



# INDEPENDENCE PLACE

LEADERSHIP • ADVOCACY • EDUCATION

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**Project Name:** Housing Stability Navigator Grant

## **Project Narrative:**

IPKY is enthusiastic about the opportunity presented by this Housing Stability Navigator Grant to improve our distinct housing program in Fayette County. This project aims to assist individuals with diverse disabilities in accessing safe and accessible housing options. Beyond mere accommodation, our goal is to empower our consumers through Independent Living Skills training and supported employment opportunities.

Through our housing stability navigator program, we aim to address the multifaceted challenges that individuals with disabilities face in securing and maintaining stable housing. We understand that housing stability is not just about having a roof over one's head but also about fostering independence, self-sufficiency, and overall well-being.

By providing comprehensive support services, including assistance with budgeting, household management, and accessing community resources, we seek to equip our consumers with the skills and resources they need to thrive in their homes and communities. Furthermore, our emphasis on supported employment opportunities ensures that individuals with disabilities have the opportunity to gain meaningful employment, thereby increasing their financial stability and enhancing their overall quality of life.

With your support, we can create a more inclusive and supportive environment where everyone, regardless of their abilities, can thrive and lead fulfilling lives. Together, we can make a lasting impact on the lives of individuals with disabilities in Fayette County, empowering them to achieve their housing goals and realize their full potential.

## **INDEPENDENCE PLACE, INC.**

At Independence Place, Inc. (IPKY), our primary goal is to empower individuals with disabilities to lead fulfilling lives. We serve as advocates, partners, and facilitators, offering support to individuals of all ages and disabilities as they strive towards self-directed achievement of independence and community inclusion. As a consumer-driven, community-based Center for Independent Living (CIL), our non-residential organization provides a range of independent living services, including: (1) information and referral, (2) systems and individual advocacy, (3) peer support and mentoring, (4) independent living skills training, and (5) transition and diversion services. These services are intended to help individuals with disabilities live as independently as possible in the community with an appropriate level of support services.

IPKY is committed to delivering compassionate support through our Transition and Diversion services, ensuring individuals learn how to navigate the housing search and application processes to make independent living with confidence and security attainable. We strongly advocate for safe, accessible housing as a basic human right, and through our tailored programs, we empower individuals by teaching them how to effectively navigate each of the steps necessary to achieve and sustain independent living in the community. We approach each individual's path towards accessible, affordable, independent housing with personalized care and unwavering dedication because we recognize that everyone deserves a place to call home.

### **5.1. ORGANIZATIONAL CAPACITY & EXPERIENCE**

One key aspect of our mission at Independence Place, Inc. (IPKY) is to empower individuals with disabilities who may experience homelessness or housing instability, helping them navigate complicated income-based resources and benefits systems to access adequate housing options in the community. We firmly uphold the innate right of each person to achieve and sustain independence. Operating as a consumer-driven agency, our team emphasizes the importance of fulfilling the aspirations and self-determined goals of our consumers, particularly in the realm of securing appropriate housing with individualized support. Applying the five core services fundamental to the Independent Living Movement philosophy, we are committed to dismantling barriers and facilitating access to safe, accessible, affordable housing. By providing personalized support and assistance with accessing essential resources, we not only facilitate housing acquisition for our consumers but also enable them to sustain their independence.

Amid the formidable challenges presented by the pandemic, IPKY demonstrated unwavering commitment in providing support to individuals with disabilities facing housing insecurity. The surge in inquiries related to housing assistance, indicative of the present scarcity of housing units across Kentucky, prompted us to acknowledge the imperative need for heightened intervention. Our Independent Living Specialist competently initiated collaborative endeavors with esteemed local entities such as the Hope Center, Bluegrass Care Navigators, and Salvation Army, thereby ensuring that our consumers could avail themselves of indispensable support services.

In 2022, recognizing an opportunity to extend our reach and efficacy, IPKY successfully secured supplementary funding through a health-related grant. Acknowledging the inherent connection between secure housing and holistic well-being, we made a decisive move by instituting a dedicated full-time housing specialist role within our agency. This strategic decision underscores our steadfast dedication to addressing the urgent requirement for individuals with disabilities to not only obtain suitable housing but also to access the indispensable resources necessary for its sustenance.

Since the inception of our housing specialist role in August 2022, IPKY has demonstrated significant strides in achieving our objective of providing accessible and sustainable housing solutions for individuals with disabilities. Within a relatively short time frame, our dedicated team has facilitated housing arrangements and/or vouchers for fourteen of our clients, offering them a definitive pathway to independence and stability. It is noteworthy that eight of these successful outcomes have been realized within the past six months alone.

Our team has been instrumental in facilitating connections for numerous individuals seeking emergency rental assistance and temporary relief of utility bills, thereby alleviating immediate financial burdens, and ensuring the continuity of secure housing. This tangible impact underscores the effectiveness of our unwavering commitment to addressing the critical need for housing assistance within our community.

From the outset of our Housing program, IPKY has emphasized the crucial importance of collaboration with fellow community agencies in our shared mission to combat housing insecurity among individuals with disabilities. Through proactive engagement and partnership development, we have cultivated robust alliances with a diverse array of organizations committed to serving our community. Collaborations with esteemed partners, including the Access Lexington Commission, University of Kentucky Human Development Institute Center for Assistive Technology Services, Bluegrass Care Navigators, LFUCG Paramedicine Group, Oxford House, Hope Center, Salvation Army, Fair Housing Council, Lexington Housing Authority, Kentucky Housing Corporation, AVOL, GreenHouse 17, Passport, and Community Action, have significantly broadened our reach and fortified our capacity to deliver comprehensive support services.

Additionally, our Staff and Board of Directors actively contribute to the Lexington community through membership on various boards and commissions, such as the Access Lexington Commission. Our Housing Specialist has also exhibited exceptional initiative by cultivating direct relationships with management at various low-income properties, including Rose Towers and Winterwood properties. These strategic alliances empower us to effectively advocate for our consumers and navigate the intricacies of securing safe and affordable housing options.

