**Colorado CSBG**

**Community Needs Assessment Template**

**Guidance on completing the Colorado CSBG PY2024-2026 Community Needs Assessment (CNA) process:**

* Eligible entities may use their own Community Needs Assessment template/report as long as all relevant Organizational Standards are met. Alternatively, they may use this template to collect the information and present the final assessment to the Tripartite Board/Advisory Committee.
* A completed CNA, *accepted by the Tripartite Board/Advisory Committee*, is due by October 1, 2023 along with the CSBG application in the DOLA grants portal.
* The Community Action Plan must tie directly to the 2024-2026 Community Needs Assessment.

**INSTRUCTIONS**

* Fillable fields are generally required to be completed to meet the Organizational Standards.
* ***Please include all relevant data sources (such as reports, studies, data tables) as appendices to this template.***
* The Needs Assessment should include basic demographic data for customers served and communities in the service area. *This includes poverty and its prevalence to age, gender, race, and ethnicity in the service area.*
* The Needs Assessment provides the basis for the Community Action Plan (how CSBG funds will be used over the 2024-2026 period) and for the relevant Strategic Plan. Both the Community Action Plan and the Strategic Plan will be included in the 2024-2026 CSBG Application as fillable fields that will need to be completed prior to submission to DOLA.
* The Needs Assessment and the Community Action Plan should both be reviewed by a Nationally Certified ROMA Trainer (NCRT) to receive input and feedback on the products prior to submission to DOLA.
* The Needs Assessment must clearly identify causes of poverty and conditions of poverty in the service area.
* Eligible Entities should include data for all counties in their service area.

**Colorado CSBG**

**Community Needs Assessment Template**

**Organization**

**Date**

1. **Executive Summary**

*1.1 Summarize the process, analyzation, and findings of the community needs assessment.*

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1. **Evaluation of Past Performance and Environmental Scan**

*2.1 Evaluate previous performance. What has worked well? Have previous outcome projections been met by actual outcomes achieved?*

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*2.2 Describe the systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body. (Organizational Standard 1.3)*

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1. **Geographic Area Covered by the Assessment**

*3.1 Describe the geographic area, including counties, that the needs assessment covers.*

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*3.2 What are the main population centers of the service area?*

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*3.3 Describe the service areas mixture of rural, suburban, and/or urban communities.*

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*3.4 Describe any geographical factors that affect poverty and/or service delivery in the service area.*

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1. **Community Resources**

*4.1 Identify the existing resources in your community, partners, etc. Please note that this may include at-risk and changing resources.*

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*4.2 Identify the non-existant or limited resources in your community, partners, etc.*

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*4.3 Describe how customers have been surveyed on community resources during the Needs Assessment. What were the resources available and the resources lacking that customer identified?*

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1. **Data Analysis**

*5.1 Provide the analysis for current data specific to poverty and its prevalence related to gender, age, race,* ***AND*** *ethnicity for the service area. (Organizational Standard 3.2)*

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*5.2 Describe the Quantitative Data collected and analyzed. (Organizational Standard 3.3)*

*5.2.1* [*American Community Survey data*](https://www.census.gov/programs-surveys/acs/data.html)

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*5.2.2* [*U.S. Census Bureau data*](https://data.census.gov/)

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*5.2.3* [*Colorado State Demographer Office CSBG Agency Data Resource*](https://gis.dola.colorado.gov/apps/CSBG/)

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*5.2.4* [*Community Action Partnership National Data Hub*](https://cap.engagementnetwork.org/)

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*5.2.5 Internal Customer Quantitative Data for Eligible Entity*

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*5.2.6 Partner Agencies Customer Quantitative Data*

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*5.2.7 Other Quantitative Data*

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*5.3 Describe the Qualitative Data Collected and Analyzed. (Organizational Standard 1.2 and Organizational Standard 3.3)*

