*[insert your organization’s name]* Community Action Plan

## Organizations Mission

*[copy and paste the organizations/departments and or Program Mission Statement]*

## Vision Statement

*[copy and paste the organizations/departments and or Program Vision Statement]*

## Prioritized Issues

*[The following categories don’t all need to be filled in. If you aren’t addressing a barrier then delete that section, if you aren’t addressing a cause of poverty then delete that section, etc.]*

##### Issues Areas

*[List and briefly describe the prioritized issue areas that your organization or program will focus on the next 3 years]*

**Example:**

**Transportation:** It was identified in the data gathering methods, by our partners, and by our staff that this issue area affects many people attempting to exit poverty. The data identified that the lack of accessible transportation was the biggest barrier and our staff identified that funding for a transportation system was our biggest need.

##### Barriers to Exiting Poverty

*[List and briefly describe the prioritized barriers that your organization or program will focus on the next 3 years]*

**Example:**

**Lack of accessible transportation:** It was identified in the data gathering methods, by our partners, and by our staff that clients live too far from the transit stops. Therefore, we will work to develop a transportation bridge using a van pool system to assist clients with better access to transit stops.

##### GAPS IN SERVICES

*[List and briefly describe the prioritized gaps that your organization or program will focus on the next 3 years]*

**Example:**

**Lack of Emergency food coverage in County XYZ:** It was identified in the data gathering methods, by our partners, and by our staff that county XYZ does not have enough emergency food services and/or access to a food pantry. Therefore, we will work with food providers, food banks, and other food pantries to provide food to those in need in that area.

##### Service Needs

*[List and briefly describe the prioritized service needs that your organization or program will focus on the next 3 years]*

**Example:**

**Vouchers for rent or mortgages for those who occasionally can’t make the payment:** It was identified in the data gathering methods, by our partners, and by our staff that clients in our service area don’t have access to emergency payment sources. They can’t get a rent or mortgage payment to hold them over one month. Therefore, we will apply for a grant from funding source 123 and meet this need.

##### Causes of poverty

*[List and briefly describe the prioritized causes of poverty that your organization or program will focus on the next 3 years]*

**Example:**

**Lack of knowledge of how to properly save and use income:** It was identified in the data gathering methods, by our partners, and by our staff that people in poverty don’t understand how they can save their money and or how to budget properly; thus, they run into financial difficult and as a result they lose a lot of their assets.

##### Linkages/Partnerships

*[List and briefly describe the prioritized service linkages/partnerships that your organization or program will create in the next 3 years]*

**Example:**

**Financial Advisor nonprofit:** We identified a nonprofit in 555 city that offers free or reduced cost financial advising services to people at or below 150% of poverty.

##### REsources

*[List and briefly describe the prioritized resources that your organization or program will create in the next 3 years]*

**Example:**

**State Grant for Financial Programs:** We identified a grant from the state treasures office. This grant will help our organization provide financial incentives and classes for those who are seeking to improve the quality of their banking and saving practices.

## ROMA

*[****Guidance:*** *In this section you will put all your prioritized items above in the Identified issues column. Make sure you put them in the appropriate row and under the appropriate goal type. Once you’ve put those prioritized issues in then you can match up appropriate NPIs that they will meet. If you have current activities or programs for the identified issues list them in the last column. Keep this brief. Description in red is an example]*

| **National Goal #** | **Goal Type** | **Goal** | **National Performance Indicators** | **Identified Issues** | **Current Services and Activities Addressing Needs** |
| --- | --- | --- | --- | --- | --- |
| 1 | Individuals and Families Goal | Individuals and families with low incomes are stable and achieve economic security |  |  |  |
| 2 | Community Goal | Communities where people with low incomes live are healthy and offer economic opportunity | * 1.2F obtained access to reliable transportation * 2.1HAccessible new, preserved, or expanded transportation resources * 6.4 C | 1. Transportation from homes to transit stops | NA |
| 3 | Community/Individual goal | People with low incomes are engaged and active in building opportunities in communities |  |  |  |
|  | Agency goals | As determined by strategic plan and CAP |  |  |  |

## Goals

*[In this section you will write your specific goals that you will achieve given your priority areas above. Follow the guidance given to you in the needs assessment. Make sure to explicitly state if the goal is Short Term (accomplished in a few months to a year) or Long Term (accomplished in over a year). An example is provided for you. Feel free to use a layout of your own choosing.]*

*[These examples should demonstrate to you how your goals to address issue areas, barrier, gaps, needs, and causes of poverty can line up with your linkages and partners. No matter how you connect the dots, it should be clear to the review committee, your partners, and your community how your needs assessment, analysis, prioritization, and goal setting led to these goals.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal #1** | | | | | |
| **Priority Issue**  *(Gap, Need, Cause, barrier, linkage, partnership)* | **Goal**  Specific  Measurable  Attainable  Realistic  Time-bound | **Output**  *-service or activity you will conduct*  -Identify Timeframe  -Identify the # of clients serve or the # or units offered | **Outcome**  *-Indicator*  *-Projected # or % of clients who will or are expected to achieve each outcome* | **Measure**  *How you will measure the outcome and its impact* | **Linkage or Partnership**  *List a linkage or partnership you will use to meet this goal.* |
|  | *Short Term* | *Short Term* | *Short Term* |  |  |
| *Long Term* | *Long Term* | *Long Term* |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal #2** | | | | | |
| **Priority Issue**  *(Gap, Need, Cause, barrier, linkage, partnership)* | **Goal**  Specific  Measurable  Attainable  Realistic  Time-bound | **Output**  *-service or activity you will conduct*  -Identify Timeframe  -Identify the # of clients serve or the # or units offered | **Outcome**  *-Indicator*  *-Projected # or % of clients who will or are expected to achieve each outcome* | **Measure**  *How you will measure the outcome and its impact* | **Linkage or Partnership**  *List a linkage or partnership you will use to meet this goal.* |
|  | *Short Term* | *Short Term* | *Short Term* |  |  |
| *Long Term* | *Long Term* | *Long Term* |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal #3** | | | | | |
| **Priority Issue**  *(Gap, Need, Cause, barrier, linkage, partnership)* | **Goal**  Specific  Measurable  Attainable  Realistic  Time-bound | **Output**  *-service or activity you will conduct*  -Identify Timeframe  -Identify the # of clients serve or the # or units offered | **Outcome**  *-Indicator*  *-Projected # or % of clients who will or are expected to achieve each outcome* | **Measure**  *How you will measure the outcome and its impact* | **Linkage or Partnership**  *List a linkage or partnership you will use to meet this goal.* |
|  | *Short Term* | *Short Term* | *Short Term* |  |  |
| *Long Term* | *Long Term* | *Long Term* |  |  |

*[Continue copying and pasting the chart to cover as many goals as you need to]*