

# **Public Review of the Community Services Block Grant Proposal**

Article By: Katrina Wilbanks

Press Release April 23, 2025

Central KY Community Action Council, INC. is holding a public review of the Community Services Block Grant (CSBG) proposal 2025. 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 Central KY Community Action's services area; which includes agency capacity building, civic engagement and community involvement, employment, education and cognitive development, income/infrastructure/asset building, health and social/behavioral development, housing, linkages, and services supporting multiple domains. It also includes the results of the local community needs assessment.

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.

The proposal will be available on Central KY Community Action's ([www.ckcac.org](http://www.ckcac.org)) on April 23, 2025. Comments or questions may be forwarded to Katrina Wilbanks, Central KY Community Action Council, INC. 332 Hood Ave. Lebanon, KY 40033; or call (270) 692-2136; or email [Katrina.wilbanks@ckcac.org](mailto:Katrina.wilbanks@ckcac.org).

## NONPROFIT RATE AGREEMENT

EIN: 1610662971A1  
ORGANIZATION:  
Central Kentucky Community Action Council, Inc.  
332 Hood Avenue P.O. Box 830  
Lebanon, KY 40033

Date: 04/22/2024  
FILING REF.: The preceding  
agreement was dated  
04/03/2023

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.

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### SECTION I: INDIRECT COST RATES

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

TYPE	EFFECTIVE PERIOD		RATE(%)	LOCATION	APPLICABLE TO
	FROM	TO			
FINAL	07/01/2022	06/30/2023	16.90	On-Site	All Programs
PROV.	07/01/2023	06/30/2025	16.90	On-Site	All Programs

#### \*BASE

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

## **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 2024 (\*) the rate of compensation for an Executive Level II is \$221,900 per year.

(5) Your next proposal based on actual costs for the fiscal year ending 06/30/24 is due in our office by 12/31/24.

ORGANIZATION: Central Kentucky Community Action Council, Inc.  
AGREEMENT DATE: 04/22/2024

### 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)

(NAME)

(TITLE)

(DATE)

**ON BEHALF OF THE GOVERNMENT:**

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes -S

Digitally signed by Darryl W. Mayes -

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Date: 2024.05.15 08:33:22 -04'00'

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Cost Allocation Services

(TITLE)

04/22/2024

(DATE)

HHS REPRESENTATIVE: Wheatford Ashby

TELEPHONE: (301) 492-4855



## Community Services Block Grant

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# Introduction to the Agency

### INTRODUCTION

- A. 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, Bardstown, 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 the Rough River, Nolin Lake, and the Ohio River. Our area includes many historic sites including, My Old Kentucky Home, various distilleries on the Bourbon Trail, 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.

## 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.

**B. Executive Director**

Bryan Conover

[bryan.conover@ckcac.org](mailto:bryan.conover@ckcac.org)

**CSBG/HEAP Director**

Katrina Wilbanks

[katrina.wilbanks@ckcac.org](mailto:katrina.wilbanks@ckcac.org)

Mailing Address for the Central Office

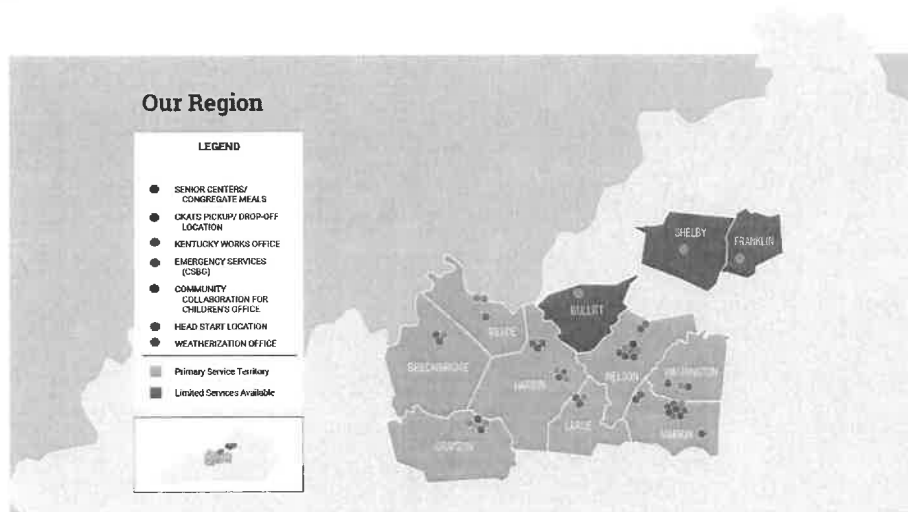
P.O. Box 830

Lebanon, KY 40033

270-692-2136

270-692-4530

**C.**



**D.** 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 programs and services.



## Community Services Block Grant

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# Community Needs Assessment for Program year 2025-2026

a. Comprehensive Community Needs Assessment was conducted from July 1, 2024, through March 1, 2025, 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.

### b. METHODOLOGY

Multiple sources of quantitative and qualitative data were utilized to develop as clear a picture as possible 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, 2024, through March 1, 2025, 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/TLDLGMM-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. One coordination of services meeting and surveys for transportation. 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 Katrina Wilbanks, CSBG/HEAP Director-Agency Operations Officer for CKCAC.

Needs Assessment Survey Forms completed by clients or interested persons – 453 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	5.08%	23
Grayson	17.66%	80
Hardin	33.33%	151
Larue	3.97%	18
Marion	8.17%	37
Meade	20.09%	91
Nelson	5.08%	23
Washington	6.62%	30
	Answered	<b>453</b>

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

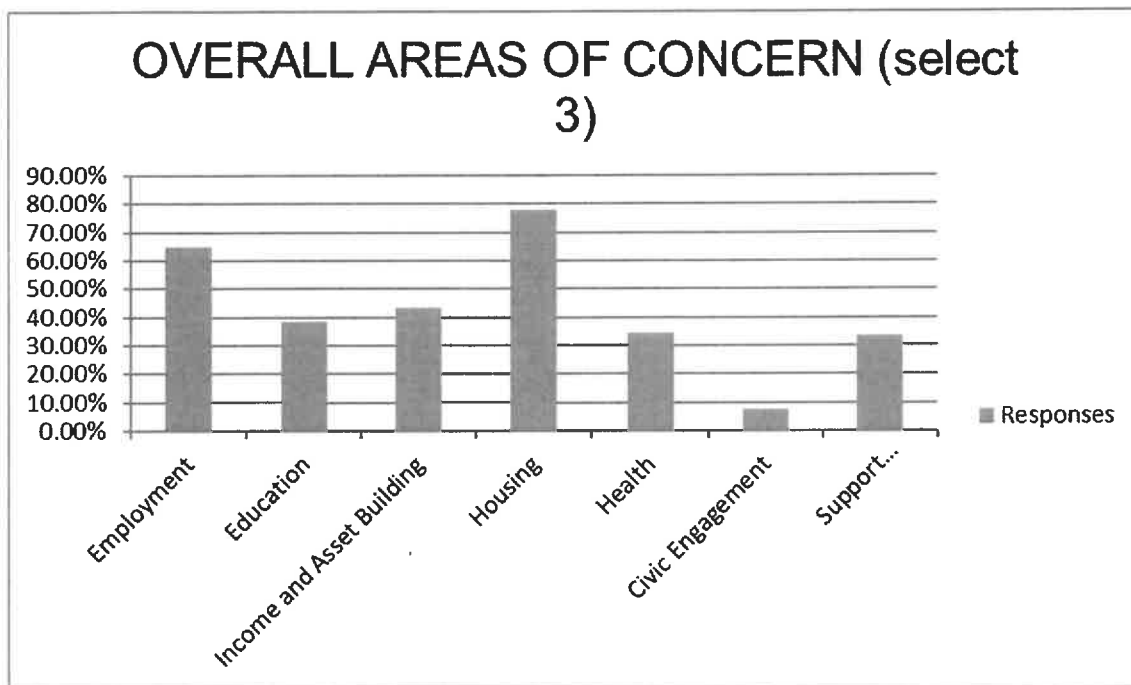
Answer Choices	Responses	
Employment	64.90%	294
Education	38.41%	174
Income and Asset Building	43.49%	197
Housing	77.92%	353
Health	34.22%	155
Civic Engagement	7.51%	34
Support Services (supporting multiple domains)	33.55%	152
	Answered	<b>453</b>

*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).



