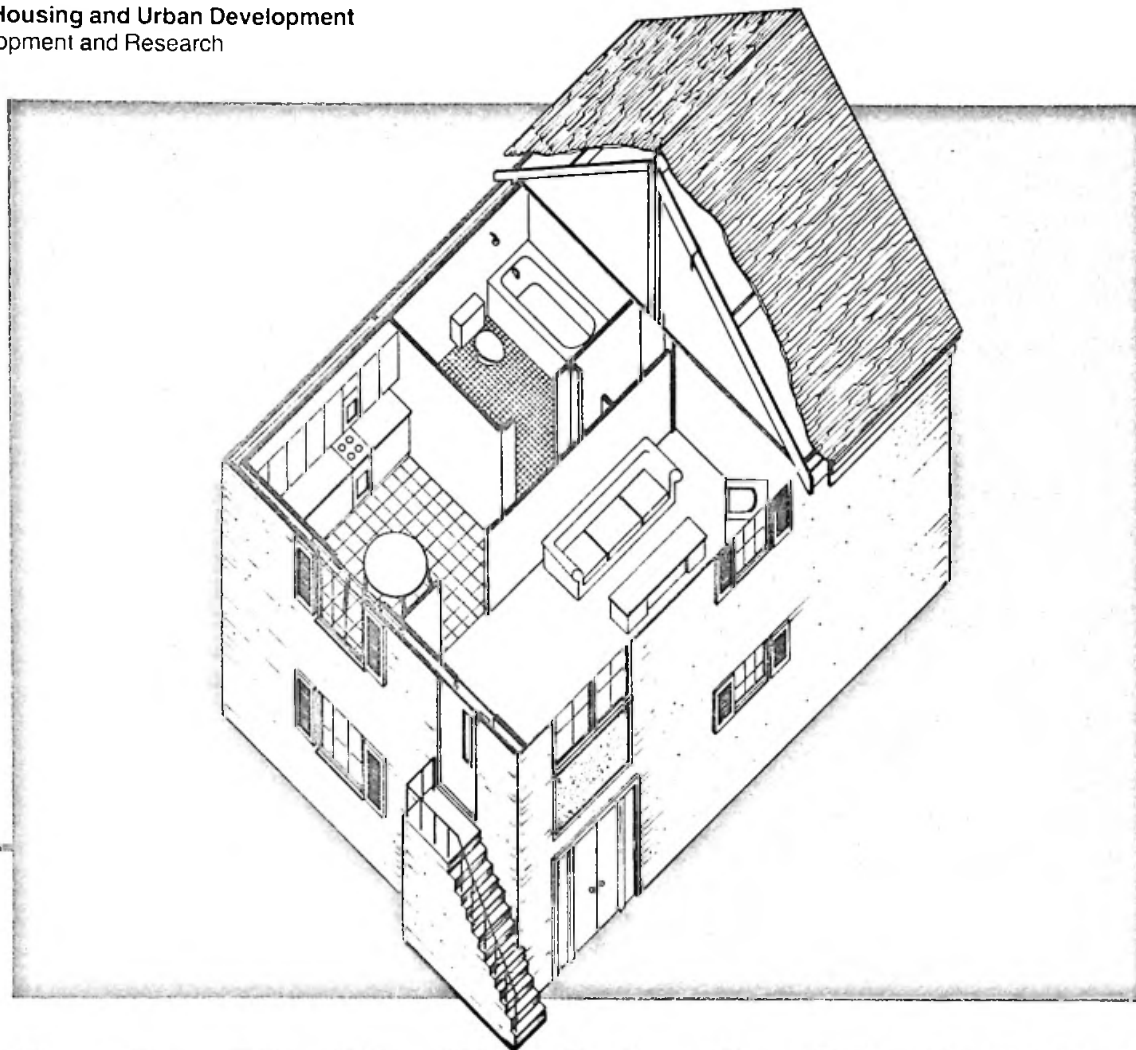


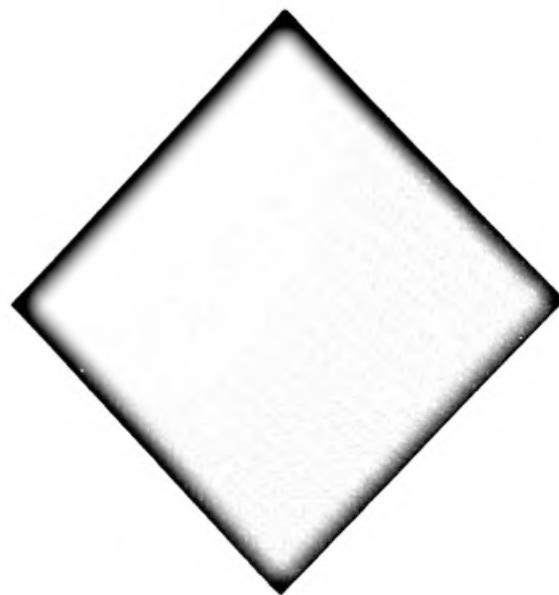


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ALTERNATIVE HOUSING ARRANGEMENTS

A Selected Information Guide



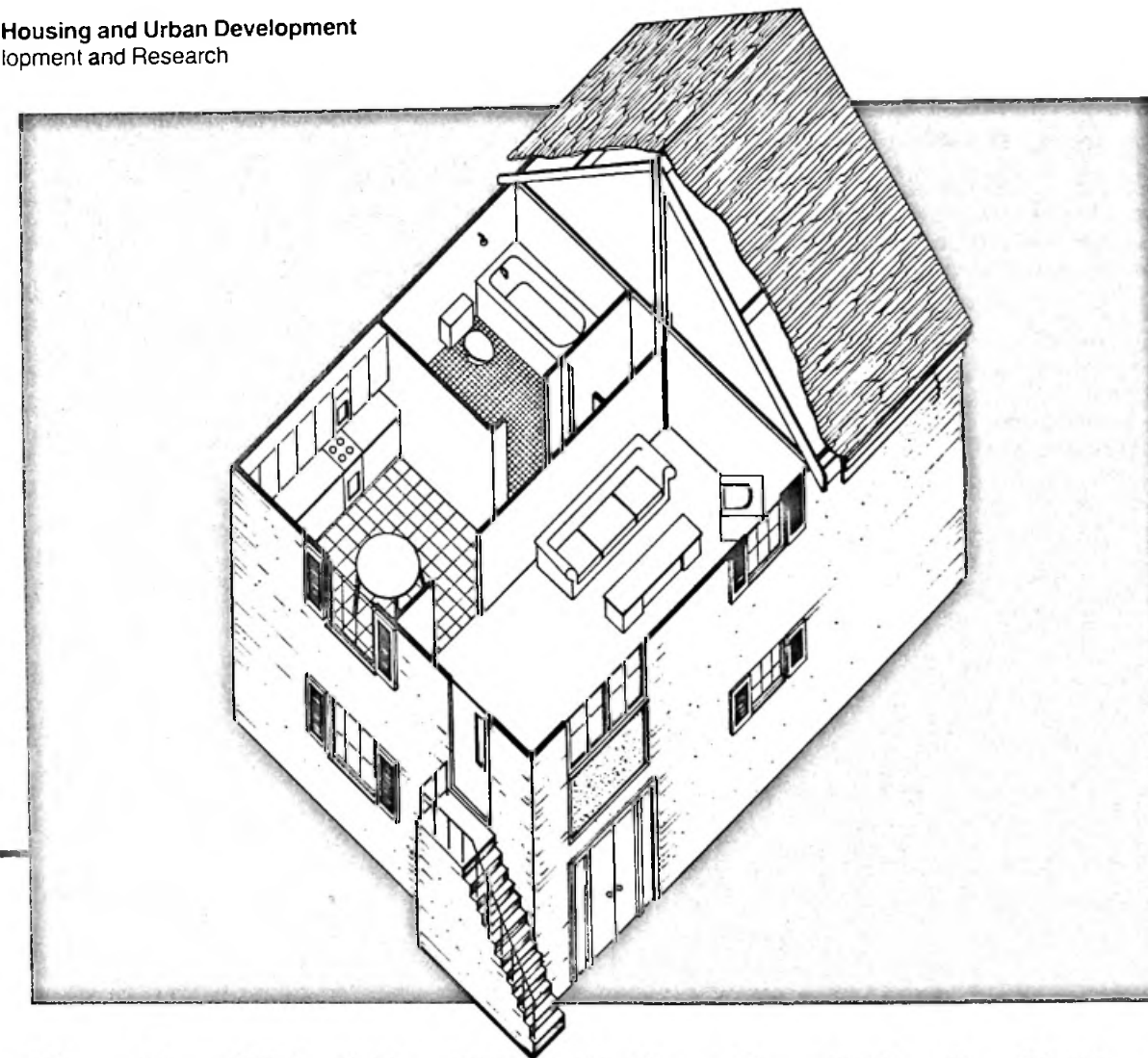
This guide was written in consultation with Patrick H. Hare, Patrick H. Hare Planning & Design, who is nationally recognized for his writing on alternative living arrangements.

