

Appendix B: Requirements of the Coordinated Community Plan

This Appendix establishes the detailed requirements for the Coordinated Community Plan (CCP) under the Youth Homelessness Demonstration Program (YHDP). The CCP is expected to lay the groundwork for YHDP implementation and provide a framework for the various projects for which the Project Applicants will apply. The purpose of these projects is to demonstrate how a coordinated community approach to serving homeless youth, age 24 and younger, can dramatically reduce homelessness.

I. Required Coordinated Community Plan Components

A. Current and ideal system mapping:

A summary of the current youth homeless response system, including inflow, current housing and services, and outcomes. This summary should include an estimation of current number of youth who are experiencing homelessness, including unaccompanied youth and pregnant and parenting youth. This section of the CCP should also identify bottlenecks, barriers, and other needs in the current system, as well as strategies for improving the system.

B. Partners:

A list of partners:

- Youth Action Board
- Public Child Welfare Agencies
- CoC and ESG Program Recipients
- Local and State Government
- Tribal governments and/or Tribally Designated Housing Entities
- Runaway and Homeless Youth Program Providers
- Health, Mental Health, and Substance Abuse Agencies
- Juvenile and Adult Corrections and Probation
- Local and State Law Enforcement and Judges
- HIV- serving organizations
- Public Housing Authorities
- Affordable Housing Providers
- Early Childhood Development and Child Care Providers
- Local and State Educational Agencies
- Institutions of Higher Education, including Historically Black Colleges and Universities (HBCUs)
- Non-Profit Youth Organizations
- Landlords
- Privately Funded Homeless Organizations
- Local Advocacy, Research, and Philanthropic Organizations
- Community Development Corporations
- Organizations that serve culturally-specific (Black, Latino, Indigenous, people with disabilities, LGBTQ+, etc.) communities

C. Information and descriptions of each of the following plan components:

- A shared mission, vision, list of goals, objectives, and actions steps, including which partners are responsible for each action step;
- A list of new projects to be funded by HUD and other sources that will support the implementation of the coordinated community plan. This list of projects must include:
 - Estimate of the number of housing units created with YHDP funding;
 - Estimated number of youth served;
 - Estimated number of staff hired;
 - Geographic area covered by the proposed projects;
- A governance structure, including an organizational chart and decision-making process. This chart must indicate how decisions are made and the decision-making power of the YAB;
- A Continuous Quality Improvement (CQI) plan for YHDP projects including:
 - A plan for the regular assessment of whether YHDP projects are meeting the goals and principles outlined in the CCP
 - A CoC and YAB-led assessment of YHDP project activities and outcomes
- A signature page that includes the signatures of official representatives of *at least* the following systems:
 - Youth Action Board
 - The Continuum of Care
 - Public Child Welfare Agency
 - Local Government Agency
 - Tribal Government (if any)
 - Runaway and Homeless Youth Providers (if any)

D. Description of youth recruitment and integration:

How youth are recruited for membership on the Youth Action Board. Particular attention should be focused on youth aging out of foster care, youth exiting institutions, students at local colleges and universities, including HBCUs; and participants in youth-serving housing programs.

How youth will be integrated into the YHDP project design, project selection, and project implementation, including how members of the Youth Action Board will be compensated for their time after the Coordinated Community Planning process is complete.

II. Principles to be addressed in the Coordinated Community Plan: HUD expects the following principles to be integrated in the Coordinated Community Plan, such as in the action steps or the project listings:

- *U.S. Interagency Council on Homelessness (USICH) Youth Framework and the Four Core Outcomes.* USICH coordinates the federal response to homelessness and creates a

national partnership at every level of government and with the private sector to reduce and end homelessness. The coordinated community plan must demonstrate a commitment to the principles of the USICH Youth Framework to End Youth Homelessness published in 2012 and to its four core outcomes:

