



## Community Services Block Grant

### Introduction to the Agency

#### A. INTRODUCTION

The Central Kentucky Community Action Council, Inc. is a private, non-profit organization incorporated in March 1966, to provide social service programs in four of the eight counties of the Lincoln Trail Area Development District. In October of 1982, the Agency was authorized to provide expanded services through the Community Services Block Grant Program, in all eight counties of the Lincoln Trail Area Development District. In 2007, CKCAC was asked to provide services for the Kentucky Works Program, which has now expanded to seventeen counties. CKCAC provides services for the following programs: Community Services, Head Start, Transportation, Kentucky Works, Community Collaboration for Children, Weatherization, Senior Citizen Congregate Meals, Child Food Programs, Retired Senior Volunteer and Senior Companion Programs. Community action agencies are federally designated entities originating from President Johnson's "War on Poverty." As a community action agency, Central Kentucky Community Action Council, Inc. is a private, nonprofit 501(c)(3) corporation governed by a tri-partite, twenty-four-member board of directors consisting of the low income consumer of agency services or a representative, elected public officials, and the private sector - business people, educators or representatives of local organizations.

The current service area has a span of eight counties, which includes: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington located in the central and west central area of Kentucky comprises the Lincoln Trail Area Development District. This area is comprised of cities such as Hardinsburg, Leitchfield, Elizabethtown, Hodgenville, Lebanon, Brandenburg, Bardstow, and Springfield. Although these counties are considered rural, the area is easily accessible by an excellent interstate road system. I65 runs North and South and the Western Kentucky Parkway and the Bluegrass Parkway run East and West through the middle of our area. Other major highways connect our communities with jobs and make our communities prime candidates for new factories and industry. Tourism is an industry that provides employment opportunities and financial benefits for our communities. Recreational areas include Rough River, Nolin Lake, and the Ohio River. Our area includes many historic sites including, My Old Kentucky Home, various distilleries, and outdoor dramas that draw vacationers to our communities from all around the world.

Our goal is to help people help themselves toward self-sufficiency. We work toward this goal daily by providing services to the families of low-income. Community Action is considered the "hub of the wheel" of service providers in the counties we serve. Through our Interagency Meetings with other service providers, we know who is doing what, and what services are available to families of low-income. With this valuable information, we can match families to services. Our Agency is a voice for the families of low-income families, helping people, changing lives, making a difference every day in our communities.

Central Kentucky Community Action Council, Inc. engages low-income individuals in a variety of ways throughout the agency. Most programs utilize volunteers throughout the year to enhance services, program operations, and customer support. Head Start utilizes parent volunteers in Head Start classroom activities and as decision makers on Policy

Council and fathers participate in the Watch Dog Program. The Senior Companion Program is a program designed to allow individuals remain in the home longer with the assistance of a low-income volunteer. The volunteers in this program that qualify as low income are eligible for a stipend to assist in their efforts as they assist the community and the agency. Community Services (CSBG) utilizes Kentucky Works and Experience Works volunteers as receptionist in our offices to help provide services to individuals and families. The agency engages low-income individuals to participate in completing the yearly Community Needs Assessment and serving on the tri-partite board in an effort to guide agency program and services.

**Mission**

Central Kentucky Community Action Council, Inc. provides services to meet basic needs and to empower vulnerable populations. By increasing self-sufficiency and developing strategies to promote economic independence through partnerships and community resources.

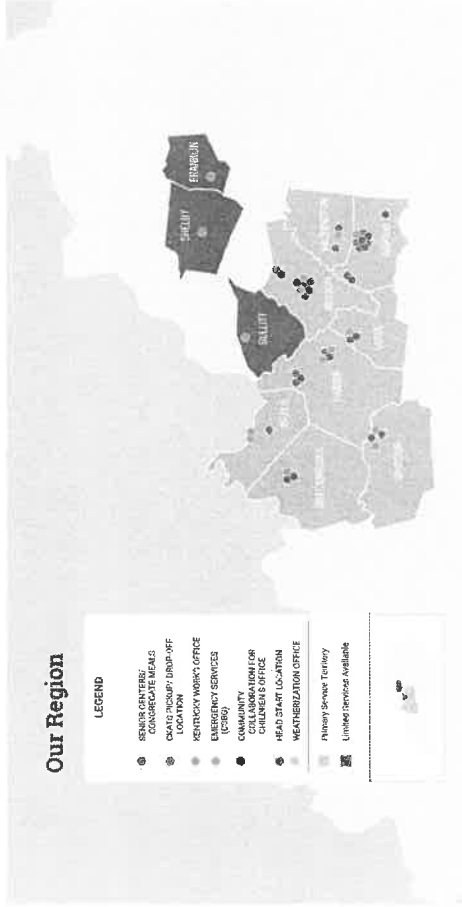
**Equity Statement**

As Central Kentucky Community Action Council, Inc. aims to eradicate the causes and conditions of poverty, we understand that racial inequity rests at the intersection of multiple barriers that impeded access to economic security for children, families, and communities.

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## Community Services Block Grant

### Community Needs Assessment for Program year 2023-2024

A. Comprehensive Community Needs Assessment was conducted from July 1, 2022, through March 22, 2023, by staff of the organization in conjunction with the Community Services Block (CSBG) requirements and as a resource for CKCAC, and other collaborative partners, to ascertain critical needs in the CKCAC service area, as identified by community members, consumers, stakeholders, and service providers, to enable CKCAC to continue adapting programs and services to best meet community needs.

Findings from this assessment will be used to assist Central Kentucky Community Action Council, Inc. to continue to deliver high quality services and promote the National Community Action Network Theory of Change Goals:

- Individuals and families with low incomes are stable and achieve economic security.
- Communities where people with low incomes live are healthy and offer economic opportunity.
- People with low incomes are engaged and active in building opportunities in communities.

#### A. METHODOLOGY

Multiple sources of quantitative and qualitative data were utilized to develop as clear a picture as possible on regarding the health, wellbeing, and self-sufficiency of our area. Quantitative data was primarily mined through the CARES Engagement Network platform, an online depository for demographic information from available standardize data resources located at <https://cap.engagementnetwork.org> Labor Market Information Report Library - KYSTATS

Qualitative data was collected in the form of a survey of clients, consumers, stakeholders, employees, community leaders, faith-based representatives, elected officials, and board members of the Central Kentucky Community Action Council, Inc. CSBG service area. Surveys were collected between July 1, 2022, and March 22, 2023, in both written and online formats. The survey was accessible online via Survey Monkey via the CKCAC website, Social Media Facebook and under the Community Needs Assessment link located at <https://www.surveymonkey.com/r/TLDLGMN-CNA>, and maintained by Community Action Kentucky (CAK), a statewide association representing and assisting the 23 community action agencies throughout the Commonwealth.

Qualitative data is usually gathered through the hosting of 8 community meetings throughout the region. This was completed in 2 of the counties. Willingness to meet in public is recovering from the COVID 19 Pandemic.

Community partners and community members of each county were asked about the thoughts of need in the communities and to complete the survey.

The research, analysis and writing of this Community Needs Assessment was performed, under the direction of Ellen B. Leake, CCAP-NCRI, CSBG/HEAP Director-Agency Operations Officer for CKCAC.

Needs Assessment Survey Forms completed by clients or interested persons ~ 810 were returned and/or completed online and calculated. The analyzed data generated is used for prioritizing the CSBG Work Plan.

Listed below are the responses from the Central Kentucky Community Action Council, Inc. CSBG service counties:

In which county do you live or represent (for the agency)?		
Answer Choices	Responses	
Breckinridge	15.68%	127
Grayson	5.19%	42
Hardin	14.81%	120
Larue	5.6%	41
Marion	8.40%	68
Meade	19.38%	157
Nelson	7.9%	64
Washington	23.58%	191
	Answered	<b>810</b>

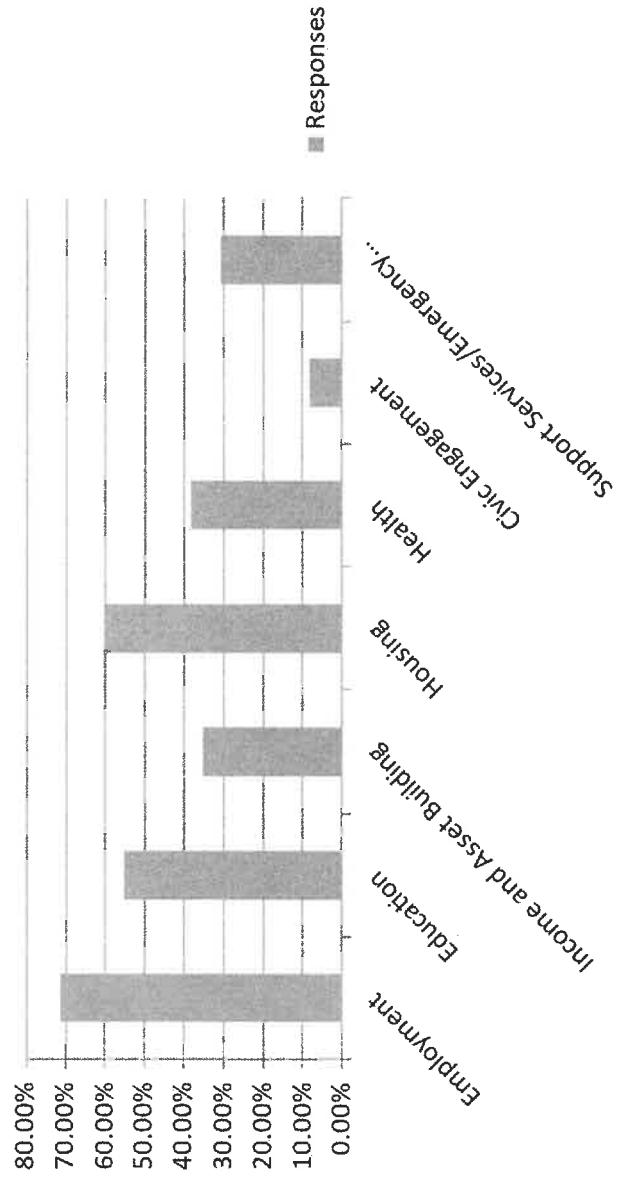
Listed below are the primary concerns that emerged from survey responses, which will be analyzed more thoroughly later in this report:

Answer Choices	Responses
Employment	71.60% 580
Education	55.31% 448
Income and Asset Building	35.43% 287
Housing	60.25% 488
Health	38.40% 311
Civic Engagement	8.27% 67
Support Services (supporting multiple domains)	30.74% 249
	Answered <b>810</b>

Note:

*Responses from several survey questions combine to form an aggregate category of need. In addition, Support Services support many multiple domains including family services, case management, and emergency services (emergency food, clothing, utility assistance, and other areas of basic needs).*

# OVERALL NEED



### **C. Collaborative Efforts**

There is a strong community service network in our area working to remove the obstacles and solve problems that block the achievement of self-sufficiency. By close contact and knowing what each agency has to offer families of low income, the entire network can provide information and referral, to obtain the best service from the resources available, without duplication.

**D. Community Strengths** For example, we work with the Kentucky Career Center, Department of Employment Services, and temporary job placement agencies to help our clients get jobs training and placement. We provide on-the-job training to several clients in our county offices. This Agency also operates the Kentucky Works program; assisting K-TAP recipients obtain Job Readiness Skills and employment. The job experience and counseling services they receive are invaluable when these workers venture out to new employment. Other community strengths include an excellent road system that includes I65, the Western KY Parkway, the Bluegrass Parkway, and many other major highways. Elizabethtown Community and Technical College sits in the center of our service area. The main Campus is in Elizabethtown and a satellite campus in Springfield, KY. Branches of Western KY University and Campbellsville College are located in Elizabethtown and Lebanon. Tourism provides employment opportunities and financial benefits to the community.

### **ii. Describe activities designed to assist low-income participants including the elderly poor.**

**1. To secure and retain meaningful employment:** Central Kentucky Community Action Council, Inc. CSBG Staff works with clients to secure and retain employment. This area is addressed in ROMA - a client is “unemployed and obtain a job.” We assist with the job search. We refer to employment programs such as Workforce Investment. Staff members assist clients in overcoming obstacles to employment such as day care, clothing, and emergency assistance. Employment assistance funds are available. Staff members follow up on clients to help with any problems that may arise that would jeopardize job retention. The Agency works with the Experience Works Program, School to Work, Kentucky Career Center and Kentucky Works as a host agency, providing job-training opportunities. There are Experience Works and School to Work workers placed in our county offices for job training. These workers are a big help to us, they answer the telephone, file, and in some cases take applications for LIHEAP. We also assist with recruitment for Experience Works Senior Program. CSBG works with the Agency Senior Companion Program and the Retired Senior Volunteer Program to reach out to the Senior Citizens in our service area. In answer to recent Needs Assessment data, this Agency continues to contract with the Cabinet to operate the Kentucky Works Program in our eight county service area and an additional nine Counties. This program provides job training sites, job placement both subsidized and unsubsidized, and Job Readiness Activities for K-TAP recipients that have been referred to this component by Case Managers from the Cabinet for Health and Family Services. Funds are available to assist with the cost of transportation to work, clothing required for work, and shoes.

**2. To obtain and maintain adequate housing and suitable living environment (prevent homelessness:** Community Service Coordinators work closely with Public Housing, Section 8, Income Based Housing, and the Weatherization Program to assist our clients with housing needs. We assist with the Housing Search for affordable rental housing. We assist in completing applications for other programs, including the Section 8 rental assistance program and Weatherization. The Community Services Program Director actively seeks additional funding to address the needs of the homeless and to prevent homelessness. (Below) Staff members coordinate with the Elderly Housing Complexes – completing LIHEAP applications on-site as a special service for

seniors. Staff members advocate for the need of more affordable rental housing in our area.

**3. To attain an adequate education:** We, as an Agency that works to help people help themselves, know that education is the key to breaking the cycle of poverty. We emphasize the need for education and refer clients to adult education and literacy programs. Our area has excellent facilities offering these programs. We offer assistance with fees and transportation for GED Testing, along with College Scholarships to graduating seniors and GED recipients. CSBG funds are used to purchase books and school supplies. CSBG funds also assist through Employment Support, with the cost of computer classes, Certified Nurse Aid Training Classes, or other programs that will assist with job acquisition or retention. We track the progress of our clients in educational programs through ROMA and help them achieve their educational goals. We provide a list of age appropriate children to the Head Start Program in December and in April of each year. CSBG Coordinators work with the 4 H, Sheriffs Camp and other camps to pay the camp fee for low-income children. We sponsor low-income kids for school field trips, day camps, swimming lessons, sports equipment, Louisville Zoo passes (Family) and a wide range of other educational activities and opportunities. If needed we provide school supplies, and clothing or uniforms for youngsters.

**4. To provide on an emergency basis for the provision of goods or services, health care and related services, as may be needed to assure good health care.** We will continue to offer assistance with health transportation, as needed either using Community Action Transportation Services or gas vouchers for medical appointments. Families are referred to the application process for the free or reduced cost prescription drug programs. CSBG staff works in collaboration with Seniors Saving Medicare. We expect that hundreds of senior citizens will receive free name brand medication from the big Drug Companies through this collaboration. CSBG Staff members refer to the Senior Companion Program. This program matches low-income seniors with persons who need limited assistance with activities of daily living, to remain in their homes. Staff members make calls to CHFS to find out “why” the passport card has not been approved. This advocacy helps speed up the process. Assistance is provided with scheduling appointments in some cases. Information is provided on programs such as KCHIP, Medicaid and Medicare. We assist families with applications for free vision care and refer to the Dental School for free or reduced cost dental care. Health care items, such as toothbrushes, toothpaste, soap, laundry soap etc. are available in our county offices for families that need them.

**5. To make better use of available income:** Our staff is qualified to provide training on budget management for our clients. In all cases in which financial assistance is to be provided, the case- worker must “run the budget” for the family in CASTiNET. This budget page gives a clear breakdown of where the money goes and is enlightening to many clients. Clients may be required to attend Budget Classes before additional financial assistance is provided. 13,045 families received assistance through our county offices during the LIHEAP Programs. This assistance with the cost of home heating allowed the families to free up funds that would have been used for this purpose. We provide information to these families to help them conserve energy. We target Senior Citizen Centers and Housing when advertising LIHEAP, and Staff members call our elderly clients to remind them of LIHEAP. We complete LIHEAP applications by phone for our elderly clients and offer the early registration to those on fixed income. Notices are also distributed through Head Start Centers and sent to each grade school. We provide Christmas baskets for the elderly in several counties, allowing them to stretch their income. LIHWAP water assistance was added this year.

In many of our counties, furniture and household items are available to allow families to stretch their dollars. We have agreements with Goodwill to allow our clients to shop, along with free clothing banks in many of our counties. We address other areas of potential income, including child support when applicable, SNAP-“why haven’t you applied?” Our staff is very involved with community Holiday Programs; helping hundreds of families stretch their monthly incomes at this important time of year. We assist our clients in accessing other mainstream resources.

**6. To obtain emergency services:** We also provide emergency financial assistance for families, using CSBG funds, Match donations, Ministerial Association, local Churches, Salvation Army, Wintercare and Winterhelp and Untied Way Grants for rental and utility assistance. During the 2022-2023 LIHEAP Subsidy Season, we processed 3,281 applications for 3,281 unduplicated families, with \$416,371.00 in benefits. LIHEAP Crisis, Season we processed 4,242 applications for 2,890 unduplicated families, with \$953,247.65 in benefits. We work with families to develop strategies to avoid future emergencies. On site, Emergency Food Banks are in two of our offices. We collaborate with Emergency Food Banks in other counties. Homelessness needs are met through two shelters in Hardin County, A Night at the Inn and Nelson County offers overnight accommodation in participating churches. CKCAC is also able to refer to shelters outside our area. Referrals are made to Employment Services to assist families in emergency situations.

To provide nutritious supplies or services that may be needed to counteract condition of starvation and malnutrition Each of the County CSBG Coordinators either operates an emergency food bank or screens the applicants for the area food banks for eligibility. Each Coordinator can provide immediate nutritional assistance in an emergency, and prompt assistance in non-emergency instances. For the past 5 years, the Agency has collaborated with the USDA and America’s Second Harvest of the Heartland to operate the CFSP (Senior Commodities Program) in six of our counties serving over 600 seniors. At monthly Commodity distributions we are able to distribute additional food items to low-income individuals in conjunction with Feeding America Second Harvest. The food items vary and during summer months farmers donate the not perfect vegetables. In collaboration with Feeding America of Kentucky’s Heartland and other services providers in our communities, the Agency has implemented the Backpack Program in four of our Counties. This program provides food for 480 children with “food insecurity” meaning that their nutritional needs may be met while in school and obtaining school meals. But they may not have access to food on the weekends. Bags of food are discretely placed in the child’s backpack to help meet his/her nutritional needs over the weekend. The Garden program is seeing a renewed interest. The garden program offers clients/individuals or families plants and seeds for a home garden. At the end of the gardening season, they report back the amount of produce reaped and if canning or freezing took place. We collaborate with local Extension Offices and Libraries for referrals and classes in gardening and food preservation. In Larue and Nelson County we collaborate with the FFA class to grow plants needed in those counties. Senior Citizens at our senior center in Larue and Nelson County in collaboration with the High School FFA class learn how to plant patio gardens. And take-home plants. Our Head Start families are receiving a child’s gardening book, seeds and a cell pack of plants, along with our garden flyer. Hot meals for seniors can be obtained by attending at our Senior Centers in 7 of the 8 counties. In Meade we operate a meal voucher program for seniors. We also distribute Farmers Market Coupons for seniors during the summer months.

**7. To achieve greater participation in the affairs of the community** Persons of low income need to be involved in their communities. This involvement can make them feel that they have more of a stake in the community. With this comes the feeling of pride and ownership. We track the number of people volunteering for Agency projects through ROMA. We encourage involvement from our clients in ours and other community projects,



including participation on our Agency Board of Directors and Head Start Policy Council and Emergency Food and Shelter Board. The Needs Assessment Process gives the families of low-income an opportunity to provide input into program planning. Our clients are also offered the opportunity to complete a Satisfaction Survey to assist the Agency in customer service. We mobilize community resources for families of low-income. We advocate for them during community presentations. We provide advocacy with other programs to get faster results.

**To remove obstacles and solve problems by establishing comprehensive, long-term programs of family development, which will help achieve goals, solve problems and maintain self-sufficiency:** Case management is provided to assist families toward self-sufficiency. By assisting families in times of need, and providing counseling regarding budgeting, employment, education, housing, or involvement we are helping them become self-sufficient. Assisting a family to rent an apartment that they can afford or assisting them with the application process for loans or Section 8 helps them become self-sufficient. Assisting to remove obstacles to employment and education, developing strategies to prevent further emergencies and providing follow-up support assist them in becoming self-sufficient. “We will help you help yourself become self-sufficient.” Case management toward self-sufficiency is required and funded by several of the funding streams that we operate alongside CSBG. Making our CSBG dollars go farther.

iii. This Agency participates in inter-agency meetings throughout the 8 county region in an effort to bring awareness of community concerns, to remove barriers to self-sufficiency. We also work closely with the Family Resource Centers and Youth Service Centers to reach the children in our area. We work with local law enforcement offices. They are “on call” to protect us when clients become belligerent or violent.

iv. This Agency works closely with Marion County Community Services Center, Aid to West Marion County, Ministerial Associations in all Counties Served, Monks of Gethsemane, St. Vincent DePaul Society, Good Samaritan, Red Cross, Salvation Army, County Extension Offices, Family Resource Centers, Goodwill Industries, Fiscal Courts in each County Served, America’s Second Harvest of Kentucky’s Heartland, Grayson County Community Alliance, Kentucky Housing Corporation, Christian Motorcycle Club, Toys for Tots, Army Reserve, Clothes Closet, High School Clubs, Hendrickson Auxiliary, Mail Carriers Union, Boy Scouts, United Postal Service, Public Housing, Department of Community Based Services. Our field staff works closely with other providers of Service in their areas. In Hardin County, we work in a triangle, with St. Vincent DePaul, Hardin County Hope and Helping Hand, to assist clients. In Marion County, we work with the Community Service Center, and other faith-based organizations to assist clients. In Breckinridge, Larue, Grayson, and Meade County we work closely with the Ministerial Associations, Civic organizations, and other groups to provide the assistance needed. In Nelson County, we work closely with Gethsemane and St. Vincent’s. In Washington County, we maintain a close relationship with Catholic Church and the Salvation Army and other community groups. We provide emergency food through our Food Banks or refer to Food Banks in the area. We work with the Red Cross, Goodwill and other groups to provide furniture in case of fire or disaster. Our intent is to be the hub of the service provider network in the areas we serve. The County Judges serve on our Board of Directors and on the Local Emergency Food Shelter Board. Staff members attend many different meetings in which services are discussed. This information prevents the duplication of services. More and more, local Churches and the Salvation Army are turning to our Outreach Staff to screen clients for eligibility. Several deposit funds into the Local Match Funds for Counties, allowing us to provide assistance in our offices.

