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

Stakeholder Mapping Worksheet

Purpose

This worksheet helps communities identify, organize, and prioritize stakeholders to support meaningful and effective engagement throughout a housing needs assessment. It is designed to ensure that engagement efforts are intentional, inclusive, and clearly aligned with the purpose of the assessment.

Stakeholder mapping is not about engaging everyone in the same way. It is about identifying whose perspectives are essential, when engagement is most valuable, and how different voices can inform analysis, interpretation, and action.

When to Use This Worksheet

Use this checklist at the very beginning of a housing needs assessment process:

- After clarifying the purpose and scope of the assessment
- Before designing surveys, interviews, or public meetings
- When forming advisory groups or taskforces

he worksheet may be revisited and updated as new stakeholders are identified or as engagement needs evolve.

How to Use This Worksheet

This worksheet is organized into three parts:

1. Identifying stakeholders
2. Clarifying engagement roles
3. Planning engagement approaches

Communities do not need to complete every field in detail. The goal is shared understanding and intentional engagement, not exhaustive documentation. Additional questions regarding lowering barriers to participation are also included.

This worksheet is intended to be used flexibly and updated as engagement evolves. Communities are encouraged to adapt it to reflect local context, capacity, and goals. Developed by MHP as part of the Housing Needs Assessment Guide.

Part 1: Stakeholder Identification

Use the table below to list individuals, groups, or organizations with a stake in local housing conditions or outcomes.

Consider these prompting questions:

- Who is most affected by the housing conditions this assessment is examining?
- Who has knowledge that is not captured in available data?
- Who is affected by housing decisions, even if they do not typically participate in planning processes?

Stakeholder / Group	**Sector or Role** (e.g., resident, employer, housing provider, Tribal department)	**Lived Experience Relevant to Housing?** (Yes/No/Describe)	**Geographic or Population Focus**	**Notes**

This worksheet is intended to be used flexibly and updated as engagement evolves. Communities are encouraged to adapt it to reflect local context, capacity, and goals. Developed by MHP as part of the Housing Needs Assessment Guide.

Part 2: Engagement Roles and Influence

Not all stakeholders need to be engaged in the same way. Use the table below to clarify appropriate roles based on influence, expertise, and lived experience.

Engagement role definitions:

- Advisors: Provide guidance, context, and interpretation throughout the process
- Contributors: Share data, expertise, or technical input
- Participants: Provide input through surveys, interviews, or meetings
- Champions: Help communicate findings and build support for implementation

Stakeholder / Group	**Engagement Role** (Advisor, Contributor, Participant, Champion)	**Level of Influence on Housing Decisions** (Low/ Medium/High)	**When to Engage** (Early, Ongoing, Review, Implementation)	**Notes**

This worksheet is intended to be used flexibly and updated as engagement evolves. Communities are encouraged to adapt it to reflect local context, capacity, and goals. Developed by MHP as part of the Housing Needs Assessment Guide.

Part 3: Engagement Planning

Use the table below to plan how and when engagement will occur.

Consider these questions:

- What is the most respectful and effective way to engage this group?
- What barriers might limit participation?
- How will input from this engagement be used?
- How will the results of this engagement be shared back with participants?

Stakeholder / Group	**Engagement Method** (survey, interview, meeting, workshop, informal conversation)	**Accessibility Considerations** (time, location, language, technology)	**Purpose of Engagement** (inform questions, interpret data, prioritize actions)	**Notes**

This worksheet is intended to be used flexibly and updated as engagement evolves. Communities are encouraged to adapt it to reflect local context, capacity, and goals. Developed by MHP as part of the Housing Needs Assessment Guide.

Additional Considerations

These prompts may be particularly relevant depending on context:

- Are there stakeholders whose voices have historically been excluded or overlooked?
- Are there trusted community organizations or leaders who can support outreach or facilitation?
- Are there cultural norms or protocols that should shape engagement approaches?
- Are stipends, childcare, transportation, or other support needed to enable participation?
- Are there data ownership or consent considerations, particularly in Native contexts?

Final Check

- Engagement roles are intentional and aligned with the purpose of the assessment.
- Lived experience is meaningfully represented alongside institutional and technical perspectives.
- Engagement methods reflect local capacity and accessibility needs.
- There is a plan for how engagement input will inform analysis and action.

This worksheet is intended to be used flexibly and updated as engagement evolves. Communities are encouraged to adapt it to reflect local context, capacity, and goals. Developed by MHP as part of the Housing Needs Assessment Guide.