### 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.

Answer Choices	Responses
Community Action Client/Low-Income Resident	62.25% 282
Faith Based Organization Representative (Church/Faith Based groups, clubs, councils, association, etc.)	3.31% 15
Private Sector Representative/Community Member (for profit, small business, private citizen, etc.)	5.52% 25
Community Organization/Partner (local service provider and non-profits)	9.27% 42
Educational Institution Faculty/Staff (local adult eds, schools, college and universities)	5.96% 27
Health Care Agencies (clinics, health departments, etc.)	3.97% 18
Board Member of Community Action Agency	2.21% 10
Staff or Volunteer of Community Action Agency	5.30% 24
Local Politician/Government/Public Sector Representative (non-profit, government regulated, funding sources, etc.)	2.21% 10
<b>Answered</b>	<b>453</b>
<b>Skipped</b>	<b>0</b>

**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, Heartland 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.

**i. Services and activities having a meaningful and potentially major impact on cases of poverty in the community or those areas of the community where poverty is a particularly acute problem.**

Please see the below sections for detailed explanation

**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 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 a one time 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 and family swim passes, sports equipment, Louisville Zoo passes (Family) and a wide range of other educational activities and opportunities. If needed we provide camp supplies, and clothing (swimwear) hygiene items for youngsters.

**3. 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. 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 for more affordable rental housing in our area.

**4. To make better use of available income:** Our staff is qualified to provide training in 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. 2,987 families received assistance through our county offices during the LIHEAP Subsidy Program. 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 and disabled 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. We provide Christmas baskets for the elderly in several counties, allowing them to stretch their income.

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.

**5. 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.

**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 2024-2025 LIHEAP Summer Cooling 2,905 unduplicated applications with \$526,356.00 in benefits for Subsidy Season, we processed 3,229 applications with \$420,707.00 in benefits. LIHEAP Crisis, Season we processed 4,541 applications for 2,975 unduplicated families, with \$973,176.06 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 transportation to outlying cities with shelters if the person is willing. A Night at the Inn operates for Nelson County homeless only offering 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 the 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 6 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 in three counties, we can 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 over 400 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 discreetly placed in the child’s backpack to help meet his/her nutritional needs over the weekend. The Garden program continues to be popular. 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 Grayson, 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 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 8 of the 8 counties. In Meade we also operate a meal voucher program for seniors. We also assist in distributing Farmers Market Coupons for seniors during the summer months in part of the counties.

**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.

**8. 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 assists 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.

**9. 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.**

Provide assistance with medical transportation through CATS.

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, Helping Hand of Hope and Salvation Army, 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 453 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 follows for the fiscal year 2025-2026:

#### **KEY FINDINGS**

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

**f. A common intake in EmpowOR 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 5.1% unemployment rate 59.82% of the surveyed rank the need for better pay and benefits 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. Education** Education ranked in at the Survey at 38.41% in the Survey. 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**

**3. 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. 77.92% 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. We also own one low-income senior housing facility. 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**

**4. Income and Asset Building** 43.49% 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**

**5. Health and Social/Behavioral Development** 34.22% 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**

**6. Support Services, Supporting Multiple Domains** Many of the services lead to self-sufficiency. 33.55% 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** 7.51% 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**

Logic Models were constructed for each of the service categories.

**g.** 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 2025-2026. Both funds and staff time will be budgeted to provide services.

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

**Housing** is our number one 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. We also own one low-income senior housing facility.

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

**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 over 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.

**l.** 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. 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 2024 and 2025 ROMA data and adjusted the SFY 2026 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. With the assistance of CKCAC we provided the needs assessment data compiled by Survey Monkey these combined responses

determined rank. A logic model is completed for each category for FY 26 to be used in the grant.

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

- 281,295 Population 2018-222 Data Source US Census Bureau
- Population in Poverty by Age Group 0-4 17,033, 5-17 49,508, 18-24 23,496, 25-34 35,626, 35-44 35,797, 45-54 36,916, 55-64 38,696, 65+ 43,223
- Veteran Population in the Area 23,018 or 10.91% of the total population
- 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 23.0% 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 17.6%.
- 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 12.5% 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 10.4%.
- Median annual household incomes in the report area for 2024
- Household Structure-Single Parent Households. 15,837 children are in single parent households.
- The unemployment rate in the area is at 5.1% (kystats.ky.gov) Breckinridge 5.9%, Grayson 5.9%, Hardin 5.4%, Larue 5.6%, Marion 4.1%, Meade 5.7%, Nelson 4.3% and Washington 4.0%

### **Total Population**

#### **Total Population**

A total of 282,693 people live in the 3,319.18 square mile report area defined for this assessment according to the U.S. Census

Bureau American Community Survey 2018-22 5-year estimates. The population density for this area, estimated at 85 persons per square mile, is less than the national average population density of 94 persons per square mile.

Report Area	Total Population	Total Land Area (Square Miles)	Population Density (Per Square Mile)
Report Location	282,693	3,319.18	85
Breckinridge County, KY	20,722	569.72	36
Grayson County, KY	26,586	499.54	53
Hardin County, KY	111,452	623.90	179
Larue County, KY	15,028	261.04	58

Marion County, KY	19,680	343.55	57
Meade County, KY	30,032	305.46	98
Nelson County, KY	47,102	418.69	112
Washington County, KY	12,091	297.28	41
Kentucky	4,510,725	39,485.35	114
United States	332,387,540	3,533,269.34	94

Data Source: US Census Bureau, American Community Survey. 2018-22. 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	17,174	50,049	22,807	35,896	36,311	35,473	38,835	46,148
Breckinridge County, KY	1,201	3,457	1,776	2,153	2,342	2,559	3,102	4,132
Grayson County, KY	1,710	4,582	1,996	3,243	3,282	3,252	3,751	4,770
Hardin County, KY	7,135	20,508	9,413	14,657	15,081	13,837	14,365	16,456
Larue County, KY	801	2,603	1,127	1,834	1,886	1,787	2,335	2,655
Marion County, KY	1,244	3,485	1,570	2,496	2,382	2,422	2,748	3,333
Meade County, KY	1,543	5,120	2,414	3,921	4,372	3,865	4,251	4,546
Nelson County, KY	2,819	8,211	3,679	6,073	5,640	6,183	6,579	7,918
Washington County, KY	721	2,083	832	1,519	1,326	1,568	1,704	2,338
Kentucky	267,363	755,383	409,822	588,640	565,525	560,696	595,301	767,995
United States	18,939,899	54,705,339	30,307,641	45,497,632	43,492,887	40,847,713	42,626,382	55,970,047

Data Source: US Census Bureau, American Community Survey. 2018-22..