In alignment with our mission, we are pleased to announce our ongoing collaboration with the Kentucky Housing Corporation (KHC) as we strive towards attaining non-funded partner status. This strategic affiliation with KHC will afford us direct access to the Kentucky Homeless Management Information System (KYHMIS), thereby enabling us to efficiently submit applications for vouchers on behalf of our consumers. By streamlining the application process and fortifying our connectivity with KHC, our objective is to expedite access to critical housing resources for those we serve.

## 5.2. PROJECT DESIGN

### **How will the project add a new and innovative service to the local system without duplicating existing community resources? In what ways will the project fill existing system gaps?**

IPKY is profoundly dedicated to nurturing inclusivity and empowerment throughout our community. Serving as a bastion of support, our agency fervently advocates for peer support, self-help, and self-advocacy among individuals with disabilities. As a Center for Independent Living, we uphold a stringent requirement stipulating that at least 51% of our Staff and Board of Directors identify as individuals with disabilities. This intentional measure ensures that the perspectives and voices of individuals grappling with disability are comprehensively integrated into the development and implementation of our programs and services across all organizational levels. Consequently, we are better equipped to cater to the diverse needs of our community members and provide the steadfast support they deserve.

- **Leveraging Peer Support**

At the heart of our mission lies the fundamental principle of Peer Support, which serves as a cornerstone among the array of services offered by our Center for Independent Living (CIL). We firmly advocate that individuals living with disabilities possess a unique insight into the challenges faced by their peers, making them invaluable allies in the pursuit of solutions. By harnessing the collective wisdom and lived experiences of our team members, we empower individuals with disabilities to not only navigate their own obstacles but also to extend a helping hand to others facing similar challenges. By fostering diversity and inclusivity within our team, we create a supportive environment for individuals with disabilities to thrive. Our commitment to peer support extends beyond mere assistance; it is ensuring that no individual feels alone on their journey toward housing stability and empowerment.

- **Ensuring Accessibility and Inclusivity**

As a CIL, our unwavering commitment to accessibility and inclusivity is ingrained in every facet of our operations. We deeply respect and honor the self-identification of individuals with disabilities, recognizing the inherent dignity and autonomy of each person. In line with this philosophy, we have eliminated the requirement for formal proof of disability to access our services, affirming our belief in the right of every individual to self-determination. Our paramount objective is to understand and cater to the unique needs of each individual we serve, regardless of their circumstances, ensuring that everyone feels valued, respected, and empowered.

- **Zero Exclusion Policy**

The Zero Exclusion principle at IPKY sets our agency apart from other community resources, emphasizing our steadfast commitment to aiding all individuals with disabilities without any exceptions. This commitment includes providing support to individuals regardless of their current involvement in substance use or adherence to treatment regimens. Additionally, our agency offers services to individuals who have been or are currently within the criminal justice system, recognizing the importance of granting everyone access to support and resources as they strive towards independence and empowerment.

**How will the project work with key stakeholders such as hospitals, crisis service providers, emergency shelter and street outreach providers, the LFUCG Community Paramedicine team, and other relevant stakeholders?**

IPKY is dedicated to fostering a multi-sectoral approach to combat homelessness and housing insecurity, engaging with key stakeholders from various sectors. IPKY has established robust partnerships with esteemed agencies and service providers such as Bluegrass Care Navigators, Community Action, Catholic Action Center, Lexington Housing Authority, Oxford House, Arbor Youth, UK Hospital, and Cardinal Hill Rehabilitation Center. These long-standing collaborations serve as the cornerstone of our efforts, enabling us to pool resources effectively and coordinate support for individuals with disabilities who are experiencing housing challenges.

In addition to these valuable partnerships, IPKY is committed to proactively initiating monthly drop-in calls to facilitate ongoing collaboration among stakeholders. These calls will provide a structured platform for agencies to come together, exchange resources, and collectively address housing-related topics and challenges. By promoting open dialogue and information sharing, our goal is to strengthen our collective capacity to address complex cases and deliver comprehensive support to individuals with disabilities who are navigating housing insecurity.

Through these collaborative endeavors, we aim to create a robust and interconnected support network within our community. By leveraging the expertise and resources of our diverse network of stakeholders, we are better equipped to address the multifaceted needs of individuals experiencing housing instability. Ultimately, our overarching objective is to ensure that every individual, regardless of their circumstances, receives the holistic assistance and support they need to secure stable and sustainable housing.

**What is the project plan for receiving and prioritizing referrals? How will individuals or referring agencies submit referrals and what criteria will be used to prioritize referrals? How will the project coordinate with the OHPI to review referrals and strategically target individuals/households with the highest level of need?**

IPKY is dedicated to addressing homelessness and housing insecurity in our community through a proactive and inclusive approach. As part of this commitment, we ensure an efficient and transparent process for receiving and prioritizing referrals, particularly for housing assistance. Leveraging our current system, which includes a comprehensive referral sheet designed to capture essential information, we have developed a comprehensive plan. This plan guarantees that individuals in urgent need of housing assistance receive prompt attention while also considering factors such as disability status, dependency, and medical vulnerability. Through collaboration with key stakeholders and continuous refinement of our processes, we strive to effectively allocate resources and provide support to those facing the most pressing housing challenges in our community.

### **Plan for Receiving and Prioritizing Referrals**

- **Referral Channel:** Individuals and referring agencies can submit referrals through designated channels such as online forms, email, or phone.
- **Intake Team:** A dedicated intake team will receive and log referrals promptly.
- **Initial Assessment:** Each referral will undergo an initial assessment to determine urgency and eligibility.
- **Scoring System:** Referrals will be scored based on predefined criteria (e.g., severity, risk, available resources).
- **Priority Triage:** High-priority cases will receive immediate attention, while others will follow a structured queue.

### **Criteria for Prioritizing Referrals**

- **Urgency:** Referrals requiring urgent intervention will be top priority.
- **Severity:** Cases with severe needs (e.g., homelessness, severe health or safety concerns) will receive higher priority.
- **Risk Factors:** Referrals involving vulnerable populations will be prioritized.
- **Available Resources:** We consider resource availability for effective service delivery.
- **OHPI Collaboration:** Coordination with the Office of Housing and Homeless Prevention Initiatives (OHPI) will guide prioritization.