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October 1985

U.S. Department of Housing and Urban Development
Office of Policy Development and Research



ALTERNATIVE HOUSING ARRANGEMENTS

A Selected Information Guide

How To Order Documents

HUD USER distributes a number of the documents announced in this information guide. Please refer to the order form on page 37 for instructions on how to order these materials.

The remainder of the documents are available directly from the performing agency or publisher whose name and address are given in the listing. Information about current prices should be obtained from the agency or publisher.

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Assessing Elderly Housing: A Planning Guide for Mayors and Local Officials

1985, 92p.

Available from U.S. Conference of Mayors, 1620 Eye Street, NW., Washington, DC 20006

Prepared by the U.S. Conference of Mayors in conjunction with the U.S. Department of Housing and Urban Development and the U.S. Department of Health and Human Services' Administration on Aging (AoA), this planning guide was designed to help local officials develop both a framework to measure elderly housing needs and a strategy for assisting the elderly in choosing suitable and affordable living arrangements. Chapter one provides users with an overview of elderly housing in America. Subsequent chapters introduce sources as well as tools and techniques to assist local officials in taking stock of existing and potential housing opportunities for the elderly and surveying current and projected elderly needs; special attention is paid to the use of Census materials. The section on alternative living arrangements highlights accessory apartments, shared housing, ECHO housing, board and care homes, life care facilities, and retirement communities. Advantages and disadvantages of each option are outlined. The last chapter assists planners in developing a community strategy for elderly housing. The charts, graphs and diagrams in this functional guidebook contain a wide array of information and statistics related to demographics and housing needs. Sixteen appendixes provide additional references, descriptions of HUD programs for the elderly, worksheets, and sample neighborhood profiles.

Increasing Housing Opportunities for the Elderly

Carole R. Shifman

1983, 16p.

Available from American Planning Association, 1313 East 60th Street, Chicago, IL 60637 (PAS Report No. 381)

This report discusses the advantages and disadvantages of creating special zoning ordinances for the elderly, and the history of such zoning. Special zoning ordinances can authorize a range of housing alternatives that are especially suitable for older persons and help make these options more affordable. Disadvantages to a community stemming from the creation of special zoning for the elderly include the potential isolation of older persons, problems arising from treating all older people as though they had the same needs, and possible lowering of property standards. The report describes the provisions of several zoning ordinances established between 1974 and 1983, and notes special requirements related to accessory apartments and ECHO housing. Among the communities whose ordinances are cited are Brunswick, Ohio; Clearwater, Florida; Plano, Texas; Greenwich, Connecticut; Montclair, New Jersey; and Babylon, New York. The author cites several examples of innovative zoning for the elderly: cluster zoning, which permits structures to be built in close groups, thereby permitting more open space; infill development, which encourages building on vacant parcels of land in developed communities; incentive zoning, which divides development into broad categories and establishes standards for all developments in that category; and adaptive re-use, which involves renovating old buildings for a use other than the original one. The report concludes that appropriate combinations of ordinances can meet the needs of a diverse population of older Americans while preserving neighborhood quality.

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Norman Blackie, Jack Edelstein, Pamela Scott Matthews, et al. 1982, 182p.

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Six alternative housing and living arrangements for older Americans are discussed in this report: shared housing, single-room-occupancy (SRO) housing, accessory apartments, ECHO housing/granny flats, cooperatives, and mobile homes. For each, the report describes the concept and presents an analysis of current conditions, including benefits and drawbacks, costs, and resident and dwelling characteristics. Separate chapters address the costs of these alternatives in a housing assistance program, regulatory restraints, and European views on housing alternatives for the elderly. The report concludes with recommendations to governments for using these "nontraditional" housing options effectively. The authors urge the Federal Government to endorse the concepts of home sharing and ECHO housing; eliminate reductions in benefits to older people in a shared living arrangement; assist State and local governments in developing model zoning ordinances to legitimate shared housing; promote greater public awareness of accessory apartment/single-family conversions; and give manufactured homes the status of real, rather than personal property. In addition, the Administration on Aging should promote development of a national clearinghouse on shared housing and should stimulate production of detailed information on this issue. A list of references, a bibliography, and appendixes containing a shared housing directory and a directory of mobile home communities, are included.

Housing Alternatives for a New Era

Patrick H. Hare and Candice Brisson

Single Parent, Vol. 27(2), March 1984, p. 14-19

Single parents often face a sharp reduction in income following divorce, and need affordable housing, reliable child care services, and access to other support services. Shared housing, accessory apartments, and ECHO housing may prove to be workable solutions to these special problems, since they may allow custodial parents and their children to remain in a familiar neighborhood and thereby minimize the negative impact of their changed situation. This article alerts single parents to the advantages of these alternative housing options, including extra income, child care assistance, and companionship, and provides estimates of the costs involved in installing accessory apartments or ECHO housing. Costs can be reduced if family or friends can provide loans, since recently divorced women often have no credit history and thus cannot obtain loans from banks. The authors urge single parents to take advantage of such resources as household matching services and to screen potential tenants or landlords carefully to ensure compatibility. The importance of a detailed, written agreement as to the rights and responsibilities of each party is stressed. Since zoning regulations prohibit shared housing arrangements in many communities, single parents are encouraged to become active in campaigning to remove restrictions.

Saving the Suburbs for Schoolchildren

Patrick H. Hare and Linda E. Hollis

Journal of Housing for the Elderly, Vol. 1(2), Fall 1983, p. 69-76

Some suburban single-family neighborhoods may become de facto retirement communities as large dwellings, with correspondingly high prices, become increasingly out of reach for younger families. This, in turn, creates a vicious cycle, with cuts in support for schools leading to fewer or poorer schools, a lack of available houses be-

cause residents cannot afford to move out of homes with low mortgage rates, and declining neighborhoods as older homeowners become unable to maintain their properties. This article proposes ECHO housing and accessory apartments as solutions to these problems, since they provide a way for young families to move into established, relatively expensive communities and revitalize them. The authors point out that such arrangements offer advantages to two-earner families facing the "double dependency dilemma": the need to support both their children and their aging parents. Shared housing would allow working couples to provide essential services to the older household, while the grandparents could assist with childcare. The business community would also benefit, since female workers would be freed from some child care responsibilities and because vital, affordable neighborhoods attract skilled personnel.

Second Units: An Emerging Housing Resource

Bert Verrips
1983, 138p.