## 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	Native Hawaiian or Pacific Islander	Some Other Race	Multiple Race
Report Location	85.61%	6.88%	1.01%	0.13%	0.18%	0.95%	5.24%
Breckinridge County, KY	94.41%	1.65%	0.00%	0.00%	0.03%	0.60%	3.31%
Grayson County, KY	95.83%	0.99%	0.36%	0.07%	0.02%	0.54%	2.19%
Hardin County, KY	76.67%	11.60%	1.94%	0.21%	0.36%	1.49%	7.74%
Larue County, KY	91.30%	2.20%	0.02%	0.03%	0.00%	1.26%	5.18%
Marion County, KY	88.19%	7.19%	0.63%	0.16%	0.00%	1.02%	2.82%
Meade County, KY	89.98%	3.50%	0.68%	0.10%	0.34%	0.34%	5.05%
Nelson County, KY	90.79%	5.26%	0.50%	0.13%	0.00%	0.51%	2.81%
Washington County, KY	88.07%	5.20%	0.39%	0.00%	0.00%	0.20%	6.14%
Kentucky	83.68%	7.88%	1.52%	0.17%	0.08%	1.49%	5.18%
United States	63.44%	12.36%	5.82%	0.88%	0.19%	6.60%	10.71%

Data Source: US Census Bureau, American Community Survey, 2018-22.

## 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 211,034 population of the report area, 23,018 or 10.91% are veterans.

Report Area	Total Population Age 18+	Total Veterans	Veterans, Percent of Total Population
Report Location	211,034	23,018	10.91%
Breckinridge County, KY	16,048	1,494	9.31%
Grayson County, KY	20,275	1,164	5.74%
Hardin County, KY	80,065	12,412	15.50%
Larue County, KY	11,624	773	6.65%
Marion County, KY	14,951	1,122	7.50%
Meade County, KY	22,808	2,749	12.05%
Nelson County, KY	35,978	2,871	7.98%
Washington County, KY	9,285	433	4.66%
Kentucky	3,473,544	235,118	6.77%
United States	257,456,135	16,569,149	6.44%

Data Source: US Census Bureau, American Community Survey. 2018-22. Source geography: Tract

Report Area	Total Households	Households in Poverty	Percent Households in Poverty
Report Location	108,695	15,681	14.43%
Breckinridge County, KY	7,647	1,545	20.2%
Grayson County, KY	9,772	1,909	19.5%
Hardin County, KY	43,485	5,272	12.1%
Larue County, KY	5,966	1,149	19.3%
Marion County, KY	7,590	1,513	19.9%
Meade County, KY	10,798	1,560	14.5%
Nelson County, KY	18,787	1,953	10.4%
Washington County, KY	4,650	780	16.8%
Kentucky	1,791,991	294,236	16.4%
United States	127,482,865	15,880,048	12.5%

## Poverty

Households in Poverty  
The number and percentage of households in poverty are shown in the report area. In 2023, it is estimated that there were 15,681 households, or 14.4%, living in poverty within the report area.

Data Source: US Census Bureau, American Community Survey, 2018-22. Source geography: County

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

Population and poverty estimates for children age 0-4 are shown for the report area. According to the American Community Survey data, an average of 20.0% percent of children lived in a state of poverty during the survey calendar year. The poverty rate for n living in the report area is greater than the national average of 17.6%

Report Area	Ages 0-4 Total Population	Ages 0-4 In Poverty	Ages 0-4 Poverty Rate
Report Location	16,674	3,333	20.0%
Breckinridge County, KY	1,136	487	42.9%
Grayson County, KY	1,696	523	30.8%
Hardin County, KY	6,795	1,004	14.8%
Larue County, KY	800	251	31.4%
Marion County, KY	1,241	348	28.0%
Meade County, KY	1,531	291	19.0%
Nelson County, KY	2,773	369	13.3%
Washington County, KY	702	60	8.5%
Kentucky	260,938	60,057	23.0%
United States	18,590,246	3,268,155	17.6%

Note: This indicator is compared to the state average.

Data Source: US Census Bureau, American Community Survey, 2018-22. Source geography: County



## Seniors in Poverty

Population and poverty estimates 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 12.5% 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 10.4%.

Report Area	Ages 65 and Up Total Population	Ages 65 and Up In Poverty	Ages 65 and Up Poverty Rate
Report Location	45,015	5,610	12.5%
Breckinridge County, KY	4,058	782	19.3%
Grayson County, KY	4,636	836	18.0%
Hardin County, KY	16,100	1,679	10.4%
Larue County, KY	2,568	226	8.8%
Marion County, KY	3,163	543	17.2%
Meade County, KY	4,489	551	12.3%
Nelson County, KY	7,786	664	8.5%
Washington County, KY	2,215	329	14.9%
Kentucky	745,633	91,401	12.3%
United States	54,579,391	5,654,531	10.4%

*Note: This indicator is compared to the state average.*

*Data Source: US Census Bureau, American Community Survey. 2018-22. Source geography: County*

## 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

Report Area	Total Households	Average Household Income	Median Household Income
Report Location	108,695	\$84,597	No data
Breckinridge County, KY	7,647	\$74,512.62	\$53,673
Grayson County, KY	9,772	\$69,701.01	\$49,893
Hardin County, KY	43,485	\$92,717.78	\$67,608
Larue County, KY	5,966	\$77,565.34	\$67,770
Marion County, KY	7,590	\$68,293.74	\$55,404
Meade County, KY	10,798	\$89,853.23	\$70,163
Nelson County, KY	18,787	\$85,121.08	\$67,888
Washington County, KY	4,650	\$77,872.80	\$59,762
Kentucky	1,791,991	\$86,119.12	\$62,417
United States	127,482,865	\$110,490.58	\$78,538

Note: This indicator is compared to the state average.  
Data Source: US Census Bureau, American Community Survey, 2018-22-21. Source geography: Tract

## 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 5.1% unemployment rate in December 2024.

Location	Year	Month	Civilian Labor Force	Employed	Unemployed	Unemployment Rate
Breckinridge County	2024.	December	8,060	7,588	472	5.9 %
Grayson County	2024.	December	10,454	9,841	613	5.9 %
Hardin County	2024.	December	49,158	46,515	2,643	5.4%
LaRue County	2024.	December	5,950	5,616	334	5.6%
Marion County	2024.	December	9,844	9,445	399	4.1%
Meade County	2024.	December	12,118	11,430	688	5.7%
Nelson County	2024.	December	24,968	23,899	1,069	4.3%
Washington County	2024.	December	6,562	6,301	261	4.0%

Note: This indicator is compared to the state average.  
Data Source: US Department of Labor, Bureau of Labor Statistics. 2024 - December.

Assurances

Central Kentucky Community Action  
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.

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Executive Director

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Date

# **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

Revised 1/9/2024 Goal Updates

Revised 1/15/2025 Goal Updates

# Table of Contents

Introduction .....	3
Research Methods, Methodology and Acknowledgements, Process	
Accountability	
Strategic Goal 1	Promote Self-Sufficiency for the Families Served ..... 5
Strategic Goal 2	Improve Conditions ..... 7
Strategic Goal 3	Client Engagement ..... 7
Strategic Goal 4	Maintain Agency Cash and Assets ..... 8
Strategic Goal 5	Improve Community Partnerships ..... 8
Strategic Goal 6	Increase Volunteer and Board of Directors Involvement..... 9
Strategic Goal 7	Raise Community Awareness of CKCAC ..... 10
Strategic Goal 8	Increase Capacity ..... 10
Strategic Goal 9	Respond to Economic Shifts.....11
Strategic Goal 10	Continue Full Compliance with All Program Guidelines.....12
Progress Updates	January 13, 2022, January 11, 2023, January 9, 2024, January 15, 2025 ..... 13-15

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## **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, Family Child Care Homes and Unaffiliated Centers, 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

January 13, 2022 Progress

January 9, 2024 Progress in Green

## **Goal 1 - Promote Self-Sufficiency**

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

- **CSBG** continues to provide scholarships and educational services. 01-11-2023 01/09/2023
- **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 01/09/2023
- **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 01/09/2023, LIHEAP has run continuously. 01/09/2023 Water LIHEAP has ended.
- **WX** Continuing to achieve all available trainings and certifications with new and existing staff to ensure the highest quality of services offered within the weatherization program to ensure the health and safety of all clients served while reducing cost of energy burdens.

