**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