



STATE OF NEW JERSEY

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES

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**Memorandum**

Date: June 23, 2017

To: Distribution List

Subject: Division of Developmental Disabilities – Development Policy

Effective July 1, 2017, the April 1, 2016 Housing Policy memo entitled Division of Developmental Disabilities – Development Policy is rescinded.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 Loan Program.

The Division continues to move forward with the shift to fee-for-service. In support of that, and individual choice, Letters of Support provided by the Division will no longer reference a number of units to be occupied by individuals served by the Division in the targeted project. Rather, they will state that Division eligible individuals can elect to live in the unit(s) as they see fit and utilize their individual budgets to support them there so long as the setting is home and community based (see number 2 below). Eligible individuals may be assigned housing vouchers through the Department of Human Services to assist in rent but such assistance is not guaranteed.

2) Home and Community Based Settings Compliance

In support of the Statewide Transition Plan, the number of individuals who reside in any one setting shall not be the sole factor used in determining whether a setting is truly “home and community based”. In order to ascertain whether a setting meets this standard a variety of factors, including individual experiences, must be considered. As such, individuals shall be integrated to the highest level they are capable of in their community.

Newly developed provider controlled settings in single family dwellings will generally be limited to a total capacity of four individuals per site. Requests to serve up to six individuals in a single location will be considered if it can be demonstrated that the location will serve individuals with behavioral or medical involvement. Requests for capacity above four are to be made through the agency's assigned program developer.

The creation of new shared bedroom scenarios is allowable in cases where individuals expressly request to share a room with each other. This shall be documented in each of the impacted individual's service plan.

### 3) Availability of Funding

#### Capital Funding

The Division will continue to receive and approve, on a case by case basis, requests related to sprinkler and fire alarms. All requests for this funding must come through an agency's assigned Program Developer using the New Development Funding Request Form.

#### Accessibility Funding

July 1, 2017 through June 30, 2018 the Division will continue to receive and approve, on a case by case basis, requests related to accessibility modifications for existing licensed homes up to \$60,000 per property. If the home does not have fire suppression systems in place then separate funding above this amount can be provided to cover that cost. No more than four projects of this type may be in process at any one time. Any project that received approval in writing from the Division for a higher amount prior to July 1, 2017 will be honored based on appropriations.

#### Acquisition Funding

After July 1, 2017 the Division will no longer consider new projects for acquisition funding. Any project that received approval in writing from the Division prior to July 1, 2017 will be honored based on appropriations.

#### Major Maintenance

State owned properties with a filed purchase money mortgage, current standard language funding agreement, and all subsequent amendments will remain eligible to receive major maintenance funding for repairs assigned a priority 9 or 10 rating until such time as a property's housing funding is shifted from Division contract to the Supportive Housing Connection.

#### Start Up Funding

Approved projects that are licensed, open and at 100% capacity on or before December 31, 2017 will be reviewed on a case by case basis to receive the following funding:

- Furniture in the amount of \$3,000 per individual
- Vehicle
- Development funds in the amount of \$15,000 per individual

Projects licensed, opened and operating on or after January 1, 2018 will continue to receive furniture funding in the amount of \$3,000 per individual. Funding for vehicles and development will no longer be provided after that time.

#### 4) New Development

The Division will require site searches, Division architect review and adherence to architect recommendations for new provider controlled settings (i.e. Settings owned or leased by the service provider) where Division funding of any amount is being used for sprinkler, fire alarm, renovation or acquisition (*acquisition would only apply if a setting received funding approval prior to July 1, 2017*).

In cases where a service provider is not receiving/going to receive the aforementioned funding from the Division, site searches will continue to be required but review of the property by the Division architect would only occur at the request of the service provider. If a service provider elects not to utilize the Division architect or to deviate from their recommendations, any negative outcomes related to the site being able to be occupied or licensed are the sole responsibility of the service provider.

#### 5) 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.”*

Please direct all inquiries regarding these policies to Jonathan Seifried ([Jonathan.Seifried@dhs.state.nj.us](mailto:Jonathan.Seifried@dhs.state.nj.us)) at 609.689.1786