



# City of Milwaukee

## Meeting Minutes

### MILWAUKEE HOUSING TRUST FUND OPERATIONAL CRITERIA SUBCOMMITTEE

*BETHANY SANCHEZ, CHAIR*

*Tom Capp, Vice-Chair*

*Heather Dummer Combs, Rocky Marcoux, Tony Perez and Brian Peters*

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Thursday, March 30, 2006

9:00 AM

Room 301-A, City Hall

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*Meeting convened: 9:05 A.M.*

*Members present: Bethany Sanchez, Tom Capp, Brian Peters and Una Van Duvall - designee of Mr. Marcoux*

*Members excused: Bobbi Marsell - designee of Tony Perez and Heather Dummer Combs*

*Also present: Jared Erdman - Ald. Murphy's office, Jeff Osterman and Emma Stamps - Legislative Reference Bureau, Judy Allen - Dept. of City Development*

*(meeting moved the day of the meeting to 301-A as it became available).*

#### **1. Selection of a Vice-Chair**

*Mr. Peters nominated Mr. Capp. Ms. Van Duvall seconded that nomination. There were no objections.*

#### **2. Review and approval of the minutes of the March 16th meeting**

*Mr. Peters wanted to correct the minutes - in the discussion at the last meeting, the Subcommittee talked about how long-term housing should be kept affordable. He wanted to make that clear in the 7th paragraph of section 2 (Discussion of selection of eligible recipients of Housing Trust Fund dollars) and to clarify that homeownership and the forgivable terms are long term. This paragraph should also refer to pre-development dollars.*

*Ms. Sanchez noted in the third paragraph of that section, the second sentence of that paragraph should read, "This would fund the training and operations of non-profit organizations and developers who would access these funds for developing affordable housing."*

*Two paragraphs down, related to Mr. Werra, the projects funded by the trust fund would be hybrids, not the fund itself. Ms. Van Duvall thought this needed to be clarified, but not changed in the minutes.*

*In the 8th paragraph, the final sentence should note that this text refers to the NIP program.*

*In the second-to-last paragraph in that section, the comment by Ms. Dummer Combs should be amended to note that the homeownership/housing level would be at 80%.*

*Mr. Peters moved to accept the minutes as amended. Ms. Van Duvall seconded. There were no objections.*

*Ms. Sanchez would hope that the homeownership level would serve 80%. Mr. Capp stated that many of the inclusionary levels for affordable housing across the country are using 80% and 100% because homeownership is becoming unaffordable to people at the 80%, 100% and 120% level.*

### **3. Administration of a housing trust fund**

*Ms. Sanchez said that there are a couple of issues under this section - what body should administer the fund and the existence of an advisory committee for the fund, as well as the creation of an annual or 3-year plan to guide the work to respond to changing needs. Mr. Capp feels that another issue is whether or not a separate body is created to ensure compliance or is it the same body? Ms. Van Duvall noted that if it is tied to existing city programs, compliance requirements would already be in place. The Subcommittee also discussed the creation or use of a non-profit, rather than a city agency. Ms. Allen will research the pros and cons of funneling trust funds through a non-profit agency. Ms. Sanchez noted that if the recipients are limited to one group of individuals, that might also affect how a fund is administered. Mr. Capp would like Ms. Allen to also research how compliance would work.*

*Ms. Sanchez will speak to Mary Brooks at the Center for Community Change related to what successes and pitfalls she has seen in the administration of housing trust funds. She will ask about the various type of administration for the various types of uses.*

### **4. Funding allocation among eligible recipients**

*Ms. Sanchez sees the breakdown as the percentage of each use and a who/what/how breakdown within each use.*

*Mr. Capp said that it is difficult for many programs to target individuals lower than 50% and he is wondering if the trust fund is targeted at addressing these gaps, either those not served by the city or by a private agency. Ms. Van Duvall stated that she believes there are programs that successfully serve those individuals below 60%, but a gap does exist at 60%. Mr. Capp noted that there are not 2 levels of tax credits - one at 50% and one at 60%, as was asked at the last meeting. The majority of units being developed by private developers are being targeted at the 50% and 60% level.*

*Ms. Elmer will ask Mr. Greenlee of the Wisconsin Housing and Economic Development Association to provide the Subcommittee with data, for the last 3 years, of the number of units created by the use of 4% tax credits in the city and a breakdown of income targets for each of those units and those served. She will also request information on those developments which did not receive tax credits for the past 3 years to help pinpoint existing gaps that are not currently being met.*

*Mr. Capp believes that developers moved from the 30%-40% to the 50%-60% level as it became more difficult to do quality projects based upon increasing construction costs. The 30%-40% level is commonly called "deeper targeting". The housing trust fund could*

*be used to fund gaps created by the addition of units at the 30% and 40% level.*

*Mr. Peters strongly encouraged the fund to serve those individuals at the 30%-40% based upon the heavy burden faced by them for housing.*

*Ms. Sanchez will speak to some non-profit developers and Mr. Capp will speak to some for-profit developers related to gaps that they see that are not being currently met.*

*Ms. Van Duvall will bring individuals from the Department of City Development who daily work with housing issues. Ms. Elmer will request that Mr. Greenlee attend the next meeting. Mr. Werra could not attend this meeting, but it is anticipated he will be at the next meeting. Ms. Elmer will contact Sup. Dimitrivich about having someone from the county attend related to single room occupancies or licensing.*

*At the next meeting, the Subcommittee needs to line up the priorities, identify the gaps and decide on eligible recipients.*

*Ms. Van Duvall feels that the Subcommittee should create a list of prioritized strategies based upon the amount of money available to address the areas of greatest needs first, then work down to lesser needs.*

*Ms. Sanchez asks that members and staff review the San Diego document for its funding levels (Exhibit 1). She noted that the term of the loan is set at 55 years, so she believes that the affordability length is probably 55 years as well. Mr. Capp noted that the length of affordability is a contentious issue with many sides. Mr. Capp noted that affordable housing degraded faster if it had a longer affordability length. Ms. Sanchez thought the degradation might be offset by not having to subsidize another unit, so that money that would have had to go to development could go to rehabilitation. Mr. Capp will try to locate some studies that look at the issue of degradation of affordable housing stock and Ms. Sanchez will also ask this question of San Diego and Ms. Brooks. Mr. Capp found the San Diego model very useful, but questioned if a market could be found that is more analagous to Milwaukee.*

*Ms. Sanchez liked that a little money was set aside in San Diego for projects that didn't quite fit a specific category, but which were good projects to fund.*

*Mr. Peters had heard that banks and lenders prefer to fund larger, rather than smaller projects, which might be a problem for Milwaukee.*

## **5. Set next meeting date and agenda**

*Ms. Van Duvall would like to have breakdowns on the agenda such as a), b) and c) to center the discussion.*

