

HOUSING ACTION PLAN

Using the information from the DBHDS Housing Resource Referral and Assessment form (the "Housing Assessment"), individuals and support coordinators can develop a housing action plan to guide the transition to independent housing. This template is divided into significant milestones in the housing planning process. Individuals may choose to focus on one milestone at a time or multiple milestones at the same time. However, a comprehensive plan will eventually address all of the milestones. Within each milestone, identify tasks the individual and his/her person-centered planning team must accomplish and "who will do what by when." Review the plan at least quarterly to track progress on outstanding tasks, celebrate milestones that are achieved, decide on new milestones and create new tasks. Housing planning is a living process that may involve revisiting milestones and adjusting your plans based on new information and changes in resources or opportunities.

ESSENTIAL INFORMATION			
Contact Information			
Individual's Legal Name (First & Last)		Individual's Preferred Name	
Support Coordinator (SC) Name		SC Phone	
SC Email		Action Plan Date	
Representation			
Name of substitute decision-maker (if applicable)			
Legal Relationship (e.g., guardian, power of attorney)			
<i>Who should DBHDS contact if the individual has a housing emergency?</i>			
Emergency Contact (EC) Name			
EC Phone	EC Email		

MILESTONE 1: REDUCING HOUSING BARRIERS	
<i>Describe actions the individual and planning team will take to address housing barriers identified in the Housing Assessment. Housing barriers are circumstances that can prevent a person from obtaining rental assistance or rental housing (e.g., criminal record, debt in collections, poor rental record, eviction history, lack of resources to pay upfront transition costs, etc.).</i>	
Housing Barrier #1	Describe Housing Barrier:

	Who Will Do What to Minimize/Remove This Barrier? By When?
	What Services/Supports/Community Resources Can Assist?
Housing Barrier #2	Describe Housing Barrier:
	Who Will Do What to Minimize/Remove This Barrier? By When?
	What Services/Supports/Community Resources Can Assist?
Housing Barrier #3	Describe Housing Barrier:
	Who Will Do What to Minimize/Remove This Barrier? By When?

	What Services/Supports/Community Resources Can Assist?
Housing Barrier #4	Describe Housing Barrier:
	Who Will Do What to Minimize/Remove This Barrier? By When?
	What Services/Supports/Community Resources Can Assist?
Housing Barrier #5	Describe Housing Barrier:
	Who Will Do What to Minimize/Remove This Barrier? By When?
	What Services/Supports/Community Resources Can Assist?

MILESTONE 2: PUTTING TOGETHER THE HOUSEHOLD

If the individual identified other persons who will be part of his/her household when he/she applies for rental housing (e.g., roommates, live-in aides, etc.), describe plans for interviewing these persons, getting references (if applicable), securing commitments to live together, ensuring all household members have required housing documents to apply for housing assistance and rental housing, and developing written agreements (e.g., for cost sharing, chore duties, supports, etc.).

Who Will Do What Task to Help Form the Household? By When?

What Services/Supports/Community Resources Can Assist?

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What Services/Supports/Community Resources Can Assist?

MILESTONE 3: CREATING A LIVABLE BUDGET IN RENTAL HOUSING

If the budget in the Housing Assessment shows the individual's monthly expenses exceed income, describe plans to: increase his/her income, reduce expenses, or offset expenses with other benefits or resources for which the individual is eligible but has not yet applied. Then, once these tasks are accomplished, revisit the budget to see whether income now exceeds expenses. Ideally, the individual should save at least \$15-20 per month in an "emergency fund" to cover unexpected expenses.

Who Will Do What to Create a Livable Budget? By When?

What Services/Supports/Community Resources Can Assist?

Who Will Do What to Create a Livable Budget? By When?

What Services/Supports/Community Resources Can Assist?

Who Will Do What to Create a Livable Budget? By When?

What Services/Supports/Community Resources Can Assist?

