

HOUSING FIRST TOOLKIT

MODULE 2: PLANNING CHECKLIST**1 CONVENING A STAKEHOLDER COALITION & SETTING UP A PLANNING GROUP**

- Establish a cross sectorial working group
- Enlist the expertise of people with lived experience
- Consult with groups with Housing First experience
- Communicate with the community about Housing First
- Liaise with Housing First champions in your community
- Develop a Planning Group

2 MOBILIZING READINESS BY DEVELOPING A SOCIAL MARKETING STRATEGY

- Understand the perspectives of stakeholders on Housing First
- Develop key messages to frame Housing First to each audience

3 DEVELOPING A PROGRAM MODEL

- Evaluate gaps in existing services
- Determine how Housing First can complement existing services
- Communicate the core principles of the Housing First model and address community concerns
- Consider adaptations of the model for your community

4 CHOOSING A HOST AGENCY

- Consider pros and cons of potential host agencies
- Consider pros and cons of a lead agency vs. multi-agency model
- Select a host agency/agencies

5 SECURING FUNDING

- Gather information about potential funding streams relevant to housing/services
- Explore and consider multiple funding sources, based on your context/province
- Reach out to funded Housing First programs to share experiences

6 HIRING STAFF

- Develop job descriptions of housing and service team members
- Develop a profile of the skills/values required of staff
- Plan staff training in the Housing First model and principles
- Clearly define the roles/responsibilities of each staff member and team

7 DEVELOPING HOUSING PROTOCOLS

- Create protocol for housing procurement
- Create protocol for interim housing and moving/storage
- Create protocol for unit transfers and evictions

8 INVOLVING PEOPLE WITH LIVED EXPERIENCE

- Conduct focus groups with people with lived experience to solicit feedback about the direction of the planning process
- Create full time paid positions for people with lived experience
- Create job descriptions for people with lived experience with clearly defined tasks and roles
- Develop a plan for involving people with lived experience in quality assurance and evaluation processes

9 CONNECTING WITH LANDLORDS

- Contact existing housing organizations for leads on potential landlords
- Develop/distribute a brochure on Housing First to potential landlords
- Host an information session for potential landlords

10 DEVELOPING AN EVALUATION PLAN

- Decide on using an internal or external evaluation team
- Develop a Housing First program logic model
- Work collaboratively to determine what to track and measure
- Develop a data base or system for collecting data
- Determine intervals of data collection and persons responsible