



## Residential Alternatives Pilot Planning Grant, Quarterly Progress Report

**Date:**

January 15, 2024

**Submitted To:**

The State of Vermont, Department of Disabilities, Aging, and Independent Living, Division of Adult Services

**Submitted By:**

Champlain Housing Trust

The following report provides an update on the progress made by Champlain Housing Trust and partners on the Residential Alternatives Pilot Planning project. Grant partners are as follows: the parents of the Developmental Disability Housing Initiative (DDHI), The Howard Center, Champlain Community Services (CCS), Duncan Wisniewski Architecture and Harte Consulting.

### **Suitable Housing Design and Location**

The approach of the planning team is to discuss the model design according to key elements of supportive housing: Project Design and Administration, Supportive Services, Property Management, and Community. In the first two meetings, we focused on Project Design and Administration which included discussion about the physical structure, funding, location, accessibility, affordability, transportation, and community integration. Our team is using design guidance from the [Corporation for Supportive Housing \(CSH\)](#), [Substance Use and Mental Health Services Administration \(SAMHSA\)](#), and [the Kelsey](#) to ensure that our planning includes all aspects of inclusionary design. Please see Attachment 1 for the draft Implementation Plan outline for more details.

### **Identification and Assessment of Potential Housing Location**

The team has hit the ground running to assess a potential property referenced in our proposal owned by Champlain Housing Trust. The building is becoming vacant in February and our planning partner from Duncan Wisniewski Architecture is currently assessing the current physical state of the property with the desired features of a multi-unit residence for roughly 10-12 tenants with I/DD. Based on the outcome of her assessment, the team will determine if renovating this property makes sense or if new construction would more effectively accommodate the design requirements. The location of the existing property is desirable in that it is near retail, public transportation, parks, employment, and other amenities accessible in the city of Burlington.

**Affordability and sustainability** are other key considerations we will evaluate when we have an initial design assessment. Currently, CHT owns the building however operating costs are funded by a long-term lease with a non-profit organization that serves the current tenants. To ensure that the operating budget is sustainable going forward, the design assessment will be analyzed against the Housing and Urban Development (HUD) Housing Choice Voucher and Section 811 requirements. This analysis will determine whether or not these programs can support the operating costs of the units. This information will go into the financing section of our implementation plan.

**Update on Technology**

We have added Brian Hart, Chief Executive Officer Of Smart Living Systems by LADD. Brian is an expert in technology-based supportive services and will help our team create a housing design that includes the infrastructure needed to support a range of remote and assistive technology. He will also help us create the technological aspect of our service plan and design or identify scheduling software. Please see Attachment 2 for the scope of work for more details.

**Planning in collaboration with adults with I/DD**

We have made contact with the Developmental Disabilities Council who has agreed to help us identify Vermonters with I/DD to participate in focus groups to review our plans and provide us with their preferences. We plan to hold a focus group in the second and third quarters to get feedback on plans as they evolve.

**Howard Center and CCS** provide guidance in each meeting regarding the parameters of the Medicaid Settings Rule and pertinent state regulations. Next quarter, as we continue to assess and develop specifications for a physical building, we will also begin to understand and catalog supportive services and staffing needs with the expertise of Howard and CCS. This discussion will include topics like support team members, credentials and training, assistive technology, remote support, caseload size, peer support, etc.

**Budget/Scope Adjustments**

As discussed with our program officer, our team has decided to incorporate the development or identification of scheduling software into the scope of work of Brian Hart rather than contracting separately with students from the University of Vermont as originally proposed.

	<b>Supportive Housing for Adults with I/DD</b> IMPLEMENTATION PLAN OUTLINE DRAFT
<b>Section 1</b>	<b>Project Design and Administration</b>
	The process of planning and leading the supportive housing project, including key decisions about <b>physical structure, team members and funding, location, physical accessibility, affordability, transportation,</b>
1.1	<b>Team members</b>
1.2	<b>Physical Structure and Accessibility</b>
1.2.1	<b>Site:</b> The location of the community related to <b>retail, transit, parks, employment and educational opportunities,</b> and other amenities and the <b>physical characteristics of the site</b> itself that allow <b>easy access from the Public Way to the front door, accessible walkways through buildings</b> or amenities, and opportunities for <b>usable outdoor spaces like gardens, playgrounds or gathering spots</b>
1.2.2	<b>Interior Spaces:</b> Interior features of the building, <i>excluding</i> the dwelling units. This includes spaces like the <b>lobby, corridors, and special rooms like mailrooms, as well as broader ideas about overall design approaches and program elements for the building.</b>
1.2.3	<b>Dwelling Units:</b> Specific <b>room-by-room features that improve the interior of the dwelling units for residents.</b>
1.3	<b>Affordability and Sustainability</b>
	The supportive housing project has funding that is adequate for its ongoing operations and allows it to target its intended tenants
1.3.1	<b>Capital Financing</b> There is a <b>commitment either through funding restrictions through the presence of a mission-focused owner to keep the property affordable for a significant period of time typically at least 30 years</b>
1.3.2	Long term <b>rental subsidies</b> are in place to ensure affordable tenant rents and adequate income to cover operating expenses
1.3.3	<b>Efficiency-</b> The design and operation of the housing incorporates features designed to increase efficiency and reduce ongoing expenses
<b>Section 2</b>	<b>Supportive Services</b>
	The package of support services available to help tenants use stable housing as a platform for individual health, recovery and personal growth Including person-centered planning is informed by discussions with family members or other individuals who are important to them about key aspects of daily routines and rituals; focuses on an individual’s strengths and interests; outlines the individual’s reaction to various communication styles; identifies the individual’s favorite things to do and experience during the day, as well as experiences that contribute to a bad day proposes experiences that the person may enjoy as community engagement, and describes those factors or characteristics that the individuals would find most

