

Contra Costa County Community Action Partnership

Strategic Planning Template Using Vital Conditions Framework

2027–2032 Strategic Plan Template

This template is designed specifically for the **Contra Costa County Community Action Partnership (CAP)** and aligns the agency's mission to reduce poverty with the **Vital Conditions for Health and Well-Being Framework**. It also supports Community Services Block Grant (CSBG) planning, Results-Oriented Management and Accountability (ROMA), organizational standards, and local community needs assessment findings.

Contra Costa County Community Action Partnership

Five-Year Strategic Plan

2027–2032

Vision

A Contra Costa County where every resident has the opportunity and resources to thrive.

Mission

The Contra Costa County Community Action Partnership works with residents, community organizations, local government, and businesses to reduce poverty by strengthening families, expanding opportunity, and creating the vital conditions necessary for all people to reach their full potential.

Guiding Principles

- Equity
- Community Voice
- Collaboration

- Data-Informed Decision Making
 - Continuous Improvement
 - Accountability
 - Innovation
 - Prevention
-

Planning Framework

Our Strategic Plan is organized around the **Seven Vital Conditions** that every community needs to thrive.

Each section includes:

- Current Conditions
 - Community Assessment Findings
 - Desired Future State
 - Strategic Goals
 - Objectives
 - Key Strategies
 - Performance Measures
 - Partners
 - Timeline
-

VITAL CONDITION 1

Humane Housing

Current Community Conditions

What does our Community Needs Assessment tell us?

Current challenges:

Current strengths:

Desired Future State

What will success look like in five years?

Strategic Goal

Example:

Increase housing stability and reduce housing insecurity among low-income residents.

Objectives

Objective	Target	Date
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Strategies

- Expand housing navigation services
- Strengthen eviction prevention
- Increase landlord partnerships
- Improve housing referrals

Additional Strategies:

Community Partners

- Housing Authority
- Continuum of Care
- Cities
- Nonprofit housing providers
- Faith communities

Additional Partners:

Success Measures

Examples

- ☐ Households obtaining stable housing
- ☐ Evictions prevented

☐ Individuals connected to housing resources

☐ Increased affordable housing partnerships

Additional Measures

VITAL CONDITION 2

Meaningful Work & Wealth

Current Conditions

Community Assessment Findings

Strengths

Challenges

Strategic Goal

Increase economic mobility for individuals and families experiencing poverty.

Objectives

Objective Timeline

Strategies

- Employment services
 - Workforce development
 - Financial coaching
 - Asset building
 - Small business support
-

Measures

- Employment obtained
 - Wage increases
 - Certifications earned
 - Households increasing income
 - Families moving toward self-sufficiency
-

VITAL CONDITION 3

Lifelong Learning

Current Conditions

Strategic Goal

Ensure children, youth, and adults have equitable access to educational opportunities.

Strategies

- Early childhood education
 - Family engagement
 - Literacy
 - Adult education
 - Digital inclusion
-

Measures

- Kindergarten readiness
 - School attendance
 - Literacy outcomes
 - Educational attainment
-

VITAL CONDITION 4

Reliable Transportation

Community Assessment

Current transportation barriers:

Strategic Goal

Improve access to employment, education, healthcare, and community resources.

Strategies

- Transit partnerships
 - Transportation assistance
 - Mobility planning
 - Ride-share collaborations
-

Measures

- Transportation barriers reduced
 - Increased service access
 - Client satisfaction
-

VITAL CONDITION 5

Belonging & Civic Muscle

Current Community Conditions

How connected do residents feel?

How are residents engaged in decision making?

Strategic Goal

Strengthen community leadership and resident engagement.

Strategies

- Resident leadership
 - Volunteer development
 - Community engagement
 - Advisory councils
 - Civic participation
-

Measures

- Residents participating
 - Leadership opportunities created
 - Volunteer hours
 - Community partnerships
-

VITAL CONDITION 6

Basic Needs for Health & Safety

Current Conditions

Food insecurity

Healthcare access

Behavioral health

Safety

Emergency assistance

Strategic Goal

Improve access to essential services that support healthy families.

Strategies

- Food assistance
 - Emergency services
 - Mental health partnerships
 - Violence prevention
 - Benefit enrollment
-

Measures

- Food insecurity reduced
 - Health referrals completed
 - Emergency needs resolved
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VITAL CONDITION 7

Thriving Natural World

Current Conditions

Environmental justice

Access to parks

Climate resilience

Neighborhood conditions

Strategic Goal

Increase equitable access to healthy environments.

Strategies

- Environmental education
 - Community gardens
 - Climate preparedness
 - Green workforce initiatives
-

Measures

- Residents served
 - Environmental partnerships
 - Community projects completed
-

Cross-Cutting Strategies

These priorities support all seven Vital Conditions.

Equity

How are disparities being reduced?

Community Voice

How are residents informing decisions?

Partnerships

How are collaborative efforts improving outcomes?

Innovation

What new approaches will be explored?

Continuous Improvement

How will data guide decision making?

Annual Action Plan Template

Goal Annual Activities Lead Timeline Status

Performance Dashboard

Indicator Baseline Annual Target Current Status

Community Voice Summary

Community Listening Sessions

Date:

Participants:

Major Themes

- ---
- ---
- ---

Resident Recommendations

Partnership Matrix

Partner Role Vital Condition Shared Outcomes

Risk Assessment

Annual Review Questions

What progress did we make?

What barriers remain?

What data changed?

What should we modify?

What new opportunities emerged?

Community Action Performance Summary

At the end of each year summarize:

- Major accomplishments
 - Outcome data
 - Success stories
 - Lessons learned
 - Equity impacts
 - Partnership successes
 - Resident leadership highlights
 - Priority adjustments
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Recommended Appendices

1. Community Needs Assessment Summary
2. Community Action Plan Priorities
3. CSBG National Performance Indicators (ROMA)
4. Logic Models by Goal Area
5. Community Demographic Profile

6. Organizational Standards Crosswalk
7. Performance Dashboard
8. Annual Progress Reports
9. Community Engagement Summary
10. Economic Opportunity Council Roles and Responsibilities

This template is designed to be a practical working document that connects the **Vital Conditions Framework** to the Community Action Partnership's mission. It provides a clear line from community needs, to strategic goals, to measurable outcomes, while supporting CSBG planning, ROMA reporting, and ongoing evaluation.