**Form D**

**COMMUNITY ASSESSMENT OF NEEDS**

The page limit for this **Form D, Community Assessment of Needs** (CAN), is seven (7) pages, excluding any appendices. Applicant must present **Form D, Community Assessment of Needs**, using requirements listed in **Section 8.5, Application Composition**, of this RFA. Content presented in a manner other than as specified herein may not be reviewed.

Applicant should consider the following when writing its CAN:

1. A table of contents, and clear section headings and subheadings, are encouraged. A table of contents is not included within the stated page limitations;
2. All data should be clearly sourced;
3. Detailed information should be easy to understand; and
4. Flow and readability when deciding placement of graphics, references, list of Community partners, or any other pertinent details for the CAN within the main document or in appendices. Appendices must be referred to within the full text of the document.

There is no required template, however, at a minimum **Form D, Community Assessment of Needs**, must include the following three components: (1) an introduction; (2) a Community Overview and Characteristics section; and (3) CAN Results section. Each of those three components are described in greater depth below.

## 1. Introduction

Applicant must provide a brief overview of background information pertinent to the CAN, including the following:

1. The CAN’s purpose;
2. The CAN’s scope of focus; and
3. How the CAN was conducted (e.g. key partner participation, data types, and sources).

## 2. Community Overview and Characteristics

Applicant must provide the following information regarding the Community that Applicant proposes to serve:

1. A description of the Community;
2. A description of Community’s demographics related to risk factors;
3. A description of the prevalence of individuals with mental health needs in the Community; and
4. A description of Community’s strengths and the challenges faced within the Community.

*Considerations: This component should succinctly present the information regarding the Community, however, it should be comprehensive enough that someone who does not live in the Community can gain an understanding of that Community. This component may also include barriers to identifying, promoting, and delivering early mental health services and supports. An ideal response indicates that the Applicant has extensive knowledge of the community to be served including any population trends, the overall mental health landscape, risk/protective factors, etc.*

## 3. Community Needs Assessment Results

Applicant must provide the following information regarding its proposed Community’s needs:

1. A summary of the needs in the Community;
2. An assessment of how, and to what extent, needs in the Community are being met, including any existing funding and efforts to meet Community needs by Applicant. The assessment must also document efforts by other local entities that are providing services and supports in the same or overlapping Communities; and
3. An analysis of known, or potential, unmet needs and gaps in services. Applicant must describe the needs that are not being met entirely, or at all, within the Community. Applicant must identify any Target Populations and explain how focusing on these Target Populations would result in positive Outcomes.

*Considerations: Applicant should clearly demonstrate the unique needs of the Community based on the current Community characteristics identified in this* ***Form D, Community Assessment of Needs****. Applicant should identify what populations are most vulnerable or at risk. The identified needs should be discussed in detail, including the prioritization of those needs and their impact and meaning towards the Community. An ideal analysis indicates a prioritized selection of positive Outcomes from this RFA that are most relevant to the Community’s needs, as opposed to Applicant proposing to address all Outcomes regardless of its Community’s needs.*