

3 Year Community Needs Assessment and Action Plan

STATE COMMUNITY SERVICES OFFICE
COMMUNITY SERVICES BLOCK GRANT PROGRAM
2010 - 2013

Purpose:

The purpose of this assessment is to 1) determine the needs for those in poverty in your community as well as some of the determining factors, 2) identify the gaps and barriers that exist for meeting those needs, and 3) assess how to address those gaps and barriers. This assessment is intended to be holistic approach to evaluating poverty, beyond funding capacity or CSBG programming. The forms in this assessment are intended to provide guidance and recommendations for information sources, methodology, and data to include. The purpose of these forms is to provide continuity in content for comparisons across the state as well as over time for a more comprehensive and consistent evaluation of state-wide conditions. We would encourage communities to incorporate any other planning, application and reporting requirements into this assessment in order to maximize its utility.

Methodology - Description of Community Surveys and Focus Groups:

Community Survey:

CAP Utah will be providing a survey for each agency to utilize as part of its *3 Year Community Needs Assessment and Action Plan*. This survey will be customizable for your individual service areas. It is anticipated that each agency will use this tool to survey both their clients and other relevant community members.

Focus Groups:

Additionally each agency is encouraged to hold focus groups with both clients and community members. CAP Utah is able to come to your area and facilitate these focus groups on your behalf.

These two information sources are recommended as your main data sources for this assessment, however please utilize any additional methods of data collection that you feel appropriate.

Area Characteristics:

All "area characteristics" requested in the forms attached should be provided in 2010 poverty report, which will be released in April, or by CAP Utah (contact Paul Leggett – 801 433 3025 ext 2 or paul@caputah.org). Any characteristics that are not provided will not be required in the assessment; but their inclusion is highly recommended.

Please do not feel constrained by the guidelines and recommendations made in this form. If there are other issues not mentioned please feel free to include that information in this form.

Submission

Please submit your *3 Year Community Needs Assessment and Action Plan* via mail to SCSO (324 South State Street, Salt Lake City Utah 84111) by **Thursday, July 29th 2010**.

Contact Information

For more information or if you have any questions or concerns please contact either:

Paul Leggett
CAP Utah
801 433 3025 ext 2
paul@caputah.org

Jayme Day
State Community Services Office
801 538 8800
jday@utah.gov

3 Year Community Needs Assessment and Action Plan Applicant Information

| | |
|---------------------------------|---|
| I. PROGRAM APPLICANT | |
| GRANTEE: | DATE: |
| ADDRESS: | |
| CITY, COUNTY, STATE & ZIP CODE: | |
| CONTACT PERSON: | TITLE: |
| PHONE NUMBER and EXTENSION: | FAX NUMBER: |
| E.MAIL ADDRESS: | |
| | |
| WEBSITE ADDRESS: | |
| II. PROGRAM INFORMATION | |
| PROGRAM PERIOD: | |
| START DATE: | |
| END DATE: | |
| AREA TO BE SERVED: | |
| | |
| | |
| | |
| III. FORM SUBMISSIONS | |
| Form | Description |
| General Area Characteristics | Background information |
| (1) Income | Poverty levels, inequality, income management - tax aid, budgeting, financial counseling, energy conservation, etc. |
| (2) Education | Early, primary, secondary, and post high school opportunities and quality |
| (3) Employment | Types of jobs available (hours, benefits, pay), job supports – child care, transportation, training, etc. |
| (4) Housing | Affordable housing (rent or owner properties), diversity of housing development to meet community needs, housing for persons with special needs, areas that need support, transitional and permanent supportive housing |
| (5) Nutrition | Distribution and availability of food programs and proper nutrition, nutrition programs for children, adults or elderly, rates of child obesity, |
| (6) Health | Health insurance coverage and availability, preventative health care, health services for persons with mental illness, physical disability, or substance abuse problem, availability of prenatal care, mental illness and substance abuse supports |
| (7) Emergency and Work Supports | Shelters for homeless persons and victims of domestic violence, outreach and essential services, legal services, crisis intervention for child, domestic, alcohol and / or drug abuse, unemployment insurance, work supports and other interaction with mainstream services |
| (8) Transportation | Mass transit, transportation supports (gas cards, bus passes, etc.) |
| (9) Other | Community may address any other issue particular to their area |
| APPENDIX | Please attach any survey results, focus groups summaries, and links or contact information to other sources |