*Mr. Peters would like to have universal design and visitability added to the next agenda for discussion purposes. He would like that this be required in all new units. The Housing Authority has a nice Powerpoint presentation on its web site related to this topic. The address is [www.hacn.org](http://www.hacn.org) (lower right-hand corner of the screen). Members will look at it in their offices. He passed around 3 handouts for members to review prior to the meeting: Builder Exec affirms low cost of Visitability (Exhibit 2)*

*Construction Guidelines for Visitable Homes (Exhibit 3)*  
*Universal Design (Exhibit 4)*

*Ms. Sanchez asked that members look at the document titled, "FAQs for housing trust funds" and think of the possibility of assigning extra points once someone has reached the threshold criteria for DBE contractors, leveraging, diversity of neighborhoods, green buildings, etc.*

*The next meeting date will be Thursday, April 13th at 9 a.m.*

*Meeting adjourned: 10:21 A.M.*

# SAN DIEGO HOUSING TRUST FUND

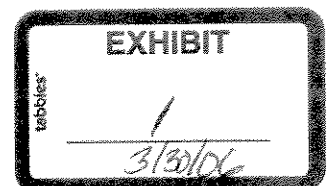
## FY04 IMPLEMENTATION STRATEGY

### FUNDING ALLOCATION AMONG ELIGIBLE ACTIVITIES

Approximately \$2 million is expected to be available in FY04, consisting of \$230,556 million in estimated carryover and \$1.8 million in revenue (Housing Impact Fees, CDBG loan repayments, and Housing Rehabilitation Trust Fund loan repayments). The Housing Commission Loan Committee and Proposal Review Committees make funding recommendations to the Housing Commission for approval of specific projects and activities. Some discretionary transfer of funds between eligible activities is permitted, but all funding recommendations must be consistent with the Three-Year Program Plan.

The proposed distribution of funds for FY04 is as follows:

Rental Housing Development	\$200,000	10%
New Rental Housing		
Existing Rental Housing		
Special Purpose Rental Housing	\$150,000	8%
Homeownership	100,000	5%
Shared Equity Program		
Downpayment Assistance Program		
Moving On		
Acquisition with Rehabilitation		
Limited Equity Cooperatives		
Mobile Home Parks		
Rehabilitation	477,015	23%
Owner-occupied Rehabilitation		
Nonprofit Owner-Occupied		
Mobile Home Rehabilitation		
Accessibility Grants for Tenants with Disabilities		
Transitional Housing Operations	700,000	34%
Nonprofit Capacity Building	80,000	4%
Predevelopment Financial Assistance		
Emergency Loan Fund Program		
Nonprofit Technical Assistance		
Nonprofit Support		
Reserves & Targets of Opportunity	46,566	2%
Administration	257,013	13%
Legal	<u>30,000</u>	<u>1%</u>
TOTAL	\$2,040,594	100%



## HTF ORDINANCE COMPLIANCE TESTS

The Housing Trust Fund Ordinance, at Municipal Code Section 98.0504, sets forth the allocation boundaries for the Fund. To comply with the Ordinance, Housing Program Funds must be allocated:

- ~~☒~~ At least 10 percent to Transitional Housing;
- ~~☒~~ At least 60 percent to very low-income households (defined as households with incomes at or below 50 percent of area median income);
- ~~☒~~ No more than 20 percent to housing for low-income households (defined as households with incomes between 50 percent and 80 percent of area median income) and
- ~~☒~~ No more than 10 percent to median income first-time homebuyers.

Housing Program Funds are defined as those funds allocated to direct investment in housing. Administration, legal expenses, nonprofit capacity building and uncommitted reserves are excluded from the calculation.

For the FY04 Strategy, the calculation would be as follows:

Total Funds		\$2,040,594
Less Administration, Legal		(287,013)
Less Capacity Building		(80,000)
Less Uncommitted Reserves/Targets		( 46,566)
Equals Housing Program Funds (HPF)		\$1,627,015
<u>Program</u>	<u>Allocation</u>	<u>Percent of HPF</u>
Transitional Housing	\$ 700,000	43%
Very Low-Income (Excluding Transitional Housing)		
Rental Housing Development	200,000	
Special Purpose Rental	150,000	
Rehabilitation	477,015	
	\$827,015	51%
Low-Income (estimated)		
Rehabilitation	-0-	
Homebuyers	\$100,000	6%
Median-Income Homebuyers	-0-	

[The FY04 Implementation Strategy is in compliance with the allocation boundaries of the Housing Trust Fund Ordinance.]

**SAN DIEGO HOUSING TRUST FUND:  
THREE-YEAR PROGRAM PLAN**

**ALLOCATION OF RESOURCES AMONG ELIGIBLE ACTIVITIES  
Fiscal Years 2004 - 2006**

Funding is allocated for a three-year period among the various activities authorized by the Housing Trust Fund Ordinance (Municipal Code Section 98.0501). Actual funding of activities will be achieved through the types of programs outlined in **Attachment 1, "Model Programs."** Model Programs are intended to provide broad descriptions of possible Housing Trust Fund activities. As such, Model Programs may change from time to time; they are not intended to preclude Housing Trust Fund investment in an opportunity that is not specifically described in the Model Programs Section.

Rental Housing Development

20% to 40%

Advantageous financing to developers of units with below-market rents. Program includes deferred loans, interest write-downs, and matching funds for State, Federal, and private financing. Activities within this program are classified as projects subject to community planning group review.

Special Purpose Rental Housing

5% to 20%

Advantageous financing to developers of transitional housing or affordable units with related services that serve persons qualifying under federally or locally determined Special Needs or Special Purpose categories. Program includes deferred loans, revocable grants, land banking, matching funds for State, Federal and private financing. Activities within this program are classified as projects subject to community planning group review.

First-Time Homebuyers

5% to 10%

Junior loan/grant and new construction programs targeted toward homes in communities seeking homeownership as a means of neighborhood revitalization or stabilization. Funding for resident organizations establishing limited equity cooperative housing organizations. Funding for mobilehome park resident organizations seeking to buy their mobilehome parks.

Housing Rehabilitation

5% to 15%

Rehabilitation programs that provide below-market interest rate amortizing loans for the rehabilitation of deteriorated or functionally obsolete units. Units must be owner-occupied, single family to four-plex or mobilehome. Activities within this category that finance the rehabilitation of more than 25 units are classified as projects and are subject to community planning group review.

Transitional Housing Operations

10% to 25%

Grants and loans to nonprofit agencies for operation of transitional housing, acquisition or leasing of facilities, or improvements to facilities. No more than 25 percent of Transitional Housing Program funds may be used for administration and supportive services. At least 10 percent of Housing Trust Fund program funds must be dedicated to Transitional Housing activities (operations and development).

Nonprofit Capacity Building

5% to 10%

Programs for nonprofit developers include project-based financial assistance and technical assistance.

