

Seniors and People with Disabilities

Mary Lee Fay

Authorized Signature

Number: SPD-IM-05-073
Issue Date: 09/27/2005

Topic: Developmental Disabilities

Subject: Fairview Community Housing Trust Fund Procedures and Application

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): Support Service Brokerages |

Message: Attached are the procedures and application form for the next offering of grants from the Fairview Community Housing Trust Fund. Applications will be received between March 1 and April 3, 2006. Please share this information with staff and others that might be interested. This information will be available in English and Spanish by October 1, 2005 on the DHS website at the following location:
<http://www.dhs.state.or.us/disabilities/>

If you have any questions about this information, contact:

Contact(s):	Gerald Stolp		
Phone:	(503)945-9785	Fax:	(503)947-4245
E-mail:	Gerald.stolp@state.or.us		

**FAIRVIEW COMMUNITY HOUSING TRUST FUND
Grant Application**

Please complete the following application and submit to:

**Gerald Stolp, Manager
Community Housing Section
Seniors and People with Disabilities
500 Summer Street NE E 10
Salem, OR 97301
Email address: gerald.stolp@state.or.us**

Grant applications will be accepted between March 1 and April 3, 2006. You may submit the form by mail, fax or via email. Persons with a developmental disability that are not living in a licensed residence are eligible to apply.

Date _____

Name of person for whom grant is being requested _____

Address _____

Phone number and/or email address _____

Age of applicant _____

Name, address, phone number and email address of contact person (if different from above).

Do you have a case manager? _____ If so, name _____

Do you have a Support Services Brokerage Personal Agent? ____ If yes, name _____

Phone number (if known) _____

1. Describe the modification or equipment being requested:

2. How will accomplishing the modification or installing the equipment contribute to the health, safety, welfare or independence of the applicant?

3. What steps, if any, have been taken toward making the modification or purchasing the equipment?

4. What other sources of funding, if any, have been explored?
Describe.

5. Check the boxes that describe your living situation: in a family home
apartment house with parent(s) or guardian
by yourself with roommate Other (describe)

6. If you are requesting a modification to the residence where you live, who owns the home where the work would be done?

Self _____ Family _____ Other (identify)

If "other", can you obtain written permission from the owner to do the work?

Yes _____ No _____

7. Have you obtained any cost information for the project? If you have, please provide that information. Attach any cost estimates you may have.

If your initial application is accepted, additional information will probably be required. Will you need help from our office or a professional person to do any of the following that apply to your project?: (check those that apply)

Create or refine a scope of work _____

Make drawings for cost estimates _____

Obtain more technical information _____

Write specifications _____

Obtain cost estimates _____

Other (identify) _____

Have you applied for a Fairview Trust grant before? Yes _____ No _____

Attach a copy of a support plan and/or letters from your case manager, personal agent, or others involved in your support. The plan or the letters should say how completing this project or purchasing equipment will contribute to the applicant's health, safety, welfare or independence.

Checklist:

____ Contact information complete and accurate

____ All questions answered

____ attached support plan and/or letters

FAIRVIEW COMMUNITY HOUSING TRUST FUND

Grant Procedures

Background

In 1999 the Oregon Legislature made a law that said when Fairview had no more residents, the property was to be sold and the money used to create a Trust Fund for housing for persons with developmental disabilities. According to the law, 5% of the Fairview sale price and all the interest the account earns can be spent. 95% of the money stays in the Trust to earn more interest for future housing needs.

The last resident of Fairview Training Center left for a home in the community in June 2000. After that, the property was put up for sale. A group of developers, Sustainable Fairview Associates, agreed with the state to buy Fairview in April, 2002, for \$15,120,000 to be paid over six years. So far they have paid about half of that amount. 5% of the money and the interest that has been earned fund the grant program. These funds have helped more than 200 people make home modifications and purchase equipment for home use with that money.

A group of persons with developmental disabilities, their family members, advocates and professionals wrote rules determining how the Trust will work. They decided that the money should be used for housing grants. They also decided that the money would be spent on housing 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 say that the housing modifications or equipment must contribute to the health, welfare or safety of the person, or increase his or her independence. The numbers of the Administrative Rules for the Trust are 411-315-0010 through 411-315-0090.