### **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. This years allocations have been delayed
- **Head Start** hired a Cultural and Linguistic Enrichment Coach to communicate with the parents and encourage participation in the program. 01/09/2023 CLEC has offered English Language courses for families, supported children with healthcare appointments, and is connecting with local school districts' Migrant programs to increase collaboration for families.
- **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? 01/09/2023 Ended official Action-Based Learning (ABL) curricula due to age-appropriate concerns. All Head Starts have dedicated "Themed Gross Motor" time scheduled with themes changing each week.
- **FCCH/UC** programs sponsor and train Family Child Care Homes (FCCH) and Unaffiliated Center (UC) in the Child and Adult Care Food Program in 19 KY counties to provide nutritional food and education to children and their parents/guardians.
- **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.
- **HR** 01/09/2023 Insurance is now with Anthem. We have the APP Sydney Health. There is a my Reward wellness benefit (\$200.00 per year) available through the app. Preventative services and health improvement programs staff chose to participate in receive rewards-well exam, flu shot, well-being coach, weight coach, tobacco cessation, tracking steps etc. Medical screenings/services are automatically uploaded to rewards through insurance processing.

### **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.
- **WX** Continue to provide weatherization services within our 8-county service area while utilizing weatherization ready funds allocated through the US Department of Energy for dwellings that would not receive services due to structural deficiencies.

### **Objective 7 Transportation**

- 01/09/2023 Continue to seek more transportation needs from the community.

### **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 3 Transportation

- 01/09/2023 Drivers also hand out flyer for community events for seniors.

### 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  
01/09/2023 In-Person community meetings are now taking place

## 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. 01/09/2023 CSBG remains at 200% and HEAP at 150% of poverty
- **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.  
**1/9/24 Ky Works** 1. Our goal is to provide job readiness classes but there is no goal for a certain number to provide in the contract. We did have our first JRS class in October 2023. 2. On wage subsidy the goal is 10 and we still have not placed any. We are working on getting clients placed in wage subsidy at this time. No corrective action necessary through the audit and monitoring as the state of emergency was still in effect in the first part of 2023. 3. We are at 68.6 % so meeting this goal

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

**Goal updates and Changes accepted and approved by the Board of Directors, January 17, 2024**

**Goal updates and Changes accepted and approved by the Board of Directors January 15, 2025**

**Central Kentucky Community Action Council, Inc.** would like your feedback. Please respond by the circling Yes or No next to each statement and mail this page back to us in the enclosed postage paid envelope. Thank you for helping us improve our services.

1. Did you receive the services or assistance that you were seeking                      **Yes**                      **No**

If no, what services or assistance were you seeking? \_\_\_\_\_

2. Did the staff person tell you about other Community Action services, assistance or resources that could help you meet the needs you discussed with him or her?                      **Yes**                      **No**

3. Were you told about the other Community Action Council programs or services that might interest you?                      **Yes**                      **No**

4. Were you told about other agencies that could help you                      **Yes**                      **No**

If yes, did you contact them                      **Yes**                      **No**

If yes, were they able to help you?                      **Yes**                      **No**

5. Were you treated with respect at Community Action?                      **Yes**                      **No**

6. Was the waiting area, office, classroom or vehicle clean and comfortable? **Yes**                      **No**

7. If a friend needed help, would you refer him or her to Community Action?                      **Yes**                      **No**

8. Is there anything you would like to discuss about Central Kentucky Community Action Council, its programs, services and assistance?                      **Yes**                      **No**

**If yes, and you want to be contacted, please tell us the best way to reach you:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Best time to call:** \_\_\_\_\_

9. Please circle the County in which you were seeking/received services.

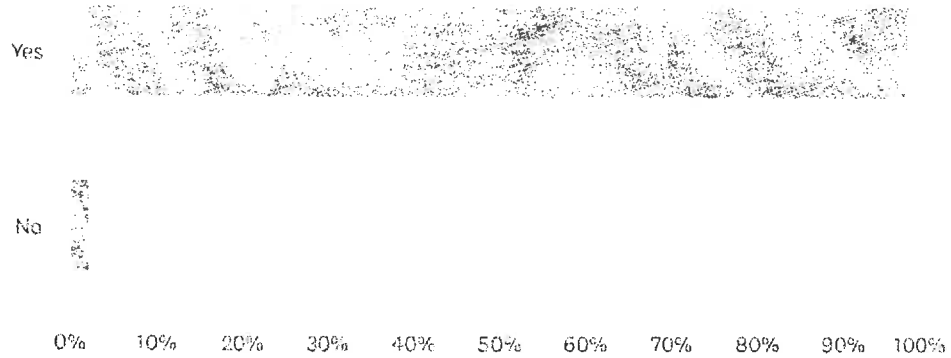
Breckinridge    Grayson    Hardin    Larue    Marion    Meade    Nelson    Washington

10. Please circle the program office you had contacted.

Community Services    Senior Companion Program    HeadStart    Senior Center  
CATS Transportation    Weatherization    Ky Works    Central Office  
Retired Senior Volunteer Program    Community Collaboration for Children  
Family Day Care Homes    Unaffiliated Centers

## Q1 Did you receive the services or assistance that you were seeking?

Answers: 100    Skipped: 0



### ANSWER CHOICES

Yes

No

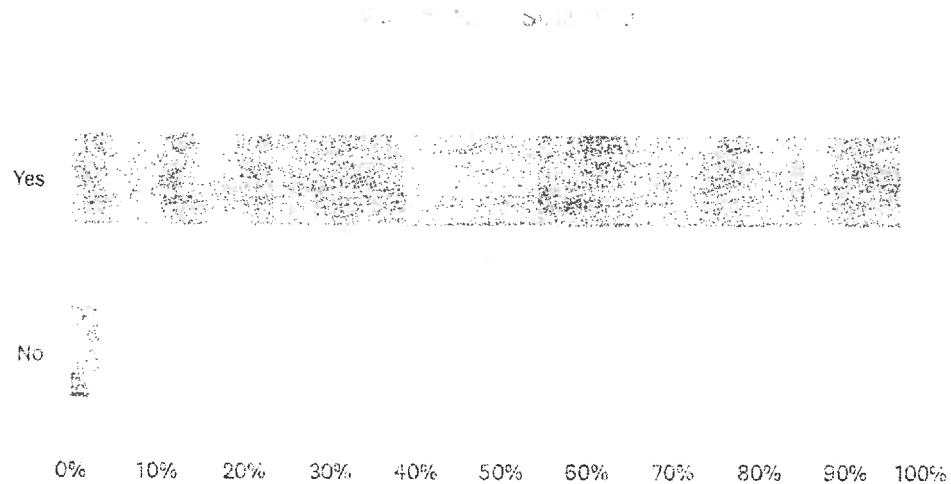
TOTAL

### RESPONSES

97.56%

2.44%

Q2 Did the staff person tell you about other Community Action services assistance or resources that could help you meet the needs you discussed with him or her?