*5.3.1 Provide an analysis of customer satisfaction data.*

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*5.3.2 Individuals and Families with Low-Income Surveys/Focus Groups/Interviews including customers and non-customers.*

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*5.3.3 Key Informant Interviews (can include Tripartite Board/ Advisory Committee Members)*

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*5.3.4 Community Surveys (community at large, staff, partners)*

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*5.3.5 Community Focus Groups/Engagement Meetings*

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*5.3.6 Other community needs assessments, studies, plans, etc*

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*5.3.7 Other Qualitative Data*

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*5.4 Describe Information gathered from key sectors of the community (Organizational Standard 2.2)*

*5.4.1 Community-based Organizations*

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*5.4.2 Faith-based Organizations*

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*5.4.3 Private Sector*

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*5.4.4 Public Sector*

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*5.4.5 Educational Institutions*

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*5.5 Describe ROMA Certified National Trainer Review/Feedback Received on the Needs Assessment. (Org Standard 4.3)*

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*5.6 Describe data analysis conducted around Diversity, Equity, Inclusion, and Belonging.*

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1. **Key findings on the Causes and Conditions of Poverty (Organizational Standard 3.4)**

*Causes of poverty are defined as a negative factor that creates or fosters barriers to self-sufficiency and/or reduces access to resources in communities in which individuals with low-income reside.*

*Conditions of poverty are defined as a negative environmental, safety, health and/or economic condition that may reduce investment or growth in communities where individuals with low-income reside.*

*6.1 Describe the Causes of Poverty in the Service Area.*

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*6.2 Describe the Conditions of poverty in the Service Area*

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1. **Needs Statements (Organizational Standard 3.4)**

*Need statements should be identified as family, agency, or community needs. Each need statement can only be associated with one level, and often issues have needs statements at multiple levels. Need statements should be more than one word.*

* *Family Level Need Statement - A need that addresses the household and /or individuals being served.*
* *Agency Level Need Statement - A need that addresses the agency not having resources and/or capacity to respond to an identified need.*
* *Community Level Need Statement - A need that impacts the community as a whole, not just customers or potential customers of the agency.*

*7.1 Provide relevant Family Level Needs Statement(s) in the Service Area.*

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*7.2 Provide relevant Agency Level Needs Statement(s) in the Service Area.*

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*7.3 Provide relevant Community Level Needs Statement(s) in the Service Area.*

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1. **Community Needs Assessment Checklist and Next Steps**

*Confirm below that all necessary organizational standards are being addressed/met through this Needs Assessment.*

* 1. *Organizational Standard Checklist*

Standard 1.2 - The department/agency analyzes information collected directly from low-income individuals as part of the community assessment.

Standard 1.3 - The department/agency has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.

Standard 2.2 - The department/agency utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

Standard 3.1 The department/agency conducted or was engaged in a community assessment and issued a report within the past 3 years.

Standard 3.2 - As part of the community assessment, the department/agency collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3 - The department/agency collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

Standard 3.4 - The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

Standard 3.5 - The tripartite board/advisory body formally accepts the completed community assessment.

Standard 4.2 - Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 6.4 - Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.

Date of Community Needs Assessment completion/revision:

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*8.2 Recommended/Required Steps After the Community Assessment is completed*

* REQUIRED: Community Needs Assessment Accepted by the tripartite board/advisory committee – (Organizational Standard 3.5)
* RECOMMENDED: The tripartite board/advisory body has reviewed the department’s mission statement within the past 5 years and assured that:1. The mission addresses poverty; and 2. The CSBG programs and services are in alignment with the mission. (Organizational Standard 4.1)
* REQUIRED: Creation of Community Action Plan – (Organizational Standard Category 4)
* REQUIRED: ROMA NCRT Review/Feedback for Organizational Standard 4.3 - The department’s Community Action plan and strategic plan document the continuous use of the full Result Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the department documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.
* RECOMMENDED: Update/Create agency/department/program/board Strategic Plan (Organizational Standard Category 6)