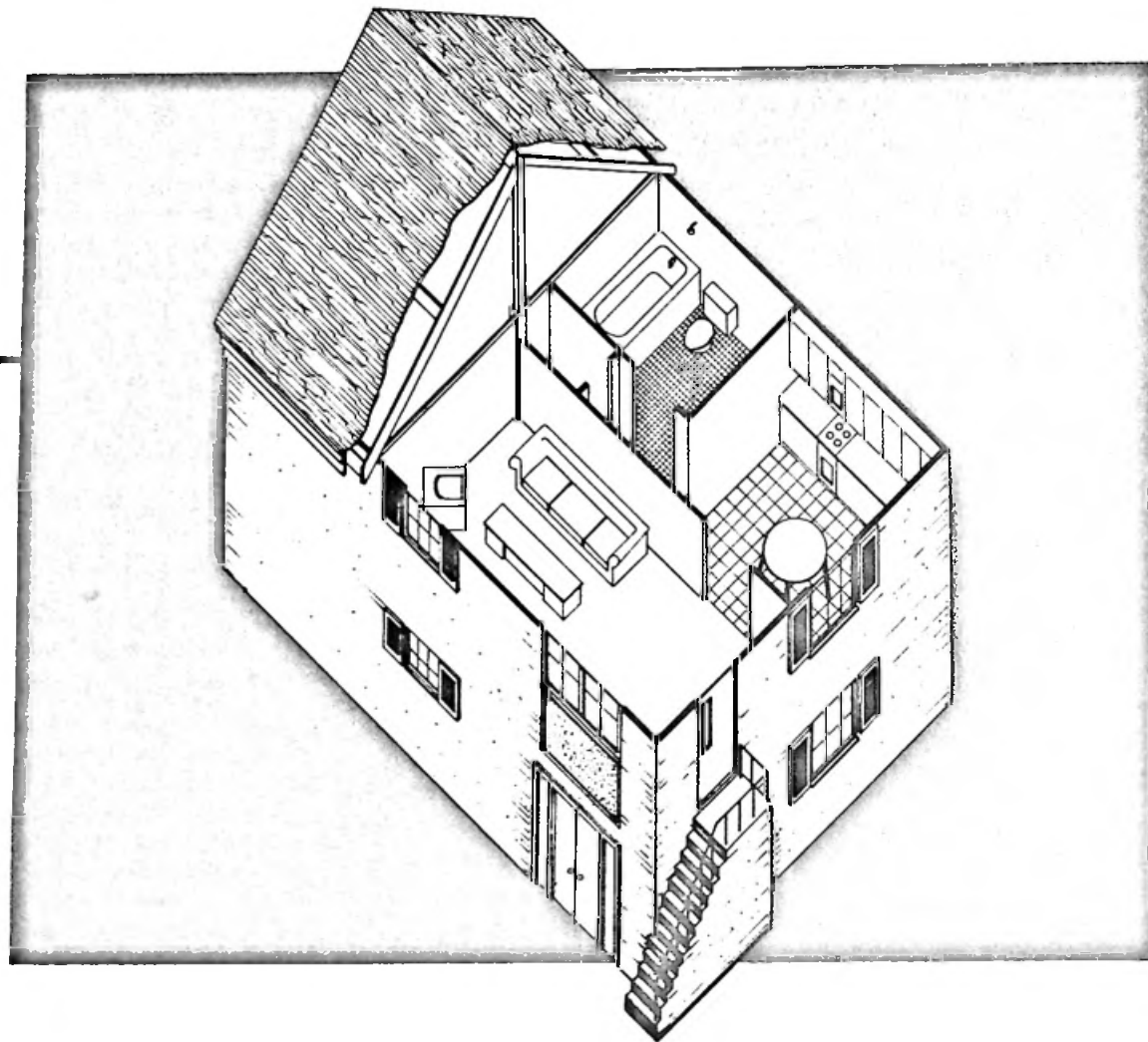
Available from People for Open Space, 512 Second Street,
San Francisco, CA 94107

Adding a second unit to an existing single-family dwelling is a potentially effective, environmentally sensitive, and economically feasible response to the Bay Area's serious housing problem. If 30 percent of the suitable single-family homes in the Bay Area were converted to second units, 160,000 second units could be produced. However, because of resident concern over the impact of second units on existing neighborhoods, the development of such units is either illegal or severely restricted in most communities. The purpose of this report is to evaluate the costs and

benefits of second units, and consider what regulations might be appropriate to respond to the impacts of second units while still encouraging their development. The report outlines the supply and demand factors which are stimulating interest in second units, and discusses the economics of conversion, the social and environmental consequences of conversion, and the nature of public sentiment on the issue of second units. The authors conclude that second units create affordable rents, increase income for those on fixed incomes, and enhance home security. The impact of second units on the neighborhood is slight, and the report presents appropriate regulations to mitigate any negative impact. Tabular data, appendixes, and references are included.

Advantages and Disadvantages of Selected Alternative Housing Options		
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Adapted from *Assessing Elderly Housing: A Planning Guide for Mayors and Local Officials*, U.S. Conference of Mayors, 1985.



O V E R V I E W

Additions to the Housing Supply by Means Other Than New Construction

Duane T. McGough
U.S. Department of Housing and Urban Development,
Office of Policy Development and Research
1982, 22p., HUD-0002821
Available from HUD USER

Conversion of space in existing structures accounts for almost 28 percent of all units added to the national housing stock since 1973. This report defines conversions as turning nonresidential space into residential space, subdividing a large housing unit into two or more smaller units, or restoring an uninhabitable unit to habitable condition. During the 1970's, restorations actually exceeded both the losses in housing inventory and the number of new, multifamily units built, yet conversions often are not included in statistics on available housing stock. Conversions appear to be countercyclical to new production: at times of low construction, the market responds by drawing on existing resources for new units. The potential for future conversions is very high, especially since over 60 percent of households now have two or more rooms per person. This paper analyzes the conversion situation, discusses how its extent is determined, and projects trends for the future. Charts, tables, footnotes, and an appendix of data sources are included.

Underutilization in American Housing: Residential Space Standards and Social Change

Martin Gellen
1983, 31p.
Available from Institute of Urban and Regional Development,
University of California, Berkeley, CA 94720

In 1980, an estimated 8 million owner-occupied dwellings contained redundant space, while 1.2 million rental units were underutilized. This working paper describes reasons for the underutilization of space in American homes: primarily the decline in average family size, the increasing number of individuals establishing separate households, and longer lifespans. Although these trends have led to a greater demand for small housing units, and a corresponding decrease in the need for large dwellings, the rising costs of housing and the expense of relocation make it economically unattractive to move out of an oversized home. In addition, young people tend to purchase housing that fits their future, rather than their current needs. Zoning ordinances also discourage conversion of large homes into smaller units. However, new construction is becoming more expensive, and will restrict the size of the homes that consumers can afford. The paper discusses the policy implications of these findings, including a need for laws that promote structural conversions of large houses into multiple dwellings. Nine tables and a bibliography are included.