	isolating or stigmatizing
2.1	<b>Service Team Members, Credentials and Training</b>
2.2	<b>Assistive Technology</b>
2.3	<b>Remote Support</b>
2.4	<b>Caseload size</b>
2.5	<b>Peer Support</b>
<b>Section 3</b>	<b>Property Management</b>
	The ongoing operation of supportive housing and connection to landlords
	<a href="#">Role and best practices for property management in supportive housing</a>
3.1	<b>Application and lease-up</b>
3.2	<b>Tenant education and communication</b>
3.3	<b>Rent collection</b>
3.4	<b>Subsidy recertification</b>
3.5	<b>Coordination with service staff and tenants</b>
3.6	<b>Eviction prevention</b>

<b>Section 4</b>	<b>Community</b>
	The relationship to and role of housing in the larger context in which it operates; Includes tenant leadership and meaningful engagement in the community
4.1	<b>Input from adults with I/DD (planning)</b>
4.2	<b>Ongoing tenant leadership plan</b>
4.3	<b>Integration plan</b>
4.4	<b>Plan for community outreach and communications with neighbors (during construction and on-going)</b>

[https://cshorg.wpengine.com/wp-content/uploads/2013/09/DesignStandards\\_F.pdf](https://cshorg.wpengine.com/wp-content/uploads/2013/09/DesignStandards_F.pdf)

[https://thekelsey.org/wp-content/uploads/2023/10/Kelsey\\_InclusiveDesignStdts\\_NeueHaasGroteskPro\\_Updates-Sep-2023-1.pdf](https://thekelsey.org/wp-content/uploads/2023/10/Kelsey_InclusiveDesignStdts_NeueHaasGroteskPro_Updates-Sep-2023-1.pdf)

**EXHIBIT A**

This Statement of Work (“SOW”) is subject to and governed by the Consulting Services Agreement between ShiftAbility LLC (“Consultant”) and DDHI. (“Customer”).

- A. Description of Project: Consultation services to Customer to assist with the transition and transformation from a traditional service model to a technology-enabled support model for the I/DD Housing Project.
- B. Work Scope to include:
1. Initial presentation to the full I/DD Housing Grant Team to discuss the plan and a timeline for scope of work deliverables.
  2. Final presentation to the full I/DD Housing Grant Team providing work accomplished and what are the options/recommendations.
  3. Interim meetings, as needed, with DDHI, DA/SSA and Project Manager. Examples of possible topics: An overview of available technology and integration
  4. Develop process for determining appropriateness for individual residents
  5. Overview how monitoring is handled both within the home and community and what determines which technologies can be: connected and which cannot
  6. Connections between Agencies and Technology Companies to ensure proper technology is used for home based and community supports
  7. Assistance with connecting off the shelf technology devices together with technology platforms to ensure proper levels of support and efficiencies.
  8. Provide menu/list of vetted SMART technology supports recommended for adults with I/DD living in service-supported housing that serves minimal to intensive activity, physical and communication needs, and encourages independence.
    - a. Menu to include for each technology: cost, reliability, durability, average training needed, savings of staff time, testing and vetting research results. Include ongoing updates to tech list. (This would be non-project specific list that provides the whole range of vetted technology and would be made available to agencies around the state for housing models under consideration.) Future access to the database and requested to provide updated info and will be an open source for this group. Provide recommendations, if needed, when multiple choices exist with technology to meet a client’s specific need.
  9. Training and access to Smart Living Assessment tool and assistance with training a selected number of residents across a range of support level needs with ongoing access to assessment tools for future use.

10. Assistance with agencies who have needed solutions for issues related to the following: geographical locations, structural issues, weak internet/cellular connectivity, and loss of power.

11. Materials provided with selected “project” include: Sample job descriptions

- a. Process and procedures manuals
- b. Assessment tool for individuals
- c. Vetted tech recommendations, and
- d. Technology Enabled Support home model template
- e. Provide research documentation supporting the use of technology with methodology(ies) for tracking results / progress. Share pros and cons of technology support by resident users.
- f. Additional items determined from the agency assessment, or through the process may arise and will be determined by the core team.

12. Research and recommendations for existing, off-the-shelf scheduling software platforms and provide recommendation for integration of: Community/house schedule

C. Consultant Contract Manager: Brian Hart

D. Fees & Expenses: Customer shall pay to Consultant \$200.00 per hour with an anticipated project of 165 hours for a projected total of \$33,000. during the initial term from January, 2024 through December, 2024, payable monthly based on completed time sheets of completed work with payment due 15 days net of invoice. Consultation will start with payment of first month’s invoice. Additional hours may be approved by the project team.

E. Payment Terms: Consultant will submit an invoice, written activity report, and any other substantiating materials each month, with payment being remitted 15 days of invoice.

F. Location of Services:

Services will be delivered in the following settings as determined by the team:

1. Through virtual meetings;
2. At the locations of residence for the individuals supported; and
3. Onsite at Agency’s locations as needed.