### **Coordination with OHPI**

- **Review Referrals:** OHPI will review referrals alongside our team to assess alignment with their goals.
- **Target High-Need Individuals:** OHPI's expertise will help us strategically target individuals with the highest level of need.
- **Resource Allocation:** OHPI's insights will inform resource allocation for optimal impact.
- **Regular Updates:** We will maintain ongoing communication with OHPI to adjust strategies as needed.

We have developed a comprehensive project plan for receiving and prioritizing referrals to ensure that individuals in urgent need of housing assistance receive prompt attention while also considering various factors. When a call regarding housing assistance is received, a staff member promptly fills out a referral sheet with key information such as income source, disability status, presence of dependents, and preferred county of residence. This detailed approach allows us to better understand each individual's unique needs and circumstances. The referral sheet is then routed to both our Housing Specialists and Executive Director, ensuring that all relevant stakeholders are involved in the decision-making process.

Upon receiving a call from an individual seeking assistance, our staff promptly engages with them to gather essential information regarding their housing needs and circumstances. This information is then meticulously entered into CILSuite, our dedicated management platform. CILSuite serves as the central repository for all consumers and/or new referrals, interactions and service-related activities, allowing us to maintain comprehensive records and track the progression of each case. In essence, CILSuite plays a crucial role in enhancing our ability to meet the diverse needs of our clients and

effectively address housing insecurity. Its comprehensive capabilities enable us to maintain detailed records, track service delivery, and actively engage with our community, ultimately empowering us to provide the highest level of support.

- Document every aspect of our interactions with clients, including inquiries for long-term support, specific service requests, and referrals to external resources. This meticulous documentation ensures that no detail is overlooked and that each consumers and/or new referrals' unique situation is thoroughly understood and addressed.
- CILSuite enables us to track the services provided to each consumer and/or new referrals, ensuring that they receive the appropriate level of support tailored to their individual needs. Whether it involves connecting them with housing resources, providing assistance with employment opportunities, or offering guidance on accessing essential services, CILSuite allows us to monitor the progress of each consumer and/or new referrals' journey towards housing stability.
- Beyond documenting client interactions and service delivery, CILSuite also serves as a tool for recording community activities and engagements. This feature allows us to stay actively involved in community initiatives, collaborate with partner organizations, and participate in events aimed at addressing homelessness and housing insecurity. By efficiently recording these activities, we can assess our impact within the community and identify areas for further collaboration and improvement.

In order to streamline the process of receiving referrals from external agencies, our dedicated Housing Specialists and Executive Director play a pivotal role. They ensure that external partners have easy access to our comprehensive housing referral sheet, equipping them with the necessary tools to submit referrals efficiently. Additionally, our team provides clear guidance on the submission process, offering support and assistance as needed to facilitate seamless referrals. Referrals received from external agencies are promptly directed to both the Executive Director and the designated housing specialist via email.

Upon receipt, the housing specialist meticulously reviews each referral, taking into account the specific needs and circumstances of the individual or household in question. Based on this assessment, the referral is then assigned to the appropriate housing specialist for further action. Once assigned, the housing specialist takes immediate action, reaching out to the individual or household within 24 hours of receiving the referral. This proactive approach ensures that individuals in need of housing assistance receive timely support and guidance, helping to alleviate their housing challenges more effectively.

Our team employs a systematic approach to prioritize referrals, considering factors such as the presence of significant disabilities, dependency status, and medical vulnerability. This ensures that individuals with the highest level of need receive prompt attention. We also collaborate closely with our Board of Directors and external agencies to validate and refine our prioritization criteria, ensuring alignment with best practices and community needs. This collaborative effort enhances our ability to allocate resources effectively and prioritize assistance for those facing the most pressing housing

challenges. By maintaining clear communication channels and swift response times, we strive to prioritize the needs of our community and facilitate access to vital housing resources for those in need.

**How will project design balance timely service connection and ensuring adequate levels of service to assist households in achieving stability? What is the proposed caseload for the project? What is the expected average length of participation? How will the project plan for and facilitate exits?**

The Housing Stability Navigator Grant is designed to emphasize a delicate balance between timely service connection and ensuring sufficient levels of service to aid households in achieving stability. Upon receiving a housing referral, our Housing Specialist will promptly initiate contact within 24 hours and schedule a face-to-face meeting with the individual within one week. Subsequently, weekly meetings will be conducted with the consumer by the two housing specialists, utilizing various communication platforms until suitable housing is secured. After the individual's relocation, biweekly check-ins will be maintained for three months to provide ongoing support.

Upon the completion of the three-month period, the consumer will be offered the option to either close their case or transition to our Independent Living program. This program offers personalized assistance in budgeting, credit recovery, advocacy, and peer support, tailored entirely to the consumer's needs and preferences. Our consumer-driven approach ensures that every Independent Living training is uniquely crafted to empower individuals on their journey towards independence and fulfillment.

Upon reaching the three-month milestone in the Independent Living program, the Independent Living Specialist will present the consumer with the choice to either keep their case open or close it. Should the consumer opt to close their case, our staff commits to conducting yearly check-ins to assess if there is any requirement for our services or support. These annual check-ins serve as a proactive measure to ensure that individuals are continuously supported and have access to assistance should the need arise again in the future. Of course, all former consumers of IPKY can contact the office to have their case reopened at any time.

To maintain the highest quality of care and attention, we will adhere to a caseload size limit of 20 consumers per housing specialist for our Housing Program. This commitment to a manageable caseload size allows our dedicated staff to provide personalized support, tailored to the unique needs and goals of each of our consumers. By maintaining this limit, we uphold our standard of excellence and remain steadfast in our mission to empower individuals with disabilities to thrive independently within their communities.



**How will the project specifically address the housing needs of participant households? What will the project do to identify and connect households with housing that meets their needs? How will project design facilitate continued housing stability?**

The Housing Stability Navigator Grant takes a multifaceted approach to address the diverse housing needs of participant households, ensuring stable housing arrangements. We initiate open discussions with consumers to ascertain their housing maintenance requirements, encompassing aspects such as utility bill management and exploring available financial assistance options. Furthermore, we conduct thorough assessments to determine if consumers necessitate accessible housing and actively assist in locating suitable accommodations tailored to their specific needs. Recognizing the significance of fostering a comfortable living environment, we actively source essential household items such as furniture, dishes, and other necessities.

