

## PROGRAMMATIC FEATURES ASSESSMENT (PFA) TOOL

DDDS uses the Programmatic Features Assessment (PFA) tool to evaluate residential settings according to specific property features. Property features of primary interest include those deemed necessary and/or desired for supporting individuals who receive services. To be considered as part of the PFA, the costs associated with installation of a property feature must have been incurred solely by the property landlord. Excluded from PFA consideration are any property features paid for by DDDS or the provider agency.

The PFA uses a measurable scoring system in which a property is awarded points based on whether it possesses key property features. Within the PFA, residential properties are distinguished as Group Homes or Community Living Arrangements (e.g., apartments, townhomes, duplexes, or condos). For each residential property, the provider will first complete the PFA to arrive at a preliminary point tally; DDDS will evaluate the preliminary point tally and make any necessary changes to arrive at a final point tally. The final point tally for a residential property largely forms the basis of the property evaluation process.

This document serves as resource for providers and contains section-specific guidelines for accurately completing the PFA.

- A. Community Features:** Section A of the PFA examines the degree to which a proposed residential setting is located near places commonly-used or frequently-visited by the individuals who reside within the home. It is feasible that residential settings in close proximity to such areas may have higher rent fees reflecting convenience of location.

To complete Section A of the PFA, providers will score the residential setting according to four main Community Features. Please adhere to the following guidelines when completing Section A:

- For **Item 1**, select “2” from the drop-down menu only if (a) the proposed residential setting is located within **0.25 miles** of DART and/or other public transportation AND (b) the person/ persons residing in the residence independently use DART / public transportation or are in the process of learning how to do so independently. Otherwise, please select “0” from the drop-down menu.
- For **Item 2**, the term “active in the lives of persons served” refers to family and/or friends who interact with individuals receiving services at least one time per week. Please select “2” from the drop-down menu if the proposed residential setting is located within **10 miles** of family and/or friends who meet the operational definition of “active in the lives of persons served”. Otherwise, please select “0” from the drop-down menu.

- For Item 3, the term “frequently-used” applies to employment, day services, or other service resources utilized at least one time per week by individuals residing within the home. Please select “1” from the drop-down menu if the proposed residential location is (a) located within 10 miles of places of employment, day services, or other service resources AND (b) individuals residing within the home utilize these services at least one time per week. Otherwise, please select “0” from the drop-down menu.
- For **Item 4**, the term “frequently-used” applies to community facilities used by the individual receiving services at least one time per week. Please award the maximum number of points allowable for each of the four sub-components if the proposed residential location is (a) located within **5 miles** of the specified location AND (b) individuals utilize the specified location at least one time per week. Otherwise, please select “0” from the drop-down menu for each of the four components.

**B. Interior Physical Features of the Home:** Section B of the PFA evaluates interior physical property features that the landlord of the property may have installed during or after property construction. Such physical features are designed to accommodate the needs of persons residing within the property and/or increase the interior durability of the property.

To be awarded points in the PFA tool, interior physical features of the home must have a direct, specific increased cost to the landlord. As such, accessibility features (i.e., those covered in Addendum "A" of PM-62), as well as any added features that were paid for by the provider agency or DDDS (i.e., physical features that did impact that the landlord financially) are excluded from Section B of the PFA.

To complete Section B of the PFA, providers will score the residential setting according to ten interior physical features of the property. Using the drop-down menu, please award the maximum number of points allowable for each of the ten interior physical features if (a) the residential property has the interior feature and (b) the landlord was financially responsible for the cost of adding the interior feature. Otherwise, please select “0” from the drop-down menu for each of the ten interior features.

**C. Exterior Physical Features of the:** Section C of the PFA tool evaluates exterior physical property features that the landlord may have installed during or after property construction. Such physical features are designed to accommodate the needs of persons residing within the property and/or increase the exterior durability of the property. To be awarded points in the PFA tool, exterior physical features of the home must have a direct, specific increased cost to the landlord. As such, accessibility features (i.e., those covered in Addendum "A" of PM-62), as well as any added features that were paid for by the provider agency or DDDS (i.e., physical features that did impact that the landlord financially) are excluded from Section C of the PFA.

To complete Section C of the PFA, providers will score the residential setting according to three exterior physical features of the property. Using the drop-down menu, please award the maximum number of points allowable for each of the three exterior physical features if (a) the residential property has the exterior feature and (b) the landlord was financially responsible for the cost of adding the exterior feature. Otherwise, please select “0” from the drop-down menu for each of the three exterior features.

- D. Other Property Features / Advantages:** Section D of the PFA allows space for the provider to note up to three additional property factors not included in Sections A, B, or C that may impact property rent. Factors included in Section D may be very specific to the unique needs of an individual residing within the property.

To complete Section D of the PFA, please provide a brief, one-line summary of the property factor for DDDS to consider. DDDS will evaluate each property factor and award up to one point per factor, if the property factor is deemed applicable. Any property features that were paid for by the provider agency or DDDS are excluded from Section D of the PFA.

- E. Geographic Location / Features:** Section E of the PFA considers geographic location and/or geographic features of the property within the context of the unique needs of the individuals served. For example, some individuals may require a more rural or secluded setting due to sex offending behavior, a criminal history, recent release from a prison setting, serious elopement issues, or extreme noise generation.

To complete Section E of the PFA, please provide a brief, one-paragraph summary of geographic location / features that are required to meet the needs of individuals receiving services. DDDS will evaluate the geographic location / features and award up to three points if deemed applicable. Any geographical features included in Addendum C of PM-62 are excluded from Section E of the PFA.