



# Fairview Community Housing Trust Fund

## Grant Procedures

### Background

In 1999, the Oregon Legislature made a law stating that when the Fairview State Training Center had no more residents, the property was to be sold and the money used to create a trust fund. The earnings from this trust fund would be used to help individuals with developmental disabilities stay in their own homes in their own community.

The last resident of Fairview Training Center left for a home in the community in June 2000. Since the creation of the Fairview Community Housing Trust, funds from the Trust have helped more than 1000 people make home modifications and purchase equipment for home use.

A Trust Advisory Board comprised of persons with developmental disabilities, their family members, advocates and professionals wrote rules determining how the Trust will work. The board decided that the money should be used for housing grants, for modifications and equipment for persons with developmental disabilities living in residences that are not licensed. That means people living in their own home, a family home, or an apartment qualify, but modifications cannot be made to group homes or foster homes with these funds. The rules also state that the housing modifications or equipment must contribute to the health, welfare or safety of the person, or increase his or her independence. The Oregon Administrative Rules that apply to the Trust are 411-315-0010 through 411-315-0090, and are available at [www.dhs.state.or.us/policy/spd/rules/411\\_315.pdf](http://www.dhs.state.or.us/policy/spd/rules/411_315.pdf).

### New application and processing schedule beginning in 2010

In order to improve the Fairview Trust's capacity to process applications and to better align expectations with our processing capacity, in 2010 we will begin a new application and processing schedule.

- The Fairview Community Housing Trust will accept applications year-round beginning April 15, 2010.
- Applications will be processed in county-based groups, one group per calendar quarter. Each group accounts for approximately 25 percent of the expected applications.

<b>Transitional schedule - 2010</b>	
<b>Processing start date</b>	<b>County group</b>
April 2010	Benton, Lincoln, Linn, Marion, Polk, Tillamook, Yamhill
July 2010	Coos, Curry, Douglas, Jackson, Josephine, Klamath
Oct 2010	Crook, Deschutes, Jefferson, Lake, Lane, Baker, Gilliam, Grant, Harney, Hood River, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler, Clatsop, Columbia, Washington
Dec 2010	Clackamas, Multnomah

<b>Ongoing schedule - 2011 and beyond</b>	
<b>Processing start date</b>	<b>County group</b>
March	Benton, Lincoln, Linn, Marion, Polk, Tillamook, Yamhill
June	Coos, Curry, Douglas, Jackson, Josephine, Klamath
September	Crook, Deschutes, Jefferson, Lake, Lane, Baker, Gilliam, Grant, Harney, Hood River, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler, Clatsop, Columbia, Washington
December	Clackamas, Multnomah

- Within two weeks of receipt of an application, the Trust will inform the applicant that their application has been received and that it will be processed in the calendar quarter assigned to their county group.
- At the beginning of each new calendar quarter, the Trust will send a notification to applicants from that quarter's county-group informing them that we will begin processing their application. They must contact us at that time by e-mail, mail, or telephone to confirm their application or to clarify any aspect that may have changed.

The total statewide grant amount that will be offered in 2010 is approximately \$400,000. This money will be distributed throughout Oregon based on the population in each region. Here is a list of the regions and the amount of grant money available.

<b>Region</b>	<b>Counties in the region</b>	<b>Grant money available</b>
Cascade	Crook, Deschutes, Jefferson, Lake, Lane	\$60,000
Eastern	Baker, Gilliam, Grant, Harney, Hood River, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler	\$25,000
Metro/North coast	Clatsop, Columbia, Washington	\$65,000
Mid-valley	Benton, Lincoln, Linn, Marion, Polk, Tillamook, Yamhill	\$80,000
Multnomah	Clackamas, Multnomah	\$115,000
Southern	Coos, Curry, Douglas, Jackson, Josephine, Klamath	\$55,000

## Questions & Answers

**The following questions and answers may help you understand how the Trust works and if you can benefit from this program.**

### ***Who can apply?***

You are eligible to apply for a grant if you are a person with a developmental disability living in your own home or apartment, or living in your family home, **and** have a services coordinator through your local community developmental disability program or a personal agent through a support services brokerage. You are eligible for a grant if you are receiving services through the Children's Intensive In-home Services program (CIIS), supported living services, a support services brokerage or family support.