Rental Assistance

0% to 5%

A program designed to assist low-income residents achieve self-sufficiency by providing limited amounts of rental assistance.

Reserves and Targets of Opportunity

5% to 10%

A reserve fund that gives the Board the flexibility to transfer resources among eligible activities and to take advantage of low-income housing opportunities that present themselves during the course of the year. The reserve fund also provides for a contingency reserve and allows for reimbursement of housing impact fees when building permits expire without the commencement of work.

Administration

6% to 9%

A fund established to provide reasonable compensation to the City of San Diego and the Housing Commission for services related to the administration of the Housing Trust Fund.

Legal

0% to 1%



**SAN DIEGO HOUSING TRUST FUND**

**MODEL PROGRAMS**

**Fiscal Year 2004  
(July 1, 2003 - June 30, 2004)**

## SAN DIEGO HOUSING TRUST FUND

### MODEL PROGRAMS

RENTAL HOUSING DEVELOPMENT .....	2
New Rental Housing Production .....	2
Existing Rental Housing: With and Without Rehabilitation.....	3
Special Purpose Rental Housing.....	4
HOME OWNERSHIP .....	5
Shared Equity Loan Program .....	5
Downpayment Assistance Program.....	5
Moving On Program.....	6
First-Time Homebuyers: Acquisition with Rehabilitation.....	6
Limited Equity Cooperatives .....	7
Mobile Home Parks.....	8
REHABILITATION .....	9
Owner-Occupied Rehabilitation.....	9
Nonprofit Owner-Occupied .....	9
Mobile Home Rehabilitation Loan Program.....	10
Mobile Home Repair Grants .....	10
Accessibility Grant for Tenants with Disabilities .....	11
TRANSITIONAL HOUSING OPERATIONS .....	12
NONPROFIT CAPACITY BUILDING .....	13
Project-Based Financial Assistance.....	13
Emergency Loan Fund Program .....	14
Nonprofit Technical Assistance.....	14
Nonprofit Support.....	15
MISCELLANEOUS PROGRAMS .....	16
Targets of Opportunity.....	16
Project-Based Rental Assistance.....	16

### **Existing Rental Housing Program: With and Without Rehabilitation**

**Scope:** An acquisition/rehabilitation and refinancing program providing below-market-rate, deferred payment junior mortgages to increase the stock of lower income rental units in non-impacted neighborhoods. Loans are made to owners of existing developments in return for (at least) 20 percent of the units being made affordable to households at or below 80 percent of median income. Proposals with rents affordable to households with incomes at or below 50 percent of median family income will receive a preference. Proposals accepted from impacted areas only with demonstrated community support. Proposals may not result in significant displacement of moderate-income households.

**Target Population:** Very low- and low-income households who, by paying considerably more than 30 percent of income in rent, reside in communities that do not meet their fair share of affordable housing.

**Loan Terms:** Term to maturity is 55 years. Repayment of principal and interest is amortized or due and payable as a balloon payment or as residual receipts, due and payable at maturity but may be forgiven upon extension of affordability requirements. Loan may be originated as a rehabilitation loan and converted into long term financing.

**Loan Underwriting:** Subject to loan policies of the San Diego Housing Commission unless specific exception as authorized by the Housing Commission.

**Leveraging:** Preference given to projects receiving subsidy from other funding sources or achieving affordability levels with lowest Housing Trust Fund investment.

**Request for Proposals (RFPs):** Funds for program to be made available through RFPs or Notice of Funding Availability (NOFA). RFP/NOFA requires applicant to stipulate the rent schedule for the project.

## **Special Purpose Rental Housing**

**Scope:** A loan and grant program for nonprofit developers of transitional housing and developers of permanent housing provided in conjunction with appropriate supportive services designed to maximize the ability of persons with disabilities to live independently. Loans and grants may be used for the development acquisition or long-term leasing of housing facilities as well as improvements to existing facilities.

**Target Population:** Very low and low-income populations identified as needing permanent housing in a service-enhanced environment; selection of populations to be generally compatible with requirements of federal funding sources.

**Loan Terms:** Term to maturity is 55 years. Payment of loan principal and interest is due and payable as a residual receipts loan or as a balloon payment at maturity but may be forgiven upon extension of affordability requirements. Loan may be originated as a rehabilitation loan and converted into long term financing.

**Loan Underwriting:** Subject to loan policies of the San Diego Housing Commission unless specific exception as authorized by the Housing Commission.

**Grant Terms:** Subject to revocation/repayment for nonperformance.

**Leveraging:** Preference given to projects receiving subsidy from other funding sources.

**Request for Proposals (RFPs) and Notice of Funding Availability (NOFA):** Funds for program to be made available through RFPs or NOFA.

## HOMEOWNERSHIP PROGRAMS

### Shared Equity Loan Program

Scope: A second trust deed loan program for median income and low-income first-time homebuyers that bridges the gap between what households earning 100 percent of median income or less can afford and the actual cost of acquiring a home. (Second trust deed not to exceed the lesser of 25 percent of purchase price or \$70,184.) Program may be limited to federally targeted census tracts (census tracts wherein 70 percent of population earns less than 80 percent of median income).

Target Population: Households earning less than 100 percent of median income that meet usual bank underwriting criteria for first mortgages.

Loan Terms: The loans are zero percent interest and require no monthly payments of principal. The loan term is 30 years; however, if the property is sold within the first 15 years, the equity in the property is shared with the Housing Commission. Pre-approval from institutional lender required.

Loan Underwriting: Subject to loan policies of the San Diego Housing Commission unless specific exception as authorized by the Housing Commission.

Request for Proposals (RFPs): Program sponsors to be selected through an RFP. Portion of funds may be allocated directly to the Housing Commission.

### Downpayment Assistance

Scope: A revocable grant program for first-time homebuyers that pays up to four percent of the purchase price (not to exceed \$7,500) towards down payment and closing costs). The four percent assistance will be comprised of two percent for the down payment with the balance used for closing costs.

Target Population: Households earning less than 100 percent of median income that meet usual bank underwriting criteria for first mortgages.

Grant Terms: Repayment is required if the home is sold or transferred within the first six years of ownership. Program is used with conventional loans.

## **Moving On**

Scope: A program to provide homebuyer education and financial counseling, savings accounts, and other assistance to potential homebuyers (including access to current Housing Commission programs).

Target Population: Households residing in properties owned by nonprofit developers.

## **First-Time Homebuyers: Acquisition with Rehabilitation**

Scope: A silent second mortgage program for first-time homebuyers purchasing homes in need of rehabilitation or modernization. Second mortgage bridges the gap between what households earning less than 100 percent of median income can afford and the actual cost of acquiring and rehabilitating a home. All or part of the second mortgage is funded into a rehabilitation fund control. Funds may not be released from the fund control without authorization from the agency responsible for completion of rehabilitation (Nonprofit or Housing Commission).

