

CSBG Community Needs Assessment, Community Action Plan, and Application Process



COLORADO
Department of Local Affairs
Division of Local Government

This document is an overview of the Community Needs Assessment, Community Action Plan, and CSBG Application process (The application will be submitted through the online Grants Portal and we will be releasing a PDF of the application before January 1) and the resources that we will be providing for them. We will continue to provide additional information throughout the year leading up to the application, which will be due in the online Grants Portal by October 1, 2020, and we encourage you to reach out to us if you have any questions or if you have any feedback for us.

Community Needs Assessment

A Community Needs Assessment is required by the CSBG Act to be completed every 3 years. The needs assessment should:

- include a statement on the local causes and conditions of poverty
- use qualitative and quantitative data including
 - o customer satisfaction data, customer needs data, key sector partner data (schools districts, health providers, faith based organizations, and non-profits)
 - o data specific to poverty and its prevalence related to gender, age, race/ethnicity for the service area
- Identify the community resources that are available and any gaps in resources/services
- Be reviewed and approved by the Tripartite Board.

Although the assessment will vary in depth and length depending on the resources of your organization, the findings of the assessment should be compiled into a single document and submitted with the CSBG Application in the Grants Portal.

Community Action Plan

The CSBG Act also requires a Community Action Plan every three years and will form the basis of the planning and implementation of strategies, services, and outcome indicators of your CSBG Application for the 2021-2024 contract cycle. The Community Action Plan should:

- Be outcome based, anti-poverty focused and tie directly to the Community Needs Assessment
- Have a ROMA Nationally Certified Trainer (NCRT) or Nationally Certified Implementer (NCRI) involved in its creation and implementation
- Use the CSBG Annual Report to identify services/strategies and their corresponding National Performance Indicators
- Be reviewed and approved by your Tripartite board.

The Community Action Plan will be submitted with your Application in the online Grants Portal for the 2021-2024 contract cycle.

Resources

Below are some of the resources to help you in the development of your Community Needs Assessment and Community Action Plan. For each resource, we have stated when each resource should be available however, if you need one of them ahead of when the tentative scheduled or release date, please feel free to reach out to us and we will do our best to make sure you have the necessary information or resources to fit your timeline.

Webinars

We will be holding two webinars on the Community Needs Assessment and its requirements on October 28th (2:00-3:30pm) and November 1st (10:00-11:30am)

Webinars on creating the Community Action Plan based on completed Community Needs Assessments will be conducted in early 2020.

Individual Technical Assistance meetings

Between now and January first we will be scheduling two individual technical assistance meetings to discuss the Community Needs Assessment (see above) and the 2020 CSBG Objectives, Services, and Outcomes spreadsheets. The CCAA will be reaching out to schedule a time with you but if you would like to get a head start on the needs assessment and would like to get a meeting on the calendar, please feel free to reach out to CCAA staff.

Demographic Data for the Community Action Partnership

[National Data Hub Quantitative Data](#) – The National Community Action Partnership provides a foundation of quantitative data relevant to poverty specific to your service area. We will be putting that information together for your service area and it will be sent to you in a format that will allow you to pull tables and graphs for use in the Community Needs Assessment. We will be supplying you with this data sometime before January 1st. If you need this data before then, please contact us or go to <https://cap.engagementnetwork.org/> to create your report.

Demography Data from the State Demography Office

We are working with the State Demography office to put together additional quantitative data related to poverty in your community, specifically cross-referencing major characteristics, such as education, employment status, age, and race/ethnicity. We also plan to have this information available to you before January 1.

Customer Needs Survey

The CCAA will be providing a Customer Needs Survey for your edits and usage before January 1st. This survey tool will be made available in SurveyMonkey and will require a login ID (free).

Regional Forums

Regional forums will be taking place between January and July in 13 locations and we will be sending out a finalized schedule soon. In those forums we will cover how to use your community needs assessment

to formulate your community action plan. We will also be building on the Regional Forums held in 2018 to further develop Theory of Change concepts and Community Level Strategies.

Community Action Partnership Resources

The Community Action Partnership has put together a library of resources on community needs assessments. https://communityactionpartnership.com/search-page/?fwp_1=community-needs-assessment