General Area Characteristics

(NOTE: all characteristics are provided by 2010 Utah Poverty Report or CAP Utah)

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|--|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| Area Size | | | | | | | |
| Population Size | | | | | | | |
| Population Density (Urban and Rural) | | | | | | | |
| Population Growth Rate | | | | | | | |
| % Female | | | | | | | |
| Population by Ages: | | | | | | | |
| % under age 5 | | | | | | | |
| % under age 18 | | | | | | | |
| % under age 65 | | | | | | | |
| Racial and Ethnic Diversity: | | | | | | | |
| % Non-Hispanic White; and % in poverty | | | | | | | |
| % Black; and % in poverty | | | | | | | |
| % American Indian and Alaskan Native; and % in poverty | | | | | | | |
| % Native Hawaiian and Other Pacific Islander; and % in poverty | | | | | | | |
| % Hispanic or Latino origin; and % in poverty | | | | | | | |
| % Foreign Born | | | | | | | |
| % with a Disability | | | | | | | |
| Average Household Size | | | | | | | |
| Median Income | | | | | | | |
| Poverty Rate | | | | | | | |
| % of Female-Headed Households with Children in Poverty | | | | | | | |
| % of Children in Poverty | | | | | | | |
| % of Individuals 65+ in Poverty | | | | | | | |
| Total Number of Homeless Individuals (based on HUD's definition) | | | | | | | |
| Others: | | | | | | | |

(I) Income

Income Area Characteristics

(NOTE: provided by 2010 Utah Poverty Report or CAP Utah)

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|---|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| Median Income | | | | | | | |
| Income Inequality (Difference between the 75 th and 25 th percentile of income) | | | | | | | |
| Poverty Rate | | | | | | | |
| Utah Saves Participation | | | | | | | |
| EITC Uptake | | | | | | | |
| IDA Participation | | | | | | | |
| Others: | | | | | | | |

Income Information Sources – used to identify needs, existing services and gaps and barriers

(do not list results – just list sources and general questions asked)

List of Information Sources

- 1.
- 2.
- 3.
- 4.

Recommended Sources and Information:

Community Survey; Focus Groups; Other sources of information on debt, wealth, taxes, credit, tax aid, budgeting, financial counseling, energy conservation, etc.

Income Community Needs – according to information sources and area characteristics, describe the need in your community addressing the following:

Specific Needs

Extent of Needs

Changes in Needs

Unique Populations

Income Existing Services – according to information sources and area characteristics

Agency Services (e.g. Types of services; Number of clients served)

Other Services (e.g. Community Based; Federal Programs; State Programs; Emergency Services)

Income Existing Coordination and Linkages - according to information sources

List Partnerships – Public and Private

How established are the Partnerships? – serve same clients?, attend same meetings?,

Referral/Follow-Up – how often are clients referred for services across entities?

Supportive Services, Certified Case Management, Outreach

Income Gaps and Barriers – according to information sources

For Individuals/Families – eligibility, location of services, hours services are available, disabling conditions

For Agencies – information/communication gaps, funding sources, infrastructure, other issues...

For the Community – public support, community development / planning

Income Prioritization

Top three specific issues to be addressed (funding as well as coordination of services and partnership building)

1-

2-

3-

Conclusion – Summary of how needs, existing services and gaps and barriers relate to prioritization

Income Action Plan

Year 1

Year 2

Year 3

Suggested questions to consider

Who needs to be involved?

How might coordination of services regarding referral, follow-up, and partnerships be developed to address these issues?

How can funding be maximized?

How does this relate to your current scope of work?

(2) Education

Education Area Characteristics

(NOTE: provided by 2010 Utah Poverty Report or CAP Utah)

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|--|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| High School Graduation Rate | | | | | | | |
| Percent of Individuals with a Bachelors Degree | | | | | | | |
| Higher Education Enrollment | | | | | | | |
| Early Education Enrollment* | | | | | | | |
| Average Classroom Size | | | | | | | |
| Others: | | | | | | | |

*only include if available in 2010 poverty report

Education Information Sources – used to identify needs, existing services and gaps and barriers

(do not list results – just list sources and general questions asked)

List of Information Sources

- 1.
- 2.
- 3.
- 4.