The amount that will be offered for grants this time is approximately \$175,000. Grants will be received between **March 1 and April 3, 2006**. The money will be distributed throughout Oregon by region based on the population in each region. Here is a list of the regions and the amount of money available for grants in each region.

Region	Counties in the Region	Grant Money Available
Metro/ North Coast	Clackamas, Clatsop, Columbia, Washington	\$43,900
Multnomah	Multnomah	\$33,400
Mid-Valley	Benton, Lincoln, Linn, Marion, Polk, Tillamook, Yamhill	\$35,150
Cascade	Crook, Deschutes, Jefferson, Lane, Lake	\$24,650
Southern	Coos, Curry, Douglas, Jackson, Josephine, Klamath	\$25,400
Eastern	Baker, Gilliam, Grant, Harney, Hood River, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, Wheeler	\$12,400

The following questions and answers will help you understand how the Trust works, and learn if you can benefit from this program.

What kinds of things qualify for a grant award? All kinds of housing modifications and equipment qualify that will help you be more independent, or contribute to your health, safety and welfare. Here are a few examples: a ramp, modifications to a bathroom so it works better for you, assistive technology to help you use the telephone or schedule appointments, installing an alarm or intercom system, making doorways wider, making a kitchen more accessible, and installing specialized play equipment. There are many, many possibilities.

What kinds of things do not qualify for a grant award? Help with rent or a down payment on a house, normal maintenance and repair, and things that do not contribute to health, welfare, safety or independence of the person applying are not eligible.

Who can apply? If you are a person with a developmental disability who is NOT living in a licensed home or facility you are eligible to apply for a grant from the Housing Trust Fund.

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

How and when do I apply? An application form is attached and is available on-line at the Oregon Department of Human Services web site: <http://www.oregon.gov/DHS/dd/housing.shtml>. You should fill out the form as completely as you are able and return it between March 1st and April 3rd, 2006. You will be notified by May 2nd about your application. If your initial application is approved, you may be asked to provide additional information about the details of the plan and 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. That may change later if the Trust has more income to spend.

What is the Trust Advisory Committee? The Administrative Rules established the Trust Advisory Committee to advise The Department of Human Services about how to allocate and distribute funds, the amount of grants, and the procedures. The Committee also will evaluate how the program is working, and may hear grievances. The Committee includes persons with developmental disabilities and their families, and is appointed by the Assistant Director of Seniors and People with Disabilities.

The rules say that the modification must be part of a support plan. What does this mean? It means that the modification or equipment must “make sense” as part of the overall supports you receive. It does not mean that it has to be part of a formal Individual Support Plan, but there should be a written statement from a case manager, personal agent or other persons involved in your care that says why this modification is important for your safety, health and welfare or contributes to your independence.

Can I get help designing the work I’m requesting or getting required information? Yes. If they have time available, the Housing Section at Seniors and People with Disabilities can help you make decisions about exactly what to do, writing a detailed plan for the work, drawing plans, writing specifications and obtaining a cost estimate from a contractor. There is no cost for this help. You may also get help from a contractor or an architect, and the Housing Section can help arrange that. The cost for getting this help can be part of the project.

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

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 application separately. Each application must be for a specific modification or equipment for that individual. They cannot be combined. For example, if one person applied for a bathroom modification, another person could apply for a ramp. Requests cannot be combined to fund a single item,

even though more than one person may benefit from a modification given to an individual.

Can a Trust grant be combined with other funds to do a larger project? By all means! 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 the other funds. All requests will be reviewed the same way.

Must a licensed contractor do the work? Yes. If you are requesting a grant for modifications to a residence, a licensed contractor must do the work. It is possible to request only material to do a project. In that case, the family or another individual could do the work.

Can modifications be made to a place I am renting? Yes. If your application for a modification is accepted and you live in a rented house, duplex or apartment you must get written permission from the owner to do the work.

How will grant award decisions be made? The Housing Section at Seniors and People with Disabilities will review the applications and making funding decisions. The decision will be based on how the request addresses the health, safety or welfare of the applicant; whether it is part of a 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; returned to applicant for additional information; deferred for consideration in another round of funding; or denied for reasons stated in the letter. If your application is selected for funding, you will be asked to supply more detailed information, for example, a description of the work, a contractor's bid, or the brand and model of equipment.

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).