- Stable housing includes a safe and reliable place to call home;
 - Permanent connections include ongoing attachments to families, communities, schools, and other positive social networks;
 - Education/employment includes high performance in and completion of educational and training activities, especially for younger youth, and starting and maintaining adequate and stable employment, particularly for older youth; and
 - Social-emotional well-being includes the development of key competencies, attitudes, and behaviors that equip a young person to succeed across multiple domains of daily life, including school, work, relationships, and community; ***and***
- ***Special Populations.*** USICH, in partnership with its member agencies, has identified several special populations of youth experiencing homelessness that are particularly vulnerable in how they experience homelessness, as well as their pathways in and out of homelessness, in ways that are distinct from the general population of youth. For these particularly vulnerable and often overrepresented young people, there is a need for identification and engagement strategies, infrastructure considerations, and housing and service-delivery approaches that are responsive to their specific needs. The coordinated community plan must discuss the current needs of these special populations and address how the community will meet these needs of youth who identify as lesbian, gay, bisexual, transgender, and questioning (LGBTQ); youth who are gender-non-conforming; minors (under the age of 18); youth involved with juvenile justice and child welfare systems; and victims of sexual trafficking and exploitation; and youth with co-occurring diagnosis, including mental health, substance abuse, HIV-AIDS and other communicable diseases; ***and***
 - ***Equity:*** Research has found significant racial and ethnic disparities in rates of homelessness.¹ Specifically, Black, Indigenous, Hispanic (non-white), and LGBTQ youth experience homelessness at disproportionately higher rates. Community efforts to prevent and end homelessness should consider and address racial inequities to successfully achieve positive outcomes for all persons experiencing homelessness. The coordinated community plan must address how the community is measuring and considering racial inequities and other disparities in the risks for, and experiences of homelessness in the community, consistent with fair housing and civil rights requirements. This includes identifying barriers that led to any disparities in subpopulations being served and taking steps to eliminate these barriers in the community's youth homeless response system. ; ***and***

¹ Fusaro, V.A., Levy, H.G., Shaefer, H.L. (2018). Racial and Ethnic Disparities in the Lifetime Prevalence of Homelessness in the United States. *Demography* 55(6):1-10. 2018 Sep 21. <https://doi.org/10.1007/s13524-018-0717-0>

- *Positive Youth Development (PYD)*² and *Trauma Informed Care (TIC)*³. Both PYD and TIC are accepted best practices in housing and service delivery for youth and include principles and service frameworks. The coordinated community plan must address how PYD and TIC will be incorporated into all aspects of the youth crisis response system, including at the system and project levels; **and**
- *Family engagement*. HUD believes that the best diversion and intervention strategy is to engage families, whenever appropriate, through community partnerships with organizations such as child welfare agencies, schools, youth providers, and other community human services and homeless services providers. The coordinated community plan must address family engagement strategies and services designed to strengthen, stabilize, and reunify families. Potential services include family counseling, conflict resolution, parenting supports, relative or kinship caregiver resources, targeted substance abuse and mental health treatment, etc.; **and**
- *Housing First*: Housing is a cornerstone for meeting a multitude of basic needs necessary for success. Young people should be provided with rapid access to safe, secure, and stable housing that meets their needs as quickly as possible, without the condition that they are ‘ready’ for housing. The coordinated community plan must address how all youth will be offered immediate access to safe, secure, and stable housing with no preconditions; **and**
- *Unsheltered homelessness*: HUD estimates that 50% of youth experiencing homelessness are unsheltered.⁴ The coordinated community plan must address how the projects will address and decrease unsheltered youth homelessness in the community.
- *Youth choice*: The capacity for self-determination may be a critical factor in obtaining many positive outcomes for Transition Age Youth,⁵ and is closely related to the principles of PYD. Consistent with federal youth policy, allowing youth to exercise self-determination is a youth centered approach that values youths’ expressed needs, self-awareness, and community knowledge. This youth centered approach emphasizes youth choice in terms of the kind of housing youth need and the extent and nature of supports and services they access and presents alternative options for youth who avoid programs with barriers like sobriety or abstinence. The coordinated community plan must address how youth choice will be integrated into all aspects of the youth crisis response system; **and**
- *Individualized and client-driven supports*: The coordinated community plan must acknowledge that the needs of the young people to be served will be unique. Housing and support packages that help prevent and end homelessness among youth must recognize and respond to individual differences across individuals to serve them appropriately and