ANSWER CHOICES

Yes

No

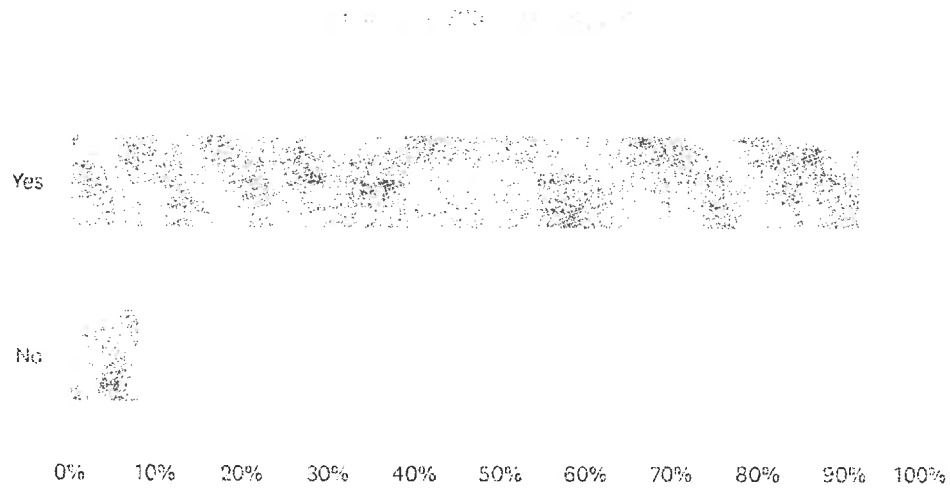
TOTAL

RESPONSES

96.54%

3.46%

### Q3 Were you told about the other Community Action Council programs & services that might interest you?



#### ANSWER CHOICES

Yes

No

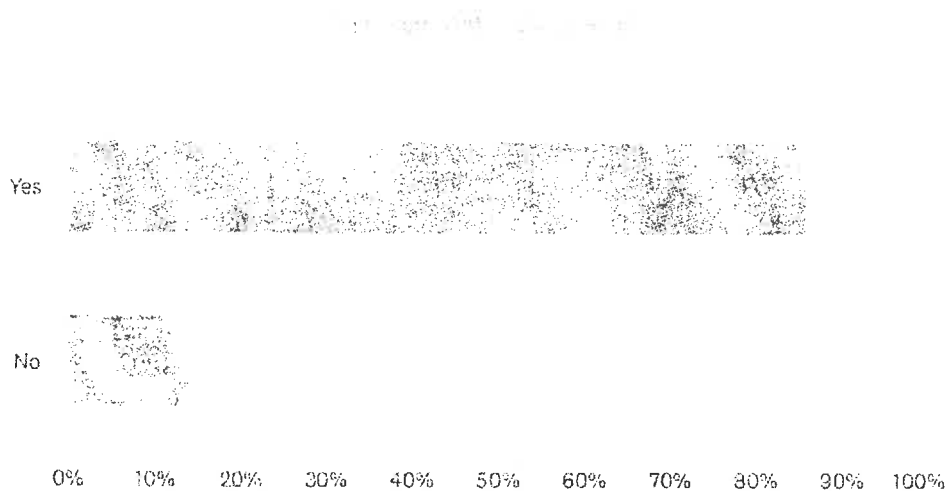
TOTAL

#### RESPONSES

91.79%

8.21%

## Q4 Were you told about other agencies that could help you?



### ANSWER CHOICES

Yes

No

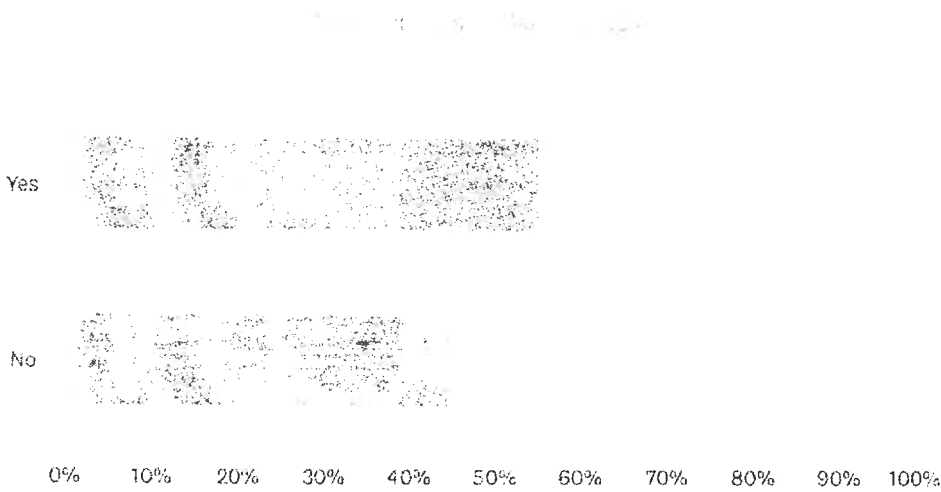
TOTAL

### RESPONSES

86.03%

13.97%

Q5 If your answer to the previous question was yes, did you contact then



ANSWER CHOICES

Yes

No

TOTAL

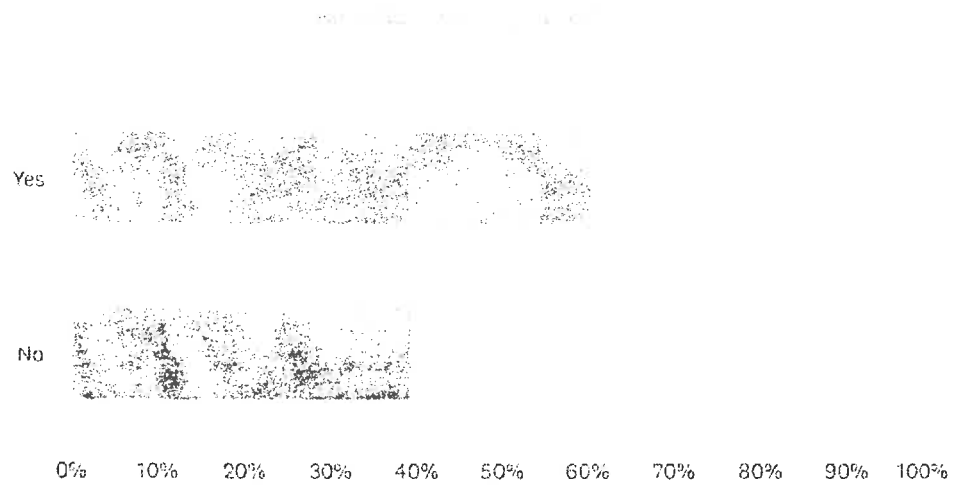
RESPONSES

55.19%

44.81%



Q6 If you answered yes to the previous question, were they able to help you?



