

# Community Needs Assessment Survey

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**ABOUT THE SURVEY**

The Illinois Housing Development Authority (IHDA) is committed to expanding the planning capacity of small and rural communities in Illinois to identify local housing needs, and empower those communities to take steps to meet those needs. As part of this commitment, IHDA offers technical assistance to communities in order to build upon and link to existing efforts, identify strengths and needs within the community, and otherwise generate localized capacity via a Community Revitalization Strategy process.

We invite you to be part of this Community Revitalization Strategy process by participating in the "Community Needs Assessment Survey." The survey is completely anonymous, and does not collect any identifying information. You should be able to complete the survey in under 10 minutes. Your participation will help our agency and your community strategize for future planning and investment, and identify community needs and goals. The survey first considers several community characteristics such as: Mobility, Community Life, Economy, Education and Wellness, and Safety. Community Engagement and Initiatives. The second portion of the survey further assesses your community input.

**COMMUNITY CHARACTERISTICS**

**MOBILITY**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
My community...						
Has adequate lighting in public spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has emergency phones or call boxes in public spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allows for clear sight lines that provide safety in public spaces	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has recreational paths and walking trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is pedestrian-friendly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to...						
Easily travel by bicycle in my community (bicycle trails, bike lanes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Easily travel by car in my community (paved roads, road maintenance)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access my downtown/commercial area by my transportation of choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**COMMUNITY LIFE**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
Housing in my community...						
Is in good condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offers options that suit a variety of lifestyles and needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is affordable to households making a variety of incomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is available for the elderly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(Other) _____						
There are enough public places for the community (parks, community rooms, squares)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The cleanliness of downtown is adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**ECONOMY**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
My community has...						
Adequate commercial and retail development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Various types of retail establishments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Various types of dining establishments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storefronts that look well-kept and attract shoppers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Community needs assessment survey** is a vital tool for understanding the specific needs and challenges faced by a community. It serves as a foundational element for effective planning and decision-making for various organizations, including non-profits, government agencies, and community groups. By systematically gathering and analyzing data about the community's needs, stakeholders can make informed choices, allocate resources effectively, and develop programs that truly resonate with the population they serve.

What is a Community Needs Assessment Survey?

A community needs assessment survey is a structured method used to collect information from community members regarding their needs, preferences, and challenges. The goal is to identify gaps in services, unmet needs, and overall community health. The process usually involves:

- Designing a survey that aligns with the objectives of the assessment.
- Distributing the survey to a representative sample of the community.
- Analyzing the collected data to draw insights and conclusions.

Importance of Community Needs Assessment

Conducting a community needs assessment survey is essential for several reasons:

1. Identifies Unmet Needs: It helps to pinpoint areas where services or resources are lacking.
2. Guides Resource Allocation: Organizations can prioritize funding and resources based on community feedback.
3. Informs Program Development: Insights gained can shape new initiatives tailored to community needs.
4. Engages the Community: The survey process encourages community involvement, making individuals feel valued and heard.
5. Enhances Collaboration: Results can foster partnerships among organizations serving the same community.

## Steps to Conduct a Community Needs Assessment Survey

To ensure effectiveness, it's essential to follow a systematic approach when conducting a community needs assessment survey. Below are the key steps involved:

### 1. Define the Purpose and Scope

Before launching the survey, clearly define its purpose and objectives. Consider the following questions:

- What specific information are you seeking?
- Who will use the data collected?
- How will the results influence decision-making?

### 2. Engage Stakeholders

Involve key stakeholders during the planning phase. This might include:

- Community leaders
- Local government representatives
- Non-profit organizations
- Residents

Engagement ensures that the survey addresses relevant issues and fosters a sense of ownership among stakeholders.

### 3. Design the Survey

Creating the survey is a critical step. Consider the following components:

- Question Types: Use a mix of qualitative and quantitative questions, such as multiple-choice, Likert scales, and open-ended questions.
- Clarity: Ensure that questions are clear and concise to avoid confusion.
- Length: Keep the survey short enough to encourage completion but comprehensive enough to gather necessary information.

