This list was compiled after review of one CoC’s 8 months of meeting minutes, with a particular focus on the “Recurring Discussion Themes/Action Items” list that the meeting attendees created during the October 2016 meeting. Following is a list of 4 broad priorities, with identified objectives below each priority. Other CoCs are free to use this or a similar framework.

1. Community outreach & relationship building
   1. Relationship building with landlords
   2. Writing letters to landlords
   3. Increasing connection to healthcare
   4. Including presenters on key topics at CoC meetings
   5. Newspaper articles on topic of homelessness in this region/county
   6. Community education about homelessness in this region/county
2. CoC operations
   1. Consistent BoS representation
   2. Consistent and substantial representation at monthly CoC meetings
   3. Resource mapping/County Housing flowchart
   4. Compiling CoC level data
   5. Coordinated Entry
3. Housing stock gaps & needs
   1. Creation of Emergency Shelter
   2. Creation of Single Room Occupancy housing
   3. Increase in available vouchers
4. Service gaps & needs
   1. Improved transportation
   2. Creating a risk pool to pay damages, keep people housed, etc.
   3. Street outreach to engage persons in services
   4. Housing special populations
      1. Victims of Domestic Violence
      2. Veterans
      3. People with substance abuse issues

Proposed practical planning steps:

1. Review this list and add to as needed (from past meetings and discussions).
2. Go through the list and mark each objective as: Complete, In Process, Not Yet Addressed, or No Longer Needed.
3. For in process, create an action plan including a measure of: “How will we know when it’s successfully completed?”
4. Choose 1-3 more objectives from the list of “Not Yet Addressed” to focus on in the next 6 months, and create an Action Plan. OR wait until the “In Process” objectives are complete before choosing additional objectives from the list. Objectives will not necessarily be completed in exactly 6 months (more or less depending on the objective).

**Action Plan Template** Today’s date: Use this template to identify specific steps the CoC needs to take to attain the goal. Be as specific as possible with each action step, breaking down complex actions into separate steps.

GOAL:

MEASUREABLE/OBSERVABLE OUTCOME:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Step**  *What needs to be done?* | **Key Person(s) Responsible**  ***Who will take the actions?*** | **Communication**  ***What individuals and organizations should be informed of these actions?*** | **Date to be Completed**  ***By what date will the action be done?*** |
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