

COMMUNITY ASSESSMENT REPORT -- EXECUTIVE SUMMARY OUTLINE

INTRODUCTION

- 1) Provide an overview of the community assessment report
- 2) Explain the purpose of the community assessment report

APPROACH

- 1) Describe the process your agency used to develop the community assessment report
- 2) List and describe the assessments, reports, and data (qualitative and quantitative) your agency used for the community assessment report

At a minimum include:

- Client Needs Assessment Report (February 2020)
- Community (Stakeholders) Needs Assessment Report (November 2022)
- U.S. Census – American Community Survey (current poverty data) and/or the Community Action Partnership’s Comprehensive Community Needs Assessment
- Client Satisfaction Report (February 2020)
- Community Partners Satisfaction Report (November 2022)

KEY FINDINGS

From your agency’s analysis of the assessments, reports, and data, provide the following. Analyze is defined as reviewing data and information collected.

CLIENT NEEDS

- 1) Conditions of Poverty*
 - Identify the significant client needs in the assessments and report your agency’s findings
- 2) Causes of Poverty*
 - Provide the reasons or possible causes for why the client needs exist

COMMUNITY NEEDS

- 1) Conditions of Poverty*
 - Identify the significant community needs in the assessments and report your agency’s findings
- 2) Causes of Poverty*
 - Provide the reasons or possible causes for why the community needs exist

DATA SPECIFIC TO POVERTY

- 1) At a minimum, for your agency’s service area, include the following:
 - Poverty data by gender
 - Poverty data by age
 - Poverty data by race
 - Poverty data by ethnicity
- 2) Identify the main and significant poverty data and summarize your agency’s findings

CUSTOMER SATISFACTION

- 1) Include data and information from the customer satisfaction reports
- 2) Identify the key customer satisfaction data and information and summarize your agency’s findings

Provide and present the Executive Summary (with the documents your agency used to develop the community assessment report) to your agency’s governing board. The governing board must vote on a motion to accept the community assessment report. The governing board’s acceptance vote must be documented in the board minutes.

*Low-income individual, family, and community needs are conditions of poverty. Why those conditions of poverty exist are the causes.