As stated earlier, the strong community service provider network is a great strength. By being aware of other services offered, coordinating services, and making effective use of other services offered, our staff can better help the clients we serve. These partnerships also allow this Agency to be able to get the best results from our

resources. Our CSBG Staff members sit on many community Boards.

v. We encourage economic development. As representatives of the low-income, the Community Services staff promote their hiring, by reminding the community of this untapped resource. We advocate for our client base to get a share of opportunities. Staff members provide program presentations to civic groups, including the Kiwanis and Rotary Clubs. We work with job services to place clients in available positions. Staff members attend Town Hall sessions with legislators to bring the plight of families of low-income to their attention. The addition of the Kentucky Works Program also creates closer ties with the economic development commissions in each of our Counties. Staff members attend Chamber of Commerce Meetings and Economic Development functions.

vi. We do provide education, counseling, and technical assistance with equal opportunity issues in our county offices. Cases are referred to the Agency Equal Opportunity Officer as necessary. Notices are posted in each of our offices. Equal Opportunity instructions are provided as we process the service assessments for each family.

**e. PRIORITIZING COMMUNITY NEEDS**

During our Needs Assessment Process, we received feedback from the 810 people completing the survey. This included Client, Community Partners, Board Members and Staff. To set the priorities Survey Monkey was used to compile and determine the needs in each category and then ranked the categories.

Central Kentucky Community Action Council, Inc. ranked the CSBG services categories as follow for the fiscal year 2023-2024:

KEY FINDINGS

1. Employment (Family)
2. Housing (Family)
3. Education (Family)
4. Health (Family)
5. Income and Asset Building (Family)
6. Support Services (Family)
7. Civic Engagement (Community)

f. A common intake in CASTINET is performed and eligibility is determined. Those eligible are referred to the most appropriate program within CSBG or the Agency. They may be provided with financial assistance with CSBG or other program funds as necessary and if available. County Coordinators will follow up with the individual or referral completing program goals.

Termination is based upon the completion of the immediate goal-long or short or the program requirements.

**1. Employment** Due to the current economic climate and the 4.3% unemployment rate 71.60% of the surveyed rank the Opportunity for a “Living Wage” job is needed to become self-sufficient. There are many services that we can provide for employment – making employment our number priority. We have budgeted funds to Employment Client Support to assist with the cost of employment training, employment transportation, and to

assist with the purchase of items required for employment. Referrals to Employment Agencies and directly to employers do not require client service dollars to be spent. Additional Staff time will also be budgeted to the Employment Category. **Family**

**2. Housing** We assume that the many Emergency Services offered by this Agency are meeting most of the needs of the families of low-income, helping families help themselves. 60.25% expressed a need for assistance with emergency heating and cooling, (**utilities, rent/mortgage**). Housing is a real issue in our area. We provide many housing services, including Weatherization, housing placement and rental assistance programs. The cost of rent in our area has risen, especially in the Hardin and Meade County areas that were impacted by Fort Knox continues. The CSBG Staff agrees that if current funding exists, most emergency needs will be met. This Agency will continue to aggressively seek funding to continue and expand Housing. **Family**

**3. Education** Although Education ranked mid-way in the Survey at 55.31%. With the support for adult students, the Educational Scholarship Programs and Youth Programs are included in this category. We will continue to help remove barriers to costs for education, skills training fees, class fees, books, referrals to GED Centers and payment for GED tests. Education also leads to jobs and self-sufficiency. Youth camp scholarships to local children so they can attend 4-H camp and various educational activities focused on children. Swimming passes, summer reading. **Family**

**4. Health and Social/Behavioral Development** 38.40% since this agency provides many services in the Nutrition Category, this indicates that Nutritional needs are met. With new involvement in Gardening, we will help meet needs to improve adults and children with healthy eating and exercise. We will continue to provide existing services, including the Backpack, Senior Commodity, and Food Bank Programs. Local Extension Offices will be used for nutrition classes and how to save money on groceries. Although the unemployment rate is lower than last year, many jobs do not include benefits such as health insurance. The high cost of medical care and prescriptions, along with the large number of families without health insurance makes this category a major concern of low-income families. We will continue to refer families to the Free Medicine Program for free prescription drugs. Our staff, in answer to the need of our families, will recommend that families apply for K-CHIP to help families obtain health insurance for their children. We will continue to provide assistance with health care needs and expand our knowledge in this area to enable us to provide productive referrals for health care. We will also continue to refer to our Transportation Program for medical transportation. Our Agency does not operate the KYNECT insurance program but will continue to bring this to our client's attention. **Family**

**5. Income and Asset Building** 35.43% of the surveyed noted Income and Asset Building was needed. Classes on "budget shop" learn how to manage money and SNAP for the month are needed. The CSBG staff also recognizes the importance of income management. No financial assistance, except LIHEAP, will be provided to clients without developing a budget with the client. We will partner with Extension Offices for budgeting classes. **Family**

**6. Support Services, Supporting Multiple Domains** Many of the services lead to self-sufficiency. 30.74% Bundling of services across multiple areas of the agency to create a high level of impact. Case management can be reported here or under a specific activity. We will continue to provide existing services and budgeting. **Family**

**7. Civic Engagement and Community Involvement** 8.27% Staff members collaborate with individuals or low-income groups to inform them of the availability of programs and services in all service categories. We have

developed and now maintain low-income representative groups, giving them a voice in the community. Community planning is also a component of this area. **Community**

**g.** Logic Models were constructed for each of the service categories.

**h.** CSBG funds will be distributed among the Service Categories according to the Needs Assessment Survey Results as staff time and financial assistance. The results of the areawide Needs Assessment process, the input of our experienced staff, along with input from the Board of Directors and the Executive Director have set the following priorities for our CSBG Program, FY 2023-2024. Both funds and staff time will be budgeted to provide services.

**Explanation if funds do not align with the service categories.**

**Employment** is our number one priority. Kentucky Works and Head Start within the agency have employment programs along with CSBG.

**Housing** is our number two according to our Needs Assessment; we supplement our assistance with Emergency Food and Shelter, local match donations, Tri County United Way Grant, Wintercare, and Winterhelp.

**i.** Our CSBG Coordinators have developed and maintain close working relationships with the other service providers in our service area, including Department for Community Based Services, and other service providers, to identify the services available to families of low-income. This allows us to provide the best results from our resources without duplication, through both direct service and information and referral. This networking assures that every avenue is explored to obtain the services our clients need. We can deliver services effectively to those that may fall into the gaps between other service provider programs, including DCBS. Whenever the opportunity presents itself, we attempt to forge partnerships with other agencies during the delivery of services to our clients. We often share the cost of services with other agencies. The County Coordinators are involved in the County Interagency Meetings, held at least quarterly, and through telephone contacts and field visits to other offices of locations of service delivery. Our County Outreach Staff assists families with the completion of Weatherization applications and forwards them to the Central Office. K-TAP recipients are assisted through both the CSBG Offices and the Kentucky Works Program. Hardin Hope and Helping Hand Agencies, Marion County Community Services Center, Aid to West Marion County, Ministerial Associations, Grayson County Community Alliance, and other Agencies, all refer to and accept referrals from our Agency for clients needing financial assistance. This network of Service Providers has knowledge of programs in operation in the Service Area. Monks of Gethsemane, Fiscal Courts, Ministerial Associations and Salvation Army provide funds on a regular basis to assist clients with financial needs. Our County Offices provide screening for eligibility for all clients assisted by The Good Samaritan and Clothes Closet, to provide food and clothing. St. Vincent DePaul and Goodwill accept our vouchers for items in their stores. Goodwill offers “cents per pound” for any donations designed to Community Action – we in turn can send our clients to Goodwill for free. The Boy Scouts and the Postal Workers perform an annual food drive and give the food collected to our county Food Banks. Feeding America is a partner to provide food for our food banks, Senior Commodities, USDA Commodities, and food for the Backpack Program. Family Resource Centers work with our Backpack Program and our Christmas Programs to reach eligible children in the school system. High School Clubs collect food for our Annual Christmas Program. Christmas Program assistance is also provided by the Christian Motorcycle Club, The Marine Corps, Army Reserve, and Toys for Tots. The County Extension Offices partner with our Staff to assist children to 4H Camp.

Extension Staff offer food preparation classes to seniors receiving Senior Food Commodities. The United Postal Service provides products that have been opened or have boxes that are damaged that we can pass on to our clients. We work closely with Public Housing to assist clients with Housing Placement. We work with Local DCBS to provide assistance to clients.

**j. To the best of this writer's knowledge, CKCAC does not duplicate the services provided by other state and local agencies.**

i. With the permission of the client, we freely share information with other service providers. We provide the county DCBS offices with a report of all LIHEAP applicants for each program. Interagency Meetings are held in each county in our service area on at least a quarterly basis. These meetings are expected to facilitate interagency cooperation and the assessment of the social services currently being provided – and identifying the gaps in services in the geographical area. The CSBG staff plays a leading role in these meetings. CSBG shares a report of the Head Start age children served during LIHEAP with Head Start. CSBG Staff completes the Weatherization Applications, administers the Winterhelp, Wintercare, Emergency Food and Shelter when available, Local Match and KU Home Energy Assistance Programs. Agency Staff members are involved with the “Shop with a Cop” Program, the Toys for Tots Program, Salvation Army, and other programs that provide family support. We make and accept referrals from the Community Collaboration for Children Program to assist families with their needs. Referrals are made to and from Head Start. CSBG Staff Members regularly speak to other Service Providers at their meetings to ensure that program information is conveyed.

ii. Agency Staff work closely with faith-based organizations, One-Stops, and other organizations on a regular basis. We share referrals and direct clients to other organizations and accept referrals from these organizations. Our clients benefit because they have access to all services available due to the elaborate network of service providers. Marion County Community Services Center, Ministerial Associations, refers to and accepts referral from our Agency for clients needing financial assistance. Monks of Gethsemane, Salvation Army, and St. Vincent DePaul provide regular funds to assist clients.

iii. This Agency does not knowingly duplicate the services provided by DCBS or other agencies. Staff members on the County level; work with DCBS to assist clients on a regular basis, including the one family – one plan program. Our services “fill in the gaps.” Community Action Kentucky (CAK) provides the LIHEAP Subsidy and Crisis listings to DCBS at the end of each program. County Offices may also provide a list in alphabetical order by last name, including name, address, number in family, and benefit amount. Any suspected abuse of adults or children is reported to DCBS and the authorities. The Backpack Program targets children that may have “food insecurity”. Food is provided for the weekends when school breakfast and lunch are not available. This Agency targets Senior Citizens for LIHEAP, making calls to older clients to inform them of the program. This Agency, along with America’s Second Harvest and USDA provide Senior Commodities to 800 Senior Citizens on a monthly basis, equaling over \$400,000 worth of food per year. Approximately 420 pounds of food to a senior each year.

k. We provide opportunities for learning and enjoyment that children in families of low income may not have. We make referrals to Head Start, Even Start, allowing children to be cared for in a safe secure environment. We provide educational/enrichment experiences for these children through camps, including 4-H, Salvation Army, swimming lessons, pool passes, family Zoo passes, field trips, creative and performing arts, sponsoring ball teams, and providing sports equipment. We also provide discounted family passes to the Louisville Zoo through a collaborative effort with the Zoo. Each County offers a unique program. We coordinate with other existing youth programs, including the Family Resource Centers, and other organized community events, to pool our

ideas and resources to better serve the at-risk youth in our area. The Backpack Program is coordinated through several of our County Offices. Providing additional food that a child can prepare and eat without help over the weekend.

Our Educational Scholarship Program includes all eligible applicants from high school or GED. Education is the key toward self-sufficiency. These programs also give children the opportunity to fill their time with wholesome activities that may prevent or reduce youth crime.

I. The Community Services Director and each County Community Services Coordinator are responsible for carrying out coordination and linkages functions. No limitations are placed on client services due to the coverage provided by the work training programs in our offices. All offices administer the LIHEAP Subsidy and Crisis components. Thousands of families are served. Every worker in the CSBG group will be asked to provide at least two presentations annually to draw attention to the needs of families of low-income and the programs available to meet those needs now that COVID -19 restrictions are being lifted. Each worker also serves on several boards or committees. Staff members have positive contact with the local media and the agency uses social media to advertise our programs.

m. Describe how the agency analyzed SFY 2022 and 2023 ROMA data and adjusted the SFY 2024 plan to improve service delivery. Several members of the management team and key personnel in other departments meet to analyze the Community Needs Assessment data. Ellen Leake, CSBG Director-CCAP, Nationally Certified ROMA Implementer provided the needs assessment data compiled by Survey Monkey these combined responses determined rank. A logic model is completed for each category for FY 24 to be used in the grant.

#### **D. SUMMARY OF FINDINGS Charts and graphs following.**

- 279,286 Population 2017-21 Data Source US Census Bureau
- Population in Poverty by Age Group 0-4 17,087, 5-17 49,594, 18-24 23,153, 25-34 35,145, 35-44 35,823,45-54 36,122, 55-64 38,780, 65+ 43,582
- Population by race.
- Veteran Population in the Area 24,348 11.70%
- There are 105,796 households in the service area with 14,265 in poverty or 13.8% (US Census Bureau, American Community Survey. 2017-21)
- Population and poverty estimate for children age 0-4 are shown for the report area. According to the American Community Survey 5-year data, an average of 18.7% percent of children lived in a state of poverty during the survey calendar year. The poverty rate for children living in the report area is greater than the national average of 18.5%.
- Seniors in poverty. Population and poverty estimate for persons age 65 and up are shown for the report area. According to the American Community Survey (ACS) 5-year data, an average of 10.6% of people lived in a state of poverty during the survey calendar year. The poverty rate for people living in the report area is less than the national average of 9.6%.
- The unemployment rate in the area is at 4.37% (US Department of Labor, Bureau of Labor Statistics. January 2023 Preliminary Unemployment Rates Kentucky 4.2% kystats.ky.gov
- Median annual household incomes in the report area for 2019

## Total Population

A total of 279,286 people live in the 3,317.67 square mile report area defined for this assessment according to the U.S. Census Bureau American Community Survey 2017-2021 5-year estimates. The population density for this area, estimated at 84 person per square mile, is less than the national average population density of 93 person per square mile.

Report Area	Total Population	Total Land Area (Square Miles)	Population Density (Per Square Mile)
Report Location	279,286	3,317.67	84
Breckinridge County, KY	20,345	569.81	36
Grayson County, KY	26,351	499.93	53
Hardin County, KY	110,134	623.40	177
Larue County, KY	14,769	261.55	56
Marion County, KY	19,556	343.05	57
Meade County, KY	29,735	305.44	97
Nelson County, KY	46,440	417.52	111
Washington County, KY	11,957	296.97	40
Kentucky	4,494,141	39,491.69	114
United States	329,725,481	3,533,041.03	93

Data Source: US Census Bureau, American Community Survey, 2017 - 21. Source geography: Tract

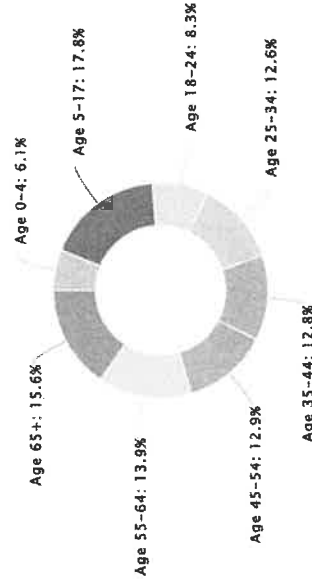
## Total Population by Age Groups

This indicator reports the total population of the report area by age groups.

Report Area	Age 0-4	Age 5-17	Age 18-24	Age 25-34	Age 35-44	Age 45-54	Age 55-64	Age 65+
Report Location	17,087	49,594	23,153	35,145	35,823	36,122	38,780	43,582
Breckinridge County, KY	1,179	3,467	1,662	2,115	2,354	2,589	3,095	3,884
Grayson County, KY	1,653	4,709	2,098	3,116	3,152	3,296	3,705	4,622
Hardin County, KY	7,189	20,043	9,945	14,641	14,696	13,896	14,301	15,423
Larue County, KY	793	2,462	1,002	1,653	1,941	1,886	2,484	2,547
Marion County, KY	1,123	3,535	1,589	2,381	2,326	2,571	2,816	3,215
Meade County, KY	1,576	5,112	2,403	3,985	4,183	4,039	4,176	4,261

Nelson County, KY	2,832	8,224	3,551	5,852	5,801	6,222	6,519	7,439
Washington County, KY	742	2,042	903	1,402	1,370	1,623	1,684	2,191
Kentucky	270,859	751,050	418,668	581,740	560,926	573,036	603,011	734,851
United States	19,423,121	54,810,954	30,339,089	45,360,942	42,441,883	41,631,458	42,829,413	52,888,621

Total Population by Age Groups, Total Report Location



Do  
Source: US Census Bureau, American Community Survey, 2017-21.

## Race Demographics

### Total Population by Race Alone, Percent

This indicator reports the percentage of population by race alone in the report area.

The percentage values could be interpreted as, for example, "Of all the population in the report area, the percentage of population who are white is (value)."

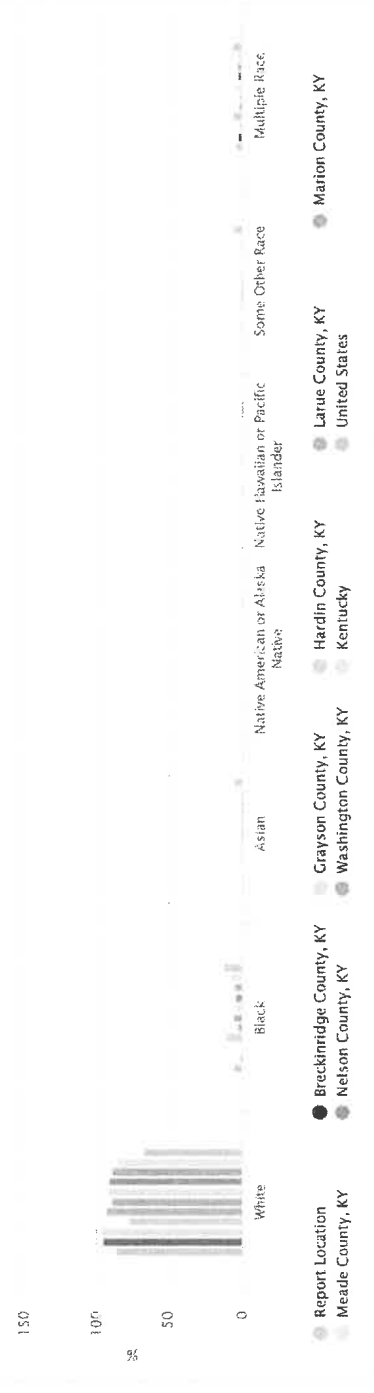
Report Area	White	Black	Asian	Native American or Alaska		Native Hawaiian or Pacific		Some Other		Multiple	
				Native	Islander	Race	Race	Race	Race		
Report Location	86.72%	7.00%	1.04%	0.17%	0.17%	0.17%	0.81%	4.10%			
Breckinridge County, KY	95.12%	1.98%	0.00%	0.02%	0.01%	0.01%	0.29%	2.56%			
Grayson County, KY	96.16%	0.29%	0.30%	0.04%	0.03%	0.03%	0.61%	2.57%			
Hardin County, KY	78.07%	11.81%	1.91%	0.27%	0.31%	0.31%	1.30%	6.32%			
Larue County, KY	93.22%	3.36%	0.34%	0.03%	0.00%	0.00%	0.79%	2.26%			
Marion County, KY	89.31%	6.90%	0.68%	0.34%	0.16%	0.16%	0.94%	1.67%			
Meade County, KY	91.00%	3.78%	0.78%	0.12%	0.30%	0.30%	0.36%	3.66%			
Nelson County, KY	91.59%	5.13%	0.46%	0.09%	0.00%	0.00%	0.37%	2.36%			
Washington County, KY	89.50%	5.93%	0.66%	0.00%	0.00%	0.00%	0.16%	3.76%			
Kentucky	85.50%	8.05%	1.53%	0.16%	0.09%	0.09%	1.14%	3.54%			



United States 68.17% 12.55% 5.70% 0.83% 0.19% 5.58% 6.99%

Data Source: US Census Bureau, American Community Survey, 2017-21.

Total Population by Race Alone, Percent



### Veteran Population

This indicator reports the percentage of the population age 18 and older that served (even for a short time), but is not currently serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or the Coast Guard, or that served in the U.S. Merchant Marine during World War II. Of the 208,147 population of the report area, 24,348 or 11.70% are veterans.