Our Housing Specialist has forged a valuable partnership with a second-hand furniture store, facilitating donations of quality items for individuals transitioning to independent living. Once housing is secured with the specialist's guidance and stability is maintained for a minimum of three months, consumers can engage with our Independent Living Specialist. The Independent Living Specialist crafts a personalized program designed to address the unique needs of each individual, which may include provisions like budgeting assistance, participation in cooking workshops, and guidance on maintaining a clean living space.

We remain unwavering in our dedication to empowering participants towards self-sufficiency by offering referrals to the Office of Vocational Rehabilitation (OVR) for employment or educational opportunities. Additionally, for consumers requiring accessible accommodations, we extend support in completing applications for the Hart Supported Living Program through the Department of Aging and Independent Living. This program, administered by the Department of Aging and Independent Living, offers crucial funds to assist Kentuckians with disabilities in maintaining independent living arrangements, thereby averting institutionalization. For more information, please visit: <https://www.chfs.ky.gov/agencies/dail/Pages/hslp.aspx>.

In addition to our efforts, the Housing Stability Navigator Grant fosters collaboration with across-disability organizations, such as the Council of the Blind, Kentucky Commission on the Deaf and Hard of Hearing, KY-SPIN, Inc. (Kentucky Special Parent Involvement Network), and others. These partnerships are instrumental in expanding our reach and enhancing the support available to our consumer specialized needs. By working closely with these organizations, we can access specialized expertise, resources, and networks that cater to the specific needs of individuals with diverse disabilities.

For example, collaborating with the Bluegrass Council of the Blind allows us to tap into their knowledge and resources related to visual impairments, ensuring that participants with vision-related challenges receive tailored support in accessing housing and navigating their living environments effectively. Similarly, partnering with the Kentucky Commission on the Deaf and Hard of Hearing enables us to address the unique housing needs of individuals who are deaf or hard of hearing, including considerations for communication access and accommodations. KY-SPIN, as another

valuable partner, offers insights and support related to linking families and individuals with disabilities to valuable resources that enable them to live productive and fulfilling lives, including housing stability and self-sufficiency. Through these collaborative efforts, IPKY through this Housing Stability Navigator Grant can provide more holistic and personalized assistance to participants, ensuring that their housing arrangements are not only stable but also conducive to their specific abilities and circumstances.

In terms of disability-related and technology assistance, our staff will leverage the resources provided by HDI Cats (HDI Center for Assistive Technology Services) to fulfill the needs of consumers requiring accessible items for their homes, including shower chairs, transfer benches, walkers, and other assistive technology devices. HDI Cats offers an invaluable array of donated items that can be loaned out to individuals in need, ensuring access to necessary equipment to enhance daily living and mobility. Through the provision of these comprehensive services and resources, our goal is to foster continued housing stability and empower participants on their journey towards self-sufficiency.

### **What is the project plan for collecting and maintaining data regarding outcomes? How will the project evaluate progress and success?**

IPKY staff utilize a comprehensive management system known as CILSuite to efficiently document all aspects of our interactions and services provided to consumers. This system serves as a centralized platform for recording consumer information, tracking the services delivered, and documenting every conversation or interaction staff has with consumers or referrals. By utilizing CILSuite, we ensure accurate and thorough documentation, enabling us to effectively monitor progress, maintain continuity of care, and uphold our commitment to delivering high-quality support tailored to the unique needs of each individual we serve.

In addition to our data-driven approach, we prioritize the feedback of our past and current consumers. Quarterly surveys have been implemented to provide individuals with the opportunity to share their experiences with our services. These surveys not only help us gauge satisfaction levels but also serve as invaluable tools for continuous improvement, allowing us to identify areas where we excel and areas where there is room for enhancement.

Recognizing the unique importance of our housing program, the IPKY Executive Director will spearhead a quarterly survey specifically tailored to assess the effectiveness and impact of our housing initiatives. This targeted feedback mechanism will enable us to closely monitor the success of the program and make necessary adjustments in real-time. The Executive Director and housing specialist at IPKY will collaboratively establish program objectives and meticulously monitor their advancement through the implementation of a Gantt chart.

Furthermore, to ensure a comprehensive understanding of the long-term impact of our housing efforts, we will develop an annual survey dedicated specifically to this program. This survey will provide a holistic overview of participant experiences over the course of the year, allowing us to identify trends, successes, and areas for further development.

## **Focused Case Management: Implementation Timeline for the Housing Stability Navigator Grant**

### **Month 1:**

In the initial phase of the program, IPKY will undertake several crucial tasks to lay the foundation for effective implementation:

- **Recruitment and Hiring**  
IPKY will conduct interviews and hire a second housing specialist to augment the existing team, ensuring adequate support for program participants.
- **Training Schedule for New Hire**  
A comprehensive training schedule will be developed for the newly hired housing specialist, outlining essential skills, and procedures to ensure proficiency in their role.
- **KYHMIS Training**  
IPKY will arrange training sessions for the second case manager on the Kentucky Homeless Management Information System (KYHMIS) in collaboration with the Kentucky Housing Corporation (KHC), ensuring proficiency in data management and reporting.
- **Case Document Review and Update**  
Necessary program documents, including the referral form, intake form, and quarterly satisfaction survey, will be reviewed and updated to align with program objectives and improve effectiveness.
- **Stakeholder Engagement**  
Bi-monthly drop-in calls will be planned and scheduled to facilitate communication and collaboration among stakeholders, fostering a supportive network for program success.
- **Tracking Sheet Development**  
An Excel tracking sheet for housing referrals will be developed to streamline the referral process, monitor progress, and ensure accountability in service delivery.
- **SOAR Training**  
The housing specialist will undergo training in the SSI/SSDI Outreach, Access, and Recovery (SOAR) model to effectively assist program participants in accessing disability benefits.
- **Program Goal Development**  
IPKY will develop clear and measurable goals and objectives for the program, outlining the desired outcomes and milestones to be achieved.
- **Gantt Chart Timeline**  
The Executive Director will create, such as a Gantt chart visualizing the timeline, tasks, and dependencies for the program, providing a visual roadmap for implementation and monitoring progress.