Target Population: Households earning less than 100 percent of median income but that meet other usual bank underwriting criteria for first mortgages.

Loan Terms: Payment of principal and interest is deferred and due and payable at resale or maturity. Pre-approval from institutional lender required.

Loan Underwriting: Subject to loan policies of the San Diego Housing Commission unless specific exception as authorized by the Housing Commission.

Request for Proposals (RFPs): Program sponsors to be selected through an RFP. A portion of the funds may be allocated directly to the Housing Commission.

## Limited Equity Cooperatives

Scope: An acquisition/new construction program for nonprofit corporations wishing to sponsor the creation of limited equity cooperatives and for limited equity cooperatives positioned to acquire or construct cooperative housing.

Target Population: Households earning less than 80 percent of median income; a minimum of 20 percent of the units must be affordable to households earning less than 50 percent of median income as adjusted by household size. All initial and subsequent members of cooperatives developed with assistance from the Housing Trust Fund must be first-time homebuyers as defined in the Housing Trust Fund Ordinance.

Loan Terms: Term to maturity is 55 years. Compliance with all applicable provisions of state law regarding limited equity housing cooperatives including Section 1.25 of California Condominium and Planned Development Practice as amended, Health and Safety Code Section 33007.5 and Business and Professions Code Section 1103.4. Resale restrictions that maintain affordability for subsequent buyers are required.

Loan Underwriting: As required by the policies of the San Diego Housing Commission.

Leveraging: Preference given to projects receiving subsidy from other funding sources.

Request for Proposals (RFPs): Funds for program to be made available through RFPs. RFP requires applicant to stipulate the number of units for each tier and the level of subsidy. Applications may also be submitted under the Targets of Opportunity Program.

## **Resident Ownership: Mobile Home Parks**

Scope: A "junior mortgage" program which bridges the gap between what a lower income mobile home coach owner can afford using normal bank underwriting criteria and the actual cost of acquiring the mobile home pad;

or

A "land trust" program that bridges the gap between what mobile home coach owners can collectively afford and the actual cost of acquiring the mobile home park. A contingency of Housing Trust Fund financing is that land acquired with Housing Trust Fund assistance would be established as a trust for low-income coach owners or low-income housing.

Target Population: Very low- and low-income residents of mobile home parks wherein over 66 percent of all park residents have expressed an interest in resident ownership.

Loan Terms: Term to maturity is the earlier of 55 years or sale, conveyance, alienation or transfer of the property. Payment of principal and contingent interest is due and payable as a balloon payment at the end of the term or according to an amortization schedule. Loan funding depends on financial feasibility.

Request for Proposals (RFP): Funds for conversion to resident ownership will be distributed through RFPs that specify a deadline for submission of proposals. Applications will be rated and ranked. Applications may also be submitted under the Targets of Opportunity Program.



## REHABILITATION PROGRAMS

### Owner-Occupied Rehabilitation Program

Scope: Below-market interest rate (BMIR) rehabilitation loans for lower income homeowners (one to four units, owner-occupied) throughout San Diego.

Current loan products include:

- ~~///~~ A three percent amortizing (fifteen year) loan; or
- ~~///~~ A partially deferred three percent amortizing (fifteen year) loan; and
- ~~///~~ No-interest, fully deferred loans (maximum amount \$10,000) available to eradicate health and safety hazards for very low income owner-occupied (<60% AMI), one-unit properties.
- ~~///~~ Lead paint reduction no-interest, fully deferred loans at \$5,000 per unit up to \$15,000 per multifamily property.

Target Population: Low- and very low-income borrowers throughout the City of San Diego.

Loan Terms and Underwriting: A maximum loan of \$35,000 for single unit properties and \$50,000 for 2-4 unit properties is established. At a minimum, terms should meet Housing Commission Rehabilitation Program standards; minor modifications to terms may be approved by a loan committee appointed by the Housing Commission Board.

Notice of Funding Availability (NOFA): Applications for rehabilitation loans to be accepted by program sponsor on an ongoing basis after an initial NOFA.

### Nonprofit Corporations: Owner-Occupied Rehabilitation

Scope: A flexible program developed to allow nonprofit corporations to operate rehabilitation loan programs. Program provides funding for rehabilitation, administrative support and technical assistance. Levels of funding within eligible activities are established by proposals submitted by nonprofit corporations. Proposals must leverage other funding sources.

Target Population: Very low and low-income homeowners either residing in substandard housing or desiring to acquire and rehabilitate substandard housing; nonprofit and community development corporations.

Request for Proposals (RFPs): Funds for program to be made available through RFPs. RFP to require that applicants indicate the type and level of assistance requested, the structure of proposed program, and how assistance will be utilized in a timely manner.

### **Mobile Home Rehabilitation Loan Program**

Scope: A partially deferred no-interest rehabilitation loan program to allow low-income mobile home coach owners to reside in safe, sanitary, and decent housing.

Target Population: Owner-occupants of older mobile home coaches at or below 60 percent of median income.

Loan Terms: Mobile home owners are offered interest-free partially deferred loans up to a maximum of \$12,000 for rehabilitation or up to \$15,000 for purchase and rehabilitation of a replacement mobile home. Loans are due on sale, transfer of title, or fifteen years after the loan date. Minimum monthly payment is \$25.

Notice of Funding Availability (NOFA): Applications for mobile home rehabilitation loans to be accepted on an ongoing basis after an initial NOFA.

### **Mobile Home Repair Grant Program**

Scope: A small repair grant program to allow very low-income households permanently residing in mobile homes to address "health and safety" issues.

Target Population: Very low-income (<60% AMI) owner-occupants of mobile homes within the City of San Diego.

Grant Terms: A maximum of \$3,500 except in a designated Distressed Park (\$5,000 maximum).

Notice of Funding Availability (NOFA): Applications for mobile home repair grants to be accepted on an ongoing basis after an initial NOFA until all funds are exhausted.

### **Accessibility Grant for Tenants with Disabilities**

Scope: A small grant program to rental tenants with disabilities to allow modifications or repairs to their rental unit to make it more accessible and improve their quality of living.

Target Population: Very low-income (<50% AMI) tenants with disabilities living in rental units within the City of San Diego.

Grant Terms: A one-time only non-repayable grant to a maximum of \$1,000 toward costs of material and labor for accessibility modifications.

The ACCESS Center of San Diego refers tenant applicants.

## TRANSITIONAL HOUSING OPERATIONS PROGRAM

Scope: A grant and loan program for nonprofit operators of transitional housing. Grants and loans may be used for the short-term leasing or operation of transitional housing facilities as well as improvements to existing leased facilities. No more than 25 percent of grant funds may be used for administration and support services.