Report Area	Total Population Age 18+	Total Veterans	Veterans, Percent of Total Population
Report Location	208,147	24,348	11.70%
Breckinridge County, KY	15,690	1,480	9.43%
Grayson County, KY	19,963	1,331	6.67%
Hardin County, KY	79,236	12,774	16.12%
Larue County, KY	11,509	941	8.18%
Marion County, KY	14,898	1,110	7.45%
Meade County, KY	22,343	2,945	13.18%
Nelson County, KY	35,335	3,265	9.24%
Washington County, KY	9,173	502	5.47%
Kentucky	3,458,124	250,427	7.24%
United States	254,296,179	17,431,290	6.85%

Data Source: US Census Bureau, American Community Survey, 2017-21. Source geography: Tract

## Veterans by Age

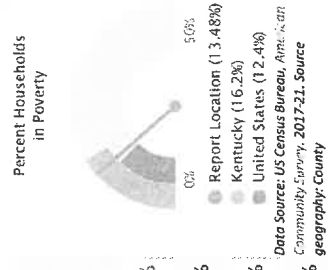
Report Area	Veteran Age 18-34		Veteran Age 35-54		Veteran Age 55-64		Veteran Age 65+	
	Males	Females	Males	Females	Males	Females	Males	Females
	18-34	18-34	35-54	35-54	55-64	55-64	Over 65	Over 65
Report Location	1,548	456	6,244	1,538	4,402	926	8,799	435
Breckinridge County, KY	71	0	172	19	331	44	833	10
Grayson County, KY	23	0	194	65	285	47	688	29
Hardin County, KY	1,068	345	3,279	1,187	2,359	611	3,712	213
Larue County, KY	17	18	113	115	174	92	393	19
Marion County, KY	86	0	276	41	233	5	422	47
Meade County, KY	176	75	1,070	60	514	58	972	20
Nelson County, KY	106	7	990	51	436	64	1,530	81
Washington County, KY	1	11	150	0	70	5	249	16
Kentucky	16,503	3,000	53,488	8,304	41,818	5,899	116,585	4,830
United States	1,236,709	271,484	3,508,488	643,115	2,796,781	392,360	8,252,047	330,306

Data Source: US Census Bureau, American Community Survey, 2017-21.

## Poverty

### Households in Poverty

The number and percentage of households in poverty are shown in the report area. In 2021, it is estimated that there were 14,265 households, or 13.5% living in poverty within the report area.



Report Area	Total Households	Households in Poverty	Percent Households in Poverty
Report Location	105,796	14,265	13.48%
Breckinridge County, KY	7,532	1,369	18.2%
Grayson County, KY	9,398	2,236	23.8%
Hardin County, KY	42,288	4,679	11.1%
Larue County, KY	5,906	1,026	17.4%
Marion County, KY	7,536	1,354	18.0%
Meade County, KY	10,331	1,369	13.3%
Nelson County, KY	18,163	1,556	8.6%
Washington County, KY	4,642	676	14.6%
Kentucky	1,748,475	283,279	16.2%
United States	124,010,992	15,381,768	12.4%



[View larger map](#)

#### Households Living Below the Poverty Level, Percent by Tract, ACS 2017-21

#### Child Poverty Rate (ACS) Ages 0-4

tion and poverty estimates for children age 0-4 are shown for the report area. According to the American Community Survey 5-year average of 18.7% percent of children lived in a state of poverty during the survey calendar year. The poverty rate for children living report area is greater than the national average of 18.5%.

Report Area	Ages 0-4 Total Population	Ages 0-4 in Poverty	Ages 0-4 Poverty Rate
Report Location	16,721	3,124	18.7%
Breckinridge County, KY	1,167	362	31.0%
Grayson County, KY	1,653	592	35.8%
Hardin County, KY	6,958	1,063	15.3%
Larue County, KY	724	91	12.6%
Marion County, KY	1,121	295	26.3%
Meade County, KY	1,565	287	18.3%
Nelson County, KY	2,803	343	12.2%

Washington County, KY	730	91	12.5%
Kentucky	263,648	62,091	23.6%
United States	19,064,128	3,535,591	18.5%

Note: This indicator is compared to the state average.  
 Data Source: US Census Bureau, American Community Survey, 2017-21. Source geography: County

### Seniors in Poverty

Population and poverty estimate for persons age 65 and up are shown for the report area. According to the American Community Survey (ACS) 5-year data, an average of 10.6% of people lived in a state of poverty during the survey calendar year. The poverty rate for people living in the report area is less than the national average of 9.6%.

Ages 65 and Up Poverty Rate

Report Area	Ages 65 and Up Total Population	Ages 65 and Up In Poverty	Ages 65 and Up Poverty Rate
Report Location	42,489	4,497	10.6%
Breckinridge County, KY	3,804	509	13.4%
Grayson County, KY	4,510	974	21.6%
Hardin County, KY	15,094	1,256	8.3%
Larue County, KY	2,442	244	10.0%
Marion County, KY	3,044	351	11.5%
Meade County, KY	4,216	519	12.3%
Nelson County, KY	7,296	349	4.8%
Washington County, KY	2,083	295	14.2%
Kentucky	714,937	79,906	11.2%
United States	51,705,664	4,938,116	9.6%



Note: This indicator is compared to the state average.  
 Data Source: US Census Bureau, American Community Survey, 2017-21. Source geography: County



Households Living Below the Poverty Level, Percent by Tract, ACS 2017-21

## Current Unemployment

Labor force, employment, and unemployment data for each county in the report area is provided in the table below. Overall, the report area experienced an average 5.3% unemployment rate in January 2021.

Location	Year	Month	Civilian Labor Force	Employed	Unemployed	Unemployment Rate
Breckinridge County	2023	January	8,001 (P)	7,589 (P)	412 (P)	5.1 % (P)
Grayson County	2023	January	10,440 (P)	9,950 (P)	490 (P)	4.7 % (P)
Hardin County	2023	January	46,679 (P)	44,675 (P)	2,004 (P)	4.3 % (P)
LaRue County	2023	January	5,779 (P)	5,509 (P)	270 (P)	4.7 % (P)
Marion County	2023	January	9,542 (P)	9,214 (P)	328 (P)	3.4 % (P)
Meade County	2023	January	11,595 (P)	11,003 (P)	592 (P)	5.1 % (P)
Nelson County	2023	January	23,812 (P)	22,841 (P)	971 (P)	4.1 % (P)
Washington County	2023	January	6,164 (P)	5,951 (P)	213 (P)	3.5 % (P)

Market Information Report Library - KYSTATS

## Income - Median Household Income

This indicator reports median household income based on the latest 5-year American Community Survey estimates. This includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income.

Report Area	Total Households	Average Household Income	Median Household Income
Report Location	105,796	\$75,469	No data
Breckinridge County, KY	7,532	\$65,695	\$49,919
Grayson County, KY	9,398	\$57,535	\$40,839
Hardin County, KY	42,288	\$81,485	\$59,863
Larue County, KY	5,906	\$64,528	\$53,555
Marion County, KY	7,536	\$60,075	\$48,791
Meade County, KY	10,331	\$81,630	\$63,944
Nelson County, KY	18,163	\$81,819	\$64,354
Washington County, KY	4,642	\$73,199	\$59,049
Kentucky	1,748,475	\$76,511	\$55,454
United States	124,010,992	\$97,196	\$69,021



Note: This indicator is compared to the state average.  
 Data Source: US Census Bureau, American Community Survey, 2017-21.  
 Source geography: Tract

## 2022-2023 Community Needs Assessment Questionnaire

The following questionnaire will only take a few minutes to complete, and it will assist in helping people, meeting the community needs, and providing hope. All information will be kept confidential, and your name is not required on the questionnaire. **THANK YOU FOR YOUR TIME!**

**EVERY QUESTION IS TO BE COMPLETED OR THIS QUESTIONNAIRE WILL BE REMOVED FROM THE RESULTING POOL. Please check the appropriate answer for each question.**

### Basic Demographic Information

1. What is your role in the community? (Please select the best choice which fits your role when completing this survey)
  - Community Action Client/Low-Income Resident
  - Faith Based Organization Representative (Church/Faith Based groups, clubs, councils, associations, etc.)
  - Private Sector Representative/Community Member (for profit, small business, private citizen, etc.)
  - Community Organization/Partner (local service provider and non-profits)
  - Educational Institution Faculty/Staff (local adult eds, schools, college, and universities)
  - Health Care Agencies (clinics, health departments, etc.)
  - Board Member of Community Action Agency
  - Staff or Volunteer of Community Action Agency
  - Local Politician/Government/Public Sector Representative (non-profit, government regulated, funding sources, etc.)
2. In which county do you live or represent?  Breckinridge  Grayson  Hardin  Larue  Marion  
 Meade  Nelson  Washington
3. What is your gender?  Male  Female
4. What is your age?  Under 18  18-24  25-44  45-54  55-59  60-64  65-74  75+
5. What is your race?
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian and Other Pacific Islander
  - White
  - Multi-race (two or more of the previous)
  - Other
6. What is your ethnicity?  Hispanic, Latino or Spanish Origins  Not Hispanic, Latino or Spanish Origins
7. What is your education level?
  - Grades 0-8
  - Grades 9-12/Non-Graduate
  - High School Graduate/Equivalency Diploma
  - 12<sup>th</sup> Grade + Some Post-Secondary
  - 2 or 4 years College Graduate
  - Graduate of Other Post-Secondary School
8. What is your Military Status?  Veteran  Active Military  N/A

This program is funded, in part, under a contract with the Cabinet for Health and Family Services/Department for Community Based Services with funds from the Community Services Block Grant Act of the U.S. Department of Health and Human Services.

As part of the local Community Action Agency ongoing Community Needs Assessment, we are asking that you assist us by completing the following survey. The results of the survey assist in targeting funding toward the greatest community needs:

**10.** The following topic areas require that you mark the three most important needs in each category. Please take the time to review each carefully before making your decision. As always, we value your input and feedback.

**EDUCATION – Mark the three most important needs.**

- More parents involved in students' education
- Preschool activities for child(ren) to develop school readiness skills
- More assessable counseling to prepare students for tech or college
- More certificate/degree programs offered locally
- Affordable transportation options to and from school
- Affordable high-quality childcare options for parent who would like to further their education
- Increasing the community's knowledge of available and affordable education resources
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**EMPLOYMENT – Mark the three most important needs.**

- More training/certifications for the types of jobs available in the area
- Affordable transportation to and from job
- Affordable childcare during work hours
- Young adult/adult reinvestment of the values of entering the workforce
- Increasing the community's knowledge of available employment resources
- Improve the workforce readiness skills of people who are able to work
- Affordable adult daycare during work hours
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**HEALTH – Mark the three most important needs.**

- More community focus on preventative healthcare
- Affordable transportation for health care services
- Provide more education on maintaining personal hygiene
- More payment assistance programs for adult dental, hearing and/or vision services
- More access to affordable comprehensive (or primary) health care services
- Increasing the community's knowledge of available health resources
- More emphasis on early childhood nutrition education
- More emphasis on reinforcing healthy eating habits and/or nutritional counseling
- More knowledge of available food resources
- More assistance and resources for victims of domestic violence
- More assistance and resources for victims of elder abuse
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**HOUSING – Mark the three most important needs.**

- More monthly rental assistance programs
- More subsidized housing opportunities
- Increased availability of security/utility deposit programs
- More counseling resources for homeowners
- More grants to make home ownership and home rehab affordable
- More grants to provide services that reduce energy cost
- More programs to provide free home repair
- More income based rental housing for disabled and seniors
- More community supports for homeless families
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**10. What do you think is the most important reason you or your community needs Community Action?**

**INCOME AND ASSET BUILDING – Mark the three most important needs.**

- Anonymous and confidential budget counseling
- More education on how to build assets
- Information on how to access free credit counseling
- Anonymous and confidential savings counseling
- More access to low interest loans
- More information on how to access financial resources
- Increasing the community's knowledge of available mainstream financial resources (banking options)
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**CIVIC ENGAGEMENT – Mark the three most important needs.**

- Increasing the community's skills and knowledge for leadership development and civic activities
- More citizenship classes
- More education on how to join neighborhood associations, community boards, advisory groups or similar organizations
- More youth programs/activities
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.**

- Employment
- Education
- Income and Asset Building
- Housing
- Health
- Civic Engagement
- Support Services/Emergency Supports or Services

## 2022-2023 Community Needs Assessment Questionnaire

The following questionnaire will only take a few minutes to complete, and it will assist in helping people <sup>meeting</sup> the community needs, and providing hope. All information will be kept confidential, and your name is not required on the questionnaire. **THANK YOU FOR YOUR TIME!**

**EVERY QUESTION IS TO BE COMPLETED OR THIS QUESTIONNAIRE WILL BE REMOVED FROM THE RESULTING POOL. Please check the appropriate answer for each question.**

### Basic Demographic Information

1. What is your role in the community? (Please select the best choice which fits your role when completing this survey)
  - Community Action Client/Low-Income Resident
  - Faith Based Organization Representative (Church/Faith Based groups, clubs, councils, associations, etc.)
  - Private Sector Representative/Community Member (for profit, small business, private citizen, etc.)
  - Community Organization/Partner (local service provider and non-profits)
  - Educational Institution Faculty/Staff (local adult eds, schools, college, and universities)
  - Health Care Agencies (clinics, health departments, etc.)
  - Board Member of Community Action Agency
  - Staff or Volunteer of Community Action Agency
  - Local Politician/Government/Public Sector Representative (non-profit, government regulated, funding sources, etc.)
2. In which county do you live or represent?  Breckinridge  Grayson  Hardin  Larue  Marion  
 Meade  Nelson  Washington
3. What is your gender?  Male  Female
4. What is your age?  Under 18  18-24  25-44  45-54  55-59  60-64  65-74  75+
5. What is your race?
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian and Other Pacific Islander
  - White
  - Multi-race (two or more of the previous)
  - Other
6. What is your ethnicity?  Hispanic, Latino or Spanish Origins  Not Hispanic, Latino or Spanish Origins
7. What is your education level?
  - Grades 0-8
  - Grades 9-12/Non-Graduate
  - High School Graduate/Equivalency Diploma
  - 12<sup>th</sup> Grade + Some Post-Secondary
  - 2 or 4 years College Graduate
  - Graduate of Other Post-Secondary School
8. What is your Military Status?  Veteran  Active Military  N/A

This program is funded, in part, under a contract with the Cabinet for Health and Family Services/Department for Community Based Services with funds from the Community Services Block Grant Act of the U.S. Department of Health and Human Services.



As part of the local Community Action Agency ongoing Community Needs Assessment, we are asking that you assist us by completing the following survey. The results of the survey assist in targeting funding toward the greatest community needs.

**10.** The following topic areas require that you mark the three most important needs in each category. Please take the time to review each carefully before making your decision. As always, we value your input and feedback.

**EDUCATION – Mark the three most important needs.**

- More parents involved in students' education
- Preschool activities for child(ren) to develop school readiness skills
- More assessable counseling to prepare students for tech or college
- More certificate/degree programs offered locally
- Affordable transportation to and from school
- Affordable high-quality childcare options for parent who would like to further their education
- Increasing the community's knowledge of available and affordable education resources
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**EMPLOYMENT – Mark the three most important needs.**

- More jobs with better pay and benefits
- More training/certifications for the types of jobs available in the area
- Affordable transportation to and from job
- Affordable childcare during work hours
- Young adult/adult reinforcement of the values of entering the workforce
- Increasing the community's knowledge of available employment resources
- Improve the workforce readiness skills of people who are able to work
- Affordable adult daycare during work hours
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**HEALTH – Mark the three most important needs.**

- More community focus on preventative healthcare
- Affordable transportation for health care services
- Provide more education on maintaining personal hygiene
- More payment assistance programs for adult dental, hearing and/or vision services
- More access to affordable comprehensive (or primary) health care services
- Increasing the community's knowledge of available health resources
- More emphasis on early childhood nutrition education
- More emphasis on reinforcing healthy eating habits and/or nutritional counseling
- More knowledge of available food resources
- More assistance and resources for victims of domestic violence
- More assistance and resources for victims of Elder abuse
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**HOUSING – Mark the three most important needs.**

- More monthly rental assistance programs
- More subsidized housing opportunities
- Increased availability of security/utility deposit programs
- More counseling resources for homeowners
- More grants to make home ownership and home rehab affordable
- More grants to provide services that reduce energy cost
- More programs to provide free home repair
- More income based rental housing for disabled and seniors
- More community supports for homeless families
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**10. What do you think is the most important reason you or your community needs Community Action?**

**INCOME AND ASSET BUILDING – Mark the three most important needs.**

- Anonymous and confidential budget counseling
- More education on how to build assets
- Information on how to access free credit counseling
- Anonymous and confidential savings counseling
- More access to low interest loans
- More information on how to access financial resources
- Increasing the community's knowledge of available mainstream financial resources (banking options)
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**CIVIC ENGAGEMENT – Mark the three most important needs.**

- Increasing the community's skills and knowledge for leadership development and civic activities
- More citizenship classes
- More education on how to join neighborhood associations, community boards, advisory groups or similar organizations
- More youth programs/activities
- Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you work with to eliminate or offset your needs.

**Support Services – Mark the three most important needs.**

- Child Support
- Legal Services
- Youth Services
- Meal Programs
- Life Skills Programs and Services
- Substance Abuse Resources
- Elderly Services
- Sexual/Emotional/Physical Abuse Services
- Transportation Services
- Disabled Services
- Emergency Services
- In-home Services - Seniors
- Senior Centers
- Other (please specify): \_\_\_\_\_

**OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.**

- Employment
- Education
- Income and Asset Building
- Housing
- Health
- Civic Engagement
- Support Services/Emergency Supports or Services

Assurances

\_\_\_ Central Kentucky Community Action Council, Inc. \_\_\_  
Name of Agency

- Assures that any audit of CSBG funds performed by an independent public accounting firm designated by the agency will be performed in compliance with 42 U.S.C. Section 9916, 2 CFR, Part 200, Subpart F, and the contractual agreement between the agency and CHFS.
- Assures that the agency will comply with 45 CFR Part 75 except where state procedures, including Kentucky Administrative Regulations, specifically exclude certain sections of Part 75.
- Assures that the agency is in compliance with 2 CFR Part 200 Subpart E.
- Assures an effective delivery of services to the low income will be delivered by coordinating and establishing linkages between governmental and other social programs to avoid duplication of services.



\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

04-14-2023

# Central Kentucky Community Action Council, Inc.

## Strategic Plan

### MISSION STATEMENT

Central Kentucky Community Action Council, Inc. provides services to meet basic needs and to empower vulnerable populations. By increasing self-sufficiency and developing strategies to promote economic independence through partnerships and community resources.



January 2020-2025

A five-year plan.

Revised 1/13/2022 Goal Updates

Revised 1/11/2023 Goal Updates, Change Mission Statement on cover

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C o u n c i l , I n c .

**KENTUCKY'S POVERTY FIGHTING NETWORK**

**Introduction**

In this Strategic Plan, Central Kentucky Community Action Council, Inc. (CKCAC) outlines the critical community characteristics and needs which will guide development and innovation of the agency's anti-poverty programming over the next three years. The goals presented in the plan focus on improving the agency's overall operations as well as program-specific operations including the types of services that are provided by the agency.

Its contents have also been developed through a collaborative process of assessment involving key agency and community stakeholders, the agency board of directors, staff, and most importantly, our clients. Extensive research regarding community strengths and stresses, client needs assessment surveys, and Agency Client satisfaction surveys were used to focus the strategic plan on client needs.

This Strategic Plan will be a path toward, rather than a final product of, the ongoing assessment and improvement of our programming, as well as the fulfillment of our mission. A changing economic, political and cultural climate will require review and re-evaluation of the plan on an annual basis.

In March of 1964, President Johnson declared a War on Poverty and presented to congress his direction to Sargent Shriver to assist in drafting legislation for the Economic Opportunity Act of 1964. Congress passed this act, and on August 20, 1964 President Johnson signed it into law. Established in 1966, CKCAC embraces a philosophy of needs-based strategies and family-based services leading to self-sufficiency and self-reliance.

For the many years that followed, the organization has continued its growth. The Agency added programs that served the needs of the low income and motivated them to become self-sufficient.

CKCAC is a community action agency primarily serving Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington counties. CKCAC has grown to have a presence in 27 Kentucky counties and holds a respected status within the communities it serves. This status enables CKCAC to mobilize communities around issues and serve people in many ways. Financial Stability/Emergency Services Program, the Emergency Food and Shelter Program (EFSP), the Low Income Home Energy Assistance Program (LIHEAP), the Weatherization Assistance Program, the CATS Transportation Service, Kentucky Works, Community Collaboration for Children, Senior Companion Program, Retired Senior Corp Program, Senior Citizens Centers, Head Start Programs serving six counties and Child Food Program. All programs are either directly or indirectly supported by the Community Services Block Grant.

The agency has approximately 260 employees that represent a highly skilled, professional team of program directors, teachers, social workers, counselors, and transportation drivers. Staff is guided by Executive Director, Hal B. Goode. CKCAC is governed by a volunteer tripartite board of directors whose members are active in community service throughout the agency's primary service region. The governing Board of Directors includes members of the Community who are low income or have been before. CKCAC believes that communities must work together - in partnership - to enable all persons to live with dignity, responsibility and opportunity.

**Our mission: To be innovative, enthusiastic, and diligent in our search and advocacy for programs that advance social and economic change and growth for the low income citizens we serve.**

To support this mission, CKCAC offers a myriad of services for families and individuals that promote stability, self-sufficiency and independence throughout their lives.

Our Vision – The staff of Central Kentucky Community Action Council, Inc. strives to make a difference in the lives of others. We are dedicated to the challenge of "Helping People... Changing Lives." The Agency's goals are to bring social and economic change and growth to the clients we serve.

### **Research Methods**

With customers in mind, this Strategic Plan was developed by incorporating Customer Satisfaction data and customer input that was collected through the Community Needs Assessment and customer satisfaction surveys from programs operated through CKCAC. CKCAC engaged in thoughtful assessment of needs, planning to meet those needs, implementation of programs and services designed to meet the needs, collection of data, and the analysis of this data by continuous use of the full ROMA Cycle. The agency's Nationally Certified ROMA Implementer was influential in the development of the Strategic Plan.

The Community Needs Assessment is administered in the summer, fall and winter and completed in the spring. This report consisted of surveying CKCAC clients, community organizations. Faith based, private sector, public sector and educational institutions in CKCAC's primary service region regarding their perceptions of what services/programs are needed and the major causes of poverty in their community. This report examined a wide range of variables in the service region such as poverty, health care, education, transportation, and employment.