You are not eligible for a grant if you are living in a licensed group home, or foster home.

### ***What is the definition of a developmental disability?***

A developmental disability is a disability attributable to intellectual disability, autism, cerebral palsy, epilepsy, or other neurological condition that requires training or support similar to that required by individuals with intellectual disability.

The disability is expected to last indefinitely, is evident before the person's twenty-second birthday (eighteenth birthday for intellectual disability), originates in the brain and results in significant impairments to the person's ability to function. The person's impairments **cannot** be primarily related to mental or emotional issues, substance abuse, sensory impairments, learning disability, personality disorder or Attention Deficit Hyperactivity Disorder.

Community Developmental Disability Programs (CDDP's) in Oregon have the responsibility to determine if an individual is eligible for developmental disabilities services. If you are not sure whether you have a developmental disability, contact your local CDDP for help. Once you are determined eligible you will be assigned a services coordinator. Information about eligibility for Developmental Disability Services is available at the Web site, [www.oregon.gov/DHS/dd/eligibility/home.shtml](http://www.oregon.gov/DHS/dd/eligibility/home.shtml).

***Do I have to have a services coordinator or brokerage personal agent to qualify for a grant?*** Yes, you must have a services coordinator assigned to you through your local CDDP or have a personal agent through a support services brokerage.

***What kinds of things do and don't qualify for a grant award?*** Please see the addendum, Fairview Trust Qualifying and Non-Qualifying Requests, on page 7 below.

Please verify that your request qualifies for a grant award before submitting an application.

***Can grants be awarded on behalf of children as well as adults?*** Yes, both are eligible.

***How do I apply?*** An application form is available on-line at the Oregon Department of Human Services Web site, [http://dhsforms.hr.state.or.us/forms/databases/FMPRO?-db=FormTbl.fp5&-lay=Main&-format=Findforms\\_FMP.htm&-findany](http://dhsforms.hr.state.or.us/forms/databases/FMPRO?-db=FormTbl.fp5&-lay=Main&-format=Findforms_FMP.htm&-findany).

Enter form number **2414**, click [**Search**], and then click on the document link for the language version you need: form 2414 for the Grant Application, or form 2414P for Grant Procedures.

Please follow the instructions in the form document carefully and completely. Incomplete applications can not be processed. After your initial application is submitted, you may be asked to provide additional information about the details of the request and its cost.

***What is the maximum dollar limit of a grant?*** The Trust Advisory Committee decided that the maximum amount of a single grant would be \$5,000.

***The rules say that the requested modification or equipment must be part of a support plan. What does that mean?*** It means that the modification or equipment must "make sense" in terms of being consistent with your particular support needs and with the overall supports you receive. It does **not** mean that the modification or equipment has to be part of a formal Individual Support Plan.

***If I am awarded a grant, can I get help with designing the work I'm requesting or with getting required information?*** Yes. Someone with the Seniors and People with Disabilities Housing section can help you directly or find someone to help you make decisions about exactly what is needed.

***Do I need to identify someone to help coordinate completion of my request?*** Yes, you will need to identify a responsible person to work with the Trust to help coordinate the on-site project work or the receipt of purchased equipment. This person can be you, a family member, a friend, or your services coordinator or personal agent.

***Can I apply again if I am awarded a grant?*** Yes, you can. However, the total amount of all grant money awarded to one person cannot be more than \$5,000 every 24 months.

***If there is more than one person with a disability in a household, can they each apply for a grant?*** Yes, each may apply. The limit of \$5,000 per grant would apply to each applicant separately. Each application must be for a specific modification or equipment for that individual. However they can be combined to fund a larger project that would benefit all individuals. For example, if one person applied for a bathroom modification, another person could also apply for a bathroom modification if that would benefit her or him as well.

***Can a Trust grant be combined with other funds to do a larger project?*** Applicants are encouraged to seek other sources of funding. The maximum amount of a Trust Grant award is \$5,000, but there is no limit on other funds that may be applied to the overall project cost. All requests will be uniformly considered by the Trust selection committee, regardless of whether you have identified additional funding.

***Must a licensed and bonded contractor do the work?*** Yes. If you are requesting a grant for modifications to a residence, a licensed and bonded contractor must do the work. The Seniors and People with Disabilities Housing section will make payment directly to the contractor. We cannot reimburse you or your family for the modification work.