Recommended Sources and Information:

Community Survey; Focus Groups; Online search for available education programs; Department of Education/School Districts; Information on early, primary, secondary, and higher educational quality and opportunities

Education Community Needs – according to information sources and area characteristics, describe the need in your community addressing the following:

Specific Needs

Extent of Needs

Changes in Needs

Unique Populations

Education Existing Services – according to information sources and area characteristics

Agency Services (e.g. Types of services; Number of clients served)

Other Services (e.g. Community Based; Federal Programs; State Programs; Emergency Services)

Education Existing Coordination and Linkages - according to information sources

List Partnerships – Public and Private

How established are the Partnerships? – serve same clients?, attend same meetings?,

Referral/Follow-Up – how often are clients referred for services across entities?

Supportive Services, Certified Case Management, Outreach

Education Gaps and Barriers – according to information sources

For Individuals/Families – eligibility, location of services, hours services are available, disabling conditions

For Agencies – information/communication gaps, funding sources, infrastructure, other issues...

For the Community – public support, community development / planning

Education Prioritization

Top three specific issues to be addressed (funding as well as coordination of services and partnership building)

1-

2-

3-

Conclusion – Summary of how needs, existing services and gaps and barriers relate to prioritization

Education Action Plan

Year 1

Year 2

Year 3

Suggested questions to consider

Who needs to be involved?

How might coordination of services regarding referral, follow-up, and partnerships be developed to address these issues?

How can funding be maximized?

How does this relate to your current scope of work?

(3) Employment

Employment Area Characteristics

(NOTE: provided by 2010 Utah Poverty Report or CAP Utah)

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|--|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| Average Monthly Wage | | | | | | | |
| Average Hourly Wage | | | | | | | |
| Unemployment Rate | | | | | | | |
| Job Growth* | | | | | | | |
| Sector with Highest Employment Rate* | | | | | | | |
| Wages for Sector with Highest Employment Rate* | | | | | | | |
| Others: | | | | | | | |

*only include if available in 2010 poverty report

Employment Information Sources – used to identify needs, existing services and gaps and barriers

(do not list results – just list sources and general questions asked)

List of Information Sources

- 1.
- 2.
- 3.
- 4.

Recommended Sources and Information:

Community Survey; Focus Groups; Online search for available employment training; Department of Workforce Services; Information on types of jobs available (hours, benefits, pay), job supports such as child care, transportation and training.

Employment Community Needs – according to information sources and area characteristics, describe the need in your community addressing the following:

Specific Needs

Extent of Needs

Changes in Needs

Unique Populations

Employment Existing Services – according to information sources and area characteristics

Agency Services (e.g. Types of services; Number of clients served)

Other Services (e.g. Community Based; Federal Programs; State Programs; Emergency Services)

Employment Existing Coordination and Linkages - according to information sources

List Partnerships – Public and Private

How established are the Partnerships? – serve same clients?, attend same meetings?,

Referral/Follow-Up – how often are clients referred for services across entities?

Supportive Services, Certified Case Management, Outreach

Employment Gaps and Barriers – according to information sources

For Individuals/Families – eligibility, location of services, hours services are available, disabling conditions

For Agencies – information/communication gaps, funding sources, infrastructure, other issues...

For the Community – public support, community development / planning

Employment Prioritization

Top three specific issues to be addressed (funding as well as coordination of services and partnership building)

1-

2-

3-

Conclusion – Summary of how needs, existing services and gaps and barriers relate to prioritization

Employment Action Plan

Year 1

Year 2

Year 3

Suggested questions to consider

Who needs to be involved?

How might coordination of services regarding referral, follow-up, and partnerships be developed to address these issues?

How can funding be maximized?

How does this relate to your current scope of work?

(4) Housing

Housing Area Characteristics

(NOTE: provided by 2010 Utah Poverty Report or CAP Utah)

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|--|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| Homeownership Rates | | | | | | | |
| Average Household Size | | | | | | | |
| Fair Market Rent | | | | | | | |
| # of Tax Credit or Affordable Housing Units | | | | | | | |
| Foreclosure Rate* | | | | | | | |
| Average Home Price | | | | | | | |
| Number of Chronically Homeless Individuals | | | | | | | |
| Number of Children Doubled Up with Another Family for Economic Reasons | | | | | | | |
| Number of Homeless Veterans | | | | | | | |
| Number of Transitional Housing and Permanent Supportive Housing Units | | | | | | | |
| Others: | | | | | | | |
| *only include if available in 2010 poverty report | | | | | | | |

Housing Information Sources – used to identify needs, existing services and gaps and barriers

(do not list results – just list sources and general questions asked)

List of Information Sources

- 1.
- 2.
- 3.
- 4.

