***Directions:*** Submit your agency’s *Community & Internal Assessment Plan* to your assigned Program Representative no later than September 16th, 2019. 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. The plan will also be referenced during your agency’s *Report on Progress* conference call.

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| --- | --- | --- |
| **Planning Committee Members** | | |
| **Member Name/Position** | **Representing**  *e.g. – Board, staff, volunteer, partner agency, outside consultant, etc.* | **Assessment Activities Involved In** |
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*(add more rows if needed)*

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| **Schedule of Activities** | | |
| **Activity**  *e.g. – review mission, gather quantitative data, administer surveys, conduct stakeholder interviews/focus groups, analyze results, determine strategic goals, write CARSP, etc.* | **Lead/Point of Contact Name** | **Timeline** |
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*(add more rows if needed)*

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

*(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 CARSP.*