

Preparing Your Supportive Housing Week Briefing Packet

PURPOSE

A briefing packet is a collection of educational materials that helps members of Congress better understand supportive housing and its impact. The packet should include information about supportive housing, your organization's programs, the people you serve, and outcomes in your community.

WHAT TO INCLUDE

Use the resources below to build your briefing packet or if you have similar materials already start with those. Together, these materials help members of Congress understand supportive housing, your organization, and your impact on the community.

- ☐ [Supportive Housing Overview Fact Sheet](#)
- ☐ [State or Local Supportive Housing Brief](#)
- ☐ **Organization or Program Fact Sheet with Outcomes** (*template below*)
- ☐ **Resident Story** (*template below*)

HOW TO USE THE TEMPLATES

Use the templates provided to create materials tailored to your organization and community.

- Replace all **[bracketed text]** and **(parenthetical text)** with information specific to your organization, program, community, or state.
- Look for ► **guidance notes**, which provide instructions on what information to include.
- Replace any **red sample text** with your own content. Sample text is provided for illustration only and should not be included in your final materials.
- Remove all guidance notes, placeholder text, and instructions before finalizing your documents.
- Feel free to adjust formatting, length, photos, graphics, and branding to align with your organization's style.

KEEP MATERIALS CONCISE

Keep materials brief and easy to scan. Visitors should be able to read each document in **2–3 minutes**. Focus on the most important messages and data rather than trying to include everything. If a document becomes too long, edit and simplify rather than reducing font size or margins.

USE MEANINGFUL DATA

Choose statistics that are specific, credible, and easy to understand. Whenever possible, use local data—such as the number of residents served or the size of a waitlist—to help members of Congress understand the need for supportive housing and its impact in their state/district.

BEFORE PRINTING

Final check: all placeholders replaced, all guidance notes deleted, all statistics verified against current program data, resident story consent confirmed, and the completed packet reviewed by your CEO or Executive Director. Print on your organization's letterhead or branded paper if available.

Organization or Program Fact Sheet with Outcomes & Resident Story Template

[ORGANIZATION NAME] — SUPPORTIVE HOUSING BRIEFING

Prepared for [Member Name] | [Date]

[ORGANIZATION NAME]

Supportive Housing Program Overview

Serving [populations served, e.g., seniors, veterans, persons with disabilities, domestic violence survivors, youth aging out of foster care] in [community / county / region] since [year founded]. [XX] units across [XX] properties. [XX] residents currently served.

LOCAL OUTCOMES

► Use real, current data. Choose the 5–6 numbers most meaningful to a general audience.

[XX] Residents served (past year)	[XX]% Maintained stable housing	[XX] [Outcome specific to your program]
[XX] Residents who live in [District]	[XX] On our local waitlist	[XX] Years serving this community

[One to two sentences translating these numbers into plain-language impact — e.g., ‘Last year, [XX] residents avoided returning to homelessness, institutional care, or crisis services, saving an estimated combined \$[XX] across local health, housing, and emergency systems.’]

OUR SUPPORTIVE HOUSING PROGRAM(S)

Program / Property	Population Served	Units / Capacity
[Program/Property Name]	[Population]	[XX units]
[Program/Property Name]	[Population]	[XX units]
[Program/Property Name]	[Population]	[XX units]

► If your organization operates more than one supportive housing program or property, use the program table to list each briefly. If you operate only one, delete the extra table rows so the table reflects only what you actually run.

SUPPORT SERVICES PROVIDED

[List the core support services available to residents in a single flowing sentence or short list — e.g., case management, behavioral health support, employment and life-skills coaching, health and wellness programming, transportation assistance. Keep to one to two lines.]

A RESIDENT'S STORY

► Include only with a current, signed consent form on file. Use first name only unless the resident has explicitly approved use of a full name or photo. If no story with proper consent is available in time, omit this section entirely rather than rushing consent.

Resident's Name	Focus on four key questions: Who is the resident? Share a brief introduction, such as age range, family status, interests, or background.
	What challenges were they experiencing before supportive housing? Describe barriers such as housing instability, a disability, health challenges, or other circumstances, using respectful and strengths-based language.
	How did supportive housing help? Explain how stable housing and services supported the resident's goals and wellbeing.
	What is different today? Highlight outcomes such as housing stability, improved health, employment, education, community involvement, or reconnection with family and friends. If appropriate, include a short quote from the resident in their own words.

Questions or interested in learning more? Contact: **[Name, Title, Phone, Email]**