### **Month 2:**

As the program progresses into its second month, IPKY will commence the intake of referrals, marking a significant step towards providing support to individuals seeking housing stability. Concurrently, we will convene our inaugural stakeholder peer call, fostering collaboration and information exchange among key partners invested in our mission. During the second month of this program, IPKY will begin taking referrals for this program. We will also host our first stakeholder peer call.

**Month 3:**

In the third month, IPKY's commitment to expanding outreach and engagement continues as we actively accept new referrals while initiating discussions with property managers and the Lexington Housing Authority. These interactions aim to forge vital connections and explore opportunities for securing affordable and accessible housing options for our consumers.

**Month 4:**

Moving into the fourth month, IPKY will introduce the inaugural quarterly program survey, seeking feedback from both consumers and partners. This survey serves as a valuable tool for gathering insights and perspectives, which will be carefully reviewed by our team. Based on the feedback received, necessary adjustments and enhancements will be made to optimize the program's effectiveness. Additionally, the month will witness the hosting of the second stakeholder peer call, further strengthening collaborative efforts within our network.

**Monthly:**

Throughout each month, IPKY will facilitate regular team meetings to foster communication and collaboration among staff members. These meetings provide a platform for discussing individual cases, sharing new resources, and addressing any concerns or challenges encountered. Under the oversight of the Executive Director, diligent upkeep of referral tracking sheets and case notes will be ensured, maintaining the accuracy and integrity of our records.

**Quarterly:**

At the end of each quarter, IPKY will conduct a comprehensive survey to gather feedback from stakeholders and participants alike. This feedback will be meticulously processed and analyzed, driving iterative improvements and refinements to our programs and services. Through this continuous feedback loop, IPKY remains committed to delivering responsive and impactful support to our community.

### **5.3. SERVICES AND OUTCOMES**

**Responses should include a detailed account of the specific services available through the program (direct services or via partnerships) and how those services will facilitate anticipated outcomes.**

**What services will the project provide that are not currently available within Lexington-Fayette County?**

As a Center for Independent Living (CIL) based in Kentucky, IPKY offers a unique core service that distinguishes us from our partner-community resources. This service is deeply rooted in the principles of the Independent Living philosophy, guiding our approach towards individuals with disabilities. At the heart of this philosophy is the belief in the autonomy and self-determination of people with disabilities, acknowledging their capacity to make decisions, form relationships, and access societal benefits on par with able-bodied individuals.

Requests for housing assistance received by our organization are seamlessly integrated into our services, aligning with the Independent Living approach, also known as “self-determination.” This approach affirms the right of our consumers, particularly individuals with disabilities, to live independently while recognizing their freedom to seek assistance when necessary. Our core service, which combines Independent Living principles and Peer Support, where individuals with disabilities support one another to thrive, is unique and essential, particularly in Lexington and surrounding areas.

Providing affordable and accessible housing assistance is essential to our mission of empowering individuals with disabilities to live meaningful lives on their own terms. We are dedicated to assisting consumers in avoiding institutional settings, aiding in the search for affordable and accessible housing (or necessary modifications), and other pertinent needs within the CIL community. Through these endeavors, we prioritize housing solutions that resonate with our consumers' identities as individuals with disabilities, placing their aspirations and autonomy at the forefront. This approach fosters an environment that empowers them to pursue their goals independently.

In line with our commitment to comprehensive support, all IPKY staff members serve as hubs for information and referrals (I/R), providing vital resources for consumers and/or new referrals seeking guidance and assistance. Our staff are equipped with the knowledge and expertise to navigate housing options, access community resources, and address other pertinent needs tailored to each individual's circumstances. This ensures that consumers have access to the information they need to make informed decisions and navigate their paths towards housing stability effectively. IPKY recognizes the importance of collaboration and partnership with referral agencies to enhance our service delivery. By partnering with local housing authorities, social service, and disability advocacy groups, we expand our access to a wider network of resources and support services for our consumers. These partnerships facilitate streamlined referrals, coordinated service delivery, and access to specialized assistance, contributing to more effective support for individuals with disabilities seeking housing assistance. These collaborative efforts strengthen our ability to address the diverse needs of our consumers and empower them to achieve their housing goals and self-sufficiency.

**How will the project assess participant needs, develop service plans, and facilitate progress toward established plans? How will the project ensure that services maintain a housing-focused orientation?**

When consumers start receiving services at IPKY, they will complete an intake process using our tailored intake packets. These packets serve as a crucial tool for our staff to meticulously assess consumers' needs and facilitate the development of personalized service plans. By guiding consumers to articulate their goals, we ensure a clear understanding of their aspirations and requirements.

In addition to the intake process, the IPKY project emphasizes the development of Personalized Service Plans on Independent Living (ILPs) as a key component of its service delivery framework. These ILPs are collaboratively developed between IPKY staff and consumers, incorporating input from both parties to ensure that goals are realistic, achievable, and reflective of the consumer's preferences and aspirations. Through the ILPs, consumers outline their specific objectives related to housing stability, independent living skills, and overall well-being.

As an illustration, a consumer may express a desire to secure stable housing within a certain timeframe, improve their budgeting and financial management skills, and enhance their social support network. Based on these goals, IPKY staff work with the consumer to identify actionable steps, resources, and support services needed to facilitate progress towards these objectives. This process ensures that the ILPs are tailored to address the individual needs and circumstances of each consumer, fostering a sense of ownership and empowerment in the goal-setting process.

IPKY places a strong emphasis on consumer control and autonomy throughout the service delivery process. Consumers are actively involved in decision-making regarding their service plans, with opportunities to provide feedback, revise goals, and adjust strategies as needed. IPKY staff act as facilitators and advocates, supporting consumers in exercising their rights and preferences and ensuring that services are delivered in a manner that respects their autonomy and dignity.

By prioritizing consumer involvement and empowerment, the IPKY Housing Stability Navigator Grant promotes a consumer-centered approach to service delivery, where consumers are viewed as active participants in their own journey towards housing stability and independence. This approach not only enhances the effectiveness of the services provided but also fosters a sense of agency and self-determination among consumers, ultimately contributing to their long-term success and well-being.