Recommended Sources and Information:

Community Survey; Focus Groups; Information on availability of affordable housing (rent or owner properties), diversity of housing types, housing development to meet community needs, housing for persons with special needs, areas that need support, and transitional, and permanent housing for homeless individuals with specific needs such as chronically homeless individuals, veterans, families, etc. (emergency shelter programs are under the emergency supports section of this assessment)

Housing Community Needs – according to information sources and area characteristics, describe the need in your community

addressing the following:

Specific Needs

Extent of Needs

Changes in Needs

Unique Populations

Housing Existing Services – according to information sources and area characteristics

Agency Services (e.g. Types of services; Number of clients served)

Other Services (e.g. Community Based; Federal Programs; State Programs; Emergency Services)

Housing Existing Coordination and Linkages - according to information sources

List Partnerships – Public and Private

How established are the Partnerships? – serve same clients?, attend same meetings?,

Referral/Follow-Up – how often are clients referred for services across entities?

Supportive Services, Certified Case Management, Outreach

Housing Gaps and Barriers – according to information sources

For Individuals/Families – eligibility, location of services, hours services are available, disabling conditions

For Agencies – information/communication gaps, funding sources, infrastructure, other issues...

For the Community – public support, community development / planning

Housing Prioritization

Top three specific issues to be addressed (funding as well as coordination of services and partnership building)

1-

2-

3-

Conclusion – Summary of how needs, existing services and gaps and barriers relate to prioritization

Housing Action Plan

Year 1

Year 2

Year 3

Suggested questions to consider

Who needs to be involved?

How might coordination of services regarding referral, follow-up, and partnerships be developed to address these issues?

How can funding be maximized?

How does this relate to your current scope of work?

(5) Nutrition

Nutrition Area Characteristics

(NOTE: provided by 2010 Utah Poverty Report or CAP Utah)

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|--|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| Percentage of Children on Free or Reduced School Lunch | | | | | | | |
| Food Stamp Caseload | | | | | | | |
| Percent Change in Food Stamp Caseload | | | | | | | |
| WIC Participation | | | | | | | |
| Child Obesity Rates | | | | | | | |
| Others: | | | | | | | |

Nutrition Information Sources – used to identify needs, existing services and gaps and barriers

(do not list results – just list sources and general questions asked)

List of Information Sources

- 1.
- 2.
- 3.
- 4.

Recommended Sources and Information:

Community Survey; Focus Groups; Information on meal programs for the elderly, local farmers markets and whether they accept food stamps, community gardens accessible to low-income individuals, fresh fruit and vegetable programs in schools; Contact Gina Cornia for Guidance or Information (cornia@uah.org).

Nutrition Community Needs – according to information sources and area characteristics, describe the need in your community addressing the following:

Specific Needs

Extent of Needs

Changes in Needs

Unique Populations

Nutrition Existing Services – according to information sources and area characteristics

Agency Services (e.g. Types of services; Number of clients served)

Other Services (e.g. Community Based; Federal Programs; State Programs; Emergency Services)

Nutrition Existing Coordination and Linkages - according to information sources

List Partnerships – Public and Private

How established are the Partnerships? – serve same clients?, attend same meetings?,

Referral/Follow-Up – how often are clients referred for services across entities?

Supportive Services, Certified Case Management, Outreach

Nutrition Gaps and Barriers – according to information sources

For Individuals/Families – eligibility, location of services, hours services are available, disabling conditions

For Agencies – information/communication gaps, funding sources, infrastructure, other issues...

For the Community – public support, community development / planning

Nutrition Prioritization

Top three specific issues to be addressed (funding as well as coordination of services and partnership building)

1-

2-

3-

Conclusion – Summary of how needs, existing services and gaps and barriers relate to prioritization

Nutrition Action Plan

Year 1

Year 2

Year 3

Suggested questions to consider

Who needs to be involved?

