



**Supportive Housing Services Plan Template
Opioid Use Disorder Supportive Housing Capital Program**

Project Name:	
Project Sponsor:	
Primary Service Provider:	
Date Submitted:	

A. Description of Target Population:

Provide a detailed description of the specific population the project will serve. The following information must be included:

- a. The anticipated stage of recovery the residents will be in at the time of initial occupancy (i.e. how long they have been in recovery)
- b. The specific needs of the residents based on their stage in recovery
- c. The expected level of resident community engagement (e.g. employed full-time, primarily participating in treatment programming, etc.)
- d. Other notable resident characteristics (e.g. exiting justice system, etc.)

B. Description of Internal Supportive Services:

Provide a detailed description of the supportive services that will be provided by the project sponsor. The following information must be included:

- a. The specific services that will be provided to residents by the project sponsor and a description of the services
- b. Whether the services will be provided on-site or off-site
- c. The frequency of the services
- d. Which services are optional, and which are a requirement of program participation
- e. The intended outcomes or goals of the services
- f. What support is provided to individuals who do not show progress towards the intended goal in the anticipated amount of time

C. Description of Highly Utilized External Community Resources:

Provide a detailed description of any external community resources that residents will be encouraged to utilize. The following information must be included:

- a. Any community supportive services not provided by the sponsor that the residents will be encouraged to utilize as part of their recovery plan (e.g. AA meetings, etc.)
 - i. Reference specific providers



D. Description of Sponsor and Sponsor Qualifications:

Provide a detailed description of the sponsor and the sponsor's qualifications to provide the supportive services described above. The following information must be included:

- a. The experience of the sponsor in serving the target population
 - i. Reference specific programs/properties
- b. The length of time serving the target population
- c. Success rates and outcomes while working with the target population

E. Description of Program Rules:

Provide a detailed description of the program rules. The following information must be included, with specific references to:

- a. A description of how rule violations will be addressed with residents, including:
 - i. Methods that ensure resident issues are addressed in a reasonable, person-centered manner
 - ii. Methods for maintaining housing for residents and preventing involuntary discharge
- b. Methods that ensure the coordination between the property management agent and the service provider in addressing any resident issues (if applicable).
- c. A description of what measures will be taken to ensure staff and resident safety is prioritized
- d. A reoccurrence management plan
- e. A description of the security deposit policy, including:
 - i. An indication that security deposits will be returned to the resident upon exit from the program unless there is clear evidence that the deposit must be retained to offset the cost of resident damages
 - ii. An indication that if such a situation arises, proof of the damages will be kept in the resident's file for at least five years

F. Description of Resident Discharge/Relocation Policy:

Provide a detailed discharge and relocation policy that will be applied to residents who are discharged from the program, voluntarily or otherwise. This policy must be reasonable, person-centered, and based on best practices in recovery/reoccurrence management. The following information must be included:

- a. A thorough description of under what circumstances residents can be involuntarily exited from the program, including:
 - i. What procedures will be followed when residents must be involuntarily discharged from the program and/or removed from the premises
 - ii. What services and supports are offered to residents who must be



- involuntarily discharged, including any form of relocation assistance
- b. A description of how it is identified when a resident is ready to move on to less restrictive housing and support them in this transition.
 - i. What supports are available and provided to residents who are ready to voluntarily move to housing with less intensive services or traditional permanent housing
 - ii. Specifically identify available programs/housing options in your area
 - iii. Specifically identify any referrals that will be provided to outside external agencies

G. Description of Project Staffing Model:

Please provide a detailed description of the anticipated project staffing model. The following information must be included:

- a. The number of full-time employees
- b. The number of part-time employees
- c. The amount of hourly site coverage (for example, 24/7 coverage, daytime coverage, etc.)
- d. The specific qualifications/credentials of staff at this property, including degrees, licenses, prior experience working with the target population, etc.

H. Description of Referral & Screening Policies:

Provide a detailed description of resident referral and screening policies. The following information must be included:

- a. The approach for managing referrals and waiting lists
- b. The screening process used to identify prospective tenants who are appropriate for the housing model/level of services. Specifically indicate:
 - i. What support will be provided to applicants who are not an appropriate fit for the residence, especially if their level of need is greater than what the program can provide
 - ii. The anticipated time frame to house an individual upon receiving the referral/housing application
 - iii. All sources of resident referrals
 - iv. If a third-party property management agent will be utilized, describe what tenant selection criteria will be used by the management agent and how this will coordinate with the service provider's screening of tenant eligibility/appropriateness for residency at the identified project