

Community Assessment Plan

Directions: Submit your agency's *Community Assessment Plan* to your assigned Program Representative no later than September 30th, 2022. It is acceptable to use a different format than the template below so long as the same information is included. DHCD will review each plan and provide feedback where appropriate within a few weeks.

| Planning Committee Members | | |
|----------------------------|---|-----------------------------------|
| Member Name/Position | Representing <i>e.g. – Board, staff, volunteer, partner agency, outside consultant, etc.</i> | Assessment Activities Involved In |
| | | |
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| | | |
| | | |

(add more rows if needed)

| Internal Assessment | |
|---|--|
| Will your agency conduct an internal assessment in conjunction with this community assessment process? <i>As noted in Section IV. of the CARSP Guide, an internal needs assessment is not required for the FY24-26 submission.</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Schedule of Activities | | |
|---|----------------------------|----------|
| Activity <i>e.g. – review mission, gather quantitative data, administer surveys, conduct stakeholder interviews/focus groups, analyze results, determine strategic goals, write report, etc.</i> | Lead/Point of Contact Name | Timeline |
| | | |
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| | | |
| | | |
| | | |

(add more rows if needed)

| Partner Organizations/Stakeholder Engagement | |
|---|---|
| Partner/Stakeholder Type* | How will they be engaged? <i>e.g. – survey, interview, focus group, etc.</i> |
| Community-Based Organizations <i>(including other CAAs)</i> | |
| Faith-Based Organizations | |
| Private Sector | |
| Public Sector | |
| Educational Institutions | |
| Other Community Action Agencies | |
| Agency customers | |
| Low-income community members <i>(including non-customers)</i> | |
| Agency Staff | |
| Volunteers | |
| Board Members | |
| Other <i>(Please Specify):</i> | |

(add more rows if needed)

*Be sure to document the type of partner/stakeholder engaged when conducting your assessment since you may need to reference how information from each type was utilized when writing your report.