### **Methodology and Acknowledgements**

Using the aforementioned data, a Strategic Planning Committee was formed. The committee consisted of Hal B. Goode, Executive Director, Ellen Leake, Community Services Director-Certified Community Action Professional and National Certified ROMA Implementer, Jami Sandusky, Fiscal Manager, Kerri Taylor, Human Resources, Jewel Bartley, Head Start and Jessica Miles, Information and Technology, with input from each of the Agency Program Directors. The committee met and discussed the strategic goals the agency needed to pursue in the upcoming three years. Using data as well as developing current information from interviews and surveys, the Community Assessment served to guide the Group in drafting a needs-based plan. The Customer Satisfaction Survey data and results is collected and embedded within the Strategic Plan.

The Strategic Plan is reviewed and approved by the Board of Directors. Organizational Standard 6.5 Board will receive updates every 12 months.

### **Process**

Throughout this Strategic Plan, goals are tied to the three national ROMA Goals. ROMA stands for Results-Oriented Management and Accountability. This design tool was created in 1994 by an ongoing task force of federal, state, and local community action officials — the Monitoring and Assessment Task Force. Based upon principles contained in the Government Performance and Results Act of 1993, ROMA provides a framework for continuous growth and improvement among more than 1,000 local community action agencies and a basis for state leadership and assistance toward those ends. The Performance Management Framework focuses on a model of continuous improvement. Implementing a comprehensive CSBG Performance Management Framework not only strengthens CKCAC to meet today's challenges; but positions the agency for future growth and increased capabilities to achieve outcomes. Throughout the strategic plan, strategies, goals and objectives will be directly linked to one of the three ROMA goals.

### **The three national ROMA goals are:**

ROMA Goal 1: Individuals and Families with low income are stable and achieve economic security.

ROMA Goal 2: Communities where people with Low Incomes live are healthy and offer economic opportunity.

ROMA Goal 3: People with low income are engaged and active in building opportunities in communities.

The integrity of the strategic plan will focus on the agency mission. It is adaptable and can shift in the direction needed for the agency.

### **Accountability**

The Executive Director is responsible for ensuring that all Strategic Plan goals are met. Additionally, other staff members have been assigned the duty of ensuring that these goals are met.

## **Strategic Goal 1 PROMOTE SELF-SUFFICIENCY**

**GOAL: Provide individualized, comprehensive, coordinated, services to assist program participants in achieving and maintaining dignity, responsibility and opportunity.**

**National Theory of Change Goal 1. Individuals and families with low incomes are stable and achieve economic security.**

### **Family and Individual**

#### **Objective 1 Education and Child Development**

- Provide Head Start services to eligible, at-risk families in six counties of the primary service region. Head Start promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. Inspire parents to embrace the role of being their child's primary educator.
- Provide Community Services to assist participants with GED, college scholarships and other educational opportunities.
- Provide Kentucky Works Program Job Readiness Activity Training Classes and other educational services to participants.

*Accountability:* Head Start, Community Services, Community Collaboration for Children, Senior Companion, and Kentucky Works Directors

*Timeline:* Short- and Long-term

#### **Objective 2 Employment**

- Provide effective job coaching to eligible clients by setting goals and helping them obtain adequate skills through various job training opportunities (i.e. GED, certifications, and resume creation) with the ultimate outcome of placing clients in local jobs and to create business growth.
- Help clients develop soft skills such as communication and listening with children, parents, spouse, and or partner.

*Accountability:* Executive Director, Kentucky Works, Community Services, Head Start, Community Collaboration for Children Senior Companion, and Retired Senior Volunteer

*Timeline:* Short- and Long-term

#### **Objective 3 Basic & Emergency Needs**

- Efficiently operate county outreach offices so citizens in need may be provided with case management services and / or referrals to resolve crisis.
- Provide heating/energy assistance, rental assistance, and other emergency programs to eligible individuals. Ensure that low-income consumers benefit from new technologies in renewable energy and conservation.

*Accountability:* Executive Director, Community Services, Weatherization, and Community Collaboration for Children Directors.

*Timeline:* Short- and Long-term

#### **Objective 4 Family Support Services**

- Provide an array of family services that promote the safety and well-being of children and their families
- Preserve family unity where children's safety can be supported; maintain permanency for children; and, empower families to achieve or sustain independence and self-sufficiency.
- Connect families with resources and community partners that can provide assistance and promote an emphasis on their strengths to build toward escaping poverty.
- Prepare parents and guardians to become advocates for their children in the public school system.

*Accountability:* Community Collaborations for Children, Head Start, and Community Services Directors

*Timeline:* Short- and Long-term

### **Objective 5 Health Services**

- Coordinate the delivery of comprehensive health services to children in Head Start.
- Assist families in securing a medical home while accessing preventative health and wellness services for their children.
- Promoting positive nutritional habits and enhancing knowledge of adult and child dietary needs.
- Provide an environment which supports the mental health needs of children and facilitating a positive relationship with mental health providers.

*Accountability:* Head Start Director

*Timeline:* Short- and Long-term

- Increase the awareness of health issues within the CKCAC staff and participants through Programs such as Walk with Ease.
- Provide a wellness program for staff members through our Humana Health Plan Go 365.

*Accountability:* Executive Director, Human Resources and All Program Directors

*Timeline:* Short- and Long-term

### **Objective 6 Housing**

- Provide a variety of housing services that includes rental assistance and weatherization
- Provide Housing Assistance to prevent homelessness. Reach out to local community partners and faith-based organizations or other entities that will be willing to help
- Assist families to obtain or maintain adequate housing thru partnerships. Applying case management and short-term financial assistance.

*Accountability:* Community Services and Weatherization Directors

*Timeline:* Short- and Long-term

### **Objective 7 Transportation**

- Provide reliable, affordable transportation services so individuals may travel to and from work, medical, recreation, retail and business destinations, senior centers, as well as participate in community events.

*Accountability:* Transportation Director

*Timeline:* Short- and Long-term

### **Objective 8 Senior Programs**

- Improve the quality of life for seniors and their families through Senior Citizens Centers, Senior Companion Program, the Retired Senior Volunteer Program and support services through CSBG.
- Expand availability of community-based and in-home services for seniors.
- Develop new peer and community support resources for elders, especially with respect to health care access and resources for seniors.

*Accountability:* Executive Director, Congregate Meals, Senior Companion, CSBG, and RSVP Directors.

*Timeline:* Short- and long-term



## **Strategic Goal 2 Improve Conditions**

**National Theory of Change Goal 2 Communities where people with low incomes live are healthy and offer economic security**

### **Family and Community**

#### **Objective 1: Housing**

- Weatherization program will provide weatherization services to income-eligible families and individuals to maximize energy efficiency.
- Work toward expanding utility/rental assistance and provide utility/rental assistance, security deposit assistance, case management and other services and referrals to eligible individuals.
- Utilize Community Partners to prevent homelessness. In addition, to provide income management counseling to prevent housing emergency's.

#### **Objective 2: Energy Assistance**

- The Low-Income Home Energy Assistance Program will provide financial assistance to income-eligible households with home heating costs to ensure that families are not without heat over the harsh winter months.

#### **Objective 3: Transportation**

- Provide reliable, affordable transportation services so individuals may travel to and from work, medical appointments, recreation, retail and business destinations.
- Transport Senior Meal delivery to local senior centers.

#### **Objective 4: Community Development**

- Complete outreach services with clients to problem solve and offer more services.

*Accountability:* Executive Director and All Program Directors

*Timeline:* Short- and long-term

## **Strategic Goal 3 Client Engagement**

**National Theory of Change Goal 3 People with low incomes are engaged and active in building opportunities in communities.**

### **Agency Capacity/Community**

#### **Objective 1: Aging**

- Provide Customer Satisfaction Survey's in all senior centers and to all SCP participants.
- Senior Center Director to attend Inter Agency Meetings and promote our Services and programs to provide outreach and listen to feedback from other local groups and non-profits.

#### **Objective 2: Community Services**

- Once a month, the County Coordinator will make it a point to stop by a Senior Center and speak to the seniors about the programs and services.
- Twice a year, the County Coordinator will make it a point to attend a Policy Council Meeting and speak about the programs and services offered.
- County Coordinator continue to go to County Inter-Agency Meetings and promote Services and programs to provide outreach and listen to feedback from other local groups and non-profits.
- Hold a Community Forum once a year.

#### **Objective 3: Transportation**

- Provide reliable, affordable transportation services so individuals may travel to and from work, recreation, retail and business destinations.

- Drivers should hand out Customer Satisfaction Surveys to all clients when boarding the van or have them available upon request.

#### **Objective 4: Child Development**

- Complete quarterly Parent Satisfaction Surveys, complete Customer Satisfaction Surveys
- Policy Council, Collaborations of Headstart staff and Parent Representatives, Community Representatives to carry out the Headstart Program and meet program standards

#### **Objective 5: Executive and Director Meetings:**

- All Directors meet with the Executive Director to discuss Customer Satisfaction Survey Results for each quarter.
- All Program Directors will complete a Community Needs Assessment yearly and ask staff to complete the survey.

*Accountability:* Executive Director and All Program Directors

*Timeline:* Short- and long-term

### **Strategic Goal 4 MAINTAIN AGENCY CASH AND ASSETS**

**GOAL: Maintain the financial viability of the agency by securing local, state and federal grants, contracts and cooperative agreements; conduct fundraising events for individual programs; solicit donations, both cash and in-kind, from private citizens, businesses, and civic organizations and other entities. The financial reserves and assets will be safeguarded through diligent oversight. Financial controls will continue to prevent fraud of Agency funds.**

#### **Agency Capacity Building Objective 1 Funding**

- Assure all programs operate efficiently and effectively, achieve program goals, and meet intended outcomes.
- Evaluate and assess the impact of our service programs within the community.
- Monitor program budgets diligently in order to prevent financial loss.
- Safeguard financial reserves and assets.
- Safety Policies and Drug Free Workplace Certification will be continued to manage insurance premiums and limit exposure to litigation.
- Develop an ongoing schedule for funding research to discuss funding sustainability, as well as to explore new avenues of funding.
- Update Board of Directors on the financial viability of the organization through financial reports presented monthly through email and presented formally at Board meetings. These reports will include information on the status of funding applications that have been submitted as well as discussion of potential funding opportunities being explored by agency staff.

*Accountability:* Executive Director, Fiscal Manager, Human Resources, and All Program Directors

*Timeline:* Short- and Long-term

### **Strategic Goal 5 IMPROVE COMMUNITY PARTNERSHIPS**

**GOAL: Strengthen and expand relationships with funding sources, other nonprofits, private industry, educational programs, faith based organizations, other entities, and local governments.**

#### **Agency Capacity Building/Community**

##### **Objective 1 Collaboration**

- Form collaborative relationships, both formal and informal, with other entities to increase success of funding proposals and to maximize service availability for agency clientele.
- Congregate with community partners through regional network and inter-agency meetings to assemble resources

- necessary to further foster the needs of the communities.
- Establish community partnerships with colleges/universities to serve students who may qualify for agency programs. Such partnerships may allow agency staff to receive specialized training, input and guidance from college/university staff and faculty. Lastly, partnering with colleges/universities will allow the agency to utilize the talent of internship, work-study and field placement students.

*Accountability:* Executive Director, Fiscal Manager, Public Relations Manager, and All Program Directors

*Timeline:* Long-term

### **Objective 2 Delivery and Planning**

- Continuation of service delivery in collaboration with public and private entities.
- Maintain excellent communication with all funding sources and project managers, with the realization that the relationship is between the people more than the organizations.

*Accountability:* Executive Director, Fiscal Manager, Public Relations Manager and All Program Directors

*Timeline:* Long-term

## **Strategic Goal 6 INCREASE VOLUNTEER AND BOARD OF DIRECTORS INVOLVEMENT**

**Goal: Strengthen the agency’s volunteer program including Board of Directors, Advisory Committees, and other volunteers.**

### **Agency Capacity Building**

#### **Objective 1 Volunteers**

- Create a volunteer recruitment plan for the agency that provides job skills and networking opportunity for volunteers. Also, all individual agency programs that utilize volunteers will be required to create a program-specific volunteer recruitment plan.
- Develop Volunteer policy and procedures.

*Accountability:* Executive Director and All Program Directors

*Timeline:* Short- and Long-term

#### **Objective 2 Board**

- Continue, as needed/required, to review and update Board bylaws, Financial Policies and Procedures, Personnel Policies and other relevant documents pertaining to duties of governing and advising volunteers.
- Develop an annual schedule of Board member training events to be provided in-house and by external sources such as Community Action Kentucky.

*Accountability:* Executive Director, Human Resources, and All Program Directors

*Timeline:* Short- and Long-term

*Timeline:* Short- and Long-term

## **Strategic Goal 7 RAISE COMMUNITY AWARENES OF CKCAC**

**Goal: Enhance the image of the agency as the leader in the development and provision of self-sufficiency and anti-poverty programs and services in Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington Counties.**

### **Agency Capacity Building**

#### **Objective 1**

- Regularly update and post newsletters, annual reports and other information on the agency's website.
- Utilize media to reach a larger number of people and promote the agency's services and accomplishments to the community. Create and publicize various activities that provide the community with opportunities for participation and involvement.
- Develop effective print marketing tools (annual report, brochures, rack cards, posters) on an ongoing basis for distribution throughout the service region.

#### **Objective 2**

- Respond to non-English-speaking populations with a Limited English Proficiency Plan to meet the needs of clients with language barriers.

*Accountability:* All Program Directors and all Staff

*Timeline:* Short- and Long-term

#### **Objective 3**

- Ensure that all agency programs bear the name Central Kentucky Community Action Council, Inc. either in the programs' names or in associated "tag lines" such as "a program of Central Kentucky Community Action Council, Inc."

*Accountability:* Executive Director and All Program Directors

*Timeline:* Short- and Long-term

## **Strategic Goal 8 Increase Capacity**

**Goal: Enhance the capabilities of the agency employees by providing training opportunities and participation in professional development.**

### **Agency Capacity Building**

#### **Objective 1 Human Resources**

- Establish an annual training calendar to schedule the attendance of agency staff at training conferences, workshops and other informative events.
- Provide training plans for all staff in order to improve job performance and enhance employment stability and advancement.
- Ensure staff members are equitably compensated as allowed with economic conditions and available financial resources.
- Perform a wage and salary assessment to determine if the agency's salary schedule is comparable to similar community action agencies and other nonprofits in the geographic region.
- Conduct regular ongoing monitoring and self-assessment of all policies and procedures and make appropriate changes according to sanctioning body, funding source, and/or agency needs.
- Continue to evaluate human resource policies and personnel policies and that they are being used in the most efficient manner possible.

*Accountability:* Executive Director, Human Resources, and All Program Directors

*Timeline:* Short- and Long-term

## **Objective 2 Information and Technology**

### **Appoint IT manager and hire staff**

- Advancement of agency to Office 365 and implementing IT security requirements
- Implement Agency Policy for demographic collection from all Program participants.

*Accountability:* Executive Director, IT Staff, and All Program Directors

*Timeline:* Short- and Long-term

## **Strategic Goal 9 RESPOND TO ECONOMIC SHIFTS**

**Goal: Develop financial, procedural and operational strategies to respond to changes in economic conditions that may affect the agency, employees, and program participants.**

### **Objective 1 Individual & Family**

- Provide economic development services to clients to enrich knowledge, enhance employability, strengthen family financial circumstances, develop assets to achieve and maintain child support and improve standards of living.
- Protect the most vulnerable from harsh deprivation with more enhanced emergency services.

*Accountability:* Executive Director and All Program Directors

*Timeline:* Short-term

### **Objective 2 Agency Capacity Building**

Continue to analyze agency finances, financial procedures, and procurement policies to assure that resources are being used in the most efficient manner possible.

*Accountability:* Executive Director, Fiscal Manager, Human Resources, and All Program Directors

*Timeline:* Short-term

**Objective 3 Individual & Family** Seek and enhance programming that improves client employability and develops financial literacy skills.

*Accountability:* Executive Director, and All Program Directors

*Timeline:* Short-term

### **Objective 4 Agency Capacity Building/ Individual & Family**

- Ensure that current employees, including employees that have recently been laid off or are in jeopardy of being laid off; receive preference for open positions for which they are qualified.

*Accountability:* Executive Director, Human Resources, and All Program Directors

*Timeline:* Short-term

### **Objective 5 Agency Capacity Building/ Individual & Family**

- Because of ongoing uncertainty related to funding availability, each program will create a "closing plan" that will include plans for relocating staff to other positions in the agency (if available).
- And create plans to relocate clients to other programs within the agency or through other community resources.

*Accountability:* Executive Director, Human Resources, and All Program Directors

*Timeline:* Short- and Long-term

## **Strategic Goal 10 CONTINUE FULL COMPLIANCE WITH ALL PROGRAM GUIDELINES**

**Goal:** The Agency will be in full compliance with all program guidelines.

### **Agency Capacity Building**

#### **Objective 1**

- Continue to strive for full compliance with all Program Guidelines for excellent monitoring reviews, including IT security requirements and continuous Head Start monitoring assessments conducted by the Quality Assurance Manager. Corrective Action Plans will be submitted timely, if needed.

*Accountability:* Executive Director and All Program Directors

*Timeline:* Short- and Long term

Written: January 6, 2020

## Goal 1 - Promote Self-Sufficiency

### Objective 1 Education and Child

- CSBG continues to provide scholarships and educational services. 01-11-2023
- Ky Works please see Goal 10

### Objective 2 Employment

- CSBG is providing services for certifications and basic needs for obtaining a job. Continuing 01-11-2023
- Head Start gives priority to Head Start parents that apply for employment with the program.
- RSVP work Station Supervisors may offer employment to RSVP Volunteers.
- Ky Works still provides job coaching and help them gain skills when they agree to participate.

### Objective 3 Basic & Emergency Needs

- CSBG has operated additional programs for utility and rent/mortgage assistance. Example: addition Healthy at Home Water, Spring Subsidy, Summer Cooling Subsidy and Crisis. Increased Food Distributions to any person in need. 01-11-2023 HEAP has run continuously.

### Objective 4 Family Support Services

- CSBG obtained additional emergency services to keep families/individuals in the home.
- 01/11/2023 EFSP allocations have been lowered.
- Head Start hired a Cultural and Linguistic Enrichment Coach to communicate with the parents and encourage participation in the program.
- CCC enhanced their program by adding PEM-Parent Engagement Meeting is a collaboration between school, parents and CCC for children with excessive unexcused absences. We work together to develop a plan for the family to improve the student's attendance.

### Objective 5 Health Services

- Head Start implemented Lana the Iguana curriculum to educate children and families about nutrition.
- Head Start implemented the ABL program that increases physical activity for Head Start children – BRYAN or Tammy to expand on this?
- SCP is providing monthly in service to obtain up to date health & safety awareness for companions that can also be beneficial when assisting with clients.
- RSVP is increasing awareness by including senior healthy issues in quarterly newsletter.

### Objective 6 Housing

- CSBG implemented walk away funds through CARES to make small repairs on a home for Weatherization to go and complete a project. 01-11-2023 these CARES funds were transferred to another category and have been spent.

### Objective 8 Senior Programs

- RSVP placed seniors over age 55 in volunteer positions at non-profits in Hardin and Nelson County.

## Goal 3 - Client Engagement

### Objective 1: Aging

#### Objective 2: Community Service

- CSBG COVID19 had interfered with the face to face in office applications. New measures to serve clients in place. Also has affected discussions of programs within agency programs and inter agency meetings. Social Media and Zoom meetings platforms are being used to share information.
- 01-11-2023 we are back to face to face in office. ZOOM platform for meetings continues.
- SCP This has been a goal that has not been obtained by SCP due to COVID19 and our Senior Centers being closed to the public to prevent the spread of the illness and to promote safety. This goal can be met by providing the Senior Companions with a brochure that is delivered to them via mail or delivered to their homes by the Director in case of any questions or concerns.
- 1-11-2023 This has been a goal that has been obtained by SCP by providing services to clients in their homes free of charge. Senior Companions serve one-on-one with the frail elderly and other homebound clients by assisting with such tasks as shopping, light house chores, doctor visits, or just making a friendly visit. Volunteers may also offer short periods of relief, or respite, to the primary caregiver of the client.
-

#### **Objective 4 Child Development**

- **Head Start** is conducting annual parent surveys.
- **Objective 5 Executive and Director Meetings**
- Monthly Staff meeting by Zoom, Strategic Plan meetings 1-11-2023 In person meetings have been re-instated
- Agency Satisfaction Surveys have been positive.

#### **Goal 5 - Improve Community Partnerships**

##### **Objective 1 Collaboration**

- **CSBG/KY WORKS** COVID impact on in person meetings. Continue to improve by meeting regularly. 01-11-2023 working on re-establishing in person meetings in the communities

#### **Goal 6 - Increase Volunteer and Board of Directors Involvement**

##### **Objective 1 Volunteers**

- **SCP** This is a challenging task currently for the SCP as the COVID numbers are continuing to fluctuate. Many Volunteers have voiced concern about their safety & wellness, and our volunteer numbers have declined due to illness. A goal for the SCP is to create new ways of recruitment that are effective and promote a sense of safety for companions & clients.
- **1-11-2013SCP** This is still a challenging task for SCP due to the lingering effects of Covid. Many Volunteers still voice concern about their safety & wellness, and our volunteer numbers have declined due to illness and not wanting to return to the program after re-entering the homes. A goal for the SCP is to create new ways of recruitment that are effective and promote a sense of safety for companions & clients.
- 1-13-2023 **RSVP** will focus on increasing volunteer and Board of Directors involvement by providing RSVP updates to the volunteers and board members annually.

##### **Objective 2**

- Finance Policies and Procedures were reviewed by a consultant and changes were implemented and approved by the Board of Directors in July 2022

#### **Goal 8 - Increase Capacity**

##### **Objective 1 Human Resources**

- All programs continue training. Some in person and online.

