



Center for African American Recovery Development

RCO Toolkit

Resource 3.2B

Community Needs Assessment (CNA) Planning Worksheet



Community Needs Assessment (CNA) Planning Worksheet

Strategic Planning Tool for Black-Led Recovery Community Organizations

◆ Section 1: Define Your Purpose

Why are you conducting a CNA? What do you hope to learn or change?

(Write your objective in 1–2 sentences)

Who do you need to hear from (priority groups)?

- ☐ Youth
- ☐ Formerly incarcerated individuals
- ☐ LGBTQIA2S+
- ☐ Elders
- ☐ Faith communities
- ☐ Families of people who use drugs
- ☐ Other:

◆ Section 2: Choose Your Methods

Use this table to plan how you'll gather community input. You can mix and match approaches.

Method

**Will You Use
This?**

Notes or Goals

Community Survey	☐ Yes / ☐ No	_____
		—
Listening Session	☐ Yes / ☐ No	_____
		—
Focus Group	☐ Yes / ☐ No	_____
		—
Stakeholder Interviews	☐ Yes / ☐ No	_____
		—
Public Event / Forum	☐ Yes / ☐ No	_____
		—
Social Media Polling	☐ Yes / ☐ No	_____
		—

◆ Section 3: Plan Logistics & Timeline

Who will help plan or lead your CNA?
(Include staff, peers, partners, volunteers)

When will you begin the CNA process?

Start Date: -----

End Date: -----

How will you record and store responses?

- ☐ Paper forms
- ☐ Digital surveys (e.g., Google Forms)
- ☐ Audio recordings (with consent)
- ☐ Other: -----

◆ Section 4: Equity & Access Considerations

How will you ensure cultural safety and trust in the process?
(Consider who facilitates, where you meet, how people are compensated)

Will participants receive a stipend, food, or transportation support?

☐ Yes

☐ No

☐ Maybe — details: _____

◆ **Section 5: Next Steps & Follow-Up**

How will you debrief the findings with your team or community?

What decisions or planning will be informed by the CNA?

☐ Strategic plan

☐ New programming

☐ Grant proposal

☐ Partnership building

☐ Policy advocacy

☐ Other: _____

From Planning to Partnership

Need help designing or facilitating your CNA process?

CAARD offers culturally responsive facilitation, data analysis, and planning support tailored for Black-led RCOs.

Reach out to us to discuss how we can support your CNA strategy.