ANSWER CHOICES

RESPONSES

Yes

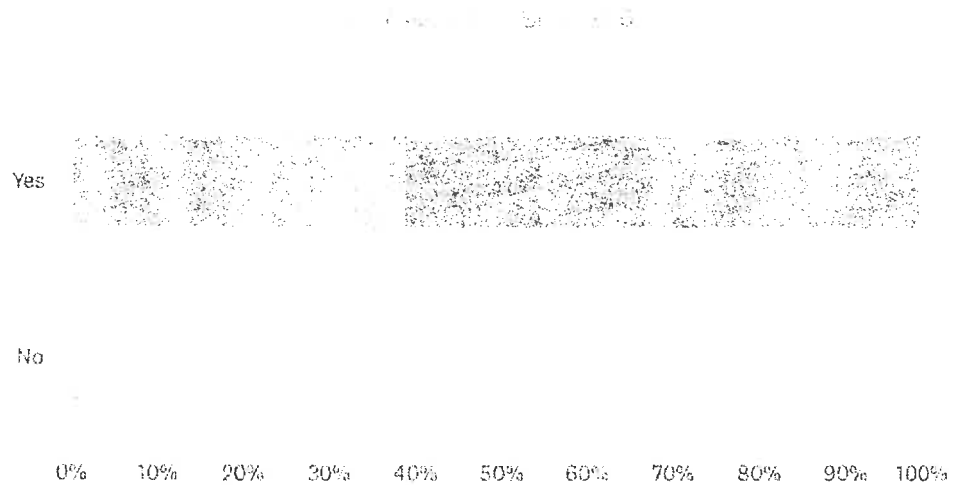
60.60%

No

39.40%

TOTAL

## Q7 Were you treated with respect at Community Action?



### ANSWER CHOICES

Yes

No

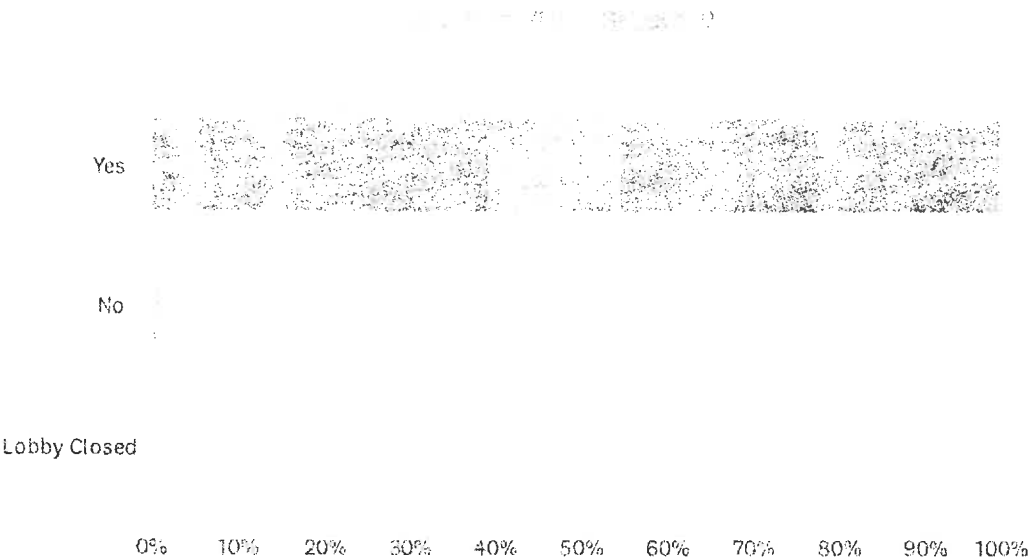
TOTAL

### RESPONSES

98.72%

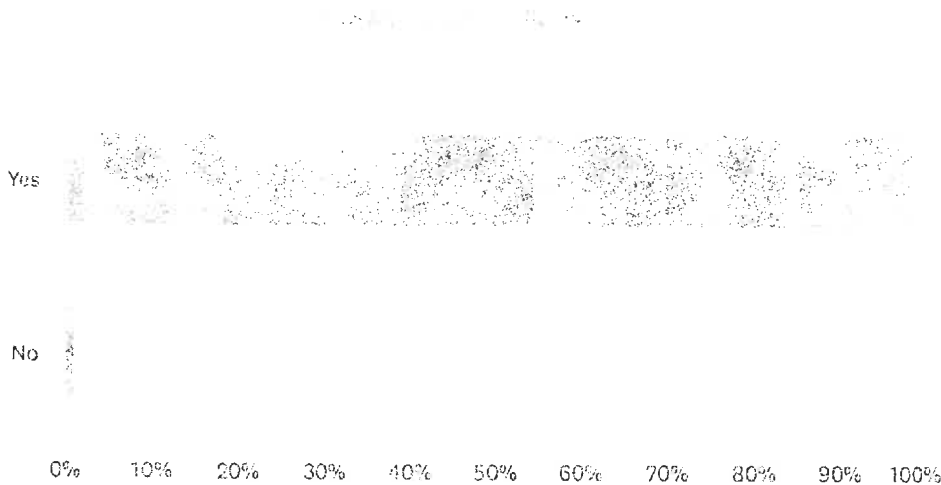
1.28%

Q8 Was the waiting area and office clean and comfortable?



ANSWER CHOICES	RESPONSES
Yes	98.72%
No	0.77%
Lobby Closed	0.51%
TOTAL	

Q9 If a friend needed help, would you refer him or her to Community Action?



ANSWER CHOICES

Yes

No

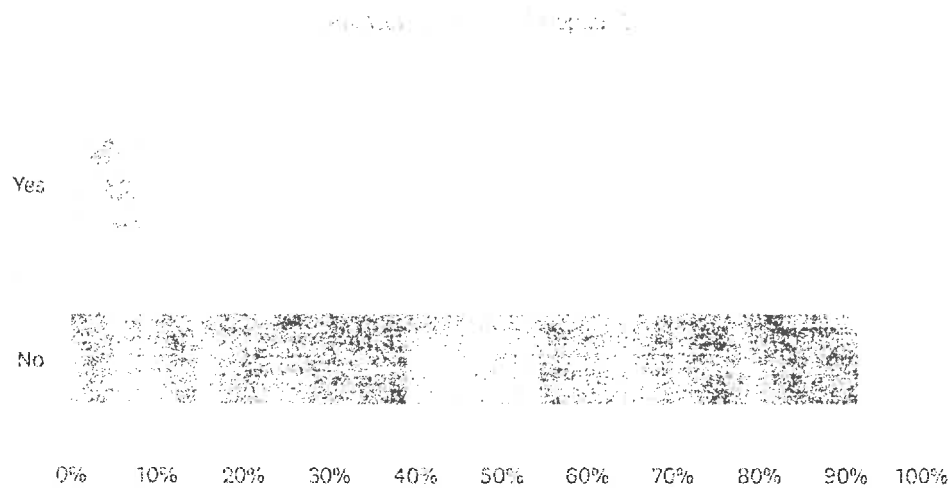
TOTAL

RESPONSES

98.97%

1.03%

Q10 Is there anything you would like to discuss about Central Kentucky Community Action Council, its programs, services and assistance?