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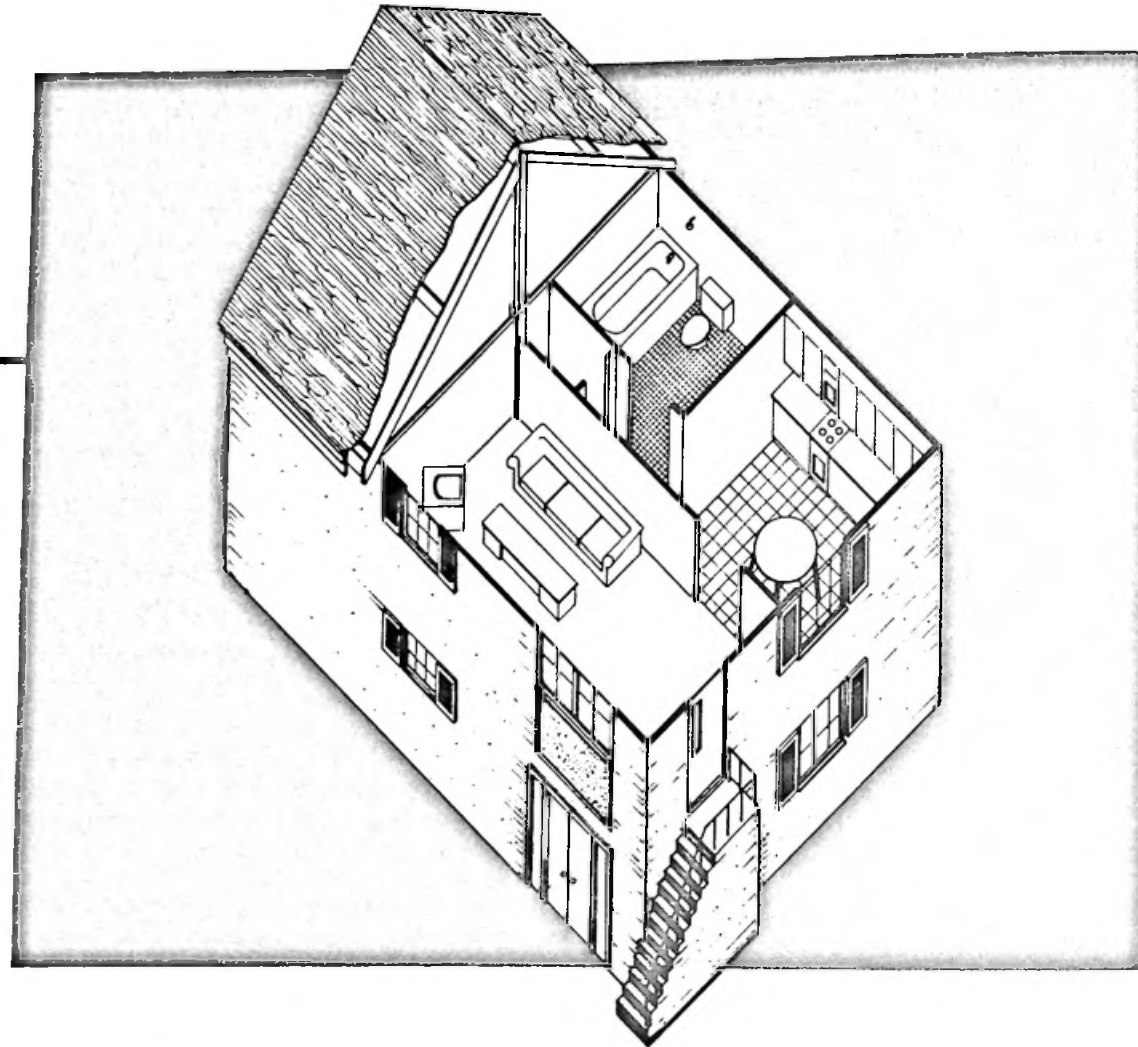
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ACCESSORY APARTMENTS

Allowing Accessory Apartments: Key Issues for Local Officials

Samuel J. Hodges, III, and Ellis G. Goldman
U.S. Department of Housing and Urban Development, Office
of Policy Development and Research
1983, 23p., PDR-747
Available from HUD USER

Accessory apartments are one solution to demographic trends creating increased demand for small, affordable housing units, particularly by the elderly and other groups with low or fixed incomes. They make better use of existing housing, help maintain the property, cause minimal disruption to the neighborhood, encourage a multigenerational population, do not involve large local expenditures, provide income to financially pressed homeowners, enhance the tax base, and provide opportunities for improved government control of housing. However, citizens are often concerned that accessory apartments will place an unacceptable burden on the infrastructure and local services and hurt property values. The paper describes innovative ways that local governments have addressed these concerns through zoning, regulations, and surveys. It reviews four basic methods by which a community can permit and regulate accessory apartments: zoning ordinance, special-use permit, variance, and licensing. Also discussed are guidelines for designing regulations, monitoring and enforcing them, and building public support for legalizing accessory apart-

ments. The appendixes contain a description of the experience of Babylon, New York, a list of local contacts, and 18 references.

Accessory Apartments: Using Surplus Space in Single-Family Houses

Patrick H. Hare, with Susan Conner and Dwight Merriam
1981, 25p.
Available from American Planning Association, 1313 East
60th Street, Chicago, IL 60637 (PAS Report No. 365)

The great increase in accessory apartment conversion activity during the 1970's was partly a result of the coincidence of a severe cutback in residential construction and a high rate of household formation. As many as 2.5 million apartments may have been created in single-family houses during that time. This report urges planners to consider both the growing demand for such apartments and the need to regulate conversions. Issues raised by conversion involve both the concerns of communities that are considering legalizing accessory apartments, such as impact on property values and neighborhood life, and questions about ordinance specifics once approval is decided, such as size, standards, and barrier-free design of the apartment. Sample provisions from existing ordinances are provided, along with explanations, on such topics as appearance, size, and construction of the apartment, as well as restrictions on the number and type of occupants. The last section of the report presents sample ordinance language and optional

ordinance provisions. Exterior photographs of converted homes and a bibliography are provided.

Accessory Apartments: A New Housing Option for the Elderly Homeowner

Patrick H. Hare, Linda E. Hollis, and David Guttman, Ph.D.
1984, 219p.

Available from Patrick H. Hare Planning and Design, 1707 P Street NW., Washington, DC 20036

In 1983, the Center for Study of Pre-Retirement and Aging at the Catholic University of America conducted a study of how accessory apartments work in practice for 198 elderly homeowners with accessory apartments, tenants of accessory apartments, and overhoused homeowners. The resultant report shows overall satisfaction among both tenants and homeowners, with 98 percent of the homeowners expecting to keep accessory apartments in their homes permanently, and 60 percent of tenants planning to stay in their apartments as long as possible. The principal reason for installing such an apartment was income, with security cited as a distant second. Nearly half of the homeowners were related to their tenants; 75 percent of the related tenants provided some services to the homeowner, but only 24 percent of unrelated tenants did so. The study concludes that the availability of voluntary or emergency assistance, and the added sense of security against criminal intrusion, have a tangible value, especially to older persons, and that there may be considerable scope for expanding service exchanges between homeowners and tenants, such as a reduction in rent in exchange for services. Apartments can also be sources of barrier-free housing and offer flexible use for a fixed asset. The impact on neighborhoods appears minimal, and, while lack of privacy was

the most significant problem for homeowners, it was not considered especially serious. More than 70 tables show detailed responses to questions; an appendix provides the text of comments.

Accessory Apartments: A Housing Option for Washington, D.C.

Debby Goldberg
1984, 27p.

Available from the Metropolitan Washington Planning and Housing Association, 1420 New York Avenue, NW., Washington, DC 20005

This paper examines accessory apartments and their potential to meet the housing needs of residents in the District of Columbia. It concludes that accessory housing offers several benefits, including low construction costs, spin-off economic development, and the conversion of a physical asset into a financial one. The report addresses potential problems associated with conversions such as fears that accessory apartments will strain city services, reduce property values, and displace former residents and concludes that these fears are largely unfounded based on experiences in other cities. Several options for regulating accessory apartments—special exception zoning, matter of right, limited matter of right, and overlay zoning—are presented with the advantages and disadvantages of each. Outreach, direct government participation, and technical assistance may be necessary to promote the use of accessory units. Maps, a comparison of accessory apartment ordinances in communities throughout the country, and 29 references are provided.

Accessory Apartments in Single-Family Dwellings

Martin Gellen
1985, 240p.

Available from Center for Urban Policy Research, P.O. Box 489, Piscataway, NJ 08854

Accessory apartments—legally and illegally—are one of the fastest-growing housing options in the United States. This book assesses the potential of accessory apartments for meeting housing needs of different consumers, and proposes several innovative methods for regulating density and occupancy that, in turn, permit more flexible use of single-family homes. Strategies are included that promote apartment conversions and ensure adequate quality control for the dwellings themselves and for the surrounding neighborhood. Among the topics discussed are physical planning problems of conversions and the related zoning issues, including the purposes of density and occupancy controls in upper income single-family neighborhoods. The author also addresses the changes in requirements for individual living space in today's society, and provides case histories of conversions in different communities.

