

STEPS IN A COMMUNITY NEEDS ASSESSMENT

1. Identify a community needs assessment coordinator and form a community needs assessment committee.
2. As a team, review the results of relevant needs assessments that may have already been conducted. If this is the first needs assessment the city is undertaking, find out if other agencies have conducted needs assessments and review their data.
3. For your needs assessment, determine the community to be assessed.
4. Select community needs assessment techniques and tools. Create documents for collecting needs assessment information: focus group agendas and questions, surveys, etc.

Examples of data collection techniques are explored [here](#) in “Conducting a Community Needs Assessment: Primary Data Collection Techniques,” by Keith A. Carter and Lionel J. Beaulieu, Florida Extension Service, 1992.

Additional resources on assessing community needs and resources can be found [here](http://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources).
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5. Develop a plan for the assessment.
 - Who will participate in the assessment?
 - What information are we seeking?
 - When will the assessment be conducted? All at once or in phases?
 - What will the assessment cover? The whole city, particular communities?
 - How will the assessment be done? Written surveys, focus groups, online, large group meetings, etc.
 - What questions will we include? See below for some sample questions for focus groups and surveys.

Source: Corporation for National and Community Service.