Target Population: Very low-income homeless families and individuals who, through temporary residency in a service-enhanced housing environment, are expected to be able to move into permanent housing.

Grant Terms: A maximum grant of \$15 per bed/night.

Request for Proposals (RFPs) and Notice of Funding Availability (NOFA): Funds for program to be made available through RFPs or NOFA.

## NONPROFIT CAPACITY BUILDING PROGRAMS

### Project-Based Financial Assistance

Predevelopment Financial Assistance includes the following:

1. **Early Assistance Loans to Nonprofit Developers:** A maximum of \$10,000 is available for preliminary feasibility activities such as appraisal, site control, and Phase I environmental studies. Early Assistance loans can be considered for forgiveness if the project does not proceed. The total of all outstanding Early Assistance Loans cannot exceed \$50,000 at any time.
2. **Project Support Grants:** When the Early Assistance due diligence has been completed, funds may be available for paying predevelopment costs (staff and consultant or administrative expenses) for an identified project through a Project Support Grant. Minimum grant is \$10,000; grant requests of \$15,000 or less will be approved by the Loan Committee; grant requests over \$15,000 will be approved by the Housing Commission.
3. **Predevelopment Loans:** If approved, the Early Assistance Loan can be incorporated into a Predevelopment Loan to include additional predevelopment expenses, i.e., architectural, engineering, consultant and legal fees, site preparation, environmental assessments, purchase options, long-term escrow earnest money and project-specific professional housing development staff time. A Predevelopment Loan without Early Assistance may be appropriate in some cases. Typically, the Predevelopment Loan is repaid out of a project's permanent financing.

**Target Population:** Nonprofit corporations and limited equity cooperatives whose express purpose is the development, acquisition, or rehabilitation of housing that will be predominately occupied by very low- and low-income households.

**Loan Underwriting:** No specified underwriting criteria. Proposals to be considered on an ongoing basis. Generally, applicants must: 1) have been in existence for two years; 2) evidence multi-year organizational ability or provide evidence that principals have suitable experience to complete the project; 3) develop a feasible work program which identifies how the organization will reach its objective; 4) meet the Housing Commission Minimum Organization Standards for Nonprofit Loan Applicants; and 5) and be expected to complete the project.

**Notice of Funding Availability (NOFA):** Applications for predevelopment loans to be accepted on an ongoing basis after an initial NOFA.

### **Emergency Loan Fund Program**

The target populations and loan underwriting conditions of Project-Based Financial Assistance apply.

In addition, the following eligibility restrictions apply: 1) applicant has a demonstrated pipeline of development projects located in the City; 2) applicant has not received an emergency loan from the Trust Fund within the past three years, or has repaid such loan(s) in full; 3) applicant's need for emergency loan is based on a cash flow problem where funds anticipated to repay the loan can be identified.

Borrowers are required to demonstrate ability to repay.

### **Nonprofit Technical Assistance Program**

Scope: A technical assistance program that will assist nonprofit corporations and limited equity cooperatives in developing affordable housing. Program to provide "hands on" technical assistance in such areas as concept development, site assessment and acquisition, feasibility analysis, specification writing, bid packaging and review, permit procedures, construction oversight, grants and application preparation, and record keeping required by funding sources.

Target Population: Nonprofit corporations and limited equity cooperatives with limited housing experience.

Grant Terms: Grant is for the delivery of technical assistance services to nonprofit housing developers. Scope of work will be articulated in contract documents.

Request for Proposals (RFPs): Funds to be made available through RFP or Housing Commission contract policy.

## Nonprofit Support Program

Scope: A multi-year operating support program for nonprofit corporations attempting to acquire, rehabilitate or develop affordable housing for low-income households. Program provides annual grants for administrative costs, including compensation and proportional overhead of staff directly assigned to expanding housing opportunities such as housing construction, acquisition, rehabilitation, transitional housing development, or shared housing programs. Program is intended to build the capacity of nonprofit corporations to both develop affordable housing and identify administrative support for this purpose.

Target Population: Nonprofit corporations and community based organizations, the purposes of which include the provision of affordable housing to very low- and low-income households.

Selection Criteria: As funding permits, a Notice of Funding Availability (NOFA) will be issued inviting applications. Applicants will be selected based upon criteria which includes the following:

- ~~2.2~~ the ability of the applicant's personnel to perform the administrative, managerial and operational functions necessary to develop and support a housing program;
- ~~2.3~~ the applicant's past experience and success in developing and operating non-housing programs;
- ~~2.4~~ the applicant's work program which includes specific management and fund development and production activities, objectives, and projected accomplishments.

## MISCELLANEOUS PROGRAMS

### TARGETS OF OPPORTUNITY PROGRAM

Scope: A program developed to allow the Board the flexibility to take advantage of opportunities for affordable housing that cannot be funded through other Housing Trust Fund programs.

Target Population: Very low- and low-income households that will reside in housing made available through this program.

Notice of Funding Availability (NOFA): Project selection for this program will be on a case-by-case basis subsequent to an initial NOFA advising that applications will be accepted at any time for projects that do not qualify under other Housing Trust Fund programs or that have time constraints that preclude following the RFP calendar.

Loan Terms: For acquisition, term to maturity is 55 years. Payment of principal and interest due to be determined.

Loan Underwriting: Subject to loan policies of the San Diego Housing Commission unless specific exception as authorized by the Housing Commission.

### PROJECT-BASED RENTAL ASSISTANCE PROGRAM

Scope: A small rental assistance program for working households in non-impacted communities. The program utilizes Housing Trust Fund earnings and interest to lease units in existing buildings for an intermediate term. Units are then subleased to working households whose income is anticipated to increase as a result of job training. Enrollment in job training program to the point where the household may assume the master lease.

Target Population: Households earning between 50 percent and 80 percent of median income with an expectation of income increases. Applicants to be drawn from a pool of applicants established by the Housing Commission of households that do not meet the federal criteria of paying more than 50 percent of income in rent.

Notice of Funding Availability (NOFA): Proposals to be received from owners of rental units on an ongoing basis after an initial NOFA.



# Builder Exec affirms low cost of Visitability!!

February 22, 2004



A state homebuilder's association executive director now has publicly confirmed what Visitability advocates have been saying for many years: When Visitability features are planned in advance by a well-informed builder, typical added cost is very low for a new, single-family detached home to offer these three essential features:

- One zero-step entrance on an accessible route at the front, side, back of the house or through the garage;
- All interior main floor passage doors with at least 32 inches clear passage space;
- A main floor half-bath or full bath with some wheelchair maneuvering space.

Added typical cost? Less than \$100 for homes on concrete slabs, and \$300-600 for homes with crawl spaces or basements. Less than the cost of one bay window.

