From Data to Decisions: A Practical Guide to Community–Driven Housing Needs Assessments

Action Planning Worksheet

Purpose

This worksheet helps communities translate housing needs assessment findings into clear, achievable next steps. It supports prioritization, goal setting, strategy development, and alignment with local capacity, partnerships, and resources. Action planning is not about producing a comprehensive or fully funded implementation plan. It is about making intentional choices based on what has been learned, what is feasible, and what matters most now.

When to Use This Worksheet

- After completing data analysis and community engagement
- When preparing for implementation planning or a housing action plan
- When preparing for funding applications or resource development
- As a living document to revisit and update over time

Key Tips and Reminders

Before You Start

Confirm you have completed the following:

- Key findings have been synthesized (data + engagement)
- 3–5 priority issues have been identified (not everything at once)
- Actions align with current capacity

How to Identify Priorities

Consider the following when making your decision:

- Severity or scale of identified housing gaps
- Community values and lived experience
- Political feasibility
- Available resources and partnerships

Action Planning: What It Is / Isn't

- Action planning is about making intentional choices based on what is feasible now.
- Action planning is not a comprehensive or fully funded implementation plan.
- Action planning should align with community capacity and shared priorities.

Part 1. Synthesize Findings and Identify Priorities

List key findings and select a manageable set of priority issues that most directly affect the outcomes the community is trying to achieve.

Key Finding (from data/engagement)	**Who is most affected?**	**Identified as priority?** (yes/no)	**Notes**

Part 2. Define Housing Goals

Translate priorities into a small number of housing goals. Goals should be clear, realistic, and adaptable. Consider using SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound).

Priority Issue	**Housing Goal** (what change do we want?)	**Timeframe** (1–3 years / 3–5 years)	**Notes**

Part 3. Identify Strategies and Test Feasibility

Brainstorm strategies for each goal, then assess feasibility based on capacity, partnerships, and resources.

Housing Goal	**Strategy Option**	**Feasibility** (High/Medium/Low)	**Notes**

Part 4. Formalize Next Steps (Action Planning)

Document the actions the community will take in the near term. Focus on clear next steps, lead partners, timelines, and funding considerations. Revisit and update this table with notes as actions progress.

Action Step	Lead / Partners	Timeline	Funding / Resources	Progress Notes

Part 5. 30/60/90-Day Starting Actions (Optional)

Df helpful, identify 2-5 starting actions to build momentum. These should be achievable within existing staff and partnership capacity.

Starting Action	Owner	30 Days	60 Days	90 Days