

# COMMUNITY HOUSING GUIDE

## HOUSING ROAD MAP

**Instructions:** Using information from the Tenant Screening, Community Housing Guides can assist individuals with developing a Housing Road Map with members of their person-centered planning team. The Housing Road Map guides the transition to independent housing and outlines how the person will achieve significant milestones in the transition process. The team can work 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 the 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 the team achieves, decide on new milestones and create new tasks. A Housing Road Map is a living process that involves revisiting milestones and adjusting plans based on new information and changes in resources or opportunities.

ESSENTIAL INFORMATION			
<b>Contact Information</b>			
First Name		Last Name	
Birthdate		Gender	
Social Security Number		Medicaid Number	
Street Address		City, State Zip	
Primary Phone Number		Road Map Date	
<b>Representation</b>			
<i>Who is authorized to make this individual's housing decisions?</i>			
Name of substitute decision-maker (if applicable)			
Relationship (self, legal guardian, power of attorney, authorized representative)			
Street Address			
City, State, Zip			
Primary Phone Number			
Email Address			
<i>Who should the Community Housing Guide contact if the individual has a housing emergency?</i>			
Name of emergency contact			
Relationship (self, legal guardian, power of attorney, authorized representative)			
Street Address			
City, State, Zip			
Primary Phone Number			
Email Address			
<i>Who are the members of your person-centered planning team?</i>			
Name #1		Relationship	
Phone		Email	
Name #2		Relationship	
Phone		Email	
Name #3		Relationship	
Phone		Email	
Name #4		Relationship	
Phone		Email	

MILESTONE 1: PUT YOUR HOUSEHOLD TOGETHER	
<i>If you want other people to be in your household when you apply for rental housing (e.g., roommates or live-in aides), describe your plans to interview these persons, get references, secure commitments to live together, ensure all household members have required housing documents to apply for housing assistance and rental housing, and develop written agreements (e.g., for cost sharing, chore duties, supports, etc.).</i>	
Who Will Do What Task to Help Form the Household? By When?	Target Completion Date
	Actual Completion Date
What Services/Supports/Community Resources Can Assist?	
Who Will Do What Task to Help Form the Household? By When?	Target Completion Date
	Actual Completion Date
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Who Will Do What Task to Help Form the Household? By When?	Target Completion Date
	Actual Completion Date
What Services/Supports/Community Resources Can Assist?	

MILESTONE 2: CREATE A LIVABLE BUDGET IN RENTAL HOUSING	
<i>If your independent living budget in Section G of the Tenant Screening indicates your monthly expenses exceed your income, describe your plans to: increase income, reduce expenses or offset expenses using other benefits or resources (e.g., SNAP, Lifeline, Fuel Assistance, etc.). Once you complete the tasks below, revise your budget to see if your income now exceeds expenses. Ideally, you should have at least \$15-20 left at the end of the month. Put these savings in an "emergency fund" to cover unexpected expenses.</i>	
Who Will Do What to Create a Livable Budget?	Target Completion Date
	Actual Completion Date
What Services/Supports/Community Resources Can Assist?	
Who Will Do What to Create a Livable Budget?	Target Completion Date
	Actual Completion Date
What Services/Supports/Community Resources Can Assist?	

Who Will Do What to Create a Livable Budget?	Target Completion Date
	Actual Completion Date
What Services/Supports/Community Resources Can Assist?	

MILESTONE 3: APPLY FOR HOUSING OPTIONS			
Section K of the Tenant Screening shows the housing resources available for which you are eligible. Identify each housing resource for which you will apply below. Describe who will assist you and what they will do.			
Available Housing Resource #1:			
Waitlist? (Yes/No)		Status? (Open/Closed)	
Who Will Do What to Help You Apply for This Resource?			Target Completion Date
			Actual Completion Date
Available Housing Resource #2:			
Waitlist? (Yes/No)		Status? (Open/Closed)	
Who Will Do What to Help You Apply for This Resource?			Target Completion Date
			Actual Completion Date
Available Housing Resource #3:			
Waitlist? (Yes/No)		Status? (Open/Closed)	
Who Will Do What to Help You Apply for This Resource?			Target Completion Date
			Actual Completion Date
What reasonable accommodations will you need to access these housing resources? Reasonable accommodations are changes or exceptions to rules, policies, practices or services a person with a disability needs to have equal opportunity to use and enjoy a dwelling.			
Who will help you access these reasonable accommodations? How?			Target Completion Date
			Actual Completion Date

