



Montana Department of Public Health and Human Services The Community Services Block Grant Program

CSBG 300-2 Needs Assessment

The state must prepare and submit an application and State plan covering a period of at least one fiscal year, but no more than two (Section 676). Human Resource Development Councils (HRDCs) must provide the assurances and other information required in the State's application and work plan. In accordance with our State Plan's assurance (11), the Department has included an example of a Community Needs Assessment Survey Tool Template.

A Community Needs Assessment (CNA) is a comprehensive assessment of poverty conditions as well as available resources to eliminate poverty based on current published information and the HRDC's own assessment.

HRDCs must conduct a CNA and issue a report once every 3 years. (Organizational Standard 3.1).

At a minimum the CAN must:

- Be a dated, written document labeled as a "Needs Assessment",
- Include partners reported in National Performance Indicator 4,
- List data sources and methods,
- List findings and priorities,
- Describe how priorities are addressed,
- Be included in the HRDC strategic planning process, and
- Follow IM138 Organizational Standards 1.2, 2.2, and 3.1-3.5 which state an organization must:
 - Analyze information collected directly from low-income individuals as part of the CNA. (1.2)
 - Utilize 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. (2.2)
 - Collect and include current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s). (3.2)
 - Collect and analyze both qualitative and quantitative data on its geographic service area(s) in the community assessment. (3.3)
 - Include key findings on the causes and conditions of poverty and the needs of the communities assessed. (3.4)
 - Obligate the governing board to formally accept completed CNA. (3.5)

Resources

- [IM138](#)
- [The Comprehensive Community Needs Assessment \(CCNA\) Online Tool](#)