

Community Assessment Report: Sample Outline

There are many ways to present the information gathered and analyzed for the community assessment. This sample outline produces a 50-page community assessment report with appendices.

I. Executive Summary	
1–2 pages	Highlights your methods of data collection and analysis, major findings, and recommendations.
II. Table of Contents	
1 page	Identifies the sections of the report and corresponding page numbers.
III. Overview of the State of the Grantee	
3–5 pages	Summarizes the program history, site locations, staffing patterns, and other general information. A map may be included to show the service and recruitment areas as well as program locations.
IV. Methodology	
2–3 pages	Describes the planning process, data collection methods, and data analysis.
V. Service Area Data	
6–10 pages	Details basic geographic, economic, and demographic features. Includes required data on number of eligible children, expectant mothers, children experiencing homelessness, children in foster care, and children with disabilities.
VI. Identified Needs	
8–11 pages	Reviews the education, health, nutrition, and social service needs of ! eligible children and their families, including prevalent social or economic factors that may impact their well-being.
VII. Community Resources and Strengths	
8–11 pages	Presents required information on other local child development programs, resources available in the community, and strengths of the community. Addresses issues of availability of and access to resources for families.

VIII. Observations and Recommendations

5–7 pages

Uses the community assessment findings to make program recommendations and identify trends in the service area. Five-year goals can be included in this section.

VIII. Appendices

As needed

Includes surveys, interview questions, other documents, and supplemental data.