These figures are the ones disseminated through the Power Point made by the EasyLiving Home program in Georgia, written by Eleanor Smith of Concrete Change and read for accuracy prior to publication by Ed Phillips, Executive Director of the Home Builders Association of Georgia. Over the past six months, the Power Point has been shown to more than a dozen groups of Georgia builders of for-profit homes, to a total audience of over 500 builders. None of these builders has contradicted the cost estimates. The EasyLiving Home program has certified more than 225 completed homes so far, built on sites varying from the flat, sandy terrain of coastal Georgia to the hard clay and steep lots of the North Georgia Mountains. These homes range in price from around \$80,000 to over \$600,000.

Ed Phillips has been an open-minded and forward-thinking member of the EasyLiving Home coalition for over three years. He says he is willing to be contacted at [misterEd@hbag](mailto:misterEd@hbag) to affirm the cost estimates.

Concrete Change reported in 1994 that Atlanta Habitat for Humanity had built zero step entrances on more than 30 homes with crawl spaces, omitting no home despite a wide variety of terrains, at an average additional cost of less than \$200 per home. In 1996, Concrete Change reported that a director of an Atlanta-area affordable housing group confirmed their added costs for the wider doors and zero step entrance on more than 120 private, mid-price single-family homes on concrete slabs to have been less than \$75 per home. The IDEA Center at the School of Architecture and Planning, State University of New York at Buffalo, analyzed the cost of building a hypothetical visitable single story ranch home with a basement (in snow country). They found that there was virtually no increase in cost and a local builder confirmed their analysis.

A recent example of cost data springs from the campaign of the Houston (Texas) Center for Independent Living to pass a Visitability ordinance. The January 23, 2004, *Houston Business Journal* reported the following:

"Majestic Homebuilders Inc. President Christian Vandaele grew weary of listening to builders debate about the potential cost of making affordable housing wheelchair accessible. Each builder tossed out a different cost prediction, *ranging from zero to \$5,000 per unit.* (Italics added)

"I thought it would be more economical to just build one than listen to them for another 24 hours," says Vandaele, whose nine-year-old Houston company has built 500 single-family affordable housing units catering to buyers with total household income between \$25,000 and \$40,000.

Vandaele's experiment proved doable -- and relatively inexpensive. He says making an east Houston home wheelchair accessible added only \$200 to his building costs."

Many building professionals in the past have disregarded, often vociferously, the low cost projections Visitability advocates across the country have put out. Now that an executive director of a state homebuilders association has confirmed low costs, perhaps those pressing for universal design, accessibility and Visitability will feel even more empowered to challenge extremely high costs when they are put forth. Builders should be held accountable to explain why they cannot produce inexpensive basic access when others have been able to accomplish that.

Builders often respond by bringing up extremely difficult cases. (The tiny bathroom squeezed under a staircase. The house on a seashore where code requires the first habitable floor to be many feet above grade.) The logical response is that the access feature in question should not be applied in those cases—nor should the multi-thousand dollar projected costs be averaged in to the cost of Visitability. These builders should be challenged to move their focus from worst- case scenarios to the high percentage of new homes where Visitability is readily feasible.

Copyright 2004, Eleanor Smith, Concrete Change



# CONSTRUCTION GUIDELINES for VISITABLE HOMES

(c) Eleanor Smith, Concrete Change, 1990

Updated 2005.

The following construction guidelines make homes generally "Visitable," not fully "accessible". At the same time, many people with mobility limitations can also occupy these houses with little or no modification. Because the guidelines are for private, single-family dwellings, or for renovations of houses and apartments which are rarely mandated by existing law, no special "access" codes or additional regulations apply other than general codes that regulate widths of entry doors, slopes of sidewalks, etc., for regular residential construction. (The exception is when a ramp per se is built--with a 90-degree drop-off at its edges, as opposed to graded earth, which provides the shoulders of a sloping sidewalk. When a ramp is built, it must follow the same code specifications as required for public buildings. These specs are available from local building departments.) Overall, the house is not being touted as officially "handicapped accessible," because this might lead to extra regulation that may impede the goal of applying these principles to as many homes as possible, including those where the none of the proposed buyers currently have a disability.

*The most essential features for basic access are the zero-step entrance and bathrooms. In new construction, minor modifications in the home plans can often change an inaccessible house into a Visitable one. In renovations, the problems are usually more complex, but sometimes creativity can prevail over obstacles.*

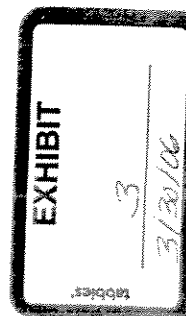
## I. NEW HOUSES

(The Federal Fair Housing Amendment in the United States already requires basic access in all ground-floor units of most new multifamily apartment or condo buildings--whether publicly or privately owned-- and in ALL units if the new building has an elevator.)

### A. ZERO-STEP ENTRANCE

The house needs to have at least one zero-step entrance on an accessible route. The entrance may be a ramp, or simply a sloping sidewalk, or a garage floor level with the house. Ideally this entrance will be the same entrance family and guests usually use. However, the topography of the lot may dictate that the entrance be at the back or side of the house rather than the front--or, through the garage. "Accessible route" means a firm surface at least three feet wide over which a person with mobility limitations can travel, such as a sidewalk.

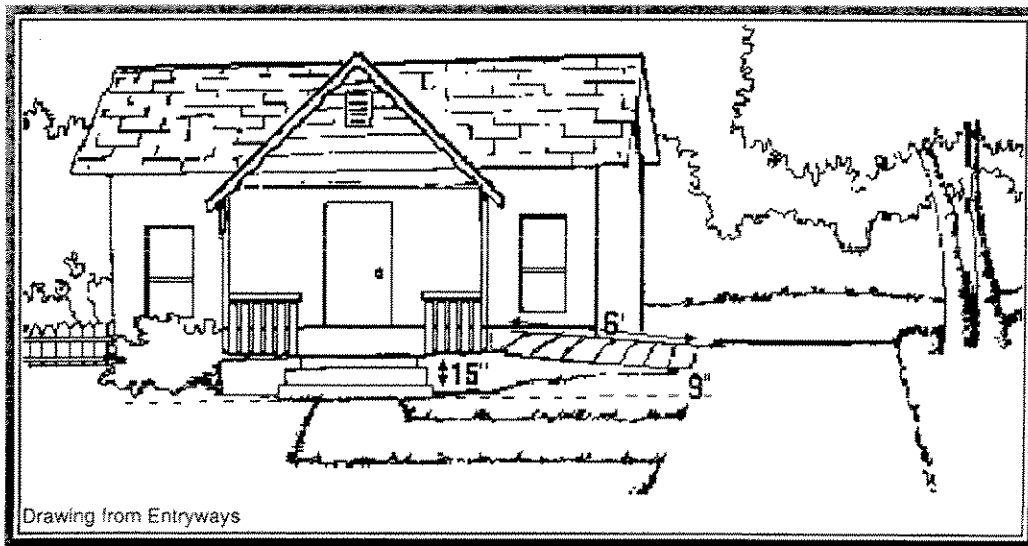
The entrance must be truly ZERO-STEP. Even one small step poses a barrier. The slope must not be too steep; the ratio of length to height should be at least a foot long for every inch in height (1:12), and less steep than that when possible. The exception to the 1:12 rule is that the ramp or walkway can be proportionately shorter if the total rise is less than six inches