Accessory Apartments: Marketing the Concept and Counseling the Consumer

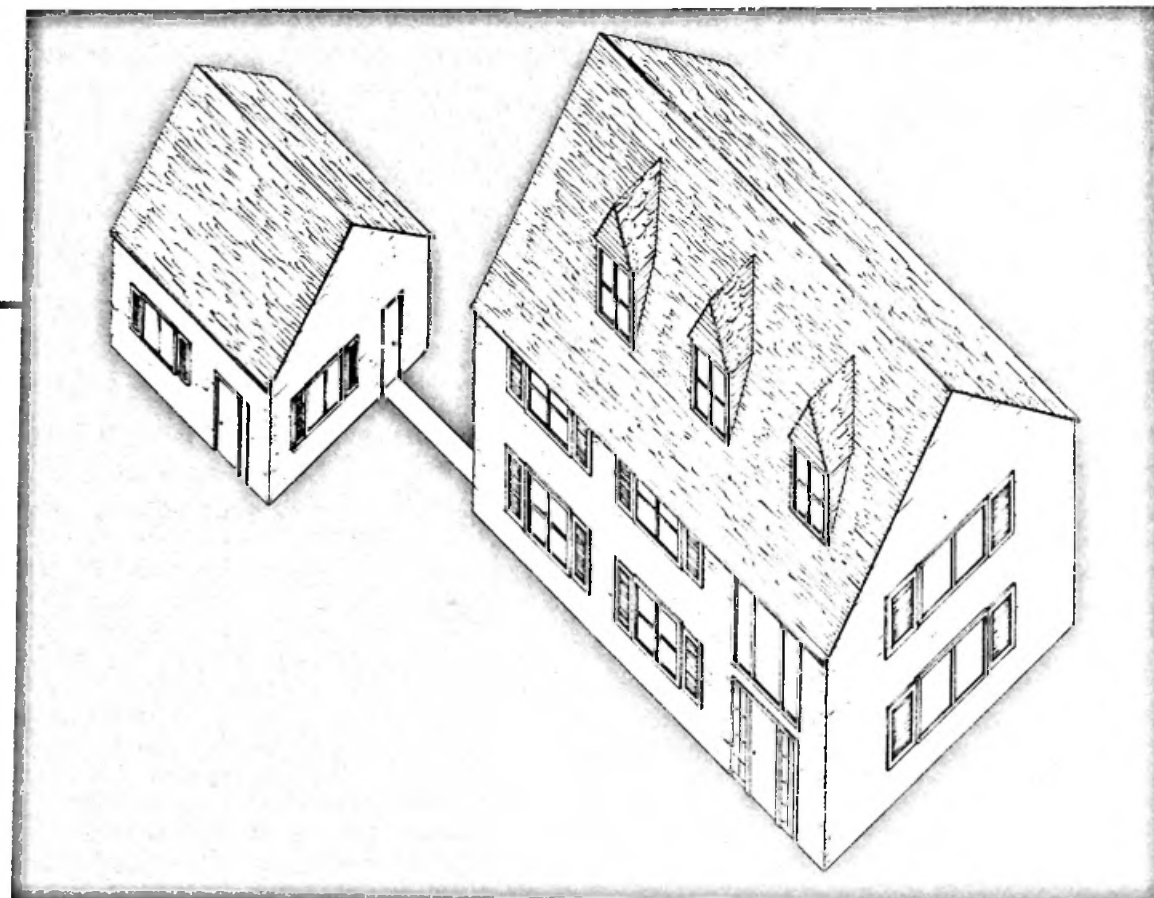
Patrick H. Hare
1984, 35p.

Available from Patrick H. Hare Planning and Design, 1707 P Street NW., Washington, DC 20036

This draft report stresses the importance of counseling homeowners and prospective tenants and marketing accessory apartments after zoning ordinances have been changed to allow this form of housing.



The author recommends several measures, such as publishing informational brochures on the accessory apartment concept and on obtaining zoning and other permits; making use of the media; offering tours of homes with accessory units; and holding seminars for consumers on new housing options and for housing professionals on the financial benefits of shared housing. Counseling for homeowners should address installing the units and managing tenants, while housematching services should receive guidance on how to provide information to homeowners and on sources of Federal funds. Eleven appendixes are included.



Granny Flats: An Assessment of Economic and Land Use Issues

Arthur J. Reiger and David Engel
U.S. Department of Housing and Urban Development,
Office of Policy Development and Research
1983, 98p., HUD-0003030
Available from HUD USER

In contrast to other accessory housing, granny flats are separate and detached structures on the same lot as an existing single family house, are intended primarily for elderly persons, and are removable. This report examines the costs of granny flats, including the availability and terms of financing, and the ability of local land use and zoning regulations to accommodate this type of housing. Cost estimates cover three categories: initial costs, including purchase of the unit and utility hookups; carrying costs to cover financing, maintenance, insurance, utilities, and taxes; and transfer/relocation costs. Two hypothetical cases illustrate carrying and transfer costs: a single-family homeownership where an adult family member owns the unit and a scatter-site rental project where a nonprofit organization owns the flats and rents them to homeowners for an elderly relative. Most current local zoning and land use controls do not permit granny flats. Localities deciding whether to revise their regulations will have to balance the potentially significant benefits to the elderly with equally legitimate concerns about increased density, aesthetics, and other adverse impacts on the community. Granny flats are likely to be authorized only on a

special permit or conditional use basis. A major issue is whether a unit can technically fit on a particular lot size; the few existing granny flat ordinances suggest that communities prefer to locate these units only in low density areas. Tables, drawings, and 23 references are provided.

ECHO Housing: A Review of Zoning Issues and Other Considerations

Patrick H. Hare and Linda H. Hollis
1983, 32p.
Available from American Association of Retired Persons,
1909 K Street NW., Washington, DC 20049

The use of small temporary units placed in side or rear yards, now commonly called ECHO homes, is still rare and possibly not well understood by local officials. ECHO housing is specifically intended to be used for aging parents or other relatives of an owner of a single-family home, and a permit is issued only for the use of the one or two persons designated, on the condition that the unit will be removed when the occupants no longer need it. This booklet reviews ECHO housing zoning issues, unit size requirements, lot size, the location of the unit on the lot, designs for removability, foundation types, and occupancy requirements. In some cases, retired homeowners occupy the smaller ECHO unit, while the larger house they own is occupied by other family members or rented to an unrelated family. Other issues reviewed are parking, access to the ECHO unit, compatibility of the ECHO unit with

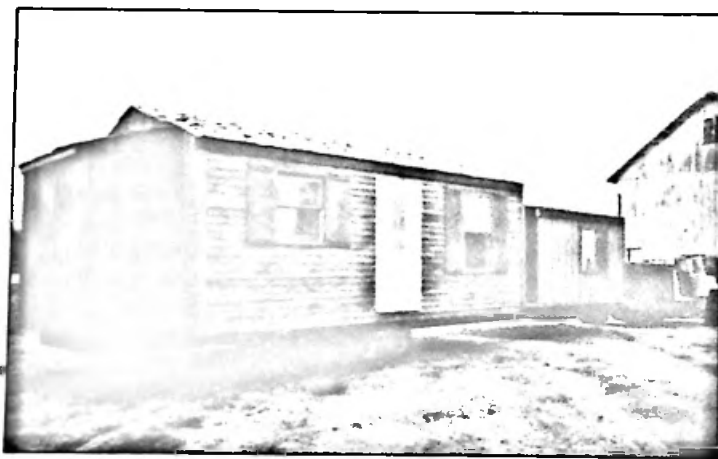
surroundings, application procedures, and concerns such as energy efficiency and taxes. The few existing zoning regulations are described wherever applicable, particularly those from California communities that specifically allow ECHO housing. An appendix includes California's enabling legislation on ECHO unit size and applications as well as ordinance material from four communities.

