

## **Guidelines for Shared Housing Acquisition Rehabilitation Projects**

*The Shared Housing Development component of the MHSA Housing Program has been designed as a shared “house-mate” program for unrelated adults who are members of the MHSA Housing Program target population. Newly constructed Shared Housing will be required to meet all Guideline requirements.*

- A Shared Housing Development shall consist of a two- to four-unit apartment building, provided that all units in the building are targeted for use as Shared Housing.
- Single-family homes and condominiums may also qualify as a Shared Housing Development provided that they have a minimum of two bedrooms.
- One-bedroom or studio units in duplexes, triplexes and four-plexes may qualify as Shared Housing Units provided that all two-bedroom and larger units in the building are Shared Housing Units. For example, a four-unit building with two 2-bedroom units, and two 1-bedroom units will qualify as a Shared Housing development provided that all six bedrooms are lockable, and intended for use by MHSA qualified tenants.
- The Shared Housing Residence should be large enough to address the needs of the individuals living there. Each unit must contain at least a kitchen and bathroom.
- When replacing finishes in the Residence, new finishes should be durable, easily cleanable and low maintenance.
- When replacing flooring, use Pergo or commercial-grade carpet, tile, cork, linoleum, or wood floors.
- Each tenant should have a separate lockable bedroom.
- The bathroom should be large enough to meet the demands of the residents. A Shared Housing Unit with three or more bedrooms must contain at least two bathrooms.
- When renovating kitchens, new kitchen appliances should be self-defrosting/cleaning and energy efficient and countertops should be a durable, with easily cleanable surfaces.
- Storage areas or closets should have sufficient space to accommodate the resident's needs, including storage in the hall, bedrooms, bathrooms, kitchen, and utility areas.
- Adequate electrical outlets should be provided throughout the house. Install GFI outlets where required by current code.
- Provide washer and dryer with washer pan or floor drain, and adequate room for storing, sorting, and handling laundry, if possible.
- Provide adequately-sized, gas hot water heater; anchored or strapped as required by California Housing Finance Agency (CalHFA).
- Provide central heating and, when required, a central cooling system.
- Ensure the presence of Anchor bolts, and that the Residence is structurally sound.

- Provide hardwired smoke detectors with battery back-ups in all sleeping rooms and at the corridor or area giving access to each separate sleeping area. Provide fire extinguishers.
- Address privacy and security needs through fencing and landscaping. When possible provide private outdoor space for each of the residents/bedrooms.
- All replacement landscape should be attractive & low maintenance. Remove poisonous and dangerous plants.
- Follow all recommendations or address all items of concern in the due diligence reports, which should include:
  - Property inspection report.
  - Seller disclosure information.
  - Appraisal.
  - If the property involves rehabilitation, provide a termite and dry rot report, a home inspection report, a structural report, a roof report, a mechanical report & a sewer camera scope report to aid in the assessment of the property's as-is condition.
  - If construction of the Residence was completed in or before 1978, provide a lead-based paint report prepared to HUD standards. If remediation/removal is recommended in the report, the reports and/or the narrative scope of work should include an estimate of the quantity and estimated cost to remediate including monitoring and required reporting. Encapsulation is sufficient, if the lead is not on friable surfaces.
  - If construction of a Residence was completed in or before 1981, provide an ACM Report prepared to ASTM standards. If remediation/removal are recommended in the report, the reports and/or the narrative scope of work should include an estimate of the quantity and estimated cost to remediate including monitoring and required reporting. An Operations and Maintenance Report should be produced to provide guidance for facilities management staff in handling encapsulated material or other material retained on site.
  - If the property will involve demolition of an existing property and new construction; lead paint report as above (if permitted after 1978) and ACM Report as above (if permitted after 1981)
- Replace any major maintenance items that are at or close to the end of their expected useful life, for example the driveway or roof.
- All renovations and new construction work should be done to State Building Code Standards.
- Housing units developed with MHSA Housing Program funding but not using CalHFA funds will not be required to comply with the Agency's earthquake insurance requirements. This applies to new construction and rehabilitation.
- Some Guidelines may be waived on a case-by-case basis for small county MHSA Housing Program Shared Housing Developments.