***Can modifications be made to a place I am renting?*** Yes. If you live in a rented house, duplex, or apartment, written permission from the owner to do the work must be submitted with your application.

***How will grant award decisions be made?*** A committee of staff at Seniors and People with Disabilities will review applications and make funding decisions. The decision will be based on how the request addresses the health, safety, welfare or independence of the applicant; whether it is consistent with the applicant's support plan; whether it is a cost-effective way of accomplishing the goal; and what funds are available.

***What are the possible decisions that can be made about an application?*** The Department may make the following decision about an application:

- Award the grant;
- Return the application to the applicant for additional information;
- Defer the application for consideration in another round of funding, or;
- Deny the application for reasons stated in the denial letter.

***What if I don't receive a grant and disagree with the decision?*** A grievance procedure is found in the administrative rule (OAR 411-315-0090) and is outlined on the Web at, [www.dhs.state.or.us/policy/spd/rules/411\\_315.pdf](http://www.dhs.state.or.us/policy/spd/rules/411_315.pdf).

# Fairview Trust Qualifying and Non-Qualifying Requests

## Qualifying Request Types

The following list provides examples of many types of requests that the Community Housing Trust is allowed to fund. Please also check the non-qualifying request list (below) before completing your application. If you have questions about your request or about anything on the list, please contact the SPD Housing section at 503-378-3971, or e-mail your question to [fch.trust@state.or.us](mailto:fch.trust@state.or.us) before completing your application.

1. **Appliance Safety:** only for disability-related adaptations such as an automatic shut-off.
2. **Bath/Shower Replacement:** for bathtub or shower accessibility or safety.
3. **Bathing-Aid Equipment:** such as bath/shower benches, to assist in personal hygiene. However, we do not fund anything that the applicant's medical services would fund, which can include various kinds of bathing equipment.
4. **Bathroom Fixture Replacement:** such as faucets, shower mixing valves, sinks or toilets to assist in independent personal hygiene or safety.
5. **Bathroom Modification:** for bathroom accessibility or safety, or to prevent water damage to the home.
6. **Bathroom Safety:** such as added grab-bars, replacement of slippery flooring, water temperature control, etc.
7. **Door Widening:** for wheelchair access.
8. **Emergency Communication:** Generally, we do *not* fund communication devices or equipment, but one exception is a voice-actuated telephone to allow a person who is unable to use a normal telephone to make telephone contact with family or support people in an emergency situation.
9. **Exit Alarms:** only inexpensive, battery operated door/window alarms (see Radio Shack models 45115, 49-118, 45117).
10. **Exit Control:**
  - A. For windows, in addition to alarm devices as described above, we can also fund a window grill device sold under the brand name **Guardian Angel**, which can be quickly removed in a fire emergency.
  - B. For exterior doors, in addition to alarm devices as described above, we can also fund storm doors with a standard click-lock as part of the door's handle latch, to slow any exit attempt.
11. **Fencing:** to create a modest-sized, safe outdoor recreation area for the applicant.
  - A. 6 feet in height to prevent climbing.
  - B. We will fence one yard only, normally the back or side yard since municipalities usually have front-fence height restrictions.
  - C. Up to two, 4 foot man-gates, if the second gate is required for necessary access to the yard.
  - D. Automatic man-gates if necessary for wheelchair entry or due to the applicant's qualifying disability preventing manual grasp of a gate latch.

12. **Flooring:** replacement of floor covering materials if the problem with the existing flooring is directly related to the applicant's qualifying disability.
13. **Hazard control:**
  - A. Latches or locks, but only for cupboards, closets, or non-occupiable storage rooms.
  - B. Fencing or gates to prevent access to hazardous yard areas.
14. **Home access:** the minimal necessary work to eliminate an accessibility barrier to the home that cannot be addressed by any other fundable method.
15. **Lift equipment:**
  - A. **Free-standing lifts** such as Hoyer lifts. However, we do not fund anything that the applicant's medical services would fund, which can include Hoyer type lifts.
  - B. **Ceiling track Lifts:** we may fund necessary lift devices and accessories, but not the track system itself.
  - C. **Stair lifts:** modest-cost, for necessary accessibility.
  - D. **Wheelchair lifts:** modest-cost, for necessary accessibility in situations where a ramp or stair-lift is not a workable solution.
16. **Living space hardening:** hardening of walls and tempered glass for windows.
17. **Living space modification:** for necessary accessibility improvement.
18. **Privacy control:** for bathroom or bedroom doors, we only fund standard bathroom-privacy locksets, which are lockable only from the inside and allow for emergency unlock from the outside.
19. **Ramps and landings:** for home accessibility.
20. **Safety/security:** for example, grab-bars, stair railings, etc.
21. **Storm doors:** if necessary for exit delay.
22. **Water damage prevention:** in situations where disability-related behaviors result in frequent, extensive water on the floor that could lead to structural damage to the home.