ECHO Housing: Recommended Construction and Installation Standards

Ronald L. Mace and Ruth Hall Phillips
1984, 42p.

Available from American Association of Retired Persons,
1909 K Street NW., Washington, DC 20049

This document presents technical standards for the design, construction, installation, and removal of ECHO units. These standards cover general construction and planning considerations, size of ECHO units, aesthetics, energy efficiency and thermal protection,



safety and security, maintenance, certification, site placement, ground anchor, attachment, utility hookup, and removal and site restoration. They are presented in lists of "requirements" for ECHO unit construction and "recommendations" for added safety and serviceability. Illustrations show sample adaptable bathrooms, adaptable kitchens and summer and winter porch configurations, a complete one-bedroom unit, floor plans for efficiency and one- and two-bedroom units, and several grounds and entrance options. All material is written and illustrated to be easily understood by laypersons. Commonly used and long-established building standards developed for other types of housing are referenced, and these published standards are listed in an appendix under the topics of accessibility, general construction, site installations, electrical, plumbing, heating and air conditioning, and fire safety.

Assessment of "Ohana Zoning"

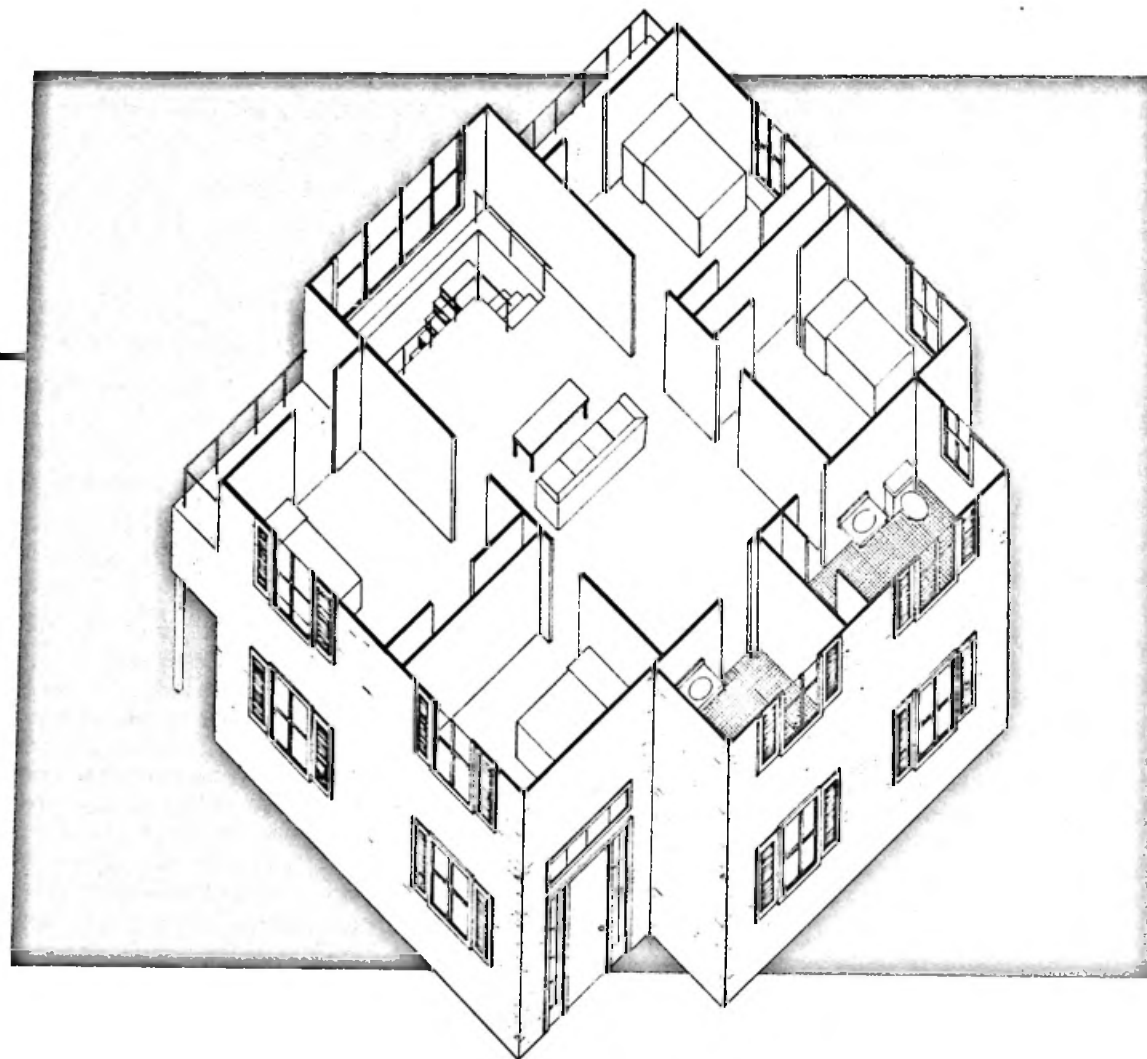
1985, 13p.

Available from Department of Land Utilization, City and County of Honolulu, 650 King Street, Honolulu, HI 96813

This review of the city and county of Honolulu's "ohana" (extended family) zoning encompasses regulatory and administrative aspects of infrastructure, housing, and legal/procedural issues. Infrastructure issues include problems resulting from ambiguities in criteria for sewers and for traffic safety; the lack of reliable estimates of excess sewer capacity in areas where ECHO-type units might be located has led to overload in some cases, and to subsequent denial of permits. Cesspools, a possible solution, are currently prohibited. The Departments of Public Works and Transportation have issued new criteria for access streets and driveways to remedy existing problems; they include standards for width, grades, and curves,

and requirements for adequate turnaround space, road shoulders, and sidewalks. Housing issues include policies related to sale of the units under the Horizontal Property Regime (HPR), which affects price and creates possible conflicts with the Comprehensive Zoning Code (CZC). Legal and procedural issues have been raised regarding the lack of definitions for ohana dwellings in the CZC. The permit process is also inefficient and cumbersome. The report concludes with three recommendations for changes to the CZC: to delete the term "ohana" in order to avoid ambiguities in code provisions; to treat second dwellings of this type as accessory units and limit the floor area so that units remain affordable; and to retain the requirement for public facilities clearance but delete specific infrastructure standards.

A brochure entitled "*Ohana Housing: A Program Evaluation*" describes the successful ohana housing program since its inception in 1982. A chart presents characteristics of the ohana units and their occupants, design and construction specifications, costs incurred, and financing options. The brochure is available from Building Department, City and County of Honolulu, 650 King Street, Second Floor, Honolulu, HI 96813



H O M E S H A R I N G

Intergenerational House-Sharing—A Research Report and Resource Manual

Stephen R. McConnell, Ph.D., and Carolyn E. Usher
1980, 52p.

Available from Lexington Books, D.C. Heath and Company,
125 Spring Street, Lexington, MA 02173

Shared housing offers financial advantages to homeowners and tenants alike, and provides access to companionship, help with household tasks, and assistance in emergencies. These advantages are balanced by the inevitable loss of some privacy, problems related to home design, and restrictions imposed by municipal codes. This report presents the results of studies conducted by the University of Southern California, including surveys of middle-aged and older homeowners and of students regarding their views and experiences of home-sharing, case studies of five older persons sharing their houses with younger people, analyses of two house-sharing agencies (one in California and one in New York), and interviews with community leaders that explored institutional barriers to shared housing. The study found that house-sharing could be effective if owners and tenants were carefully matched. Recommendations include abolishing zoning ordinances that restrict the number of unrelated individuals living in single-family homes; putting the Independent Group Residences portion of HUD's Section 8 Program into operation; revising Supplemental Security Income program policies that inhibit shared housing; and eliminating Food Stamp provisions that reduce benefits for shared

meals. Finally, the authors urge that government and private organizations develop and promote house-sharing as a viable living option for young and old. Appendixes include a resource directory for house-sharing projects, a sample home-sharing agreement, and a condensed homeowners survey.

