

## **CSBG COMMUNITY ASSESSMENT REQUIREMENTS (November 2022)**

### FEDERAL REQUIREMENTS:

#### CSBG Act [676(b)(11)]

The State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.

#### Iowa's CSBG State Plan and Application [SECTION 6, Organizational Standards for Eligible Entities]

6.1 Choice of Standards: The State will use the CSBG Organizational Standards Center of Excellence organizational standards (as described in IM 138)

#### CSBG Organizational Standards (Category 3: Community Assessment)

- 3.1) The agency conducted a community assessment and issued a report within the past 3 years.
- 3.2) As part of the community assessment, the agency collects and includes current data specific to poverty and its prevalence to gender, age, race/ethnicity for their service area(s).
- 3.3) The agency collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
- 3.4) The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.
- 3.5) The governing board formally accepts the completed community assessment.

Also:

- 1.2) The agency analyzes information collected directly from low-income individuals as part of the community assessment.
- 2.2) The 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.
- 4.2) The agency's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.
- 6.4) Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.

### STATE REQUIREMENTS:

#### Iowa Administrative Code, 421-Chapter 21 (CSBG)

**21.6** *Community action plan.* All eligible entities shall submit a community action plan for the purpose of applying for CSBG funds. Community Action Plans must be outcome-based and antipoverty-focused and tie directly to the eligible entity's community assessment.

**21.6(4)** *Community assessment.* Eligible entities must conduct a community assessment at least once every three years. The community assessment shall include data specific to poverty, qualitative and quantitative data, and key findings on the causes and conditions of poverty and the needs of the communities assessed. The results of the assessment shall be used to plan activities contained in the community action plan.

## SUMMARY OF THE CSBG COMMUNITY ASSESSMENT REQUIREMENTS:

Each Iowa community action agency is required to...

1. Conduct a community assessment at least once every 3 years
2. Gather community assessment information from 5 key sectors of the community:
  - Community-based organizations
  - Faith-based organizations
  - Private sector
  - Public sector
  - Educational institutions
3. Collect and analyze qualitative and quantitative community assessment data and information
  - Qualitative data deals with characteristics and descriptions that cannot be easily measured, but can be observed subjectively
  - Quantitative data deals with numbers and things you can measure objectively
  - When you classify or judge something, you create qualitative data. When you measure something and give it a number value, you create quantitative data.
4. Complete and issue a governing board accepted community assessment report at least once every 3 years

An issued community assessment report must include:

1. Needs of the community
2. Needs of the individuals and families with low income in the community
3. Key findings
  - Conditions of poverty (i.e. individual, family, and community needs)
  - Causes of poverty (i.e. why the individual, family, and community needs exist)
4. Data specific to poverty (for your agency's service area) by:
  - Gender
  - Age
  - Race
  - Ethnicity
5. Qualitative and quantitative data
6. Customer satisfaction data and input

Each Iowa community action agency must...

1. Use their community assessment report to plan the programs, services, and initiatives in their CSBG Community Action Plan and Application (CSBG application)
2. Include customer satisfaction data and input from the community assessment report in their strategic planning process