MILESTONE 4: SECURE NEEDED SERVICES AND SUPPORTS FOR HOUSING	
<i>Describe the plan to secure services and supports you need to move into and maintain rental housing but do not yet have in place. Services and supports must be available in the community where you want to live and the provider must agree to support you. Services and supports may be funded by a waiver, may be privately paid or may be provided by natural supports.</i>	
Service/Support #1:	
Who Will Do What to Secure This Support?	Target Completion Date
	Actual Completion Date
Service/Support #2:	
Who Will Do What to Secure This Support?	Target Completion Date
	Actual Completion Date
Service/Support #3:	
Who Will Do What to Secure This Support?	Target Completion Date
	Actual Completion Date
Service/Support #4:	
Who Will Do What to Secure This Support?	Target Completion Date
	Actual Completion Date
Service/Support #5:	
Who Will Do What to Secure This Support?	Target Completion Date
	Actual Completion Date
<i>Next, let's review the tasks involved in the transition from where you live now to independent housing. Who will help with each task? What will they do? If you don't need help with a task, write "I will do this."</i>	
Who will help you search for housing? How?	Target Completion Date
	Actual Completion Date
Who will help you apply for housing? How?	Target Completion Date
	Actual Completion Date
Who will help coordinate inspections? How?	Target Completion Date
	Actual Completion Date
Who will help you review lease terms? How?	Target Completion Date
	Actual Completion Date

Who will help you obtain furniture & household supplies? How?	Target Completion Date
	Actual Completion Date
Who will help you set up utilities & renter's insurance (if needed)? How?	Target Completion Date
	Actual Completion Date
Who will help you pack and move? How?	Target Completion Date
	Actual Completion Date
Who will help you change your address? How?	Target Completion Date
	Actual Completion Date
Other:	Target Completion Date
	Actual Completion Date
What reasonable accommodations will you need to access rental housing? Reasonable accommodations are changes or exceptions to rules, policies, practices or services a person with a disability needs to have equal opportunity to use and enjoy housing.	
Who will help you access the reasonable accommodations? How?	Target Completion Date
	Actual Completion Date
What reasonable modifications will you need to access rental housing? Reasonable modifications are physical changes to the building so a person with a disability can fully use and enjoy housing.	
Who will help you access the reasonable modifications? How?	Target Completion Date
	Actual Completion Date

MILESTONE 5: REDUCE HOUSING BARRIERS		
<p><i>List each barrier identified in Sections H &amp; I of the Tenant Screening and describe the actions you and your person-centered planning team will take to address barriers such as lack of required documentation, negative rent references, evictions, poor credit, no credit, criminal history, and/or lack of resources to cover upfront housing costs. Identify services, supports and community resources that may assist.</i></p>		
Housing Barrier #1	Describe Housing Barrier:	
	Who Will Do What to Minimize/Remove This Barrier? By When?	Target Completion Date
		Actual Completion Date
	What Services/Supports/Community Resources Can Assist?	
Housing Barrier #2	Describe Housing Barrier:	
	Who Will Do What to Minimize/Remove This Barrier? By When?	Target Completion Date
		Actual Completion Date
	What Services/Supports/Community Resources Can Assist?	
Housing Barrier #3	Describe Housing Barrier:	
	Who Will Do What to Minimize/Remove This Barrier? By When?	Target Completion Date
		Actual Completion Date
	What Services/Supports/Community Resources Can Assist?	
Housing Barrier #4	Describe Housing Barrier:	
	Who Will Do What to Minimize/Remove This Barrier? By When?	Target Completion Date
		Actual Completion Date
	What Services/Supports/Community Resources Can Assist?	
Housing Barrier #5	Describe Housing Barrier:	
	Who Will Do What to Minimize/Remove This Barrier? By When?	Target Completion Date
		Actual Completion Date
	What Services/Supports/Community Resources Can Assist?	

**MILESTONE 6: MAINTAIN HOUSING**

What is the plan to help you understand the lease and your responsibilities as a tenant?

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

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

How will potential lease violations be monitored? Who will be notified?

Who will provide assistance with resolving tenant issues?

**MILESTONE 7: HANDLING HOUSING EMERGENCIES**

What is the plan if you do not have enough money to pay rent or utilities?

What is the plan if you do not have enough money to pay for other household needs (e.g., food, transportation, phone, laundry)?

What is the plan if the apartment is damaged and you must move temporarily until it is fixed?

What is the plan if the landlord notifies you that you must fix a lease violation or move out in 30 days?

What is the plan if you receive a notice stating the landlord will not renew the lease?

**I agree to complete the tasks assigned to me in my Housing Road Map.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The team members below each agree to complete the tasks assigned to them in the Housing Road Map for the individual above.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Role

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Role

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Name

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Role

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Name

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Role

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Signature

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Date

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Name

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Role

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Signature

\_\_\_\_\_  
Date