Throughout each stage of the process, IPKY staff employ CILSuite to monitor consumers' advancement and assess their adherence to service objectives. This specialized platform empowers staff to monitor milestones, pinpoint areas necessitating further assistance, and guarantee that consumers' needs are adequately met. Moreover, housing specialists conduct goal reviews at the three-month milestone, ensuring that service plans adapt to meet consumers' changing requirements.

**What services/access to services will the project provide for individuals/households with specific needs, such as those with complex healthcare needs, those with disabilities and/or mobility needs, and persons with mental illness and/or substance use?**

The Housing Stability Navigator Grant will be geared towards offering comprehensive support services tailored to address the diverse needs of individuals with disabilities, particularly those grappling with complex healthcare requirements. This encompasses a range of disability-related challenges such as varying degrees of physical and cognitive abilities, social support networks,

mobility limitations, and mental health or substance use issues. Our approach emphasizes cross-disability inclusivity, recognizing that individuals with diverse disabilities require unique forms of support and accommodation. To achieve this objective, we have specialized staff members trained in cross-disability support and fostered strategic partnerships and collaborations with key stakeholders within our community, ensuring that our services are accessible and inclusive to all individuals regardless of their specific disability.

Additionally, IPKY has forged partnerships with several disability agencies and commission boards, including the Bluegrass Council of the Blind, Bluegrass Area Agency on Aging and Independent Living, United Way of the Bluegrass, and Access Lexington Commissions, among others. These partnerships bolster our capacity to deliver thorough and impactful support services to individuals with disabilities. Through close collaboration with these agencies, we guarantee the seamless coordination of our programs and ensure that individuals receive the vital assistance needed to thrive within our community.

Our team of Independent Living Specialists, Housing Specialists, and Individual Placement and Support (IPS) Specialists are adept at collaborating to address the specific needs of our consumers, especially those requiring additional support due to complex healthcare issues. By facilitating information and referrals to essential services and practical resources (including those offered by our partner community resources mentioned below), we advocate for our consumers while delivering our core services, empowering them to lead fulfilling lives in line with their own aspirations.

Our close relationship with the Office of Vocational Rehabilitation (OVR) and Individual Placement and Support (IPS) programs ensures seamless access to vocational rehabilitation services and supported employment opportunities for individuals with disabilities. These partnerships enable us to provide tailored employment placement and support services. Additionally, our ongoing collaboration with the University of Kentucky's Human Development Institute (HDI) Assistive Technology Services (CATS) and the Department for Aging and Independent Living (DAIL), including the Hart Supported Living program, supplements our services by providing specialized support for individuals requiring long-term care and independent living assistance. Addressing both supported employment and housing needs is a priority, with the goal of empowering individuals to reside in their own homes and prevent institutionalization.

Furthermore, our partnership with the Bluegrass Area Development District (ADD) grants access to waiver programs and resources offering crucial support services, such as home and community-based services, to individuals with disabilities. This collaboration assists consumers in navigating complex waiver systems and accessing necessary support to live independently in the community.

Acknowledging the pivotal role of peer support in addressing multifaceted healthcare needs, a considerable portion of our staff and board members possess firsthand experiences in this domain. These personal encounters equip them with a deep understanding of the challenges and intricacies associated with healthcare, enabling them to offer invaluable peer support, advice, and guidance to

our consumers. Leveraging their expertise and lived experiences, we go beyond conventional assistance by providing personalized support tailored to each individual's unique circumstances and requirements. Through empathetic engagement and shared experiences, we empower individuals to navigate their healthcare journey with confidence and effectiveness, fostering a supportive environment conducive to holistic wellness and recovery.

In conclusion, sustainable funding would bolster our agency's capacity to cater to individuals with more complex healthcare requirements, enabling us to advocate for their autonomy and inclusion, such as through peer and our staff support initiatives. This empowerment allows our consumers to make informed choices, still maintain control over their lives to the best of their abilities, and participate equally in our communities. Through strategic partnerships, peer support initiatives, dedicated staff, and sustainable funding support, our aim is to empower individuals with disabilities to lead fulfilling lives and achieve their goals.

**What services will the project provide to increase income and benefits for program participants? What specific resources will the project connect participants to and how quickly? What experience does the applicant have with SOAR?**

IPKY steadfast dedication lies in elevating the financial standing and benefits of our program consumers and potential new referrals. Through a comprehensive range of meticulously tailored services and abundant resources, we endeavor to empower individuals with the means to enhance their income and access valuable benefits. We prioritize expeditious connection to an array of resources, ensuring not only improved economic well-being but also facilitating access to tools that foster financial growth and stability.

- **Individual Placement and Support (IPS) Program**

Individuals grappling with Substance Use Disorder (SUD) or Serious Mental Illness (SMI) will be directed to our Individual Placement and Support (IPS) program. This initiative offers comprehensive assistance in employment placement, encompassing job search aid, skills training, and ongoing workplace support.

- **Supported Employment (SE)**

Our commitment to facilitating meaningful employment opportunities for our consumers and new referrals extends to our Supported Employment (SE) program. Individuals seeking SE opportunities will benefit from our partnership with the Office of Vocational Rehabilitation (OVR). OVR specializes in providing vocational rehabilitation services tailored to the unique needs of individuals with disabilities. Through personalized support and guidance, OVR assists individuals in securing and maintaining employment, empowering them to achieve greater financial independence and fulfillment in their careers.

- **Benefit Analysis**



In our pursuit of enhancing the economic well-being of our consumers and new referrals, we recognize the importance of optimizing available benefits. To this end, we facilitate access to comprehensive benefit analysis services through our partnership with OVR. Leveraging their expertise, OVR conducts meticulous assessments to determine eligibility for various benefits and programs. This includes but is not limited to disability benefits, healthcare assistance, and financial aid programs. By identifying and accessing these resources, individuals can enhance their income and achieve greater financial stability. In instances where consumers prefer an alternative option, such as working with Goodwill, we ensure seamless referrals to facilitate their benefit analysis process.

- **Independent Living (IL)**

Moreover, our Independent Living (IL) program provides comprehensive support beyond housing, assisting consumers and new referrals in various aspects of career development. This includes resume building and mock interview training sessions aimed at enhancing their job application skills and boosting confidence during interviews. Our dedicated IL specialist collaborates closely with individuals with disabilities, guiding them towards empowerment and the fulfillment of their life goals. Through personalized assistance and encouragement, we strive to equip our participants with the tools they need to succeed in their careers and lead fulfilling lives.