#### **Goal 9 - Respond to Economic Shifts**

##### **Objective 3 Individual & Family**

- **CSBG** has added emergency services program and ways to deliver services to clients.
- 01-11-2023 we are seeing a decrease in program funding and program poverty levels are being reduced by the cabinet to deliver services in the Economic shift down
- **Head Start** is providing parent meetings that include financial literacy and budgeting.
- **KY Works** continues to provide economic development services to clients

#### **Goal 10 - The Agency will be in full compliance with all program guidelines**

##### **Objective 1 Agency Capacity Building**

- **The Agency** continues to strive for full compliance with all Program Guidelines for excellent monitoring reviews, including IT security requirements and continuous Head Start monitoring assessments conducted by the Quality Assurance Manager. Corrective Action Plans will be submitted timely, if needed
- **Ky Works** 1. Goal to provide 10 Job Readiness Classes. Not met due to travel restrictions and a good cause exemption due to the state of emergency due to Covid. No corrective action necessary through the audit and monitoring due to the state of emergency. 2. At least 10 participants placed in wage subsidy. No corrective action necessary through the audit and monitoring due to the state of emergency. 3. 60% of all referrals will be placed in work preparation activities within 30 days. No corrective action necessary through the audit and monitoring due to the state of emergency. **1/11/2023 Ky Works** 1. Goal to provide 10 Job Readiness Classes. Not met due to travel restrictions and a good cause exemption due to the state of emergency due to Covid. No corrective action necessary through the audit and monitoring due



to the state of emergency. 2. At least 10 participants placed in wage subsidy. No corrective action necessary through the audit and monitoring due to the state of emergency. 3. 60% of all referrals will be placed in work preparation activities within 30 days. No corrective action necessary through the audit and monitoring due to the state of emergency.

**Goals and Changes approved by the Board of Directors, January 18, 2023.**



**CABINET FOR HEALTH AND FAMILY SERVICES  
COMMUNITY SERVICES BLOCK GRANT**

Attachment B-2  
SFY 2024

Cabinet For Health and Family Services  
Community Services Block Grant  
Local In-Kind Match Certification


CODE	BUDGET/COST CATEROGRIES	PROJECTED EXPENDITURES BY BUDGET/COST CATEGORIES BY THE SFY (FROM ATTACHMENT B1)	Agency Certification of In-Kind Expenditures
1	SALARIES/WAGES	\$ 264,921.00	
2	FRINGE BENEFITS	\$ 112,215.00	
3	CONSULTANT/CONTRACT SERVICE	\$ 9,128.00	
4	SPACE COSTS	\$ 50,500.00	
5	EQUIPMENT	\$ 15,500.00	
6	CONSUMABLE SUPPLIES	\$ 8,000.00	
7	UTILITIES	\$ 15,000.00	
8	TRANSPORTATION/TRAVEL	\$ 25,300.00	
9	CLIENT SERVICES	\$ 28,375.71	
10	STAFF DEVELOPMENT	\$ 8,000.00	
11	OTHER	\$ 35,156.00	
12	INDIRECT	\$ 42,387.00	
	<b>TOTAL PROJECTED EXPENDITURES \$</b>	<b>\$ 614,482.71</b>	<b>\$ -</b>

I Certify that the total in-kind expenditures herein reported and designated in the categories above is from funds that are eligible for matching to cover the 20% required in local in-kind match.

CSBG Director

CFO:

Executive Director:

Signature: 	Date: 4/14/2023
	4/14/2023
	4/14/2023



**CENTRAL KENTUCKY COMMUNITY ACTION COUNCIL, INC.**  
CSBG BUDGET NARRATIVE

July 1, 2023 - June 30, 2024

**PERSONNEL \$264,921.00**

This includes the salaries and wages for eight (8) County Coordinators, 7 part time Community Services Assistants/LIHEAP Aides, one (1) CSBG/HEAP Assistant, (2) temporary staff and one (1) CSBG Program Director. *LIHEAP Program assists in this category.*

**FRINGE \$112,215.00**

This includes FICA 7.65%, Unemployment 1.0%, CERS Retirement 24.06% Workman’s Comp. 3.66%, Health insurance and Life Insurance for full time workers.

**CONSULTANTS AND CONTRACTS \$9,128.00**

This cost includes the CSBG Audit and computer services.

**SPACE COST \$50,500.00**

The rent is paid for eight county offices, plus the area in the Central Office occupied by the Program Director and the Finance Coordinator/Compliance Officer. Other space costs include garbage collection, cleaning fees and minor maintenance.

**UTILITIES \$15,000.00**

The utility costs are paid for the above offices.

**EQUIPMENT \$15,500.00**

This includes both major and minor equipment along with equipment repair.

**CONSUMABLE SUPPLIES \$8,000.00**

This includes office supplies and janitorial supplies for all CSBG offices.

**TRAVEL \$25,300.00**

Travel in Area is that which is necessary for the staff to carry out the activities in the Work Plan and is paid at the State rate, adjusted quarterly.

Travel out of area is to attend meetings and workshops in Lexington, Frankfort, CAK Conference, Caplaw, Community Action Partnership, CAP winter conference and ROMA Implementer Certification In-service for the CSBG Director and staff. etc. This sometimes includes meals and lodging. This also covers gas, oil, and maintenance for the CSBG van and SUV.

**CLIENT SERVICES \$28,375.71 category. Includes the CASTINET Software Maintenance Fee.**

CLIENT SERVICES	IN-KIND	FEDERAL	TOTAL
Housing	\$53,620.68 Cash and client supplies	\$0	\$0
Scholarships	\$500 cash	\$5,203	\$5,203
Employment Support	0	\$3,000	\$3,000
Employment Transportation	0	\$3,000	\$3,000
Education Youth Activities	0	\$4,000	\$4,000

Educational Support	0	\$3,000	\$3,000
Health Garden Supplies	0	\$1,000	\$1,000
Health Nutrition	\$40,000 volunteer hours \$50,000 Donated food	\$2,000	\$2,000
Health support		\$1,000	\$1,000
CASTINET		\$10,173.29	\$10,173.29

**STAFF DEVELOPMENT \$8,000.00**

Staff Development covers the cost of registration and training costs.

**OTHER COSTS \$35,156.00**

COST CATEGORIES	EXPLANATION	IN-KIND	FEDERAL	TOTAL
Labor			\$3,080	\$3,080
Liability Insurance	To cover equipment & furniture in offices	0	\$5,000	\$5,000
Printing & Copying	Printing & copying	0	\$4,000	\$4,000
Ads & Dues	Ads in newspapers	0	\$1,170	\$1,170
Publications & Subscriptions	Newspapers	0	\$2,000	\$2,000
Telephone	Telephone & Internet	0	\$15,333	\$15,333
Postage	Stamps	0	\$3,000	\$3,000
Background Check and Drug	New Hire		\$295	\$295

**INDIRECT COST \$35,156.00**

The Indirect Cost is allowed at 16.2% of salaries. Salaries, wages, leave and fringe of agency-wide employees: Executive Director, Finance Administrator, Bookkeepers, Receptionist Human Resources, I/T Coordinator and Payroll Coordinator.

**LOCAL IN-KIND MATCH CERTIFICATION \$153,620.68**

The Local In-Kind Match in the form of cash and volunteer hours is outlined in the tables above to equal \$

**TOTAL CSBG BUDGET \$614,482.71**

**2024 Allocation \$614,482.71**

**Attachment C 2024 MEMBERS OF THE BOARD OF DIRECTORS**

<u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u> (1/3 of the members)  Names, addresses and phone numbers :	<u>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</u> (at least 1/3 of the members)  Names, addresses and phone numbers:	<u>REPRESENTATIVES OF THE PRIVATE SECTOR</u> (the remainder of the members)  Names, addresses, and phone numbers:
Judge Maurice Lucas P.O. Box 227 Hardinsburg, KY 40143 Work: (270) 756-2269 Cell: (270) 617-0413  Title of Public Official: Public Sector Representative	Ms. Diane Weaver 455 Garfield-Woodrow Road Garfield, KY 40140 Home: (502) 356-5708  Low Income Representative	Mr. Andrew Adkins 5276 Hwy 1401 Hamed, KY 40144 Home: (270) 668-4282 Work: (270) 580-4780  Chairperson & Private Sector Representative
Judge Kevin Henderson 10 Court Square Leitchfield, KY 42754 Work: (270) 259-3159  Title of Public Official: Public Sector Representative	Ms. Cathy Ray 139 Patty Place Way Leitchfield, KY 42754 Home: (270) 288-2037  Low Income Representative	Mr. Eddie Clemons 1571 Lilac Road Leitchfield, KY 42754-6632 Cell: (270) 268-0604 Work: (270) 259-1540  Private Sector Representative
Judge Keith Taul P.O. Box 568/150 N. Provident Way Elizabethtown, KY 42701 Phone: (270) 765-2350 Cell: (270) 748-2347  Title of Public Official: Public Sector Representative	Ms. Brenda Thompson P.O. Box 436 Radcliff, KY 40159 Phone: (760) 954-4024 Work: (270) 765-4334  Low Income Representative	Ms. Nancy Addington 815 McCullum Ave. Elizabethtown, KY 42701 Home: (270) 982-2943 Cell: (270) 734-1624  Secretary and Private Sector Representative
Judge Blake Durrett 209 West High Street Hodgenville, KY 42748 Work: (270) 358-4400  Title of Public Official: Vice Chairperson & Public Sector Representative	Vonda Gray 412 North Lincoln Blvd Hodgenville, KY 42748 Cell: (615) 336-7871  Low Income Representative	Open  Private Sector Representative

Total Number of Seats 24 Number of Vacancies (Attach explanation of vacancies) 2 CFO Signature [Signature]

Executive Director Signature [Signature] CSBG Director or Designee Signature [Signature]

Board Chair Signature [Signature] Date 04-14-2023 9-14-23

<p align="center"><u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u> (1/3 of the members)  Names, addresses and phone numbers :</p>	<p align="center"><u>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</u> (at least 1/3 of the members)  Names, addresses and phone numbers:</p>	<p align="center"><u>REPRESENTATIVES OF THE PRIVATE SECTOR</u> (the remainder of the members)  Names, addresses, and phone numbers:</p>
<p>Judge David Daugherty 223 North Spalding Avenue Suite 201 Lebanon, KY 40033 Work: (270) 692-3451</p> <p>Title of Public Official: Public Sector Representative</p>	<p>Jennifer Osborne 309 Hamilton Lane Loretto, KY 40037 Phone: (270) 769-1601 Cell: (270) 699-6191</p> <p>Low Income Representative</p>	<p>Mr. John G. Mattingly 65 Countryside Estates Lebanon, KY 40033 Home: (270) 692-6426 Cell: (270) 699-1392</p> <p>Treasurer and Private Sector Representative</p>
<p>Judge Kevin Henderson 10 Court Square Leitchfield, KY 42754 Work: (270) 259-3159</p> <p>Title of Public Official: Public Sector Representative</p>	<p>Ms. Cathy Ray 139 Patty Way Place Leitchfield, KY 42754 Home: (270) 288-2037</p> <p>Low Income Representative</p>	<p>Mr. Eddie Clemons 1571 Lilac Road Leitchfield, KY 42754-6632 Cell: (270) 268-2604 Work: (270) 259-1540</p> <p>Private Sector Representative</p>
<p>Judge Troy Kok 516 Hillcrest Drive Brandenburg, KY 40108 Home: (270) 750-7127 Work: (270) 422-3967 Cell: (270) 317-3656</p> <p>Title of Public Official: Public Sector Representative</p>	<p>Ms. Robin Brown 2320-5 Bypass Road Brandenburg, KY 40108 Cell: (270) 668-6540 Home: (270) 668-4252</p> <p>Low Income Representative</p>	<p>Open</p> <p>Private Sector Representative</p>
<p>Judge Tim Hutchins 3045 Mobley Mill Road Cox's Creek, KY 40013 Cell: (502) 249-0816</p> <p>Title of Public Official: Public Sector Representative</p>	<p>Ms. Shelly Lambert 108 New Glendale Road Elizabethtown, KY 42701 Work: (270) 769-1601 Ext 7009</p> <p>Low Income Representative</p>	<p>Sr. Barbara Joseph Lammers P.O. Box 3000 Nazareth, KY 40048 Home: (502) 331-4001 Cell: (502) 348-1514</p> <p>Private Sector Representative</p>

Total Number of Seats \_\_\_\_\_ Number of Vacancies (Attach explanation of vacancies) \_\_\_\_\_ CFO Signature [Signature]

Executive Director Signature [Signature] CSBG Director or Designee Signature [Signature]

Board Chair Signature [Signature] Date 4-14-23



Attachment C

<u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u> (1/3 of the members) Names, addresses and phone numbers :	<u>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</u> (at least 1/3 of the members) Names, addresses and phone numbers:	<u>REPRESENTATIVES OF THE PRIVATE SECTOR</u> (the remainder of the members) Names, addresses, and phone numbers:
Judge Tim Graves P.O. Box 126 Springfield, KY 40069 Work: (859) 336-5410 Cell: (859) 481-3915  Title of Public Official: <b>Public Sector Representative</b>	Roland Youmans 404 Carolyn Court Springfield, KY 40069 Cell: (334) 796-4778  <b>Low Income Representative</b>	Ms. Christy Carpenter 114 Pleasant Drive Springfield, KY 40069 Work: (859) 336-0838 Cell: (859) 481-3453  <b>Private Sector Representative</b>
Title of Public Official:		
Title of Public Official:		
Title of Public Official:		

Total Number of Seats \_\_\_\_\_ Number of Vacancies (Attach explanation of vacancies) \_\_\_\_\_ CFO Signature *James L. Underhill*  
 Executive Director Signature *[Signature]* CSBG Director or Designee Signature *[Signature]*  
 Board Chair Signature *[Signature]* Date 4-14-27

<u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u> (1/3 of the members) Names, addresses and phone numbers:	<u>EMERITUS BOARD MEMBERS</u> (the remainder of the members) Names, addresses and phone numbers:	<u>HEAD START POLICY COUNCIL REPRESENTATIVES</u> (the remainder of the members) Names, addresses, and phone numbers:
Title of Public Official:	Mr. Thomas Mahoney 111 Waterside Drive Elizabethtown, KY 42701 Phone: (270) 737-2165 Cell: (270) 766-4400  Accounting/Finance and Emeritus Board Member	Ms. Angie Chandler 108 Wheeling Avenue Bardstown, KY 40004 Cell: (502-507-4437  Head Start Specialist
Title of Public Official:	Mr. Joseph Stewart P.O. Box 676/224 North Spalding Ave Lebanon, KY 40033 Work: (270) 692-4471 Cell: (859) 948-6386  Attorney-at-Hand and Emeritus Board Member	Mr. Justin Thompson 1330 Bramblett Blvd Radcliff, KY 40160 Cell: (270) 312-8015  Head Start Representative
Title of Public Official:		
Title of Public Official:		

Total Number of Seats \_\_\_\_\_ Number of Vacancies (Attach explanation of vacancies) \_\_\_\_\_ CFO Signature [Signature]  
 Executive Director Signature [Signature] CSBG Director or Designee Signature [Signature]  
 Board Chair Signature [Signature] Date 4-14-23



Hal B. Goode, Executive Director  
332 Hood Avenue  
P.O. Box 830  
Lebanon, KY 40033  
Phone: (270) 692-2136  
Fax: (270) 692-4530  
Email: hal.goode@ckcac.org

04/13/2023

2 open Private Sector positions due to recent resignations.

We have a prospect interested in Larue County. Meade County has begun a search.

Thank you,

Ellen B. Leake, CCAP-NCRI  
CSBG/ HEAP Director, Agency Operations Officer

**“Helping People, Changing Lives.”  
EQUAL OPPORTUNITY EMPLOYER**

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**CENTRAL KENTUCKY COMMUNITY ACTION COUNCIL, INC.**  
**PROPOSED 2023 CALENDAR FOR AREA BOARD OF DIRECTORS MEETINGS**

When: January 18, 2023  
Time: 2:30 PM EST  
Place: Lincoln Trail Area Development District Conference Room

When: March 15, 2023  
Time: 2:30 PM EST  
Place: Lincoln Trail Area Development District Conference Room

When: May 17, 2023  
Time: 2:30 PM EST  
Place: Lincoln Trail Area Development District Conference Room

When: July 19, 2023  
Time: 2:30 PM EST  
Place: Lincoln Trail Area Development District Conference Room

When: September 20, 2023  
Time: 2:30 PM EST  
Place: Lincoln Trail Area Development District Conference Room

When: November 15, 2023  
Time: TBD  
Place: TBD



**CENTRAL KENTUCKY COMMUNITY ACTION COUNCIL, INC.**  
**PROPOSED 2024 CALENDAR FOR AREA BOARD OF DIRECTORS MEETINGS**

When: January 17, 2024  
Time: 2:30 PM EST  
Place: Lincoln Trail Area Development District Conference Room

When: March 13, 2024  
Time: 2:30 PM EST  
Place: Lincoln Trail Area Development District Conference Room

When: May 15, 2024  
Time: 2:30 PM EST  
Place: Lincoln Trail Area Development District Conference Room

# BYLAWS

## CENTRAL KENTUCKY COMMUNITY ACTION COUNCIL, INC.

### Article I. GENERAL PROVISIONS

#### Section 1 – Name

The name of the organization shall be the Central Kentucky Community Action Council, Inc. (the "Corporation").

#### Section 2 – Authority

The Corporation is incorporated under the laws of the Commonwealth of Kentucky as a non-profit corporation authorized to act as a Community Action Agency holding all powers allowed to such corporation as permitted by Kentucky Revised Statutes Chapter 273, including KRS Sections 273.405-.453.

#### Section 3 – Service Area

The principal service area ("Service Area") of the Corporation shall include the counties of Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington. The Service Area may be expanded to include such other counties or such other designated political subdivisions as authorized and approved by the Board of Directors and as permitted by State law.

#### Section 4 – Principal Offices/Offices

The principal office of the Corporation shall be located in the City of Lebanon, Kentucky. The Corporation may also have offices at such other place or places within the Service Area as the Board shall designate.

### Article II. PURPOSE

The purpose of the Corporation is to serve as a Community Action Agency for the Service Area and intended to operate exclusively for charitable and educational purposes as permitted by Federal and State law by State statute and in such manner that it will comply with Chapter 273 of the Kentucky Revised Statutes and Section 501(c) (3) of the Internal Revenue Code of 1986, as both may be subsequently amended or restated.

In furtherance of these purposes, the Corporation shall plan, initiate, develop, and operate programs to alleviate poverty, to enhance the public health and general welfare of the community by making available to everyone the Corporation serves; the opportunity to live in decency and dignity, the opportunity for education and training, and the opportunity to work.

CENTRAL KENTUCKY CAC  
BYLAWS  
PAGE 2

**Article III. BOARD OF DIRECTORS**

**Section 1 – Authority**

The Board of Directors shall be the governing body, which shall be responsible for the governance and management of the Corporation. For all purposes in these bylaws, the term "Board" shall mean as a collective body the Board of Directors and the term "Board Member" shall refer to and mean individually each person who serves on the Board.

The Board shall have the same legal powers and responsibilities granted under its state charter as the Board of Directors of any private, non-profit corporation incorporated in the Commonwealth of Kentucky including the power to enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of administering programs or providing services.

**Section 2 – Responsibility**

In addition to the general corporate powers allowed by law and set forth in these bylaws, the Board and the Corporation have the following specific authority, powers and responsibility:

- (a) To appoint the Executive director of the community action agency;
- (b) To determine major personnel, organization, fiscal, and program policies;
- (c) To participate fully in the planning, development, implementation and evaluation of the programs provided by the Corporation in its service to low income communities; provide plans and priorities of the Community Action Agency, including provisions for evaluating progress against performance;
- (d) To make final approval of all program proposals and budgets;
- (e) To enforce compliance with all conditions of all grants and/or contracts;
- (f) To oversee the extent and the quality of the participation of the poor in the programs of the Community Action Agency;
- (g) To determine rules and procedures for the Board and the Corporation; and
- (h) To select the officers of the Corporation and the members of the Executive Committee or any other committee if any, of the Board.

The Board is responsible for hiring and evaluating the Executive Director of the Corporation. Additionally, all Board Members shall participate fully in the planning, development, implementation and evaluation of the programs provided by the Corporation in its service to low income communities. The Board shall have supervision, control, and direction of the affairs of the Corporation, shall actively promote and pursue the Corporation's objectives, shall identify the needs of the service area, and shall supervise the disbursement of the agency's funds. The Board may adopt such rules and regulations for the conduct of its business and may delegate certain of its authority and responsibility to one or more committees.

### Article III. BOARD OF DIRECTORS

#### Section 3 – Board Members

Membership on the Board of the Corporation shall consist of individual persons who have an interest in the business and objectives of the Corporation. To that end, the Board Members shall be selected and chosen as set forth below:

##### Section 3.1 – Number of Board Members

The Board shall consist of and be limited to no fewer than fifteen (15) Board Members and no more than twenty-nine (29) Board Members. Any change in the number of Board Members other than as set forth above may only be done by amendment to these bylaws. However, in no case shall a decrease in the overall number of Board Members have the effect of shortening the term of any incumbent Board Member.

##### Section 3.2 – Selection

Board Members shall be nominated and chosen as permitted by statute. The composition of members of the Board shall include the following persons:

- (a) Each county should consist of 1 Board Member that shall be a public officer, including elected officials or their representatives. The Judge Executive for each county is chosen for the Board, but he/she has the option of appointing an alternate. However, the chosen alternate can only vote in the absence of the Judge Executive; there can only be one vote amongst the two. If a public official is not willing to serve personally on the Board, then the Board may appoint a representative on recommendation from the political subdivision who shall serve as the public official Board Member.
- (b) At least one-third (1/3) of the Full Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of the poor in the area to be served by the Corporation. Any person eligible to serve as a member of the Board and filling a low income Board Member seat must reside in the eight county Service Area. An alternate may also be chosen in accordance with the democratic selection procedures for filling a vacancy upon the absence of the Board Member. The alternate may have the opportunity to attend each and all meetings, but can only vote in the absence of the Board Member.
- (c) The remaining Board Members shall be selected from officials or members of business, industry, labor, religious, welfare, education, or other major groups and shall be interested in the community. Private Sector Board Members shall be recruited and nominated by the Nominating Committee when there is a vacancy in this Board sector and there shall be at least one Private Sector Board Member for each county. If there are no nominees for Private Sector in a county, the spot will stay vacant until it can be filled.



CENTRAL KENTUCKY CAC  
BYLAWS  
PAGE 4

- (d) Any Board Member who is selected to represent a specific geographic or political subdivision within the Service Area shall reside in the area the Board Member represents.
- (e) Additional Board Members may be added as required by State or Federal Mandate. Additional members may also represent the private sector.

