

Checklist for Permanent Supportive Housing Project

Creating a checklist for a Permanent Supportive Housing (PSH) project involves considering various aspects from planning and implementation to ongoing management and support. Here's a comprehensive checklist that you might find useful:

1. **Project Planning Phase:**

- Identify target population (e.g., homeless individuals with disabilities, veterans, etc.).
- Define project goals and objectives.
- Conduct a needs assessment of the target population.
- Secure funding sources (e.g., government grants, private donations).
- Develop a budget and financial plan.
- Identify potential locations for the housing project.
- Obtain necessary permits and approvals.
- Develop partnerships with relevant organizations (e.g., healthcare providers, social service agencies).

2. **Design and Construction:**

- Hire an architect and/or construction firm.
- Develop architectural plans that meet the needs of the target population.
- Ensure compliance with building codes and accessibility standards.
- Select durable and low-maintenance materials.
- Incorporate energy-efficient and sustainable design features if possible.
- Develop a construction timeline and monitor progress closely.
- Conduct regular inspections to ensure quality and safety.

3. **Staffing and Training:**

- Recruit and hire qualified staff, including property managers, case managers, maintenance personnel, etc.
- Provide training on trauma-informed care, harm reduction strategies, fair housing laws, and other relevant topics.
- Develop policies and procedures for staff roles and responsibilities.
- Implement a system for staff supervision and support.

4. **Tenant Selection and Admission:**

- Develop eligibility criteria for tenants.
- Establish a transparent and fair tenant selection process.
- Conduct outreach to potential tenants through community organizations, shelters, and service providers.
- Screen applicants for eligibility and compatibility with the housing environment.
- Develop a lease agreement outlining tenant rights and responsibilities.

5. **Move-In and Orientation:**

- Coordinate move-in logistics, including furnishing units and providing basic necessities.
- Conduct orientation sessions for new tenants, including an overview of house rules, available services, and community resources.
- Provide assistance with paperwork, such as lease agreements and benefit applications.
- Establish relationships with neighbors and community stakeholders.

6. **Ongoing Support and Services:**

- Develop individualized support plans for each tenant.
- Provide access to on-site or community-based supportive services, such as healthcare, mental health counseling, substance abuse treatment, vocational training, and educational programs.
- Conduct regular case management meetings with tenants to assess needs and progress.
- Facilitate peer support networks and community-building activities.
- Address conflicts and issues as they arise in a timely and respectful manner.

7. **Maintenance and Operations:**

- Establish a preventive maintenance schedule for the property.
- Respond promptly to maintenance requests from tenants.
- Ensure compliance with health and safety regulations.
- Monitor utility usage and implement energy conservation measures.
- Maintain accurate records of expenses, repairs, and inspections.

8. **Monitoring and Evaluation:**

- Develop performance metrics to measure the effectiveness of the housing project.
- Collect data on tenant outcomes, such as housing stability, employment status, and healthcare utilization.
- Solicit feedback from tenants, staff, and stakeholders through surveys and focus groups.
- Use evaluation findings to make improvements and adjustments to the program.

9. **Sustainability and Expansion:**

- Develop a plan for long-term funding and sustainability.
- Explore opportunities for expanding the project or replicating the model in other locations.
- Advocate for supportive housing policies at the local, state, and federal levels.

10. **Community Engagement and Advocacy:**

- Engage with neighbors, businesses, and community organizations to build support for the project.
- Address any concerns or misconceptions about supportive housing through education and outreach.

- Advocate for policies and resources that address homelessness and housing insecurity at the systemic level.

11. **Emergency Preparedness and Crisis Management:**

- Develop a comprehensive emergency preparedness plan, including procedures for evacuations, sheltering in place, and responding to natural disasters or other emergencies.
- Train staff and tenants on emergency protocols and procedures.
- Maintain communication with local emergency services and community partners.

12. **Legal and Compliance Considerations:**

- Stay informed about relevant laws, regulations, and fair housing requirements.
- Ensure compliance with lease agreements, tenant rights, and eviction procedures.
- Address any legal issues or disputes in accordance with applicable laws and regulations.

This checklist is designed to be comprehensive and adaptable to different contexts and project sizes. Depending on the specific requirements and resources available for your PSH project, you may need to customize it accordingly.