



CHECKLIST FOR PROGRAM STAGES

OF A MATCHMAKING PROGRAM FOR HOME PROVIDERS AND HOME SEEKERS



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PROGRAM CHECKLIST

These checklists are provided for running a matchmaking program for home providers and home seekers. Adjust this list based on your context and requirements.

PRE-PROGRAM

- Define program goals, scope, and plans.
- Determine initial participant numbers for pilot program.
- Determine check-in frequency and methods.
- Secure necessary funding and resources.
- Develop program policies and materials.
- Recruit and train program staff.
- Establish partnerships with organizations as applicable.
- Create a recruitment plan for program participants.
- Develop educational materials for participants, or decide which parts will be delivered by a partnering organization.
- Determine program logistics (e.g., will home seekers be paying rent directly?).
- Plan program evaluation methodology.
- Create contingency plans for participants if program ends because funding is not renewed or received.

DURING PROGRAM

- Recruit participants for the program.
- Determine topics for training sessions.
- Match participants according to program criteria.
- Plan orientation and training sessions for participants.
- Offer ongoing support to participants.
- Monitor program progress and address issues.
- Keep detailed records of program activities.
- Gather feedback from participants and stakeholders.
- Provide ongoing training for staff.
- Maintain communication with partners and supporters.

POST-PROGRAM/LONG TERM OUTCOMES

- Evaluate program effectiveness and impact.
- Review collected data and assess participant satisfaction, complete check-ins as required.
- Share program outcomes with stakeholders and interested parties.
- Explore ways to sustain and improve the program.
- Maintain relationships with program participants and partnering organizations.

- Share lessons learned and advocate for changes if needed.
- Document program outcomes through reports and stories.