**Article III. BOARD OF DIRECTORS**

**Section 3.3 – Emeritus Members**

In addition to the regular Board Members, the Board may designate and chose individuals to serve as *Emeritus Members* of the Board. In the role as an *Emeritus Member* of the Board, these persons shall receive all Board mailings, and be included on the Board roster with their emeritus status noted. Emeritus Member attendance is not counted toward a quorum, nor is the presence or absence of *Emeritus Members* counted toward total Board membership set forth in Article III, Section 3.1 above. *The Emeritus Member will have the power to vote.*

**Section 3.4 – Qualifications**

Membership on the Board shall also be so established and organized in such a manner that the poor and residents of the Service Area will be able to influence the character of programs affecting their interests and regularly participate in the planning and implementation of those programs.

Board Members may be selected to represent a specific geographic area within the community. No employee of the Corporation may serve on the Board.

**Section 3.5 – Compensation of Board Members**

No Board Member shall receive any monetary compensation for services rendered to the Corporation as a Board Member. Board Members may be reimbursed for expenses incurred for travel to and from Board meetings, committee meetings and other official business of the Corporation that Board Members attend in their official capacity as a Board Member of the Corporation. Nothing contained herein shall be construed to preclude any Board Member from serving the Corporation in any other capacity and receiving reasonable compensation for personal services rendered to the Corporation that are necessary to carry out one or more of the purposes of the Corporation.

**CENTRAL KENTUCKY CAC  
BYLAWS  
PAGE 5**

**Section 4 – Term of Office**

The Board Members shall be elected as election dates and vacancies occur. Any Board Member who is or serves as a public official shall serve a term of office, which coincides with the term of their public office. There are no term limits for Members serving for the Low-income Sector or Private Sector.

**Article III. BOARD OF DIRECTORS**

**Section 5 – Removal of Directors**

Whenever in the Board's judgment it determines that the best interests of the Corporation will be served, any Board Member may be removed by the affirmative vote of a majority of the Full Board. Grounds and reasons for removal from the Board include, but are not limited to, lack of regular attendance, poor representation of the Corporation to the public, or malfeasance. Three (3) consecutive unexcused absences from meetings of the Board shall be just cause for removal from the Board.

**Section 6 – Vacancies**

Should a vacancy occur on the Board before completion of a term of any Board member then such vacancy may be filled by affirmative vote of a majority of the Full Board as follows:

**Section 6.1**

Any vacancy in a Low Income Sector Board Member shall be filled in accordance with the democratic procedure affirmatively approved by the Board.

**Section 6.2**

Any vacancy in a Public Sector Board Member shall be filled by the official or body who made the original appointment, or if no such replacement, appointment is made within 30 days after notice, then by the Board.

**Section 6.3**

Any vacancy in a Private Sector seat shall be filled by convening the Nominating Committee to make nomination(s) for the vacant seat(s).

**Section 7 – Meetings**

**Section 7.1 – Annual Meeting**

There shall be an annual meeting of the Board to be held at a date, time and place within the Service Area of the Corporation within the Commonwealth of Kentucky as set by the Board. At the annual meeting the Board shall elect officers of the Corporation as provided for in these bylaws and address any other business as may properly come before the Board.

**Article III. BOARD OF DIRECTORS**

**Section 7.2 – Regular Meetings**

In addition to the annual meeting, a minimum of five (5) regular meetings of the Board shall be held each year at a time, place and date as determined by resolution of the Board. All meetings of the Board of the Corporation shall be at a time and place within the Service Area of the Corporation convenient to the representatives of the low-income individuals.

**Section 7.3 – Special Meetings**

Special meetings of the Board may be called either by the Chairperson or at the request of any six (6) Board Members at a date, time and place within the Service Area of the Corporation.

**Section 7.4 – Methods of Board Communication**

Board Members may participate in any Board meeting and the Board may act by means of a conference telephone call, electronic network or similar communication method, including use of adaptive technology, if needed, by which all persons participating in the meeting can communicate clearly with one another.

**Section 7.5 – Notice of Meetings**

Written notice to each Board Member shall be provided for every annual or regular and special meeting of the Board stating the date, time, place and tentative agenda of the meeting. Notice of annual or regular meetings shall be given to each Board Member by a notice period of not more than thirty (30) days and not fewer than ten (10) days prior to the date of the scheduled meeting. Notice of a special meeting shall be given to each Board

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Member by a notice period of not more than ten (10) days and not fewer than five (5) days prior to the date of the scheduled meeting.

Written notice of a meeting may be given if mailed, by first class, regular U.S. Mail, postage prepaid in a sealed envelope. If written notice is provided by facsimile or email transmission that any such communication shall be done in such manner that there is written proof of sending and delivery showing the date the notice was sent and confirmation of delivery of the notice by the designated Board Member to whom the written notice was sent. For any Board meetings during which an amendment or any text change to the Corporation bylaws is to be considered, a minimum notice period of ten (10) days is required. Any Board Member may waive notice of any meeting. The attendance of a Board Member at any meeting shall constitute a waiver of notice of such meeting.

**Article III. BOARD OF DIRECTORS**

**Section 7.6 – Quorum**

The majority of Board Members present, shall constitute a quorum for purposes of conducting Board business. Attendance at a meeting and for purposes of a quorum may be achieved by means of telecommunication or video conference call that involves those members who are unable to attend the meeting, as provided above, to hear and verbally participate in the business being conducted at the meeting.

**Section 7.7 – Manner of Acting and Voting**

Upon a determination and the appearance of a quorum, the meeting shall be called to order, and the Board Members present (in person or via telecommunication conference call) shall consider and transact the business presented to them for their consideration. Each Board Member shall have one vote. The act of a majority of Board Members, personally present at a meeting scheduled pursuant to the terms of these bylaws, at which a quorum is present, shall be the act of the Corporation. Proxies and proxy voting shall not be allowed on behalf of any Board Member.

Hiring or removal of an Executive Director requires a majority vote of the Full Board of Directors. I.e. If the Board consists of twenty-four (24) members, thirteen (13) votes would be required to hire or fire an Executive Director.

**Section 7.8 – Informal Action and Actions Without a Meeting**

Any action required or permitted to be taken at a meeting of the Board or any informal action on behalf of the Corporation may be taken without a meeting if consent, in writing, setting forth the action so taken is signed by all of the Board Members entitled to vote with respect to the matter. Action taken without a meeting is effective when the last Board Member signs the consent unless the consent specifies a later effective date. Such

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consent shall have the same effect as a unanimous vote. Such written consents shall be filed with the minutes of the Board.

**Section 8 -- Committees**

The Board shall establish and have the following standing committees:

- Executive Committee
- Finance Committee
- Nominating Committee
- Personnel Committee

**Article III. BOARD OF DIRECTORS**

**Section 8.1 -- Executive Committee**

The Executive Committee shall be comprised of the officers of the Corporation, the immediate past chair person, and two at-large Board Members who shall be elected by majority vote of the Board. The Committee shall be structured to reflect the Full Board composition and shall have the duty and the authority to transact such business of the Corporation as may be necessary between the meetings of the Board. The Executive Committee is responsible for reviewing and reporting to the Full Board on conflict of interest and whistleblower policies and incidents. The Executive Committee shall keep a record of its actions and proceedings and make a report of these actions to the Board at the next meeting after such actions or proceedings. The Chairperson of the Board shall serve as chair of the Executive Committee.

**Section 8.2 -- Finance Committee**

The Finance Committee shall be composed of the Treasurer and at least two additional members, appointed by the Board Chairperson and approved by the Board. The Finance Committee shall have the responsibility of monitoring all grants, accounts, audits and the state of each budget for all Corporation programs. The Committee shall present, once a year, a budget for the agency based on funds expected and recommend fiscal policies/procedures of the Corporation. The Finance Committee composition will reflect the Full Board composition to the extent feasible. The Finance Committee shall serve as the Audit Committee for the Corporation and shall review and report to the Full Board on the following matters: selecting the auditor, overseeing the audit process, approving any non-audit services provided by the auditor, overseeing internal controls, and ensuring that the auditor's management letter concerns are addressed and resolved. The Treasurer of the Board shall chair the Finance Committee.

**Section 8.3 – Nominating Committee**

The Nominating Committee is appointed by the Chair and approved by the Board. The Nominating Committee shall have the responsibility of nominating Board Members and nominating replacements for Officers of the Board.

**Section 8.4 – Personnel Committee**

The Personnel Committee is appointed by the Chair and approved by the Board. The Personnel Committee has the responsibility of reviewing and setting personnel policies and reviewing the employee handbook. The Personnel Committee also has the responsibility of resolving issues or appeals that surpass the Executive Director

**Section 8.5 – Ad Hoc Committees**

The Board reserves the right to establish *Ad Hoc* Committees as needed to meet the needs of the Corporation. The members of any such committee shall serve at the pleasure of the Board. Committees shall exercise such powers as may be designated by the enabling resolution of the Board.

**Section 9 – Conduct of Meetings**

Unless otherwise provided in these bylaws, all Board meetings and Committee meetings of the Corporation shall be open to the public and all matters of procedure shall be conducted and governed according to Robert's Rules of Order.

**Article IV. OFFICERS AND EXECUTIVE DIRECTOR**

**Section 1 – Officers**

The Corporation shall have the following officers:

Chairperson  
Vice-Chair  
Secretary  
Treasurer

Additionally, the Board may determine and appoint such other officers the duties of which may be fixed by the Board and who are to be elected in accordance with the provisions of these bylaws.

The officers shall be elected to fairly represent the distribution of representation of the Board. No person shall be elected to more than one office of the Corporation during the same term.

**Section 1.2 – Election**

The officers of the Corporation shall be elected by the Board every two (2) years at its Annual Meeting.

**Section 1.3 – Term of Office**

Each officer shall hold office for up to two (2) years, or until the officer's successor has been duly elected and qualified, or until removed.

**Section 1.4 – Vacancies**

If a vacancy occurs for a Corporation officer, the vacancy shall be filled by the Board at the next meeting of the Board after the vacancy occurs.

**Section 1.5 – Duties of Officers**

The duties and powers of the officers of the Board shall be as follows or as shall hereafter be set by resolution or policy of the Board:

**Chairperson:** The Chairperson shall be the chief volunteer officer of the Corporation and shall in general supervise all business and affairs of the Corporation pursuant to those powers delegated by the Board. The Chairperson shall preside at all meetings of the Board and perform all duties incidental to the office of Chairperson and such other duties as may be prescribed by the Board from time to time.

**Vice-Chair:** In the absence of the Chairperson or in the event of the Chairperson's inability or refusal to act, the Vice-Chair shall perform the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chair shall also perform such other duties as from time to time may be assigned by the Chairperson or the Board.

**Secretary:** The Secretary shall insure that the following duties are carried out on behalf of the Corporation: (a) Minutes of the meetings of the Board and Committees of the Board are kept in one or more books provided for that purpose; (b) All notices are duly provided in accordance with these bylaws or as required by law; (c) An accurate record of all votes on motions is kept; (d) There is on file at all times a copy of the Articles of Incorporation and bylaws which shall be open for inspection by Board Members; (e) All corporate records are maintained at the principal office of the Corporation.

**Treasurer:** The Treasurer shall insure that: (a) financial records are maintained by the principal office of the Corporation; (b) Financial reports are provided to the Board at every regular Board meeting; (c) An annual audit is conducted by an independent accounting firm in accordance with OMB Circular A-133, *Audits of States, Local Governments and Non-profit Organizations*. If required by the Board, the Treasurer shall give bond for the faithful discharge of duties in an amount and in such form as the Board shall determine.

**Section 1.6 – Executive Director/Duties**

The Board shall select and hire an Executive Director who shall be given the necessary authority and responsibility for the management of the Corporation subject only to Federal and State law, grant requirements, and the policies enacted by the Board. The Executive Director may attend Board and Committee meetings unless otherwise restricted due to Board policies. The Executive Director shall act as the duly authorized representative of the Board in all matters except those in which the Board has formally designated another individual or group to act. The Executive Director serves at the pleasure of the Board.

**Article V. CONFLICTS OF INTEREST**

Any potential conflict of interest of any Board Member (or an individual of the Board Member's immediate family) shall be fully disclosed to the other Board Members and made a matter of record. When any such possible conflict of interest becomes relevant to any matter requiring Board or Committee action, it shall be called to the attention of the Board or Committee and, if any question is raised as to whether a conflict of interest exists, the potentially interested person shall abstain from all votes regarding the matter, and may be asked to leave the meeting while the matter is discussed and voted upon.

However, any Board Member who is excluded from voting because of such possible conflict of interest may answer any pertinent questions of other Board Members or Committee members when the Board Member's knowledge of the matter may assist the Board or Committee in making its determination. Any vote approving a transaction that involves a possible conflict of interest should include a determination by the disinterested Board Members that the transaction is in the best interest of the Corporation as a Community Action Council and is fair in all respects to the agency. The minutes of the meeting shall reflect that a disclosure was made, the nature of the disclosure, that the interested Board Member abstained from voting, and whether the Board Member left the room for the final discussion and vote. Except as otherwise provided by law, a Board Member who is also a public official shall not be in conflict if the Corporation should contract with his/her jurisdiction to perform a component of the program.

**Article VI. INDEMNIFICATION**

**Section 1 – Indemnification**

The Corporation shall, to the full extent permitted or required by Kentucky law, as may be amended, indemnify each person who is or was a Board Member, employee or officer of the Corporation in the event any such person was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative. An individual may be indemnified only if the individual (1) has conducted himself in good faith; (2) reasonably believed that his/her conduct was in the best interests, or at least not in conflict with the best interests, of the Central Kentucky Community Action Council; and (3) has no reasonable cause to believe his conduct was unlawful.



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Section 2 – Insurance

The Corporation is authorized to and shall purchase and maintain in full force and effect standard policies of insurance on directors and officers liability insurance and comprehensive business insurance covering the Corporation with respect to indemnification liability and payments or defense made pursuant to this Article, and insuring for and on behalf of any person who is or was a Board Member, employee or agent of the Corporation, to insure against any liability asserted against such person and incurred by him or her in any such capacity and for any action taken or not taken by them in their capacities as Board Members, Officers or employees to the extent set forth in such policies.

Article VII. AMENDMENTS

These bylaws may be altered, amended, added to, or repealed at any regular meeting of the Board at which a quorum is present by an affirmative vote of two-thirds (2/3) of those Board Members present and attending said meetings, provided that said amendments do not conflict in substantial form with any other articles in these bylaws, and that written notice of the proposed amendment(s) has been mailed to each member of the Board at least ten (10) days prior to the date of said meeting.

Article VIII. DISSOLUTION

The Corporation may be dissolved pursuant to the terms of Kentucky Revised Statutes Chapter 273.

Article IX. CERTIFICATION

The undersigned officers of the Central Kentucky Community Action Council, Inc. hereby certify that the foregoing is a true and correct copy of the bylaws of Central Kentucky Community Action Council, as amended and restated, by the Board of Directors of the Corporation at a regularly scheduled meeting on the 15th day of January, 2020.

By: *John-Ral Thome* 1-15-2020  
Chairperson/Date

By: *Willie Carbron* 1-15-2020  
Secretary /Date

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**Logic Model**

Family

Community

Agency

Identified Problem, Need or Situation	Service or Activity  Identify the timeframe,  Identify the # of clients served or the # of units offered	Outcome  General statement of results expected	Projected Indicator  <i>Projected # and % of client's who will achieve each outcome.</i>  or <i>Projected # and % of units expected to be achieved.</i>	Actual Indicator  <i>Actual # and % of clients who achieve each outcome.</i>  or <i>Actual # and % of units achieved.</i>	Measurement Tool	Data Procedures	Frequency  Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individual/Families do not have sufficient funds to meet emergency needs.	3600 households are provided short term assistance to enable them to maintain housing employment, etc. by offering Emergency payment	Households receive emergency assistance to resolve crisis and are able to become and remain stable within their communities.	3600 of 3800 90% of individuals were provided Utility/Rent or food assistance.		Output Tool: # of households that receive food Or # of households that receive emergency vendor payments	Who does it? County Coordinator	Frequency of data collection: at time of assistance. Follow up with clients.
Housing situations for low income individuals and families are unstable	1750 household assisted with information and referrals Re: public housing, housing issues, rental housing, utility assistance, and direct services	Families and individuals facing economic instability will maintain housing with intervention and short term assistance	1750 or 1750 100% of households in crisis maintain stable housing due to utility/rent payments, case management, and referrals		Outcome Tool: # of individuals complete application	What is the process? case notes, emergency need and payment records. Applications Follow up. Where is data stored? CASTiNET CSBG Offices	Frequency of reporting: Monthly reports for services. NPI report quarterly
Housing situations for low income individuals and families are unstable	60 homes Weatherization inspects and provides energy conservation services  July 1, 2023to June 30, 2024	Families and individuals facing economic instability will maintain housing with intervention and short term assistance	40 of 50 or 80% receive weatherization services  July 1, 2023 to June 30, 2024				
<b>Mission:</b> Meeting emergency needs and stabilizing housing situations							

Calculating Agency's Targeting Success Rate:  
Actual number achieving outcome/Projected number to achieve outcome=

Program/Services:

Family     Agency     Community

Identified Problem, Need, Situation	Service or Activity  Identify the timeframe,  Identify the # of clients served or the # of units offered.	Outcome	Outcome/Indicator  <u>Projected # and % of clients who will achieve each outcome.</u>  or <u>Projected # and % of units expected to be achieved</u>	Action Results  <u>Actual # and % of clients who achieve each outcome.</u>  or <u>Actual # and % of units achieved.</u>	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Children 0-5 need to be school ready	500 children will participate in Head Start during fiscal year July 1, 2023 to June 30, 2024	Children 0-5 are school ready	200 of 500 or 40% demonstrate school readiness skills	Actual Customer Success: 212 of 500 or 42% of children demonstrate school readiness skills during the fiscal year	OutPUT Measurement Tool:  Intake, assessment (initial), participation  OutCOME Measurement Tool:  attendance results	Who does it? Case record data entered into case record, pretest collected at beginning of school year, post test collect at the end of the year.  Head Start Centers	Frequency of data collection:  Data will be collected at time of encounter and report ran monthly and quarterly

**Mission:** Children (0-5) will demonstrate school readiness skills.

Targeting Success Rate:  
212 actual results divided by the targeted number of 200  
43%

**Proxy Outcome:**

**Logic Model**

Family

Community

Agency

Identified Problem, Need or Situation	Service or Activity  Identify the timeframe,  Identify the # of clients served or the # of units offered	Outcome  General statement of results expected	Projected Indicator  <i>Projected # and % of client's who will achieve each outcome.</i>  or  <i>Projected # and % of units expected to be achieved.</i>	Actual Indicator  <i>Actual # and % of clients who achieve each outcome.</i>  or  <i>Actual # and % of units achieved.</i>	Measurement Tool	Data Procedures	Frequency  Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals and families do not have access to health care or adequate health care needs	Information and referrals to health care providers. Help in obtaining health care transportation assistance or one time health care assistance  July 1, 2023-June 30, 2024	Individuals/families will increase access to services providers and obtain needed medical and preventative care or health care needs.	20 health care rides over 40 miles or services will be provided. Vendor payment for health care item. Refer to Community Action Transportation Services CKCATS for nonemergency medical transportation July 1, 2023-June 30, 2024		Output Tool: #of individuals who receive health, transportation transmittals and referrals  Outcome Tool: Completed referral. Rides completed	Who does it? County Coordinator  What is the process? Responsible for applications, case notes and follow up to confirm participation. Appointment verification and or referral  Where is data stored? Castinet, CATS Transportation Office, CSBG Offices	Frequency of data collection: at time of assistance  Frequency of reporting: NPI Report Quarterly
<b>Mission:</b> Assist individual and families to obtain medical and preventative care.							

Calculating Agency's Targeting Success Rate:  
Actual number achieving outcome/Projected number to achieve outcome=

**Logic Model**

Family

Community

Agency

Identified Problem, Need or Situation	Service or Activity  Identify the timeframe,  Identify the # of clients served or the # of units offered	Outcome  General statement of results expected	Projected Indicator  <i>Projected # and % of client's who will achieve each outcome.</i>  or <i>Projected # and % of units expected to be achieved.</i>	Actual Indicator  <i>Actual # and % of clients who achieve each outcome.</i>  or <i>Actual # and % of units achieved.</i>	Measurement Tool	Data Procedures	Frequency  Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Lack of cooperative efforts between agencies may result in disorganized provision of services (Agency).  In order to make change individuals with low income need to be more involved within their community.	Establish and maintain partners in the community: Formal/informal agreements to coordinate referral and exchange of participants Participate in collaborative efforts with providers to engage in community assessments  Eight Needs Assessment Meetings will be held in CSBG service area  July 1, 2023 to June 30, 2024.	Service and programs meet the need of the community in a no duplicative manner for participants needing services outside of CSBG Services are provided in the community through volunteers  Individuals and community stakeholders will have input in services provided in area.	# of formal agreements # of informal agreements # of advocacy alliances # of agencies Community Action works with to promote services  8 out of 8 CSBG areas, or 100% will have a community needs assessment  July 1, 2023 to June 30, 2024.		Output Tool: meeting service delivery Survey  Outcome Tool: formal agreements signed surveys completed	Who does it? County Coordinator CSBG Director  What is the process? Hold meeting to inform community, gather needs  Where is data stored? CSBG Offices	Frequency of data collection: Agreement 1 time.  Meetings one time per year  Frequency of reporting: Yearly
<b>Mission:</b> create partnership in the community and gather needs of the community							

Calculating Agency's Targeting Success Rate:  
Actual number achieving outcome/Projected number to achieve outcome=

**Logic Model**

Family

Community

Agency

Identified Problem, Need or Situation	Service or Activity  Identify the timeframe,  Identify the # of clients served or the # of units offered	Outcome  General statement of results expected	Projected Indicator  <i>Projected # and % of client's who will achieve each outcome.</i>  or <i>Projected # and % of units expected to be achieved.</i>	Actual Indicator  <i>Actual # and % of clients who achieve each outcome.</i>  or <i>Actual # and % of units achieved.</i>	Measurement Tool	Data Procedures	Frequency  Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals lack financial supports needed for post-secondary enrollment.	Award 8 scholarships to high school seniors and /or nontraditional students from July 1, 2023 to June 30, 2024	Individuals gain financial supports needed for poste secondary education enrollment	6 out of 10, or 90% of participants will enroll in post-secondary education before June 30, 2024.		Output Tool: Student Record, Enrollment Verification, Credential or Certification Attendance Pre and Post Test	Who does it?  Information maintained by Center Manager.  Entered into Agency database by CSBG Director	Frequency of data collection:  <b>Quarterly</b>
Individuals lack supports to received credentials, certifications, degrees relating to education achievement.	Provide support to participants obtaining credentials and certifications relate to employment from July 1, 2023 through June 30, 2024	Individuals gain financial supports needed for credentials and certifications.	4 of 5 or 80% of participants will receive their credentials or certifications before June 30, 2024.		Outcome Tool: <b>Registration to attend secondary education</b>	What is the process?  Case managers follow up with scholarship recipients.	Frequency of reporting:  <b>Quarterly NPI report to CAK and Agency Board of Directors</b>
Parents lack knowledge of and who improve home environments	Provide parent education to 475 individuals and families between July 1, 2023 and June 30, 2024.	Parents will demonstrate knowledge of home life improvement	4  200 out of 250 or 90% of parents improve their home environment during the school year.			Where is data stored?  Castinet, County Offices Head Start	
<b>Mission:</b> Providing education opportunities for all ages.							

