with roll-in shower	2	1		
Minimum clear path in kitchens (48” new construction, 36” existing homes)	Yes	Yes		
Fire suppression system	Yes	Depends on code		

*Except for the second ground-floor bathroom, if it is not accessible

Appendix A – Area Calculations

Square footage shall be calculated in the following manner:

FCF Gross Square Footage Calculation

- Measured from the outside of the exterior wall sheathing or masonry
- Includes all FCF-eligible resident and staff space, including any FCF-eligible second-floor spaces
- Includes General storage (see Section B.12 for definition)
- Excludes enclosed porches or covered entrances
- Excludes Remote storage, basement and attic areas, and mechanical spaces

Room Square Footage Calculation

- The square footage of rooms is measured as “net,” or from the interior face of finishes
- Note that bedroom square footage does not include the closet areas

Total Building Gross Square Footage Calculation

- FCF gross square footage + excluded space gross square footage with 7' plus headroom + 50% covered unheated areas (porches, garages, covered entrances)