

**Writing the Community Needs Report**

<b>Who</b>	<ul style="list-style-type: none"> <li>• Key Board and staff members</li> <li>• Community Needs Assessment workgroup</li> </ul>
<b>What</b>	<ul style="list-style-type: none"> <li>• Develop a plan to address identified needs</li> <li>• Ensure the final report meets the Organizational Standards</li> </ul>
<b>When</b>	<ul style="list-style-type: none"> <li>• 1-2 workgroup meetings that may take up to 1 full day</li> <li>• Complete within 2 weeks</li> </ul>
<b>Why</b>	<ul style="list-style-type: none"> <li>• Focus on the impact the agency can have on the community it serves</li> <li>• Consider how this report will be used to develop the Strategic Plan and the CSBG Community Action Plan</li> </ul>
<b>How</b>	<ul style="list-style-type: none"> <li>• Organize all collected data using CSBG domains</li> <li>• Identify what qualitative and quantitative data should be included</li> <li>• Summarize the top needs and key findings</li> <li>• Identify how those needs will be addressed by the agency</li> </ul>

**Resources:**

[Org. Standards Quick Guide | MDHHS-BCAEO \(micommunityneeds.org\)](https://micommunityneeds.org)

[Organizational Standards Overview | MDHHS-BCAEO \(micommunityneeds.org\)](https://micommunityneeds.org)

[Technical Assistance Guide - Category 3 Community Assessment | MDHHS-BCAEO \(sharepoint.com\)](https://sharepoint.com)

[Writing Your Community Needs Assessment | National CAP \(communityactionpartnership.com\)](https://communityactionpartnership.com)