### 4. Select the Sample Population

Identify the target population for your survey. This could include:

- Specific demographic groups (age, ethnicity, income level)

- Geographic areas
- Stakeholder groups

Using stratified sampling can help ensure that diverse voices within the community are represented.

## 5. Distribute the Survey

Choose appropriate methods for distributing the survey, such as:

- Online platforms (Google Forms, SurveyMonkey)
- Paper surveys (distributed in community centers or events)
- Interviews (face-to-face or telephone)

## 6. Analyze the Data

Once data collection is complete, analyze the results to identify trends and insights. Consider using statistical software or qualitative analysis tools to help interpret the data effectively.

## 7. Report Findings

Develop a comprehensive report that summarizes the findings of the survey. Include:

- Key insights and trends
- Visual representations of data (charts, graphs)
- Recommendations based on the findings

## 8. Share Results with the Community

Transparency is crucial. Share the results with the community and stakeholders through:

- Community meetings
- Newsletters
- Social media
- Local media outlets

## Best Practices for Effective Community Needs Assessment Surveys

To maximize the effectiveness of the survey, consider the following best practices:

### 1. Build Trust

Establishing trust within the community is paramount. Communicate the purpose of the survey and how the data will be used to benefit the community.

### 2. Use Inclusive Language

Ensure that the language used in the survey is inclusive and accessible to all community members. Avoid jargon and technical terms that may alienate participants.

### 3. Offer Incentives

To encourage participation, consider offering small incentives, such as gift cards or entry into a raffle. This can significantly increase response rates.

#### 4. Follow-Up

After the survey, follow up with participants to thank them for their contribution and to share how their feedback will be utilized.

#### 5. Continuous Improvement

Use feedback from the survey process to refine future assessments. Consider conducting surveys regularly to keep up with the changing needs of the community.

### Challenges in Conducting a Community Needs Assessment Survey

While essential, community needs assessment surveys can encounter various challenges:

#### 1. Low Response Rates

Some communities may be difficult to engage, leading to low response rates. To combat this, ensure that the survey is convenient and accessible.

#### 2. Bias in Data Collection

Be mindful of potential biases in survey responses. Engage diverse groups and utilize different methods of data collection to capture a representative sample.

#### 3. Misinterpretation of Data

Data analysis can be complex, and misinterpretation can lead to misguided conclusions. It may be beneficial to involve data analysts or researchers in this step.

### Conclusion

A community needs assessment survey is an invaluable tool for understanding the needs, preferences, and challenges faced by a community. By following a structured approach and adhering to best practices, organizations can gather meaningful data that informs decision-making and fosters community engagement. Ultimately, the insights gained from such surveys not only enhance the effectiveness of programs and services but also empower communities to advocate for their needs and aspirations. By listening to the voices within the community, stakeholders can work together to create a more vibrant and resilient society.

## Frequently Asked Questions

### What is a community needs assessment survey?

A community needs assessment survey is a systematic process used to identify and analyze the needs of a community, gathering information on issues such as health, education, and social services to inform planning and resource allocation.

## **Why is conducting a community needs assessment survey important?**

Conducting a community needs assessment survey is important because it helps organizations and policymakers understand the specific needs and priorities of the community, ensuring that resources are directed effectively and programs are tailored to address those needs.

## **Who should be involved in the community needs assessment survey?**

Stakeholders such as community members, local organizations, government agencies, and service providers should be involved in the community needs assessment survey to ensure diverse perspectives and comprehensive data collection.

## **What methods can be used to conduct a community needs assessment survey?**

Methods for conducting a community needs assessment survey include online questionnaires, focus groups, interviews, community forums, and analyzing existing data from local agencies and organizations.

## **How can the results of a community needs assessment be utilized?**

The results of a community needs assessment can be utilized to inform program development, secure funding, advocate for policy changes, and prioritize resource allocation to address identified community needs.

## **What challenges might arise during a community needs assessment survey?**

Challenges during a community needs assessment survey may include low response rates, difficulty reaching diverse populations, potential biases in data collection, and ensuring that the survey accurately reflects the community's needs.

## **How often should a community needs assessment survey be conducted?**

A community needs assessment survey should ideally be conducted every few years or whenever there are significant changes in the community, such as demographic shifts or emerging issues, to ensure that the data remains relevant and actionable.

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