MILESTONE 4: APPLYING FOR HOUSING OPTIONS			
<i>Identify the DBHDS housing resources for which the individual is eligible. Contact your DBHDS Regional Housing Coordinator to confirm availability and waitlist status. Describe the plan to assist the individual with accessing these resources.</i>			
Available Housing Resource #1:			
Waitlist? (Yes/No)		Waitlist Open or Closed?	
Who Will Do What to Help the Individual Access This Resource? By When?			
Available Housing Resource #2:			
Waitlist? (Yes/No)		Waitlist Open or Closed?	
Who Will Do What to Help the Individual Access This Resource? By When?			
Available Housing Resource #3:			
Waitlist? (Yes/No)		Waitlist Open or Closed?	
Who Will Do What to Help the Individual Access This Resource? By When?			
<i>Describe reasonable accommodations that may be needed to access these housing resources. Reasonable accommodations are changes or exceptions to rules, policies, practices or services necessary for a person with a disability to have equal opportunity to use and enjoy a dwelling.</i>			
Who will help the individual access the reasonable accommodations? How?			
MILESTONE 5: SECURING SUPPORTS TO OBTAIN & MAINTAIN HOUSING			
<i>Describe the plan to secure any supports that must be in place to ensure the individual can move into and maintain rental housing. These supports must be available in the locality where he/she wants to live and must agree to serve the individual. Supports may be funded by a waiver, or may be privately paid or natural supports.</i>			
Support #1:			

Who Will Do What to Secure This Support? By When?

Support #2:

Who Will Do What to Secure This Support? By When?

Support #3:

Who Will Do What to Secure This Support? By When?

Support #4:

Who Will Do What to Secure This Support? By When?

Support #5:

Who Will Do What to Secure This Support? By When?

Describe the plan to assist the individual with the following tasks to transition from his/her current living arrangement to independent housing. Who will assist with each task? What will they do?

1. Who will help the individual search for housing? How?
2. Who will help the individual apply for housing? How?
3. Who will help coordinate inspections? How?
4. Who will help the individual review lease terms? How?
5. Who will help the individual obtain furniture & household supplies? How?
6. Who will help the individual set up utilities & renter's insurance (if needed)? How?
7. Who will help the individual pack and move? How?
8. Who will help the individual change his/her address? How?

9. Other:

10. Other:

11. Describe reasonable accommodations that may be needed to access rental housing. Reasonable accommodations are changes or exceptions to rules, policies, practices or services necessary for a person with a disability to have equal opportunity to use and enjoy a dwelling. Who will assist the individual with accessing these reasonable accommodations? What will they do?

12. Who will help the individual access the reasonable accommodations? How?

13. Describe reasonable modifications that may be needed to access rental housing. Reasonable modifications are physical alterations to the existing premises to afford a person with a disability full enjoyment of the premises. Who will assist the individual with accessing these reasonable modifications? What will they do?

14. Who will help the individual access the reasonable modifications? How?

MILESTONE 6: MAINTAINING HOUSING

1. What is the plan to help the individual understand the lease and his/her responsibilities as a tenant?

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2. What is the plan to ensure rent and utilities are paid on time and in full each month?

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3. What is the plan to maintain contact with the landlord around rent payment, repairs, lease renewal and income certifications (if applicable)?

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4. Who will monitor potential lease violations and assist the individual with rectifying them before they become actual lease violations (e.g., housekeeping, noise, unauthorized occupants, mold, etc.)?

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5. Who will provide assistance with resolving complaints from tenants and neighbors?

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MILESTONE 7: HANDLING HOUSING EMERGENCIES

1. What is the plan if the individual does not have enough money to pay rent or utilities?

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2. What is the plan if the individual does not have enough money to pay for other household needs (e.g., food, transportation, phone, laundry)?
3. What is the plan if the apartment is damaged and the individual must move temporarily until it is fixed?
4. What is the plan if the individual receives a notice from the landlord stating the individual has broken the rules of the lease and must fix the problem or move out in 30 days?
5. What is the plan if the individual receives a notice stating the landlord will not renew the lease?

See page 12 for Housing Action Plan Agreements and Signatures

I agree to complete the tasks assigned to me in my Housing Action Plan.

Name Signature Date

The team members below each agree to complete the tasks assigned to them in the Housing Action Plan for the individual above.

Name Role Signature Date

Name Role Signature Date

Name Role Signature Date

Name Role Signature Date

Name Role Signature Date