(because the danger of a mobility aid rolling or tipping out of control is much less on a short rise). The following table gives information for low rises:

Rise	Length of Slope
3/4 inch	no slope needed
1 inch	3 inch
2 inch	6 inch
3 inch	1 foot
4 inch	1 1/2 feet
5 inch	2 feet
6 inches or more - 1 foot length for each inch rise	

The height of the ground at the bottom of a ramp (as opposed to height of the ground at the top of a ramp) is very relevant in determining the proper minimum length of the slope. Few lots are completely flat. When the rise of the ground is deliberately used and graded to advantage, many feet can be shaved from the needed length. For instance, a starting point that is a mere 4 inches higher allows a slope that is 4 feet shorter. To determine the length of slope needed, a board can be held out parallel from the porch floor; the board then leveled; and the vertical distance from the board to the ground then measured, at various possible end-points for the slope.



Many feet can be shaved from the required length of an incline if it starts on ground that is nearly the same elevation as the entrance. Here, the driveway is sloped to provide some rise on a flat lot.

If a driveway must remain steeper than 1:12 because the lot is sloped

considerably, the 1:12 zero-step entrance should nevertheless be constructed from the driveway to the house. Then the visitor or occupant with a disability can unload from their vehicle at the top of the driveway and proceed into the house.

The slope (unless it is extremely gradual, such as 1:20) must end in a level platform such as a porch or garage floor, so that a mobility-limited person does not roll or fall backward when trying to open or close the door. Also, the slope should (1) be level side-to-side; (2) be flat from top to bottom, not "humped"; and (3) end smoothly at the bottom, with less than a half-inch drop off. These features are necessary for basic safety.

**For detailed information on zero-step entrances, purchase the 2006 Power Point "Entryways: Creating Attractive, Inexpensive Zero-Step Entrances."**

## **B. BATHROOMS**

All interior passage doors to provide a minimum of 32 inches of clear passage space when the door is open at 90 degrees. A 2'10" door provides this space, and these doors are increasingly available because that is the width required by the Fair Housing Amendment in new multi-family dwellings. 3'0" doors are excellent where space permits. Pocket doors may also provide the needed width. Special attention needs to be paid to the bathroom door because this is the one typically smaller than other doors on house plans, whether the house costs \$90,000 or \$900,000.

It is not essential (although it is helpful) to have a large turning radius inside a residential bathroom; in a small bathroom, the wheelchair user can roll in forward and roll out backward. But it is essential to have at least a 32" clear path to the commode. The bathroom door can be hinged to swing out rather than in to provide more room and give a person using a wheelchair or walker enough room to shut the door.

**For more information on door widths and bathrooms, purchase the 2006 Power Point "Introduction to Visitability"**

## **II. RENOVATING HOUSES OR APARTMENTS**

### **A. ZERO-STEP ENTRANCE**

All of the above is relevant, and what at first looks impossible might in fact be feasible. Often the best solution is to run a ramp parallel to a structure rather than straight out at a right angle. When evaluating for the best lay of the land, ask: Can an existing porch rail be cut out? Can existing bushes and flowers be removed and then replanted along the new ramp? Can an existing window be made into a door, or a new exterior door cut?

## B. BATHROOMS

If the door lacks only approximately 1 1/2 inches of being wide enough, swing-away hinges (about \$22 per pair) may provide the added space.

[Home Page](#)

[Site Map](#)

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# Concrete Change

**An international effort to make *all* homes Visitable!**  
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[Home](#)[Up](#)[Table of Content](#)

*Department of Apparel, Textiles, and Interior Design  
Kansas State University*

# Universal Design

*Design for all people throughout their lifespan.*

[Home](#)

[UD Facility Tour](#)

[Principles of UD](#)

[Residential Checklist](#)

[KSU Research on UD](#)

[Related Resources](#)

[Contact Information](#)

## The Principles of Universal Design\*

### UNIVERSAL DESIGN:

The design of products and environments to be useable by all people, to the greatest extent possible, without adaptation or specialized design.

The Principles of Universal Design authors, a working group of architects, product designers, engineers and environmental design researchers, collaborated to establish the following principles to guide a wide range of design disciplines including environments, products, and communications. The seven principles may be applied to evaluate existing designs, to guide the design process, and to educate both designers and consumers about the characteristics of more usable products and environments.

### EQUITABLE USE

The design is useful and marketable to people with diverse abilities.

#### Guidelines:

- ↓ Provide the same means of use for all users; identical whenever possible; equivalent when not.
- ↓ Avoid segregating or stigmatizing any users.
- ↓ Make provisions for privacy, security, and safety equally available to all users.
- ↓ Make the design appealing to all users.

1

#### Examples:

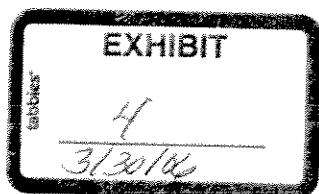
**Oxo Good Grips** (kitchen utensils originally designed for older people): By realizing that people change and ergonomics are in flux (we are only temporarily abled), universal design extends the useful life of both the object and the user.

**Designer:** Davin Stowell & Staff, Smart Design, Inc. for Oxo International, New York, NY



**Rocker switch (Decora Line):** A longtime favorite universal product. Everyone can operate the switch because the large rocker is easy to locate and activate with minimal force and manual dexterity.

**Designer:** Leviton Manufacturing Company, Little Neck, NY



## FLEXIBILITY IN USE

The design accommodates a wide range of individual preferences and abilities.

### Guidelines:

- ✦ Provide choice in methods of use.
- ✦ Accommodate right- or left-handed access and use.
- ✦ Facilitate the user's accuracy and precision.
- ✦ Provide adaptability to the user's pace.

### Examples:

# 2

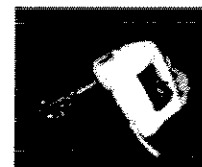
**Large, multi-mode bathroom:** Waterproof floor with drain, plus faucet beside toilet allow roll-in use or a wet area shower. Hand-held shower controls can be reached from the toilet, allowing the user to bathe while seated. Bathtub has a built-in ledge at one end for transferring or use as a shower seat. A hydraulic seat raises the user in and out of the tub.

**Designer:** Dede Gilreath, IIDA, Atlanta, GA



The SmartPower Hand Mixer handle design accommodates any hand size, and its swivel cord makes the mixer convenient to use with either hand.