Calculating Agency's Targeting Success Rate:  
Actual number achieving outcome/Projected number to achieve outcome=



CKCAC  
*Personnel Policies  
and Procedures*

Last Approved by the Area Board of Directors: February 19, 2021

Last Revised: July 2021

CENTRAL KENTUCKY COMMUNITY ACTION COUNCIL, INC.  
PERSONNEL POLICIES AND PROCEDURES

The Executive Director performs in a line relationship to the Area Board of Directors and is responsible to the Board. All other employees perform in a line relationship to the Executive Director and are responsible to the Executive Director.

**AVAILABILITY OF PERSONNEL POLICIES TO ALL EMPLOYEES**

A copy of the Personnel Policies and Procedures will be made available to all employees upon orientation. The most current copy of the Personnel Policies is also made available to employees on the agency's GHG payroll website.

**II. NON-DISCRIMINATION POLICY**

Central Kentucky Community Action Council, Inc. is an Equal Opportunity Employer. There shall be no discrimination in the employment procedures of the governing body against any applicant because of race, color, creed, age, sex, sexual orientation, religion, national origin, marital status, familial status, gender identity, gender expression, genetic information, disability, veteran status, political or union affiliation. This prohibition against discrimination is in conformity with the stated general conditions of all grants under Title II-A and III-B of the Economic Opportunity Act of 1964 as amended.

There shall be no discrimination in employment of handicapped individuals. Each employee's physical and mental condition must allow functional ability with reasonable accommodations.

Reasonable accommodations will be made to perform essential job functions for any individual with a disability as long as the reasonable accommodation does not impose an undue hardship.

The agency shall comply with Title VI, VII and IX of the Civil Rights Acts of 1964 and Title 45, chapter X of the Code of Federal Regulations and with Section 504 of the Rehabilitation Act of 1973.

**III. EQUAL OPPORTUNITY POLICY STATEMENT**

Central Kentucky Community Action is an Equal Opportunity Employer and provides Equal Employment Opportunities to all employees and applicants for employment without regard to race, color, creed, age, sex, sexual orientation, religion, national origin, marital status, familial status, gender identity, gender expression, genetic information, disability, veteran status, political or union affiliation. In addition to federal law requirements, Central Kentucky Community Action complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to employment, promotions, transfers, demotions, training, and any other activity having a direct effect on employees.

Reasonable accommodations will be made to perform essential job functions for any individual with a disability as long as the reasonable accommodation does not impose an undue hardship.

The agency shall comply with Title VI, VII and IX of the Civil Rights Acts of 1964 and Title 45, chapter X of the Code of Federal Regulations and with Section 504 of the Rehabilitation Act of 1973.



**Central Kentucky Community Action Council, Inc.**  
332 Hood Avenue  
P.O. Box 830  
Lebanon, KY 40033

## **Affirmative Action Program Policies and Procedures**

**Hal B. Goode**  
Executive Director

**Mary Jane Tungate**  
Equal Opportunity and Employment Officer



# Affirmative Action Plan 2013

## Central Kentucky Community Action Council, Inc.

### I. Equal Opportunity Program- General Statement of Commitment.

The purpose of the equal opportunity program of the Central Kentucky Community Action Council, Inc. is to set forth a positive policy prohibiting discrimination of race, religion, sex, age, marital status, disability, political affiliation or national origin, in all agency programs, policies, and employment. This includes assurance of compliance with Title VI of the Civil Right Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Executive Order 11246, the approved Affirmative Action Plan, the Central Kentucky Community Action Council, Inc. *Personnel Policies and Procedures Manual*, and other such directives as set forth from time to time.

Central Kentucky Community Action Council, Inc. is a private, nonprofit 501 c (3) state- and federally funded agency which primarily serves an eight county area consisting of the counties of Marion, Washington, Nelson, Larue, Grayson, Meade, Hardin and Breckinridge. The agency also operates the Community Action Transportation Services (CATS) which operates in six counties: Marion, Washington, Nelson, Grayson, Larue and Breckinridge Counties.

Central Kentucky Community Action Council, Inc. operates the following programs and has offices in each of the following counties:

#### Community Collaboration for Children

Marion, Washington, Nelson, Larue, Hardin, Meade, Breckinridge and Grayson

#### Head Start

Marion, Washington, Nelson, Larue, Hardin, Meade.

#### Community Services Block Grant

Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington.

#### Family Day Care Home/ Unaffiliated Centers

Anderson, Boyle, Breckinridge, Casey, Franklin, Jessamine, Larue, Lincoln, Marion, Mercer, Meade, Putaski, Russell, Scott, Taylor, Washington, Wayne, Woodford.

#### Weatherization

Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington.

#### Senior Companion Program

Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington.

#### Congregate Meals

Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington.

#### Transportation

Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington

Kentucky Works

Anderson, Breckinridge, Bullitt, Franklin, Grayson, Hardin, Larue, Marion, Meade, Nelson, Shelby, Washington, and Woodford.

Retired Senior Volunteer Program  
Nelson and Hardin

**II. Statement of Compliance.**

Central Kentucky Community Action Council, Inc. (CKCAC) hereby makes a public commitment to comply with all applicable equal opportunity policies, laws, and directives, to insure non-discrimination because of race, religion, creed, color, sex, age, marital status, disability, political affiliation, national origin or other protected classes.

This Agency Supports the intent of these requirements and will exert maximum effort to insure and maintain compliance with the following:

- A. Civil Rights Act of 1964, as may be amended from time to time.
- B. Executive Order 11246 (where applicable).
- C. Rehabilitation Act of 1973, as amended.
- D. Title 45, Chapter 10 of the "Federal Register."
- E. Grant conditions and provisions relative to the Economic Opportunity Act of 1964.
- F. The Kentucky Equal Opportunity Civil Rights Act of 1996 and later amendments of the Civil Rights Bill.
- G. Americans with Disabilities Act of 1990.

**III. Statement of Policy.**

- A. Ensure that retaliation against an individual who files a charge or complaint of discrimination is prohibited.
- B. Develop a written nondiscrimination program that sets forth the policies, practices and procedures of equal employment opportunities practices.
- C. Establish that the responsibility for implementing the EEO Program is assigned to an agency executive who reports directly to the Board of Directors.
- D. Ensure that employees have the right to file complaints alleging discrimination with the EEO Officer or Office.
- E. Ensure the Agency's commitment to provide reasonable accommodations to any applicant who has filed a claim.
- F. Ensure that all management and supervisory personnel share in the responsibility of the Affirmative Action Plan and are assigned tasks to ensure and achieve compliance. The Agency evaluates the performance of managers, supervisors, and others based on the success of the EEO Program in the same manner that the Agency evaluates their performance in other Agency programs.

**IV. Dissemination of EEO Policy.**

- EEO training for all managers and employees is conducted annually.
- New supervisors and managers receive EEO training within 90 days of their appointed position.
- The Agency will disseminate its' EEO policy to any entity used for outreach, advertising, or recruitment.

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**V. Objectives and Implementation of the Affirmative Action Plan.**

This Affirmative Action Plan entails an Agency commitment to:

- A. Ensure equal employment opportunity and equal application and practice promotional and advancement policies for all persons within the Agency.
- B. Ensure equal participation in all CKCAC programs by participants without regards to race, creed, color, religion, sex, age, marital status, disability, political affiliation, national origin or other protected classes.
- C. Ensure and appropriate delivery of services that this Agency provides under the Central Kentucky Community Action Council, Inc. sponsorship.
- D. Require any delegate agency of CKCAC to implement and carry out equal opportunity policy, as required under State and Federal Civil Rights Laws and Executive Orders.
- E. Work as requested and to the extent practical, with contractors, subcontractors, lenders, vendors, suppliers with which this agency does business in developing affirmative action plans and equal opportunity programs, and avoiding business dealings with firms in obvious noncompliance with equal opportunity practices.
- F. Establish coordination procedures and working relations with federal, state and local agencies to further the goal of equal opportunity for all persons.
- G. Continue Agency self-evaluation relative to its compliance with the requirements Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 particularly as related to hiring practices and facilities access.

**VI. Agency Support.**

In addition to the CKCAC Equal Opportunity Officer, all Agency staff and members of any delegate agencies will support the CKCAC Affirmative Action Program. Other participatory groups include:

- A. The Board of Directors
- B. The Personnel/Grievance/Human Rights Committee

**VII. Affirmative Action Plan**

- A. Board of Directors Administration

The Board of Directors of the Central Kentucky Community Action Council, Inc. (CKCAC) approves the established goals for the equal opportunity program and shall have ultimate responsibility for planning, implementing, and evaluating the equal opportunity program. The CKCAC Board Members are encouraged to familiarizing themselves with on-site visits to all CKCAC centers. (Members should seek to avoid direct intervention in staff activities). In addition, the Board shall take the steps necessary to assure compliance within the Agency in accordance with the appropriate Federal guidelines and is committed to maintain compliance with all laws, regulations and guidelines. The Board of Directors shall approve all changes, deletions and changes to the Affirmative Action Plan. Through its varied membership, the Board is in a unique position to elicit support in achieving and maintaining such societal change.

The Board of Directors consists of twenty-five members which is composed of 1/3 public representatives, such as County Judges, 1/3 private representation, and 1/3 representation from the low income sector, as well as a Head Start Education personnel and an Attorney-at-Law.

B. Personnel/Grievance/Human Rights Committee

The primary function of the Committee consists of the following:

1. Planning, supervising and evaluating surveys being taken by the Agency to assure equal employment – and the participation in all the benefits provided by the Agency for members of all eligible groups.
2. Report to the Board of Directors on human rights issues.
3. Assist with any studies and surveys on specific problems to be resolved within a short and a long range time frame.
4. To provide the leadership for the Agency in conducting a continual effort to eliminate every form of prejudice of discrimination based upon race, color, disability, religion, sex, age, marital status, national origin or political affiliation.
5. The Committee shall further demonstrate an awareness, concern and leading policy/monitoring role in the Agency's Affirmative Action Program to eliminate prejudice, discrimination and adverse effect, in all aspects of the Agency's operation.

C. Equal Opportunity Officer.

The Equal Opportunity Officer (EEO) reports directly to the Board of Directors only with the respect to equal opportunity matters *only*. The Equal Opportunity Officer may serve as advisor to the Personnel/Grievance/Human Rights Committee and the Executive Director on matters relating to equal opportunity, and there must be an atmosphere of cooperation within these relationships. The Agency's EEO serves in this role without compensation, being a full-time employee of the CKCAC in other paid capacities.

The Equal Opportunity Officer is responsible for:

- A. Ensuring the proper implementation of equal opportunity policies and handling complaints and investigation of alleged discriminations. He/she may serve as the "executive officer" of the Personnel/Grievance/Human Rights Committee of the Board, but shall have no vote.
- B. Developing the EEO policy statement and a written EEO Program.
- C. Assisting management in collecting and analyzing employment data.
- D. Concurring in the hiring and promotion process.
- E. In conjunction with human resources, periodically reviewing employment practices policies (e.g., hirings, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, and grievance procedures.
- F. Auditing postings of the EEO policy statement to ensure compliance information is posted and up to date.

D. Executive Director.

The Executive Director of the Central Kentucky Community Action Council, Inc. is charged with the responsibility to carry out the goals of the equal opportunity program as set forth by the Board of Directors. Within the management of the Agency, he/she shall ensure that steps are undertaken in all Agency activities to maintain compliance with equal opportunity policies and to overcome the efforts of any past practices and policies of discrimination. The Executive Director is the administrative supervisor of the Equal Opportunity Officer. With the approval of the Board of Directors and the Personnel/Grievance/Human Rights Committee, he/she may assign a staff person(s) (who may be the Equal Opportunity Officer) to administer the equal opportunity program, to be responsible to the Executive Director or his/her designee, and to develop rapport with Federal, state, and local human rights agencies

and officials. The CKCAC Personnel/Grievance/Human Rights Committee and Board of Directors shall be informed of any such motions.

E. Equal Employment Officer.

The Equal Employment Officer is directly responsible for the conduct administration and management of most Agency community-based program operations. In the absence of the Executive Director, the Equal Employment Officer is directly responsible for the agency's operation and its equal opportunity program.

The Equal Employment Officer is also the Agency's officially designated "Section 504 Coordinator." He/she is, thus charged with the primary responsibility of assuring the Agency's compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

F. Agency Officials, Supervisors and Managers.

Agency Officials, Supervisors and Managers actively participate in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives. Agency Officials, Supervisors and Managers hold regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed.

In conjunction with the EEO Officer, Agency Officials, Supervisors, and Managers maintain and update the personnel database for generating reports required for the nondiscrimination program and cooperate with the EEO Officer in review of information and investigation of complaints.

Agency Officials, Supervisors and Managers encourage employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, shadowing, mentoring).

### VIII. Direct Employment

A. New Employees.

1. Recruitment. To fulfill this Agency's commitment to equal opportunity employment, recruitment shall be done in the following manner if CKCAC decides to advertise.
  - a. Notices of job openings shall be posted in conspicuous place
  - b. Respective area news media and employment offices shall be notified of job.
  - c. Job applications and other pre-employment forms are to be free of any questions pertaining to an applicants' race, religion, creed, age, disability, marital status, political affiliation, national origin or other information that would violate federal or state regulations.
2. Screening. The following steps shall be taken in the screening process:
  - a. The use of examinations which tend to discriminate against applicants because of the applicant's cultural or economic background – or disability condition – have no relation to job performance and shall be excluded.
  - b. Equivalent experience may be substituted for degree requirements.
  - c. Except in positions of trust, as specified in the Personnel Manual, criminal records alone shall not constitute a basis for employment disqualification.



## IX. Monitoring and Reporting EEO Complaints.

### A. Definition of terms.

1. **Complaint.** A (human rights/equal opportunity) complaint is a stated (written or oral, but through the designated process) dissatisfaction with any personnel action in which the aggrieved person alleges discrimination due to race, religion, color, disability, creed, sex, marital status, age, national origin or political affiliation. The resolution of grievances is stated in CKCAC's Personnel Policies and Procedures Manual, Chapter XVII, page 33 "Employee Grievance Procedures".
- B. The "complaint" procedure (outlined in full in Chapter XXI, is summarized in the following steps to be taken in dealing with charges of discrimination.
  1. Informally discuss the problem with the individual most responsible for implementing the questionable action within 48 hours. Should a satisfactory resolution not be determined, proceed to next step.
  2. Reduce the complaint to writing, providing details as to who, what, when, how, etc. Include your recommended solution to this complaint, sign, date and submit to the EEO office of the agency. Assistance in the preparation of the written complaint will be provided, if requested.
  3. The EEO office will thoroughly investigate each complaint; interview the involved parties and recommend a resolution within 7 days. If the resolution is agreeable to the complainant, it will be reduced to writing and placed in the employee's personnel file.
  4. Unresolved complaints will be submitted to the Executive Director for the evaluation and recommended resolution. If the resolution is agreeable to the complainant, it will be resolved to writing and placed in the employee's personnel file.
  5. Complaints remaining unresolved will be sent to the appropriate committee and Area Board of Directors for final resolution. The committee will notify all affected parties of its final resolution of this complaint within 7 days of the scheduled meeting time.
  6. In addition to being filed in the employee's personnel file, a copy will be filed in the EEO complaint folder.

NOTE: It is incumbent upon all parties involved in this procedure to process the complaint in a reasonable and timely fashion.
- C. Complainants choosing to file formal complaints should address their charges to the Kentucky Human Rights Commission the Federal Equal Employment Opportunity Commission or another human rights agency with legal authority to act on his/her behalf.
- D. The Employment Opportunity Officer stays up to date on the EEO components identified in FTA Circular 4704.1 by attending regular trainings, seminars, and webinars on all topics. The Employment Opportunity Officer has semi-annual and annual meetings with Human Resources, Human Rights Committee, Executive Director, and Management to monitor reports, review, discuss, and re-assess the practice and policies of equal opportunity. The statistical data is reviewed and used to identify barriers, if any. Goals and timeframes are discussed at each meeting along with action plans to meet those goals. This Agency does not have union contracts so none are reviewed.
- E. The Employment Opportunity Officer meets with human resources and hiring officials each time a position becomes available to review current EEO goals and statistics on employment practices and policies and to verify that job descriptions contain legitimate position requirements and that all testing has been validated. These meetings are also conducted annually, in addition to when a position becomes available.

X. The CKCAC 2013 Affirmative Action/Equal Opportunity Program

GENERAL ACTIVITIES

October – March

<p>A. Promote board and staff involvement in Affirmative Action Plan (AAP) and equal opportunity program.</p> <ol style="list-style-type: none"> <li>1. Prepare and deliver copies of the AAP to board and staff members</li> <li>2. Involve board and staff in AAP activities             <ol style="list-style-type: none"> <li>A. Assign specific responsibilities as detailed in AAP</li> <li>B. Request reports, written and oral (on-going)</li> <li>C. Discuss progress in AAP in semi-monthly staff meetings.</li> </ol> </li> </ol>	<p>October - March</p>
<p>B. Monitor the Agency's employment practices and adherence to the practice of equal opportunity and Agency's compliance with the Section 504/ADA Standards in programs and services</p> <ol style="list-style-type: none"> <li>1. Semi-annual review of employment practices by Personnel/Grievance/Human Rights Committee</li> <li>2. Annually review of participants and services by Personnel/Grievance/Human Rights Committee</li> </ol>	<p>October - March</p>
<p>C. Submission of periodic reports of finding of the Personnel/Grievance/Human Rights committee to the CKCAC Board of Directors.</p> <ol style="list-style-type: none"> <li>1. Report on assessment of practice of equal opportunity.</li> <li>2. Report on progress with AAP in relation to established timetable(s)</li> </ol>	<p>October - March</p>
<p>D. Update Affirmative Active Plan</p> <ol style="list-style-type: none"> <li>1. Re-assess area human rights situations</li> <li>2. Draft and update AAP</li> <li>3. Present AAP draft to Board for approval</li> </ol>	<p>October - March</p>
<p>E. Promote Equal Opportunity</p> <ol style="list-style-type: none"> <li>1. Assist the EEOC, federal compliance officer, Kentucky and Local Commissions on Human Rights as requested, with the investigation or amelioration of complaints or grievances.</li> <li>2. Serve as an advocate in public documents with local, state and federal human rights authorities; serve as a referral service to the above authorities whenever needed</li> <li>3. Assist complainants in filing paper documents with local, state and federal human rights authorities; serve as a referral service to the above authorities whenever needed.</li> </ol>	<p>On-going</p>



**ADMINISTRATIVE ACTIVITIES**

This section is largely a reiteration of “General Activities,” with the view in mind that repetition tends reinforcement to these objectives.

1. Encourage Board members to make familiarizing on-site visits to all CKCAC offices and centers	Board Chairman Executive Director	October – March
2. Encourage a line of communication and Support with the local Human Rights Commission’s Coordinators; maintain Cooperative relationships with local human rights organizations.	Equal Officer	October - March
3. Provide reports to the Board on human rights	Equal Officer	Semi-annually
4. Submit reports on AAP progress to the Executive Committee	Equal Officer	At least semi-annually
5. Updated the AAP of the agency for 2013	Equal Officer	October or as needed

**XI. Employment Practices.**

- A. Hiring practices are based upon the experience and qualifications of applicants; discrimination is prohibited. This policy applies to employment, promotions, transfer, demotions, training, and any other activity having a direct effect on employees. It is best practice of the Agency to promote applicants within.
- B. Recruitment is done through newspapers, career centers, social media and billboards.
- C. Training is assigned as necessary for each position. The Agency supports any employee who wants to receive further training outside the scope of their duties or training that extends beyond their current position that could benefit a possible promotion in current or other departments.
- D. FTA requires statistical data to document the impact of the employment practices by sex and race. Attachments A, B, C, D, E and F show the statistical data for FY 2020-2021.

## STATEMENT OF HUMAN RIGHTS ROLE AND PHILOSOPHY

### Central Kentucky Community Action Council, Inc. (CKCAC)

Central Kentucky Action Council, Inc. (CKCAC) believes it has a responsibility to identify appropriate human rights objectives for the Agency, wherein it can realistically achieve the stated objectives consistent with its legal standing and private agency status. The Agency's Affirmative action role is one of a cooperative and supportive nature to local, state, and federal Human Rights Commissions, and compliance enforcement agencies, who possess a legal standing and a recognized charge for institutional change.

CKCAC is involved largely in the areas of providing human rights information and referral to its staff and inquires to those agencies with the expertise and authority for appropriate action. This approach better utilizes the CKCAC capabilities and emphasizes a self help approach for human rights efforts. The strategy also includes a fuller utilization of the CKCAC Board members, in impacting on identified human rights problems and needs in their respective communities.