Room for Rent: Shared Housing With Nonrelated Older Americans

Carol A. Schreter
1983, 210p.

Available from University Microfilms International, 300 N. Zeeb Road, Ann Arbor, MI 48106

This study defines shared housing to include three related situations: self-initiated home sharers, agency-assisted home sharers, and agency-sponsored home sharers. The study compares and analyzes these groups in terms of a number of demographic and housing-related variables. Data from the 1980 national Housing Choices of Older Americans Survey on self-initiated home sharing arrangements found that they accounted for 2.5 percent of all older households, were located in expensive metropolitan areas, and involved persons in good health and near retirement age. Personal interviews in 1982 with clients of a housemate matching service and group household members in the Washington, D.C., area found that one-third of agency-assisted home sharers were disabled or age 75 and older; residents of agency-sponsored households were found to be generally quite old, with functional limitations

for which group home services were necessary. This study suggests that home sharing in the 1980's is similar to historical boarding and lodging in private homes—a time-limited living arrangement with economic and social advantages. Numerous recommendations to promote shared housing are directed to community and service organizations, to State and local governments, and to the Federal Government, with several areas for future research specified. Extensive tabular data, footnotes, and references are provided; appendixes on the Washington-area sample include a personal interview questionnaire and description of the sample.



National Policy Workshop on Shared Housing—Findings and Recommendations

Dennis Day-Lower, Drayton Bryant, and Joan Ward Mullaney
1982, 58p.

Available from Shared Housing Resource Center, Inc.,
6344 Greene Street, Philadelphia, PA 19144.

In 1982, the Shared Housing Resource Center, under a grant from the Department of Housing and Urban Development, convened a 2-day symposium to consider shared housing as an affordable housing option for the growing number of members of nontraditional groups: the elderly, one-parent families, single persons living alone, young families, and persons with physical or mental health problems. The 150 participants included builders, architects, realtors, shared housing practitioners, representatives of the business and financial communities, lawyers, educators, students, the clergy, and Federal, State, and local officials. The symposium defined the social and financial advantages of shared housing and made recommendations to Federal, State, and local government, community and service organizations, foundations, lending and investing institutions, educational institutions, and religious organizations. Suggestions addressed program planning, design and development, finance, community issues, and resident and management issues. Participants agreed that all groups involved—government, researchers, community groups, and the public—require better information about home sharing and that a stronger marketing approach is needed to make the concept viable. Among the recommendations were that government at all levels endorse shared housing as a program priority, provide low-interest loans and tax incentives to make shared housing an attractive option,

and provide loan guarantee assistance to shared housing programs; that community and service organizations and educational institutions provide technical assistance to local sponsors, develop public information and public relations materials to increase community acceptance, and promote involvement of residents in order to keep costs down; and that researchers document existing shared housing programs, study the effectiveness of matching programs, survey community attitudes, and identify the types of financial incentives needed.

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This manual gives detailed, practical steps for developing shared residences for older people, using single-family homes and apartments located throughout a community rather than large, congregate, newly constructed facilities. It discusses specifics of sponsoring shared housing, selecting the site, learning local codes, designing the facility, budgeting, financing, reducing liabilities, recruiting residents, and managing the household. It also describes the role of sponsor in developing and overseeing the shared housing project; site selection issues; zoning, housing, and fire codes; and design considerations, including accessibility for disabled residents. The budgeting section considers renovation and operating costs, and the financing chapter discusses sources of funding. Possible concerns such as financial liability for sponsors and entitlement assistance reduction for residents are explored. The resident recruitment and household management chapters discuss detailed plans and pitfalls associated with these continuing responsibilities, many of which can be assumed by residents using cooperative decision-making. Appendixes include excerpts from court zoning decisions,

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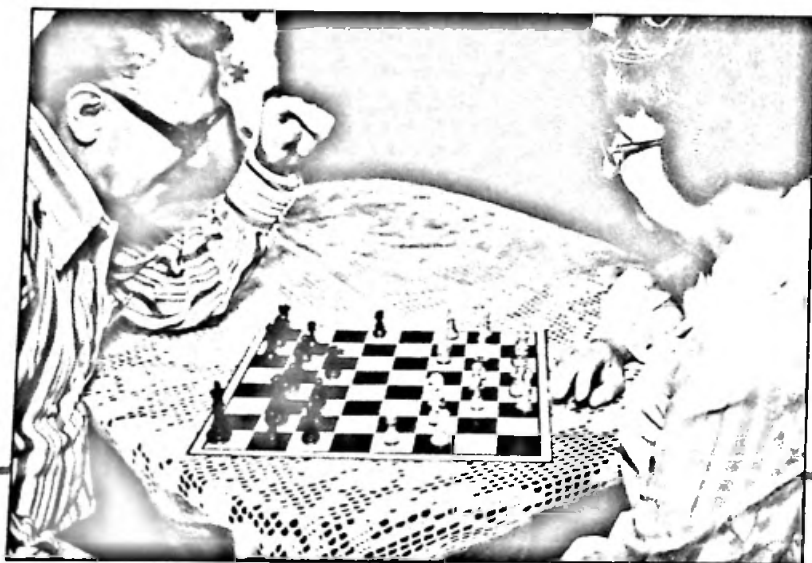
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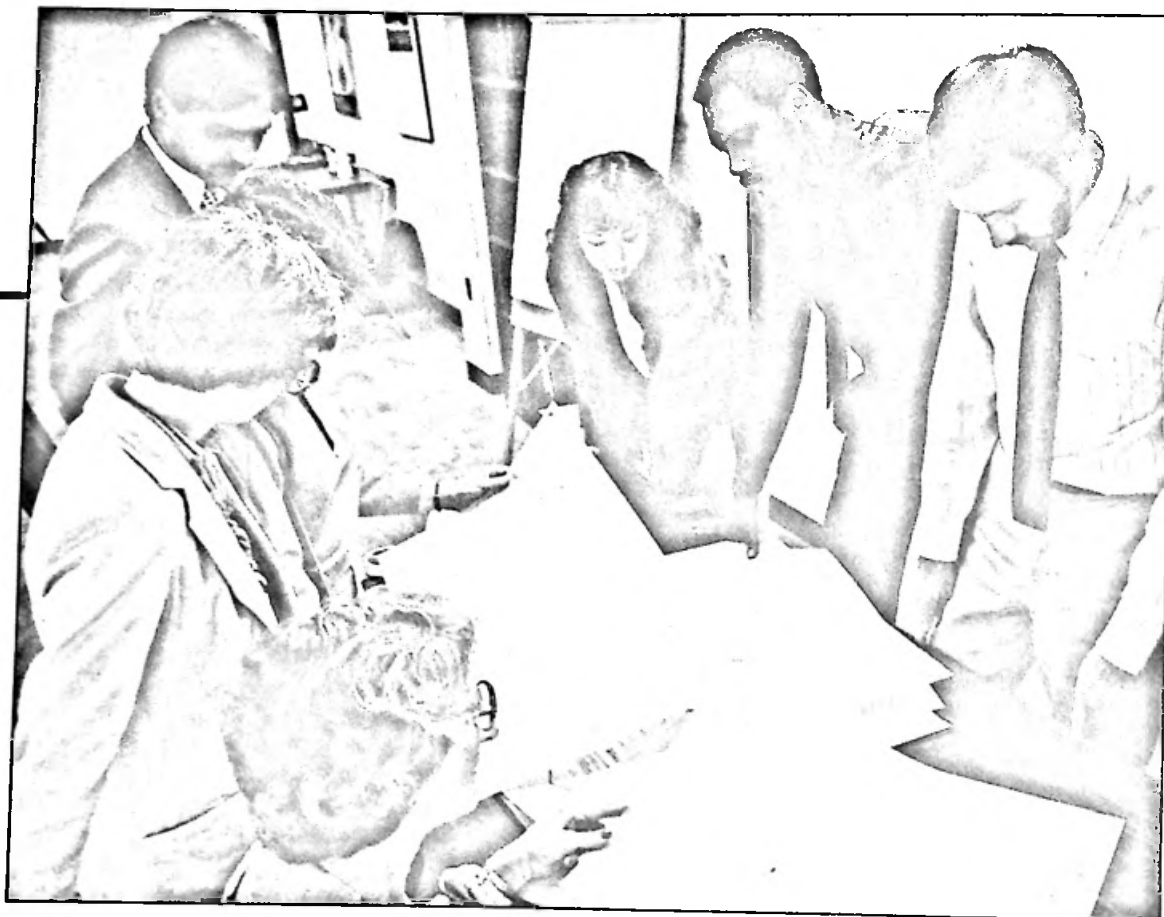
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Available from Housing Assistance Council, 1025 Vermont Avenue NW., Suite 606, Washington, D.C. 20005