ANSWER CHOICES

Yes

No

TOTAL

RESPONSES

8.33%

91.67%

**Q11 If you would like to discuss something, please tell us the best way to reach you:**

100% 78.95% 68.42%

**ANSWER CHOICES**

**RESPONSES**

Name:

100.00%

Phone #:

78.95%

Best time to call:

68.42%

## Q12 Please choose the county in which you were seeking services:



## Central Kentucky Community Action Council, Inc. Agency Survey

### ANSWER CHOICES

### RESPONSES

Breckinridge

28.85%

Grayson

3.08%

Hardin

31.15%

Larue

2.31%

Marion

6.67%

Meade

13.65%

Nelson

2.31%

Washington

7.05%

Other:

0.00%

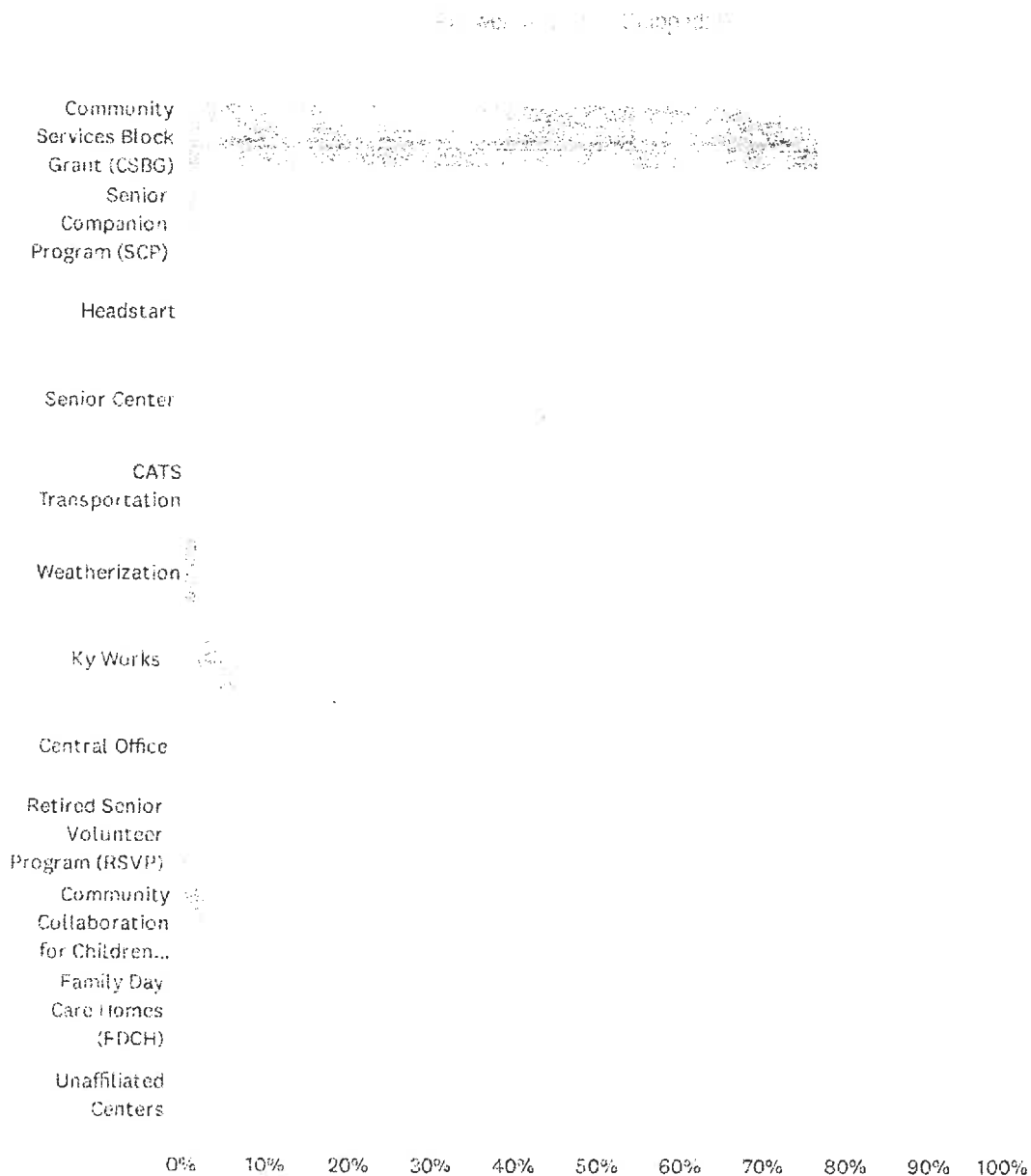
Other (please specify)

4.74%

TOTAL



## Q13 Please choose the program office you contacted:



## Central Kentucky Community Action Council, Inc. Agency Survey

### ANSWER CHOICES

### RESPONSES

Community Services Block Grant (CSBG)

76.03%

Senior Companion Program (SCP)

1.03%

Headstart

5.64%

Senior Center

2.31%

CATS Transportation

2.18%

Weatherization

1.41%

Ky Works

6.54%

Central Office

1.54%

Retired Senior Volunteer Program (RSVP)

0.38%

Community Collaboration for Children (CCC)

2.69%

Family Day Care Homes (FDCH)

0.00%

Unaffiliated Centers

0.26%

TOTAL

COMMONWEALTH OF KENTUCKY  
CABINET FOR HEALTH AND FAMILY SERVICES  
CSBG SFY 2024

Attachment B1

Agency Name: Central Kentucky Community Action Council

Address: PO Box 690

Lebanon, Ky 40033

Contact Number: 270-692-2136

Vendor Number:

Invoice Period:

Original Budget:	
Revised Budget:	
Monthly Invoice:	
Final Invoice:	

Complete if Carryover is Included  
SFY 2026 Allocation  
Carryover amount: \$840,922.73  
Carried from SFY  
Total: \$840,922.73

New 2026  
CSBG  
Expenditures Domains

BUDGET / COST CATEGORIES	APPROVED BUDGET	CSBG ADMINISTRATION	EMPLOYMENT	EDUCATION and COGNITIVE DEVELOPMENT	INCOME INFRASTRUCTURE and ASSET BUILDING	HOUSING	HEALTH AND SOCIAL BEHAVIORAL DEVELOPMENT and COMMUNITY INVOLVEMENT (includes Nutrition)	CIVIC ENGAGEMENT and COMMUNITY INVOLVEMENT	SERVICES SUPPORTING MULTIPLE DOMAINS	LINKAGES	AGENCY CAPACITY BUILDING
I. PERSONNEL:											
A) SALARIES / WAGES	279,911.00		61,580.42	38,187.54	25,191.99	50,353.98	33,589.32	11,186.44	22,392.88	27,991.10	8,397.33
B) FRINGE BENEFITS	97,969.00		21,553.18	13,715.66	8,817.21	17,634.42	11,798.28	3,918.76	7,837.52	9,796.90	2,939.07
C) CONSULTANT / CONTRACT SERVICE	10,128.00	3,128.00	1,540.00	980.00	630.00	1,260.00	840.00	280.00	660.00	700.00	210.00
II. NON-PERSONNEL:											
A) SPACE COSTS	64,000.00		14,080.00	8,960.00	5,760.00	11,520.00	7,680.00	2,680.00	5,120.00	8,400.00	1,920.00
B) EQUIPMENT	11,000.00		2,420.00	1,540.00	990.00	1,880.00	1,320.00	440.00	880.00	1,100.00	330.00
C) CONSUMABLE SUPPLIES	13,000.00		2,860.00	1,820.00	1,170.00	2,340.00	1,560.00	520.00	1,040.00	1,300.00	390.00
D) UTILITIES	16,000.00		3,800.00	2,100.00	1,350.00	2,700.00	1,800.00	600.00	1,200.00	1,500.00	450.00
E) TRANSPORTATION / TRAVEL	20,300.00		4,860.00	2,842.00	1,827.00	3,654.00	2,436.00	812.00	1,624.00	2,030.00	609.00
F) CLIENT SERVICES	31,909.00		2,220.00	13,048.00	90.00	8,190.00	8,120.00	40.00	80.00	100.00	30.00
G) STAFF DEVELOPMENT	8,000.00		1,760.00	1,120.00	720.00	1,440.00	960.00	320.00	640.00	800.00	240.00
H) OTHER COSTS	42,400.73		9,328.16	5,936.10	3,816.07	7,632.13	5,036.09	1,696.03	3,392.06	4,240.07	1,272.02
INDIRECT COSTS:	47,305.00	47,305.00	125,187.76	91,250.30	59,362.27	108,724.53	75,148.69	22,381.23	44,766.46	55,958.67	16,787.42
TOTALS	640,922.73	59,433.00									
APPROVED BUDGET	640,922.73										

