

**Dignity Fund Community Needs Assessment
Project Plan – Preliminary Outline**

Key Project Components

To be supported and/or led by consultant

DFCNA Component	Description
Literature/Report Review and Population-Level Data	<ul style="list-style-type: none"> • Review existing San Francisco-specific needs assessment analysis from DAAS, community, other governmental entities, etc; • Assess research literature and reports focused on priority populations to identify population challenges/needs and strengths • Generate additional population-level data as needed (e.g., census, California Health Survey)
Population Survey	<ul style="list-style-type: none"> • To gather input from representative sample of seniors, persons with disabilities, and caregivers, this will include a citywide random sample survey (e.g., phone, mail, online)
Community Input	<ul style="list-style-type: none"> • To provide opportunities for community participation and population input and to increase transparency, this will include: <ul style="list-style-type: none"> • Public forums reaching a robust cross-section of stakeholders; • Focus groups (e.g., population groups more difficult to engage, target groups not reached through larger input sessions)
Equity Analysis	<ul style="list-style-type: none"> • To inform FY 18/19 Service and Allocation Plan, the DFCNA equity metrics will: <ul style="list-style-type: none"> • Establish a baseline of existing services and resources in low-income neighborhoods and disadvantaged communities (compared to services and resources available in the city as a whole); • Examine eligibility for existing programs, seeking to provide more services and support for low/modest-income residents not currently eligible for home- and community-based services
Gaps Analysis	<ul style="list-style-type: none"> • Compare actual performance with potential or desired performance to inform FY 18/19 Service and Allocation Plan
Written Report/Drafting	<ul style="list-style-type: none"> • To summarize needs assessment findings and provide groundwork for Service and Allocation Plan in FY 18/19
Design consultant	<ul style="list-style-type: none"> • To support accessibility of report and findings and develop clear messaging

DFCNA Timeline

FY 16/17

FY 17/18

Election Year

Dignity Fund Year 1

June July Aug Sept Oct Nov Dec Jan Feb March Apr May June

