

*U.S. Department of Health and Human Services  
U.S. Department of Housing and Urban Development  
U.S. Department of Veterans Affairs  
U.S. Department of Labor*

## **Improving Access to Mainstream Services for People Experiencing Homelessness: Focus on Homeless Families with Children**

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*Radisson Miami Hotel  
Miami, Florida  
January 27 - 29, 2004*

### **HOMELESS POLICY ACADEMY ACTION PLAN REVIEW**

Federal staff from the Homeless Policy Academy will be available to review and offer suggestions on all proposed State Action Plans, using the following general framework. Federal staff will participate as observers in State Team Sessions. The States will have full responsibility for the final product, with the Federal staff providing technical assistance, as necessary.

- A. The State shall develop a plan that is comprehensive, focused, reasonable in its approach and achievability, and internally consistent. The plan should include the following topic areas:
1. Vision Statement. Brief (1 paragraph) and expressive.
  2. Goals and Objectives. Short-term, long-term, Action Steps or Strategies (States may use their own terminology). Minimum 3-year focus. Be clear, succinct, and specific.
  3. Priorities. List in order of priority if activities are to be staged.
  4. Responsible Parties/Persons. Who will be in charge overall, and for what specific activities?
  5. Timeframes/Timelines. When should you expect the tasks to begin and end?
  6. Identified Sub-Populations (if appropriate). Who will be targeted?
  7. Resources Discussed and Planned. Thorough discussion of what resources are to be tapped or needed.
  8. Outcomes Anticipated. What do you want to achieve (and when)? What data are needed to support this and how are they obtained?
  9. Future State Workgroup meetings and Follow-up. Set a schedule.

- B. Other issues to be considered or which may be incorporated into the above (at the State option) include:
1. SWOT Analysis
  2. Coordination/integration of services (e.g., mental health, substance abuse, nutrition, primary care, HIV/AIDS, vocational training, etc.)
  3. Outreach activities
  4. Creating a planning structure
  5. Other technical assistance needed
  6. Increasing access to affordable, temporary (or permanent) housing
  7. Reducing stigma
  8. Prevention efforts
  9. Funding opportunities and linkages (HHS, HUD, VA, State, County, City, etc.)
  10. Partnering efforts (Federal, State, local)
  11. Case management
  12. Strategies for educating the “public” on homeless needs
  13. Stakeholders meetings
  14. State Governor and Legislative buy-in
  15. Data and information issues