- **SOAR (SSI/SSDI Outreach, Access, and Recovery)**

Additionally, our agency boasts staff and board members with extensive experience in the SOAR (SSI/SSDI Outreach, Access, and Recovery) model. This best practice approach aids individuals facing homelessness or housing instability in accessing crucial Social Security Administration (SSA) disability benefits. Leveraging our expertise in the SOAR methodology, we effectively advocate for our program consumers and/or new referrals, ensuring they secure disability benefits while remaining engaged in our community.

In essence, our core services swiftly connect consumers to a variety of resources, boosting their income and benefits. Referrals to programs like IPS, OVR, and our IL, along with benefit analysis services, provide comprehensive support to improve economic well-being. Expertise in the SOAR model among our staff and board members ensures individuals facing housing instability, especially those with disabilities, access crucial benefits for financial stability while contributing to the community.

**What services/access to services will the project provide that facilitate permanent housing? How will the project facilitate access to permanent housing via multiple avenues including affordable market rentals, income-based properties, financial assistance or other housing subsidies, and the local Housing Triage System?**

Our approach to addressing housing insecurity emphasizes accessibility and collaboration. Our project aims to provide individuals with a pathway to stable housing through strategic referrals and tailored interventions. By leveraging partnerships and implementing comprehensive programs, we empower individuals to achieve housing stability and self-sufficiency. This involves employing a multifaceted referral strategy and collaborative triage assessment approach.

- **Housing Voucher Referrals**

Collaborating with the Lexington Housing Authority (LHA), we refer eligible individuals to available housing vouchers. This collaboration enables us to secure affordable housing options for our consumers and/or new referrals.

- **Housing for Veterans Referrals**

We direct veterans, particularly those with disabilities in need of housing assistance, to the Department of Veterans Affairs (VA) to explore tailored voucher options.

- **Partnerships with Landlords and Property Management**

Actively building partnerships with landlords and property management companies, especially those overseeing low-income properties, allows us to expand housing options and ensure a diverse range of opportunities for our consumers and/or new referrals.

- **Housing-Related Expenses Referrals**

Our consumers and/or new referrals requiring financial assistance for housing-related expenses are referred to Southland Dollar Club or Adult/Tenant Services or Community Action programs to provide additional financial support as needed.

- **Promoting Housing Stability and Self-Sufficiency**

Addressing barriers to housing stability, we refer individuals to the Office of Vocational Rehabilitation (OVR) for assistance with employment opportunities. Furthermore, our Independent Living (IL) Specialist provides support with budgeting and other essential IL training to empower individuals with the necessary skills for independent living.

- **Triage Assessment Approach**

Through these integrated triage approaches and collaborative efforts, our project aims to ensure individuals facing housing insecurity have access to permanent housing solutions tailored to their unique needs and circumstances. Our staff conducts assessments for each consumer or new referral, prioritizing based on severity and vulnerability, while our collaborative community partnerships enable us to quickly and appropriately place individuals (particularly those with disabilities), into stable housing and connect them with tailored resources.

**How will the project approach data collection and entry to ensure complete, accurate, and timely data is maintained in the Kentucky Homeless Management Information System (KYHMIS)? What is the project's plan to review data and outcomes?**

IPKY has implemented a comprehensive system to support the collection and entry of data for our programs and projects. This system is designed with a meticulous strategy to ensure that data is collected and entered with the utmost completeness, accuracy, and timeliness. Our primary objective is to align our data management practices with the standards set forth by the Kentucky Homeless

Management Information System (KYHMIS), ensuring seamless integration and compliance with regulatory requirements. Our plan involves several key components to achieve this goal:

- **Training and Access to KYHMIS**

We will have our staff to work on obtaining training and access to the KYHMIS system. Additionally, our partnership with the Kentucky Housing Corporation (KHC) as a non-funded partner will facilitate our access to the system, ensuring our ability to input and manage data effectively. To ensure that our staff are equipped with the necessary skills and tools to effectively utilize the Kentucky Homeless Management Information System (KYHMIS), we will implement a comprehensive training program. This program will involve providing our staff with access to training resources and opportunities that will familiarize them with the functionalities of the KYHMIS system.

- **Utilization of CILSuite**

IPKY primarily utilizes CILSuite, a comprehensive management system, to document all our consumers and/or new referrals' interactions and services provided. This centralized platform allows us to record consumer information, track service delivery, and document staff interactions with consumers or referrals. Through CILSuite, we maintain accurate and thorough documentation, enabling us to monitor progress, ensure continuity of care, and deliver tailored support to each of our consumers and/or new referrals

- **Weekly Staff and Monthly Review Meetings**

Our team conducts weekly staff meetings to review cases and discuss ongoing progress. Additionally, on a monthly basis, we convene with case coordinators to analyze data and outcomes, as well as to prepare any requested reports. These meetings provide opportunities to assess the effectiveness of our interventions, identify areas for improvement, and ensure alignment with project objectives. Outside meetings, both the Executive Director and Program Coordinator are readily available and approachable to address any issues regarding case severity and vulnerability (triage assessment), fostering a collaborative approach to data review and outcome assessment.

By implementing these key components, we are able to maintain a high standard of data quality and integrity, ensuring that our programs and projects are supported by accurate and reliable information. This, in turn, enables us to effectively monitor progress, track outcomes, and make data-driven decisions to improve the services we provide to our consumers and communities.