² <https://www.acf.hhs.gov/fysb/resource/pyd-tip-sheet>

³ <https://www.samhsa.gov/nctic/trauma-interventions>

⁴ <https://www.hudexchange.info/resource/5948/2019-ahar-part-1-pit-estimates-of-homelessness-in-the-us/>

⁵ Carter, E. W., Lane, K. L., Pierson, M. R., & Stang, K. K. (2008). Promoting Self-Determination for Transition Age Youth: Views of High School General and Special Educators. *Exceptional Children* 75(1), 55-70. <https://doi.org/10.1177/001440290807500103>

efficiently. Communities must design the system flexibly to accommodate individuals with both high and low service needs, as well as the need for short-term or long-term supports. The coordinated community plan must address how the youth crisis response system will provide individualized and client-driven supports; **and**

- *Social and community integration*: The goal of youth homelessness services should be a successful transition to adulthood, including the successful integration into a community as a positive contributing community member. To accomplish this requires the community to provide socially supportive engagement and the opportunity for youth to participate in meaningful community activities; **and**
- *Coordinated entry*: Coordinated entry processes are necessary components of a high functioning crisis response system and must be developed intentionally to incorporate youth. The coordinated community plan must address how the CoC will ensure that the coordinated entry process is youth-appropriate; **and**
- *Educational Partnerships*: K-12 education systems and local post-secondary institutions, including HBCUs, serve a unique role in serving youth who may be at-risk of or experiencing homelessness as well as providing pathways for learning and career advancement for YHDP program participants. The coordinated community plan must address how the community is partnering with local education institutions to identify youth who qualify for assistance as well as how the institutions can serve youth who are at-risk of and experiencing homelessness to resolve their housing crisis.

III. Plan Submission, HUD Review, and Release of Full Funding

The coordinated community plan must be submitted electronically to YouthDemo@hud.gov according to the following dates:

- Communities must submit a first draft of the plan, including the Statement of Need, Partners, Governance Structure, and a Project List within 6 months after announcement of the selected communities. Communities may request up to a 1-month extension of this deadline.
- Communities must submit a completed plan by August 1, 2025, which includes all elements of the CCP, outlined in Section I of this Appendix except the CQI-plan.
- Within 1 year of the project start date of YHDP projects, the community must submit a CQI plan and an initial assessment of the projects based on that plan. This will be considered an addendum to the CCP; HUD will only review this addendum and not the entire plan at the time of the CQI submission.

HUD will review each submission and provide feedback within 2 weeks. HUD reserves the right to reject a plan or CQI and require resubmission if the plan or CQI does not meet the requirements described above. Project Applicants will only be able to apply for planning projects using their awarded YHDP funds prior to the submission and approval of the first draft of the CCP. Once the first draft is approved by HUD, project applicants within the selected communities may submit project applications for all projects listed under their Coordinated Community Plan; however, HUD will not go to grant agreement with project applicants in any community that does not have an approved, completed CCP, minus the CQI-plan. See Appendix A for further details on the project application process.

Communities must submit a plan that meets all of the requirements according to deadlines discussed above. If HUD does not receive the CCP in these timeframes, the selected community will lose access to all its remaining funding (for the final complete CCP). If the CQI is submitted more than a year after the project start date, consistent with 24 CFR 578.107, HUD may suspend project funds until the CQI plan is submitted and approved by HUD. Funding that has already been obligated for planning grants will remain available only for costs incurred before the deadline for the CCP. HUD will consider granting a 30-day extension for incurring costs if a community needs these funds to wind-down the YHDP planning efforts.