**IMPORTANT:** Please also check the non-fundable request list on the following page before submitting your application.

## Non- Qualifying Request Types

The following list provides examples of some types of requests that the Fairview Community Housing Trust is not allowed to fund. If you have questions about anything on the list or if you are still not sure about your request, please contact the SPD Housing section at 503-378-3971, or e-mail your question to [fch.trust@state.or.us](mailto:fch.trust@state.or.us) before completing your application.

- **General considerations:** The Fairview Trust does not fund items that will be used primarily outside the home or anything that does not contribute to the health, welfare, safety or independence of the applicant.
  - **Health issues:** Any request intended to address a health-related issue is valid only if the health issue is directly related to the applicant's qualifying development disability.
  - **Reimbursements to the applicant or their family:** No reimbursements are allowed, including reimbursements for purchase of equipment or project materials.
1. **Alarms** We do not fund centralized alarm systems or pay for monthly alarm-service fees.
  2. **Beds**, of any kind.
  3. **Bicycles, tricycles, tag-a-longs, etc.**
  4. **Communication devices** (One exception is a voice-actuated telephone to allow a person who is unable to manipulate a normal telephone to use the telephone to contact family or support people in an emergency situation.)
  5. **Computer equipment**
  6. **Computer software**, including educational software.
  7. **Electronics**, though inexpensive door/window alarm devices are an exception.
  8. **Fencing restrictions:**
    - A. No fences less than 6 ft. in height, due to relative ease of climbing.
    - B. No vehicle-access gates.
    - C. No fencing for more than one yard.
    - D. Generally, no fencing for front yards since municipalities usually have front-fence height restrictions.
    - E. No fencing or gating that is extravagant, over and above the basic needs of the applicant, in terms of materials, style, or the extent of the fenced area.
  9. **Furnishings** for the home.
  10. **Landscaping or yard improvement**, other than fencing.
  11. **Locks:**
    - A. No locks for exterior doors or for interior doors to occupiable rooms, since they might result in an occupant being trapped in an emergency situation.
    - B. No locks for a storage room that could be converted to a bedroom or other occupiable room in the future.
    - C. No locks for refrigerators.

12. **Medical equipment**
13. **Painting**, other than restoring interior wall surfaces to normal condition as part of some other funded home modification.
14. **Paving (concrete or asphalt)**, except for a ramp landing, or a short walkway necessary to connect a ramp with yard, driveway or street, as part of a funded, ramp construction project.
15. **Payments**, such as rent or mortgage payments or a down payment on a house.
16. **Porch/deck work**, except:
  - A. If it is part of a funded, ramp construction project and is the minimal porch/deck work necessary to make the ramp accessible from the house.
  - B. If existing dry rot has created a serious safety hazard that has become a home access barrier.
17. **Prosthetic equipment or personal devices**
18. **Repair or maintenance** We do not fund repair or maintenance work since that is something any homeowner would normally be responsible for regardless of disability issues.
19. **Restraints**
20. **Sensory equipment**
21. **Televisions**
22. **Therapeutic equipment**
23. **Track lifts** We do not fund ceiling track-lift tracks unless the original home construction was engineered to accommodate such a lift or the structure has been reinforced under the direction of a licensed engineer. We do not fund any engineering costs.
24. **Trampolines**
25. **Vehicle** purchase or adaptation.

This document can be provided upon request in alternative formats for individuals with disabilities. Other formats may include (but are not limited to) large print, Braille, audio recordings, Web-based communications and other electronic formats. E-mail [fch.trust@state.or.us](mailto:fch.trust@state.or.us) , call 503-378-3971(voice) or call 503-378-5220 (FAX) to arrange for the alternative format that will work best for you.