



To: CSBG Eligible Entities
From: Community Programs Division
Release Date: September 3, 2019
Effective Date: September 3, 2019
Subject: Community Needs Assessment

Program Guidance: CSBG-019-01

Beginning September 3, 2019 the following guidance will be enforced:

IHCDA expects all eligible entities to have a community needs assessment completed and published by December 31st 2020. The assessment can be coordinated with community-needs assessments conducted for other programs.

According to [Information Memoranda 138](#), CSBG eligible entities must meet the following standards in regards to Community Assessments:

Standard 1.2: The organization analyzes information collected directly from low-income individuals as part of the community assessment.

Standard 2.2: The organization 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 organization conducted a community assessment and issued a report within the past 3 years.

Standard 3.2: As part of the community assessment, the organization 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 organization 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.



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Standard 3.5: The governing board formally accepts the completed community assessment.

Standard 4.2 The organization's 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.

Resources for community needs assessments include:

- Community Action Partnership:
 - [Organizational Standards Technical Assistance Guide- Category 3: Community Assessment](#)
 - [Community Needs Assessment Resource Guide](#)
 - [Tools and Resources/Webinars/Community Needs Assessment](#)
- NASCSP:
 - [A Community Action Guide to Comprehensive Community Needs Assessment](#)
 - [Checklist of Monitoring Community Needs Assessments for State CSBG Offices](#)
- Sagamore Institute
 - [Indiana Community Needs Assessment & Impact Guide](#) (log-in required)

CSBG Eligible Entities should note that a critical aspect of the CSBG community needs assessment is that it must clearly state that the agency made a determination of the key findings from their analysis of the data on the causes and conditions of poverty as well as identifying those needs by level (family, agency, and community).

Please direct all questions regarding this guidance to Veronica Watson at vwatson@ihcda.in.gov