### SUMMARY OF RESPONSIBILITY

#### EQUAL OPPORTUNITY OFFICER

The job of the Equal Opportunity Officer is to establish an open and sympathetic channel through which employees may raise questions, discuss grievances, get answers, and on an informal basis, get resolutions of problems connected with equal employment opportunity. He/she serves as a bridge between employees and management and is responsible for trying to clear up problems which are brought to his/her attention by employees. He/she does this by discussing the employee's problems with the employee, and with the employee's supervisors or agency staff if necessary; by advising the employee of the merits of the matter brought to his attention; and finding solutions to problems where it is possible to do so. While he/she concentrates on getting solutions to problems on an informal basis, where appropriate he/she makes a report to the organization's Personnel/Grievance/Human Rights or Administrative Committee about his/her findings in particular cases (using the employee's name only when permitted to do so.) and, as necessary, make a recommendation for action to reach a solution or correct a problem. He/she is also responsible for informing the employee about his right to file a formal complaint when attempts at informal resolution fail.

The Equal Opportunity Officer is also responsible for the administrative aspects of the Agency's equal opportunity program, i.e., assisting the Human Resource Director with developing drafts of the annual Affirmative Action Plan (AAP) updates, monitoring AAP progress, and serving as liaison to the CKCAC'S Executive Committee and the Executive Director for equal opportunity matters.

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## REFERRAL AGENCIES (FEDERAL)

### *Employment:*

Director of Employment  
Equal Employment Opportunity Commission  
1800 G Street, N.W.  
Washington, D.C. 20507

### *Federal Contracts:*

Director  
Office of Federal Contract Compliance  
Washington, D.C. 21210

### *State Employment Programs:*

Coordinator of Civil Rights Activities  
Department of Labor  
Washington, D.C. 20210

### *Wage and Hour Division*

Employment Standards Administration  
Department of Labor  
Washington, D.C. 20210

### *Education:*

Director  
Office for Civil Rights  
U.S. Department of Health, Education & Welfare  
Washington, D.C. 20210

### *Transportation:*

Departmental Director of Civil Rights  
Office of the Secretary  
Department of Transportation  
400 Seventh Street, S.W., Room 10215  
Washington, D.C. 20590

### *Director*

Office of Civil Rights  
Urban Mass Transportation Administration  
400 Seventh Street, S.W., Room 7412  
Washington, D.C. 20590

### *Housing*

Housing and Urban Development  
Assistant Secretary for Equal Opportunity  
Washington, D.C. 20410

### *General:*

The Assistant Attorney General  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20530

**Central Kentucky Community Action Council, Inc.**

**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

Central Kentucky Community Action Council, Inc. is an Equal Opportunity Employer and discrimination will not be tolerated regarding an applicant or employee's race, color, creed, age, sex, religion, national origin, marital status, political or union affiliation. This conforms to stated general conditions of all grants under Title II-A and III-B of the Economic Opportunity Act of 1964 as amended. This policy applies to employment, promotions, transfer, demotions, training, and any other activity having a direct effect on employees.

Applicants or employees with disabilities will be provided accommodations when such accommodations are reasonable and do not negatively affect agency operations.

The agency shall comply with Title VI, VII, and IX of the Civil Rights Act of 1964 and Title 45, Chapter X of the Code of Federal Regulations and with Section 504 of the Rehabilitation Act of 1973.

This policy shall apply to employment, promotion, demotion or transfer, all phases of the recruitment practices, layoff or termination, rates of pay or other terms of compensation, and selection for training in all positions.

Each director or manager has the responsibility for cooperating and encouraging cooperation in the achievement of the objectives of this policy.

The equal employment opportunity program will be reviewed frequently to determine the progress being made. The Equal Employment Opportunity and Employment Officer is responsible for monitoring and assuring the overall adherence to the Agency's affirmative action program.

**Equal Opportunity and Employment Officer:**

Mary Jane Tungate  
Telephone: (270) 692-2136  
Correspondence  
Central Kentucky Community Action Council, Inc.  
332 Hood Avenue  
P.O. Box 830  
Lebanon, KY 40033

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

2013

PLEASE POST IN ALL CENTRAL KENTUCKY COMMUNITY ACTION COUNCIL-, INC. OFFICES

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## Module 2, Section B: CSBG Eligible Entity Capacity Building - Data Entry Form

### Name of CSBG Eligible Entity:

<b>B.1. CSBG Eligible Entity Reporting Period</b>	"X"
<b>B.1a. July 1 - June 30</b>	auto-populated from Module 2, Section A
<b>B.1b. October 1 - September 30</b>	
<b>B.1c. January 1 - December 31</b>	

<b>B.2. Hours of Agency Capacity Building (e.g. training, planning, assessment):</b>	Hours
B.2a. Hours of Board Members in capacity building activities	x
B.2b. Hours of Agency Staff in capacity building activities	x

<b>B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):</b>	Hours
B.3a. Total number of volunteer hours donated to the agency	x
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	x

<b>B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:</b>	Number
B.4a. Number of Nationally Certified ROMA Trainers	x
B.4b. Number of Nationally Certified ROMA Implementers (CCAP)	x
B.4d. Number of Staff with a child development certification	x
B.4e. Number of Staff with a family development certification	x
B.4f. Number of Pathways Reviewers	x
B.4g. Number of Staff with Home Energy Professional Certifications	
B.4g.1. Number of Energy Auditors	
B.4g.2. Number of Retrofit Installer Technicians	
B.4g.3. Number of Crew Leaders	x
B.4g.4. Number of Quality Control Inspectors (QCI)	
B.4h. Number of LEED Risk Certified assessors	
B.4i. Number of Building Performance Institute (BPI) certified professionals	
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other (Please specify others below):	

<b>B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:</b>	Unduplicated Number of Organizations
B.5a. Non-Profit	x
B.5b. Faith Based	x
B.5c. Local Government	x
B.5d. State Government	x
B.5e. Federal Government	x
B.5f. For-Profit Business or Corporation	x
B.5g. Consortiums/Collaborations	x
B.5h. School Districts	x
B.5i. Institutions of Post-Secondary Education/Training	x
B.5j. Financial/Banking Institutions	x
B.5k. Health Service Organizations	x
B.5l. Statewide Associations or Collaborations	x

Module 4, Section A: Individual and Family National Performance Indicators (NPI's)

Agency: Central Kentucky Community Action Council, Inc.

Program Year: SFY 24 (7/1/2032-6/30/2024)

Reporting Period:

1. Employment Indicators	I.) Individuals Served	II.) Target #	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
1b-The number of unemployed adults who obtained employment (up to a living wage)		300			
1c-The number of unemployed adults who obtained and retained employment for at least 90 days (up to a living wage).		250			
1d-The number of unemployed adults who obtained and retained employment for at least 180 days (up to a living wage)					
1f-The number of unemployed adults who obtained and retained employment for at least 90 days (with a living wage)	20				
1h(1)-The number of employed participants in a career-advancement related program who entered or transitioned into a position that increased income from employment	20				
1h(2)-The number of employed participants in a career-advancement related program who entered or transitioned into a position that increased income from employment	20				
1h-The number of employed participants in a career-advancement related program who entered or transitioned into a position that increased income from employment	20				
<b>2. Education and Cognitive Development Indicators</b>	I.) Individuals Served	II.) Target #	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
2a-The number of children (0-5) who demonstrated improved emergent literacy skills		525			
2b-The number of children (0-5) who demonstrated skills for school readiness		200			
2c(1)-The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. Early Childhood Education (ages 0-5)		525			
2c(2)-The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. 1st grade - 8th grade		25			
2c(3)-The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. 9th grade - 12 grade		5			
2c-The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills		525			
2d(1)-The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). Early Childhood Education (ages 0-5)		525			
2d(2)-The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). 1st grade - 8th grade		5			
2d(3)-The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). 9th grade - 12 grade		5			
2d-The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills)		525			

2e-The number of parents/caregivers who improved their home environments.				120				
2f-The number of adults who demonstrated improved basic education.								
2g-The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.				10				
2h-The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.								
<b>3. Income and Asset Building Indicators</b>	I.) Individuals Served	II.) Target #	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy			
3a-The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.		900						
3b-The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.								
3h-The number of individuals who increased their net worth.		3						
3i-The number of individuals engaged with the Community Action Agency who report improved financial well-being.		3						
<b>4. Housing Indicators</b>	I.) Individuals Served	II.) Target #	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy			
4a-The number of individuals experiencing homelessness who obtained safe temporary shelter.		5						
4b-The number of individuals who obtained safe and affordable housing.		900						
4c-The number of individuals who maintained safe and affordable housing for 90 days.		1,000						
4d-The number of individuals who maintained safe and affordable housing for 180 days.								
4e-The number of individuals who avoided eviction.		175						
4f-The number of individuals who avoided foreclosure.		25						
4g-The number of individuals who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide).		50						
4h-The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.		25						
<b>5. Health and Social/Behavioral Development Indicators</b>	I.) Individuals Served	II.) Target #	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy			
5a-The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).		700						
5b-The number of individuals who demonstrated improved physical health and well-being.		1,000						
5c-The number of individuals who demonstrated improved mental and behavioral health and well-being.		70						
5d-The number of individuals who improved skills related to the adult role of parents/caregivers.		350						
5e-The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.		50						
5f-The number of seniors (65+) who maintained an independent living situation.		800						
5g-The number of individuals with disabilities who maintained an independent living situation.		25						
5h-The number of individuals with chronic illness who maintained an independent living situation.		25						
<b>6. Civic Engagement and Community Involvement Indicators</b>	I.) Individuals Served	II.) Target #	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy			
6a(1)-The number of Community Action program participants who improved their leadership skills.		24						

6a(2)-The number of Community Action program participants who improved their social networks		24					
6a(3)-The number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to access		24					
6a-The number of Community Action program participants who increased skills, knowledge and abilities to enable them to work with Community Action to improve conditions in the		24					
<b>7. Multiple Domains</b>	I.) Individuals Served	II.) Target #	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy		
7a-The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in		5,500					



2.1 The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area. This standard addresses the community partnerships the agency develops and participates in to help achieve its goals. CAAs typically have many types of partnerships both formal and informal. Partnerships are considered to be mutually beneficial arrangements in which each entity contributes and receives time, effort, expertise, and/or resources. This standard speaks to the relationships that are more formalized and address specific purposes identified by the agency and its partners. The primary purpose of this standard is to ensure that agencies (1) routinely review their partnerships to identify any weak or missing connections with key sectors of the community, and (2) participate in partnerships that are effective and aligned with their mission to reduce poverty. Examples of partnerships include participation in community collaboratives, memorandums of understanding, interagency committees, and advisory bodies. Purposes might include issues such as community awareness campaigns about poverty-related issues, programmatic focuses such as implementing a workforce development initiative, or ongoing service delivery activities such as coordinating interagency referrals.

Agency Name Column1	Reason for Partnership Column2	Sector (Local Gov, State Gov, Federal Gov, Health, School, Post Secondary, Faith Based, For Profit, Non Profit, Collaborations, State Agencies, Financial Institutions ) Column3	Documentation (MOU, contract, agreements) informal collaborations (meeting minutes) Column4	Anti Poverty Organization (Y/N) Column5
Aaronwood Apartments	referrals and info.		Agreement	
ALES FRC	supplies, referrals, info.	School	Agreement	
American Red Cross of SKY	referrals	Non Profit	Agreement	Yes
American Red Cross	supplies and info.	Non Profit	Agreement	Yes
AmeriGas	Utility Assistance		Agreement	
Astra Behavioral Health	Mental Health Service		Agreement	Yes
Audubon Community Service	referrals and info.		Agreement	Yes
Baptist Health-Hardin	health and referrals		Agreement	
Bardstown FRC/YSC	supplies and info.		Agreement	
Bardstown Farms	referrals and info.		Agreement	
Bardstown Place, LLC	Info.		Agreement	Yes
Bear Creek/Greenlawn Apts.	referrals and info.		Agreement	
Bread For Life	referrals and info.		Agreement	
Breckenridge HS YSC	supplies, referrals, info.		Agreement	
Breckenridge-Grayson Programs	assistance and advisory		Agreement	
Brentwood Manor	referrals and info.		Agreement	
Campbellsville University		School	MOA	
Caney Creek Apts.	referrals and info.		Agreement	
Caneyville Elem. FRC	supplies, referrals, info.	School	Agreement	
Career Development Office	employment and referrals		Agreement	Yes
Cave Mills Apartments	supplies, referrals, info.		Agreement	
Central KY Reentry Coalition	referrals and info.		Agreement	
City of Bardstown	Utility Assistance & Info.		Agreement	
City of Leitchfield Tourism	Child/Family Activities		Agreement	
Clarkson Baptist Church	supplies and info.	Faith Based	Agreement	
Clarkson Family Resource Center	referrals		Agreement	
Cloverport Schools FRYSC	Referrals, supplies, and info	School	Agreement	
Communicare	Mental Health Service		Agreement	Yes
Community Health Clinic	Medical Assistance	Health	Agreement	Yes
Community Life Center Ministries	Supplies, Assistance, Info.	Faith Based	Agreement	Yes
Cross Point	Info.		Agreement	
Days Pro Bass Shop	Utility Assistance		Agreement	
Disabled American Veterans	Referrals	Non Profit	Agreement	Yes
Early Intervention and Consultation			MOA	
Elizabethtown City BOE		School	MOA	
ECTC		School	MOA	
Family Life Ministries	Clothing	Faith Based	Agreement	Yes
Family Worship Center	Clothing, Referrals, and info	Faith Based	Agreement	Yes
Feeding America	Food	Non Profit	Agreement	Yes
First Baptist Church Hodgenville	Info.	Faith Based	Agreement	
Grayson Co. Health Department	WIC Services and Education	Health	Agreement	

Georgia Roberts, IMPACT	Assistance and Info.			Agreement	Yes
Goodwill	Referrals, Assistance, Info.	Non Profit		Agreement	Yes
Grayson Co. Alliance	referrals and info.			Agreement	Yes
Grayson Co. Catholic Outreach	Assistance, Supplies and Info.	Faith Based		Agreement	Yes
Grayson Co. Community Education	Referrals and Services			Agreement	Yes
Grayson Co. Extension Service	Activities and Training			Agreement	Yes
Grayson Co. Fiscal Court	Referrals and Info.	Local Government		Agreement	Yes
Grayson Co. FRYSC	Referrals, Supplies, Info. Services	School		Agreement	Yes
Hardin Co. Board of Education		School		Agreement	
Hardin Co. Schools	Utility Assistance and Referrals	School		Agreement	
Hardin/Larue SkillsU	Education Training and Classes	School		Agreement	
Heartland Adult Education	Education Training and Classes			Agreement	
Hardin Co. Water District #2	Utility Assistance & info.			Agreement	Yes
Hodgenville FRC	Utility Assistance, Referrals, & Info.	School		Agreement	Yes
Hodgenville Housing Authority	Utility Assistance, Referrals, & Info.			Agreement	Yes
Homeless Intervention Services	Housing and Info.			Agreement	Yes
Housing Authority of Bardstown	Housing & Utility Assistance	Non Profit		Agreement	Yes
Housing Authority of Springfield	Housing & Utility Assistance	Non Profit		Agreement	Yes
Inter County Energy	Utility Assistance			Agreement	Yes
Irvington Gas Company	Utility Assistance			Agreement	Yes
Journey Pure	Mental Health Services & Referrals			Agreement	Yes
Kentucky Cancer Program	Education Training and Info.			Agreement	Yes
Kentucky Career Center				Agreement	
Keralot II FRC	Assistance, Referrals, & Info.			Agreement	Yes
Keystop LLC	Transportation			Agreement	Yes
Larue Co. Board of Education		School		MOA	
Larue Co. FRYSC	Child Care/Utility Assistance	School		Agreement	Yes
Larue Fiscal Court	Referrals and info.	School		Agreement	
Laurel Run Management Group	Utilities Assistance, Referrals, & Info.	Local Government		Agreement	
Legal Aid Society	referrals and info.			Agreement	Yes
Leitchfield Parks & Recreations	Child Activities, Referrals, & Info.			Agreement	Yes
Leitchfield United Methodist Church	Supplies, Assistance, Referrals, & Child Activities			Agreement	
Leitchfield Utilities	Utility Assistance	Faith Based		Agreement	Yes
Lilac Apartments	Referrals and Info.			Agreement	
Lincoln Trail District First Steps				Agreement	
Lincoln Trail District Health Dept.	Health Advisory & Referrals	Health		Agreement	Yes
Marion Co. Board of Education		School		Agreement	
Marion Co. Health Dept.	Health Advisory	Health		Agreement	
Marion Centennial Apartments	Housing & Utility Assistance			Agreement	Yes
Marion Co. Judge Executive		Local Government		Agreement	
Marion Co. Sheriff Office				Agreement	
Marion Co. YSC	Supplies, Referrals, & Info.	School		Agreement	Yes
Meade Co. Board of Education		School		Agreement	
Meade Co. Extension Office	Services and Info.	Local Government		Agreement	Yes
Meade Co. Fiscal Court				Agreement	
Meade Co. Habitat for Humanity	Supplies			Agreement	Yes
Meade Co. RECC	Utility Assistance			Agreement	
Meade Co. Schools	Supplies, Referrals, & Info.	School		Agreement	Yes
Meade Co. 4H Youth Development	Training, Activities, and Info.			Agreement	Yes
Molina Passport Advantage	Health Advisory	Health		Agreement	Yes
Nazareth Villages	Housing & Utility Assistance			Agreement	Yes
Nelson Co. Board of Education		School		Agreement	
Nelson Co. Fiscal Court	Funding & Household Items	Local Government		Agreement	Yes
Nelson Co. 4H	Child Activities			Agreement	Yes
Nolin RECC	Referrals and info.			Agreement	Yes
Northeast Schools FRYSC	Services, Referrals, & Info.	School		Agreement	Yes
North Washington FRYSC	Services, Referrals, & Info.	School		Agreement	Yes



# Public Review of the Community Services Block Grant Proposal

Public Review of the Community Services Block Grant Proposal is now live.

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Central KY Community Action Council, Inc. is holding a public review of the Community Services Block Grant (CSBG) proposal 2024. The proposal is prepared annually by Central KY Community Action Council, Inc. and is submitted to the Cabinet for Health and Family Services and Community Action Kentucky. It describes Central KY Community Action's plan for the use of the funds in the Central KY Community Action's services area, which includes agency capacity building, civic engagement and community involvement, employment, education & cognitive development, income/infrastructure/asset building, health & social/behavioral development, housing, linkages, and services supporting multiple domains. It also includes the results of the local community needs assessment.

The proposal will be available on Central KY Community Action's website ([www.ckcac.org](http://www.ckcac.org)) on 4/18/2023. Comments or questions may be forwarded to Ellen Leake, Central KY Community Action Council, Inc., 332 Hood Ave. Lebanon, KY 40033; or call (270) 692-2136; or email [eleake@ckcac.org](mailto:eleake@ckcac.org).

This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act of the U.S. Department of Health and Human Services.

Central KY Community Action Council, Inc. will not discriminate against anyone applying for or receiving assistance or services based on race, religion, color, national origin, sex, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity or any other protected class identified in federal, state, or local laws.

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Public Review of the Community Services Block Grant Proposal - CKCAC

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Central KY Community Action Council, Inc.

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Public: Review of the Community Services Block Grant Proposal

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\*\*\*Central KY Community Action Council is an Equal Opportunity Employer and Equal Housing Provider\*\*\*



**NONPROFIT RATE AGREEMENT**

EIN: 1610662971A1

Date: 04/03/2023

ORGANIZATION:

FILING REF.: The preceding agreement was dated 04/08/2022

Central Kentucky Community Action Council, Inc.  
332 Hood Avenue P.O. Box 830  
Lebanon, KY 40033

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

**SECTION I: INDIRECT COST RATES**

RATE TYPES:      FIXED      FINAL      PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

**EFFECTIVE PERIOD**

<b>TYPE</b>	<b>FROM</b>	<b>TO</b>	<b>RATE(%)</b>	<b>LOCATION</b>	<b>APPLICABLE TO</b>
FINAL	07/01/2021	06/30/2022	17.00	On-Site	All Programs
PROV.	07/01/2022	06/30/2024	17.00	On-Site	All Programs

**\*BASE**

Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.



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**SECTION II: SPECIAL REMARKS**

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**TREATMENT OF FRINGE BENEFITS:**

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

**TREATMENT OF PAID ABSENCES:**

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

- (1) Grantee charges all costs direct to grants and/or contracts except the costs listed below:
  - A. Salaries and wages of agency-wide employees are as follows: Executive Director - 100%, Chief Financial Officer - 97%, Bookkeepers (3) - 74%, Human Resources (2FT) - 86%, Chief Information Security Officer - 65%, Payroll Coordinator - 59%, Information Technology Assistant - 77%, and Janitorial Services - 100%.
  - B. Leave and fringe benefits for above personnel only are included in the indirect cost pool.
  - C. Other expenses - contracts & consultants, travel & transportation, training costs, space costs/utilities, consumable supplies, equipment expense, insurance, and IT Personnel.
- (2) The directly claimed fringe benefits include FICA, Unemployment Insurance, Worker's Compensation, Medical Insurance, Life Insurance, Health Insurance and Retirement Expense.
- (3) Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5000.
- (4) The indirect cost rate has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACF-PI-HS-08-03) dated 5/12/2008, which precludes recipients of Head Start grants to use any Federal funds to pay for any part of the compensation of an individual either as a direct cost or any pro-ration as an indirect cost if that individual's compensation exceeds the rate payable of an Executive Level II. As of January, 2023 (\*) the rate of compensation for an Executive Level II is \$213,100 per year.
- (5) Your next proposal based on actual costs for the fiscal year ending 06/30/23 is due in our office by 12/31/23.

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

**BY THE INSTITUTION:**

Central Kentucky Community Action Council, Inc.

(INSTITUTION)



(SIGNATURE)

HAL B. GOODE

(NAME)

EXECUTIVE DIRECTOR

(TITLE)

APRIL 11, 2023

(DATE)

**ON BEHALF OF THE GOVERNMENT:**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes - S

Digitally signed by Darryl W. Mayes - S  
DN: cn=Darryl W. Mayes - S, o=U.S. Department of Health and Human Services, ou=HHS, email=Darryl.W.Mayes@hhs.gov, c=US

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

04/03/2023

(DATE)

HHS REPRESENTATIVE: Wheatford Ashby

TELEPHONE: (301) 492-4855