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Developing a basic plan for a housing mobility program:

- identify potential mobility contractor(s)
- number of families to be served
- annual goal for moves to target neighborhoods
- staffing needs for
 - client workshops
 - landlord outreach
 - community tours
 - housing search assistance
 - post-move counseling
- select contractor
- develop performance contract based on annual moves goal
- draft briefing materials, forms, protocols, and job descriptions
- budget
- train program staff on family recruiting – including pre-recertification contact with families – and mobility counseling
- train program staff on landlord outreach, recruitment, and retention
- establish procedures for interorganizational collaboration and participant referrals
- briefings for prospective participants

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Community outreach and education (can also occur in early development stage of program)

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Identifying potential funding sources and conducting outreach where appropriate:

- federal (when funding is available)
- state housing agency
- local (CDBG)
- philanthropic & corporate funders

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Planning for monitoring and evaluation to ensure that appropriate program and family outcomes data are tracked.

For more information on Mobility Works services contact:

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