How might coordination of services regarding referral, follow-up, and partnerships be developed to address these issues?

How can funding be maximized?

How does this relate to your current scope of work?

(6) Health

Health Area Characteristics

(NOTE: provided by 2010 Utah Poverty Report or CAP Utah)

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|-------------------------------------|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| Infant Mortality Rate | | | | | | | |
| Adult Mortality Rate | | | | | | | |
| Percentage of Individuals Uninsured | | | | | | | |
| Rate of Infectious Diseases* | | | | | | | |
| Health Behaviors* | | | | | | | |
| Others: | | | | | | | |

*only include if available in 2010 poverty report

Health Information Sources – used to identify needs, existing services and gaps and barriers (do not list results – just list sources and general questions asked)

List of Information Sources

- 1.
- 2.
- 3.
- 4.

Recommended Sources and Information:

Community Survey; Focus Groups; Department of Health; Local Hospitals and Clinics; Information on health and disaster preparedness plans, and accessibility of preventative care, health insurance coverage, rates of disabling conditions, mental illness and substance abuse supports

Health Community Needs – according to information sources and area characteristics, describe the need in your community addressing the following:

Specific Needs

Extent of Needs

Changes in Needs

Unique Populations

Health Existing Services – according to information sources and area characteristics

Agency Services (e.g. Types of services; Number of clients served)

Other Services (e.g. Community Based; Federal Programs; State Programs; Emergency Services)

Health Existing Coordination and Linkages - according to information sources

List Partnerships – Public and Private

How established are the Partnerships? – serve same clients?, attend same meetings?,

Referral/Follow-Up – how often are clients referred for services across entities?

Supportive Services, Certified Case Management, Outreach

Health Gaps and Barriers – according to information sources

For Individuals/Families – eligibility, location of services, hours services are available, disabling conditions

For Agencies – information/communication gaps, funding sources, infrastructure, other issues...

For the Community – public support, community development / planning

Health Prioritization

Top three specific issues to be addressed (funding as well as coordination of services and partnership building)

1-

2-

3-

Conclusion – Summary of how needs, existing services and gaps and barriers relate to prioritization

Health Action Plan

Year 1

Year 2

Year 3

Suggested questions to consider

Who needs to be involved?

How might coordination of services regarding referral, follow-up, and partnerships be developed to address these issues?

How can funding be maximized?

How does this relate to your current scope of work?

(7) Emergency and Work Supports

Emergency and Work Supports Area Characteristics

(NOTE: provided by 2010 Utah Poverty Report or CAP Utah)

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|---|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| Number of TANF /FEP Recipients | | | | | | | |
| Number of General Assistance Recipients | | | | | | | |
| Unemployment Insurance Rate | | | | | | | |
| Number of Sheltered Individuals | | | | | | | |
| Number of Homeless Individuals in Families | | | | | | | |
| Number of Homeless Victims of Domestic Violence | | | | | | | |
| Others: | | | | | | | |

Emergency and Work Supports Information Sources – used to identify needs, existing services and gaps and barriers (do not list results – just list sources and general questions asked)

List of Information Sources

- 1.
- 2.
- 3.
- 4.

Recommended Sources and Information:

Community Survey; Focus Groups; Information regarding waiting lists, eligibility criteria, and changes in public assistance programs relative to emergency needs, outreach and essential services, legal services, crisis intervention for child, domestic, alcohol and / or drug abuse, interaction with mainstream services

Emergency and Work Supports Community Needs – according to information sources and area characteristics, describe the need in your community addressing the following:

Specific Needs

Extent of Needs

Changes in Needs

Unique Populations

Emergency and Work Supports Existing Services – according to information sources and area characteristics

Agency Services (e.g. Types of services; Number of clients served)

Other Services (e.g. Community Based; Federal Programs; State Programs; Emergency Services)

Emergency and Work Supports Existing Coordination and Linkages - according to information sources

List Partnerships – Public and Private

How established are the Partnerships? – serve same clients?, attend same meetings?,

Referral/Follow-Up – how often are clients referred for services across entities?

Supportive Services, Certified Case Management, Outreach

Emergency and Work Supports Gaps and Barriers – according to information sources

For Individuals/Families – eligibility, location of services, hours services are available, disabling conditions

For Agencies – information/communication gaps, funding sources, infrastructure, other issues...