## **5.4. SUSTAINABILITY**

**The goal of OHPI is to ensure this project continues to operate as long as it produces successful results. However, funding in the Innovative & Sustainable Solutions to End Homelessness Fund is limited and is largely intended for one-time, startup expenses and not ongoing program operations. Therefore, applicants should provide a detailed sustainability plan for how they will seek and acquire resources to continue operations beyond this grant award. Plans should include specific public and private funding**

**sources to be pursued and not just a blanket assurance that the applicant will seek funding.**

To ensure the sustainability and longevity of our project beyond the tenure of the Housing Stability Navigator Project Grant, IPKY has devised a multifaceted sustainability plan encompassing various strategies to secure continuous resources. One pivotal avenue we are actively exploring involves tapping into Medicaid funding, with a strategic focus on harnessing the provisions under Part B. By leveraging Medicaid funding, we aim not only to bolster our financial stability but also to cultivate additional income streams. This strategic approach will enable us to recruit and retain qualified staff members and broaden the scope of our projects and core services across the communities we serve. Moreover, we are diligently working towards establishing our agency as a certified Medicaid Provider. This initiative not only holds the promise of augmenting our revenue streams but also promises a more robust financial foundation for our housing program, ensuring its sustainability and resilience in the long run.

In tandem with our pursuit of Medicaid funding, we are steadfast in our commitment to diversifying our funding sources to mitigate reliance on any singular stream. This entails proactively seeking out new funding opportunities from a spectrum of public and private sources. Central to our mission is the unwavering dedication to addressing the diverse needs of individuals with disabilities, particularly those grappling with multifaceted healthcare requirements. These encompass a myriad of challenges, including varying abilities, mobility constraints, and mental health or substance use concerns. By broadening our funding channels, we endeavor to fortify the long-term sustainability of our project, ensuring its enduring effectiveness in combating homelessness and housing insecurity. Additionally, this approach will enhance accessibility, particularly among our consumers spanning diverse age groups and disabilities, thus fostering a more inclusive and equitable society.

In conclusion, IPKY's commitment to ensuring the sustainability of our project extends beyond the duration of the Housing Stability Navigator Project Grant. Through a multifaceted sustainability plan, we are proactively securing continuous resources to support our vital initiatives. Leveraging Medicaid funding, particularly through the provisions under Part B, stands as a cornerstone of our strategy, promising enhanced financial stability and expanded service delivery capabilities. By pursuing certification as a Medicaid Provider, we aim to solidify our financial foundation, ensuring the longevity and resilience of our housing program. Furthermore, our dedication to diversifying funding sources underscores our commitment to addressing the diverse needs of individuals with disabilities. Through these efforts, we strive to fortify the long-term sustainability of our project while fostering greater accessibility and inclusivity within our communities.

**5.5. PROPOSED LINE-ITEM BUDGET AND BUDGET NARRATIVE**

**Proposals should include a separate line item budget and budget narrative and will be evaluated based on reasonableness of expenses and overall feasibility. If applying for a term of more than one year, the provided budget should reflect all program revenue and expenses for each year. Project funds should not be used for housing expenses such as rent, utilities, etc. – projects should leverage other resources for housing expenses.**

Our proposal for the Housing Stability Navigator Grant includes a meticulously crafted line item budget and budget narrative, detailing the expenses associated with project implementation. Every aspect of the budget has been carefully considered to ensure that resources are allocated efficiently and effectively. This comprehensive budgeting approach underscores our commitment to transparency and accountability in financial management. Additionally, the budget narrative provides a detailed explanation of each line item, outlining the rationale behind the allocation of funds and demonstrating the reasonableness of expenses.

In the case of a multi-year term, our provided budget offers a comprehensive overview of all program revenue and expenses for each year. This long-term perspective allows us to anticipate future funding needs and plan accordingly, ensuring the sustainability and continuity of our efforts over time. By mapping out revenue and expenses for each year of the grant term, we can effectively manage cash flow and make informed decisions to maximize the impact of the grant funds.

Item Descriptions	Quantity/ Frequency	Total Budgeted Cost Estimate
Staffing		
Sierra Potter - Executive Director	1 per year	\$ 5,000
Eric Evans - Housing Specialist	1 per year	\$ 40,000
Second Housing Specialist	1 per year	\$ 40,000
Laptops	2 laptops	\$ 1,250
Phone	1 phone	\$ 500
Travel	1 per year	\$ 2,400
Overhead at 18%		\$ 15,600
<b>Total Cost</b>		<b>\$ 106,000</b>

It's crucial to highlight that project funds will not be allocated towards housing expenses such as rent and utilities. Instead, we will leverage other resources for housing-related costs, such as funding from local government agencies or community organizations specializing in housing assistance. This strategic approach allows us to stretch our grant funds further and extend our reach to more households in need of housing stability support.

Regarding staffing expenses, all personnel outlined in the proposal will be covered by the budget. Eric Evans, one of our housing specialists, will have his salary fully funded by the Housing Stability Navigator Grant. Additionally, we plan to recruit another full-time housing specialist, with their

compensation also entirely supported by the grant. This addition will bolster our capacity to effectively address the housing needs of participant households, providing prompt assistance and comprehensive support. Overseeing these operations, Sierra Potter, our Executive Director, will dedicate 10% of her time to ensure efficient management and implementation. This allocation of resources ensures that our team is sufficiently staffed to deliver high-quality services and maximize the impact of the grant.

In terms of equipment procurement, our assessment has identified the need for two MacBook laptops to enhance productivity, alongside providing flexibility and mobility for housing specialists. Additionally, recognizing the importance of seamless communication and workflow, we will equip the new housing specialist with an iPhone, ensuring access to essential communication tools while on the go.

Moreover, we have accounted for overhead costs in our budget planning, including expenses such as rent, utilities, phone services, insurance premiums, and professional fees. These costs will be factored into the budget at an 18% de minimis rate to ensure comprehensive support for the operational infrastructure required for project success.

Regarding our travel policy, we maintain a reimbursement system covering mileage expenses incurred by staff attending meetings with program participants, community partners, and employers. Staff members will receive compensation based on the Kentucky state mileage rate, reflecting our commitment to facilitating staff engagement and outreach activities essential for project success. This policy ensures that our team can effectively collaborate with stakeholders and provide support to participants wherever they may be located.

**Project Name:**  
Housing Stability Navigator Grant

**Contact and Question:**

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**INDEPENDENCE PLACE**

**LEADERSHIP • ADVOCACY • EDUCATION**

Independence Place, Inc. assists individuals with disabilities by maximizing leadership empowerment, independence and productivity. We want you to find your place in the tapestry of American society. By participating in these services, you are joining the movement that promotes a philosophy of consumer control, peer support, self-help and self-determination, equal access, and individual and system advocacy.

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