What it is.
How we did it.
How you can do it.

Some of our CIS coalition mediators.
The Lower Polk is changing. All growing neighborhoods change. We therefore decided to help people stay housed. This helps preserve the unique diversity of our neighborhood, and also helps prevent homelessness, which is a major problem in San Francisco.
First step is to outline the need for the clinic. We conducted extensive research into the issue and wrote what was essentially an academic paper on displacement. We forwarded that paper to our local District Supervisor.

Based on our advocacy, money was allocated in City budget.

But we still needed to write a good proposal.
We proposed uniting five disparate groups with a unified mission. Each group would lend its expertise to the clinic. This obviously took a lot of work, since each group needed to be contacted and sold on the project.
Our hard work paid off! We secured funding.
Even after getting funding, we had to supply a lot of documents and records to the City. Here in SF this is done via the SF Mayor's Office of Housing and Community Development (MOHCD) Grant Management System (GMS). Most all cities use something like this.
To keep track of literally hundreds of documents, we also used (and use) Google Drive.
We also created a website, social media presences, and promoted the clinic to local media. This was all done in-house.
In its first year of operation, TLC helped 87 people save their home. Another 93 tenants and landlords received guidance that reduced tensions and re-established working relationships.
Functional Steps

Summary (how to replicate).

We can help you do this if you ask us.

1. Evaluate need. Advocate for funds.
2. Design program. Create proposal.
3. Get funding (hopefully).
4. Upload data into City system.
5. When program officially starts, secure social media, and main media.
6. Deliver services. Refine.