For the Community – public support, community development / planning

Emergency and Work Supports Prioritization

Top three specific issues to be addressed (funding as well as coordination of services and partnership building)

1-

2-

3-

Conclusion – Summary of how needs, existing services and gaps and barriers relate to prioritization

Emergency and Work Supports Action Plan

Year 1

Year 2

Year 3

Suggested questions to consider

Who needs to be involved?

How might coordination of services regarding referral, follow-up, and partnerships be developed to address these issues?

How can funding be maximized?

How does this relate to your current scope of work?

(8) Transportation

Transportation Area Characteristics

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|--|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| Availability of Public Transportation? (Yes or No) | | | | | | | |
| | | | | | | | |
| Others: | | | | | | | |

Transportation Information Sources – used to identify needs, existing services and gaps and barriers (do not list results – just list sources and general questions asked)

List of Information Sources

- 1.
- 2.
- 3.
- 4.

Recommended Sources and Information:

Community Survey; Focus Groups; Information on availability, affordability and convenience of public transportation, other options for transportation, transportation available for those with physical disabilities, gas prices, and transportation vouchers or related services for low income individuals

Transportation Community Needs – according to information sources and area characteristics, describe the need in your community addressing the following:

Specific Needs

Extent of Needs

Changes in Needs

Unique Populations

Transportation Existing Services – according to information sources and area characteristics

Agency Services (e.g. Types of services; Number of clients served)

Other Services (e.g. Community Based; Federal Programs; State Programs; Emergency Services)

Transportation Existing Coordination and Linkages - according to information sources

List Partnerships – Public and Private

How established are the Partnerships? – serve same clients?, attend same meetings?,

Referral/Follow-Up – how often are clients referred for services across entities?

Supportive Services, Certified Case Management, Outreach

Transportation Gaps and Barriers – according to information sources

For Individuals/Families – eligibility, location of services, hours services are available, disabling conditions

For Agencies – information/communication gaps, funding sources, infrastructure, other issues...

For the Community – public support, community development / planning

Transportation Prioritization

Top three specific issues to be addressed (funding as well as coordination of services and partnership building)

1-

2-

3-

Conclusion – Summary of how needs, existing services and gaps and barriers relate to prioritization

Transportation Action Plan

Year 1

Year 2

Year 3

Suggested questions to consider

Who needs to be involved?

How might coordination of services regarding referral, follow-up, and partnerships be developed to address these issues?

How can funding be maximized?

How does this relate to your current scope of work?

(9) Other: _____

Area Characteristics

| Characteristics | By County: | | | | | | Overall Measure for Utah |
|-----------------|------------|--|--|--|--|--|--------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Others: | | | | | | | |

Information Sources – used to identify needs, existing services and gaps and barriers
(do not list results – just list sources and general questions asked)

List of Information Sources

- 1.
- 2.
- 3.
- 4.

Recommended Sources and Information:

Community Survey; Focus Groups

Community Needs – according to information sources and area characteristics, describe the need in your community addressing the following:

Specific Needs

Extent of Needs

Changes in Needs

Unique Populations

Existing Services – according to information sources and area characteristics

Agency Services (e.g. Types of services; Number of clients served)

Other Services (e.g. Community Based; Federal Programs; State Programs; Emergency Services)

Existing Coordination and Linkages - according to information sources

List Partnerships – Public and Private

How established are the Partnerships? – serve same clients?, attend same meetings?,

Referral/Follow-Up – how often are clients referred for services across entities?

Supportive Services, Certified Case Management, Outreach

Gaps and Barriers – according to information sources

For Individuals/Families – eligibility, location of services, hours services are available, disabling conditions

For Agencies – information/communication gaps, funding sources, infrastructure, other issues...

For the Community – public support, community development / planning

Prioritization

Top three specific issues to be addressed (funding as well as coordination of services and partnership building)

1-

2-

3-

Conclusion – Summary of how needs, existing services and gaps and barriers relate to prioritization

Action Plan

Year 1

Year 2

Year 3

Suggested questions to consider

Who needs to be involved?

How might coordination of services regarding referral, follow-up, and partnerships be developed to address these issues?

How can funding be maximized?

How does this relate to your current scope of work?

Appendix

Please attach survey results and focus group summaries.