**Designer:** Tucker Viemeister & Scott Henderson, Smart Design, Inc. for Cuisinart



## SIMPLE AND INTUITIVE USE

Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

### Guidelines:

- ✦ Eliminate unnecessary complexity.
- ✦ Be consistent with user expectations and intuition.
- ✦ Accommodate a wide range of literacy and language skills.
- ✦ Provide effective prompts and feed-back during and after task completion.

# 3

### Examples:

**Full-length entry door sidelight:** It does not disadvantage or stigmatize any group of users, and can be an advantage to short children, tall adults, and older people.

**Designer:** The Center for Universal Design, NCSU, Raleigh, NC



**"Cuddle tub:"** The molded plastic shell with hammock insert and head cushions provide safety and security for the baby, which enables parents to use one or two hands to bathe the child.

**Designer:** Robert Wise & Kathleen Campisano, Century Products, Co., with Thomas McLinden & W. Daniel Haberstich of Anderson Design Associates, Plainville, CT.



## PERCEPTIBLE INFORMATION

The design communicates necessary information



effectively to the user, regardless of ambient conditions or the user's sensory abilities.

#### Guidelines:

- ✚ Use different modes (pictorial, verbal, tactile) for redundant presentation of essential information.
- ✚ Maximize "legibility" of essential information.
- ✚ Differentiate elements in ways that can be described (i.e., make it easy to give instructions or directions).
- ✚ Provide compatibility with a variety of techniques or devices used by people with sensory limitations.

#### Examples:

# 4

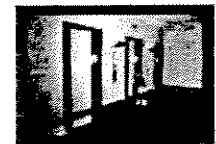
**Talking sign system** communicates way finding information effectively in unfamiliar places, regardless of ambient conditions or the user's sensory abilities. The user simply points the receiver (which incorporates volume control and an earphone) at the location about which information is needed.

**Designer:** Smith-Kettlewell/Talking Signs, Inc., San Francisco, CA.



The **Miconic Elevator System** provides audible, visual, and tactile information, and is "destination-oriented," in that the user selects the desired floor while in the elevator lobby. S/he is then directed to a specific car that goes to that floor with a minimum number of intermediate stops.

**Designer:** Dr. Ing Joris Schröder for Schindler Elevator Corporation, Morristown, NJ.



## TOLERANCE FOR ERROR

The design minimizes hazards and the adverse consequences of accidental or unintended actions.

#### Guidelines:

- ✚ Arrange elements to minimize hazards and errors: most used elements, most accessible; hazardous elements eliminated, isolated, or shielded.
- ✚ Provide warnings of hazards and errors.
- ✚ Provide fail safe features.
- ✚ Discourage unconscious action in tasks that require vigilance.

# 5

#### Examples:

The **G-O-cup** is disposable, made of all-recycled paper fiber, and the lid is secured by three oversized grab hooks that fit into the cup rim. The cup minimizes hazards with its oversized, highly visible sidewall seam and open rim band that act as cool zones for the user's thumb and fingers. The recessed lid acts as a splash guard to contain hot liquids, and is easy to drink through without tearing off tabs or other devices.

**Designer:** Timothy C. Johnson, Tim Johnson Design, Inc., Boston, MA.



The **Lighthouse building** avoids accidents by locating the automatic sliding doors adjacent to the wall, plus

installing a handrail to separate the in and out traffic lanes at the building entrance. For some, these serve as convenient safety and wayfinding features; for others, they provide optional assistance and traffic flow organizers.

**Designer:** Steven M. Goldberg, FAIA and Jan Keane, FAIA, Mitchell/Giurgola Architects, New York, NY.



## LOW PHYSICAL EFFORT

The design can be used efficiently and comfortably and with a minimum of fatigue.

### Guidelines:

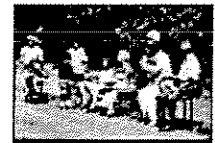
- ✦ Allow user to maintain a neutral body position.
- ✦ Use reasonable operating forces.
- ✦ Minimize repetitive actions.
- ✦ Minimize sustained physical effort.

### Examples:

6

**The Rest Seat's** seating surface is higher and pitched forward more than conventional bench seating, thus results in a minimum of fatigue. Clearance beneath the seat also allows the user to push up to the standing position with their large leg muscles.

**Designer:** Brian F. Donnelly, Donnelly Design, Davis, CA.



**Universally-designed tent site** is raised 18" by a low retaining wall of logs that also serves as a bench. The wall/seat height minimizes the effort needed to get into the tent, whether transferring from a wheelchair or getting down on stiff or arthritic hands and knees.

**Designer:** Terry C. Lee, USDA Forest Service, Grants Pass, OR, for Rogue River National Forest (OR)



## SIZE AND SPACE FOR APPROACH AND USE

Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

### Guidelines:

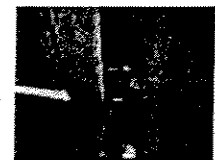
- ✦ Provide a clear line of sight to important elements for any seated or standing user.
- ✦ Make reach to all components comfortable for any seated or standing user.
- ✦ Accommodate variations in hand and grip size.
- ✦ Provide adequate space for use of assistive devices or personal assistance.

7

### Examples:

**Swing-clear hinge** allows a door to be fully opened, adding 1-1/2" to the clear opening, creating extra room for people steering wheelchairs or moving bulky furniture. It is usable on all types of hinge doors.

**Designer:** Accessible Environments, (800)776-1461.



**Adaptable base cabinet** accommodates a wide range of preferences and abilities by using self-storing

doors that slide into the cabinet or doors that are quickly removable, to provide under-counter storage and knee space for the seated cook.

**Designer:** The Center for Universal Design, NCSU, Raleigh, NC for builder Jay Beamon.



**Note:** The Principles of Universal Design are not intended to constitute all criteria for good design, **only universally usable design**. Other important factors such as aesthetics, cost, safety, gender, and cultural appropriateness must **also** be considered when designing.

### **Suggested Learning Activity:**

Go back to the [UD Facilities Tour](#) and find one or two thumbnails/photos that best exemplify each of the seven principles. Compare your examples and rationales for each principle with other students.

\*Source: Universal Design Principles and guidelines (see *Center for Universal Design Principles flyer with examples at <http://www.design.ncsu.edu/cud>*). However, the examples shown on this page were selected from the [Images: Universal Design Excellence CDROM \(1996\)](#), sponsored by the National Endowment for the Arts and the National Building Museum. Additional examples are available in a CDROM by the Center for Universal Design (2000), [Universal Design Exemplars](#), which includes 32 international, award-winning (large scale) projects from Architecture, Exhibit Design, Industrial Design, Interior Design, and Landscape Design.

[ [Home](#) ] [ [Up](#) ] [ [Top of Page](#) ]



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