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79 slides with 15-minute audibly cued tape

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Available from San Francisco Development Fund, 1107 Oak Street, San Francisco, CA 94117

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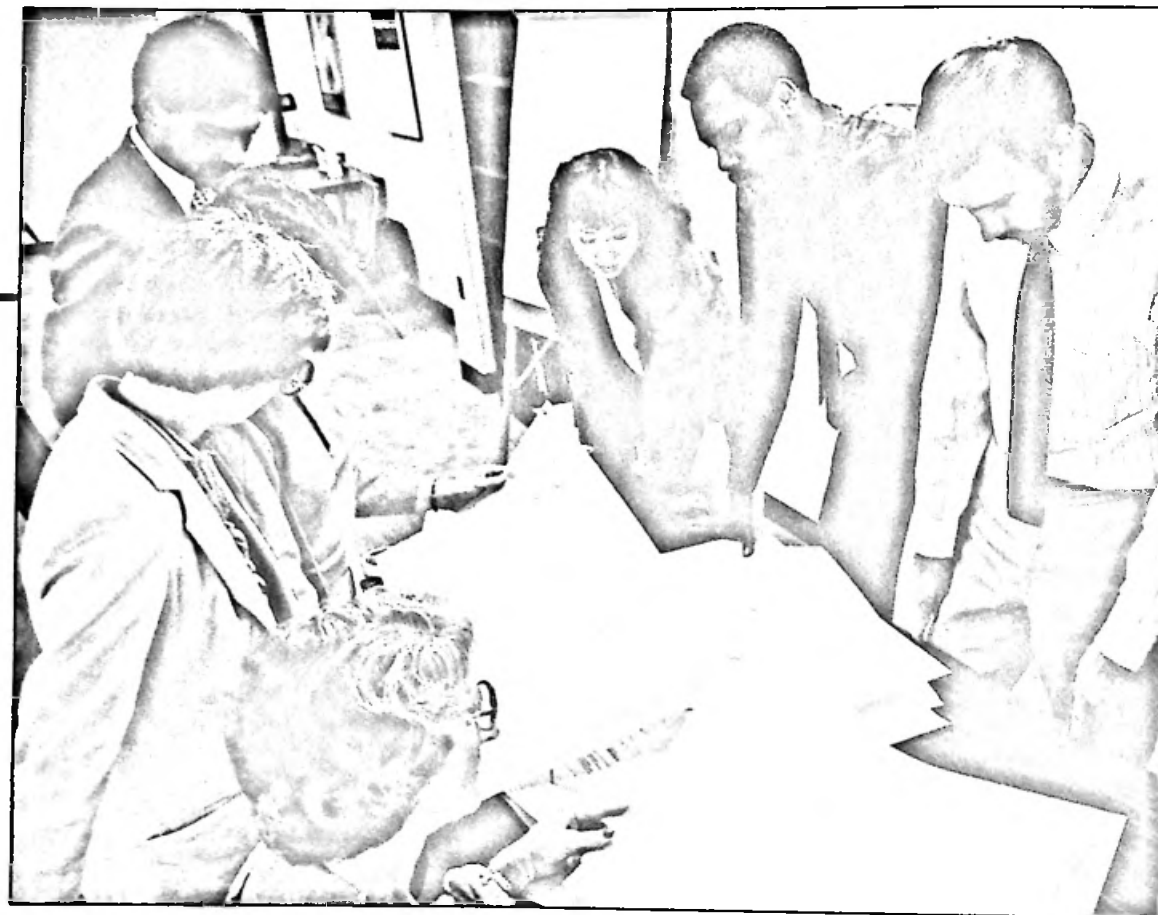
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ORDER FORM

This form lists only those items available from HUD USER. Other items should be ordered from the sources noted in the text.

Group A

The documents listed in Group A are available from HUD USER while supplies last at the handling charges shown in the box. Please indicate the number of copies you would like of each document in the column marked "Quantity." Then add the number of copies indicated and enter the handling charge for that total.

Handling Charges for In-Stock Documents

1-2 documents	\$ 5.00
3-4 documents	\$ 7.00
5-7 documents	\$12.00
8-10 documents	\$15.00

\$2.00 per document over 10

Title	Quantity	Document No.
Allowing Accessory Apartments: Key Issues for Local Officials	_____	PDR-747
The Home Conversion Loan Program	_____	**Conversion Program
A Selected Reference Guide to Fair Housing	_____	**Fair Bib
Housing for the Elderly—A Selected Bibliography	_____	**Elderly Bib
Selected Resource Guide on Accessible Environments for the Disabled	_____	**Disabled Bib
The Experimental Housing Allowance Program—Selected References	_____	**EHAP Bib
Affordable Housing—A Selected Resource Guide	_____	PDR-950
Total Quantity Group A Documents	_____	
Total Cost Group A Documents \$	_____	

Group B

Although HUD USER does not stock printed copies of Group B documents, they are available for the reproduction charge noted in the column marked "Price." Please indicate the requested number of copies in the "Quantity" column. Then multiply the cost per copy indicated under "Price" and enter the total cost for each title. Add together the cost for each title ordered to obtain the "Total Cost Group B."

Title	Quantity	Price	Document No.	Cost
Additions to the Housing Supply by Means Other Than New Construction	_____	\$5.00	HUD-0002821	_____
Granny Flats: An Assessment of Economic and Land Use Issues	_____	\$8.00	HUD-0003030	_____

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EVALUATION FORM

Alternative Housing Arrangements: A Selected Information Guide describes alternative living arrangements and outlines ways in which they can be promoted. It presents a selection of topical publications with abstracts and lists organizations to contact for more information.

To help us in preparing future information products, please complete this questionnaire, detach along the dotted line, and return it to HUD USER, using the mailer on the back of this page.

1. Did the guide cover areas of interest to you? ☐ yes ☐ no

2. Please rate the design of the guide: format, readability, typeface, etc.

☐ Good ☐ Satisfactory ☐ Poor

Suggested improvements: _____

3. Please rate the adequacy of the information in the abstracts:

- ☐ Amount of information adequate
☐ Would have preferred more details
☐ Would have preferred fewer details

Would have liked to see other kinds of information (please specify): _____

4. Do you have suggestions for topics for future HUD USER information products?

5. How did you learn about this information guide?

- ☐ Colleague
☐ Library/information center
☐ Mentioned in (publication) _____

Other (please specify) _____

Thank you for your assistance in completing this evaluation.

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