SFY 2026 Allocation \$ 640,922.73 Executive Director:

Carryover Amount \$ CSBG Director:

Total \$ 640,922.73 Finance Director:

Date: 4-3-25  
Date: 4-3-25  
Date: 4/3/25

CURRENT MONTH	TOTAL EXPENSES	AVAILABLE
EXPENDITURES	YEAR-TO-DATE	BALANCE
	This should be left blank.	
279,911.00	279,911.00	0.00
97,969.00	87,969.00	0.00
10,128.00	10,128.00	0.00
	This should be left blank.	
64,000.00	64,000.00	0.00
11,000.00	11,000.00	0.00
13,000.00	13,000.00	0.00
15,000.00	15,000.00	0.00
20,300.00	20,300.00	0.00
31,909.00	31,909.00	0.00
8,000.00	8,000.00	63,818.00
42,400.73	42,400.73	16,000.00
47,305.00	47,305.00	84,891.46
640,922.73	640,922.73	0.00

CODE	BUDGET/COST CATEGORIES	PROJECTED EXPENDITURES BY BUDGET/COST CATEGORIES BY THE SFY (FROM ATTACHMENT B1)	Agency Certification of In-Kind Expenditures
1	SALARIES/WAGES	\$ 279,911.00	
2	FRINGE BENEFITS	\$ 97,969.00	
3	CONSULTANT/CONTRACT SERVICE	\$ 10,128.00	
4	SPACE COSTS	\$ 64,000.00	
5	EQUIPMENT	\$ 11,000.00	
6	CONSUMABLE SUPPLIES	\$ 13,000.00	
7	UTILITIES	\$ 15,000.00	
8	TRANSPORTATION/TRAVEL	\$ 20,300.00	
9	CLIENT SERVICES	\$ 31,909.00	
10	STAFF DEVELOPMENT	\$ 8,000.00	
11	OTHER	\$ 42,400.73	
12	INDIRECT	\$ 47,305.00	
	TOTAL PROJECTED EXPENDITURES \$	640,922.73	\$ .

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

Signature:

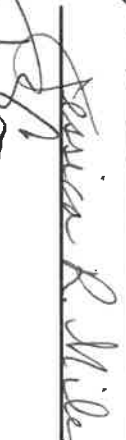
Date:

CFO:

Executive Director:



4-3-25



4/3/25

4-3-25

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

**July 1, 2025 - June 30, 2026**

**PERSONNEL:**

**Salaries and Wages**                      **\$279,911**

This includes the salaries and wages for ten (10) County Coordinators, 5 part time Community Services Assistants/LIHEAP Assistants, one (1) CSBG/HEAP Office Manager, and one (1) CSBG/HEAP Program Director. *LIHEAP Program assists in this category.*

**Fringe Benefits**                      **\$97,969**

This includes FICA 7.65%, Unemployment 1.0%, CERS Retirement 18.62% Workman's Comp. 3.66%, Health insurance and Life Insurance for full time workers. Overall Fringe Benefit rate is projected at 35% of Salaries and Wages.

**Consultants and Contracts**      **\$10,128**

This cost includes the CSBG Audit and computer services (including EmpowOR modules).

**Total Personnel**                      **\$388,008**

**SPACE COST**                      **\$64,000**

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

**EQUIPMENT**                      **\$11,000**

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

**CONSUMABLE SUPPLIES**              **\$13,000**

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

**UTILITIES**                      **\$15,000**

The utility costs are paid for the above offices.

**TRANSPORTATION/TRAVEL**      **\$20,300**

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 etc., CAK Conference, National Community Action Partnership Annual Conference, NCAP winter conference and ROMA Implementer Certification In-service for the CSBG Director, travel to CAK Conference, meetings and other travel requested for staff. etc. This sometimes includes meals and lodging. This also covers insurance, gas, oil, and maintenance for the CSBG van and SUV.

**CLIENT SERVICES****\$31,909**

<b>CLIENT SERVICES</b>	<b>IN-KIND</b>	<b>FEDERAL</b>	<b>TOTAL</b>
<b>Housing</b>	\$37,684 Cash and client supplies	\$8,000	\$8,000
<b>Scholarships</b>	\$500 cash	\$5,203	\$5,203
<b>Employment Support</b>	0	\$2,000	\$2,000
<b>Employment Transportation</b>	0	\$1,000	\$1,000
<b>Education Youth Activities</b>	0	\$5,706	\$5,706
<b>Educational Support</b>	0	\$2,000	\$2,000
<b>Health Garden Supplies</b>	0	\$4,000	\$4,000
<b>Health Nutrition</b>	\$40,000 volunteer hours \$50,000 Donated food	\$3,000	\$3,000
<b>Health support</b>		\$1,000	\$1,000

**STAFF DEVELOPMENT****\$8,000**

Staff Development covers the cost of registration and training costs for CSBG staff.

**OTHER COSTS****\$42,400.73**

<b>COST CATEGORIES</b>	<b>EXPLANATION</b>	<b>IN-KIND</b>	<b>FEDERAL</b>	<b>TOTAL</b>
<b>Labor</b>		0	\$5,000	\$5,000
<b>Liability Insurance</b>	To cover equipment & furniture in offices	0	\$8,700	\$8,700
<b>Printing &amp; Copying</b>	Printing & copying	0	\$4,000	\$4,000
<b>Ads &amp; Dues</b>	Ads in newspapers	0	\$7,000	\$7,000
<b>Publications &amp; Subscriptions</b>	Newspapers	0	\$2,000	\$2,000
<b>Telephone</b>	Telephone & Internet	0	\$11,000	\$11,000
<b>Postage</b>	Stamps	0	\$4,000.73	\$4,000.73
<b>Background Check and Drug</b>	New Hire	0	\$700	\$700

**INDIRECT COST****\$47,305**

The approved negotiated Indirect Cost for CKCAC is 16.9% of salaries. Indirect costs help fund the salaries and fringe of agency-wide employees (e.g. Executive Director, Finance Director, Human Resource staff, and Finance/Payroll staff) and other shared agency expenses.

**LOCAL IN-KIND MATCH CERTIFICATION****\$128,184**

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

**TOTAL CSBG BUDGET** **\$640,922.73**

**2025 Allocation** **\$640,922.73**

**Percentage (%) of staff time projected to be spent in each CSBG service category**  
(This should reflect only staff positions providing direct delivery of CSBG services and paid with CSBG funds for those services. This includes information delivery, referrals, and direct services)

Staff Title	Program Duties	Administration	Employment	Education and Cognitive Development	Income Infrastructure and Asset Building	Housing	Health and Social Behavioral Development (including Nutrition)	Civic Engagement and Community Involvement	Services Supporting Multiple Programs	Linkages	Agency Capacity Building
Community Services Assistant	Ensures accurate documentation for processing purchase orders and program transmittals. Assist in reports for program documentation.		15	15	10	17	13	5	20	6	
	Other programmatic duties as required and assigned by the Community Services Director.										

**Signatures:**

CSBG Director

*[Signature]*

Date

4-16-25

CFO

*[Signature]*

Date

4/16/25

Executive Director

*[Signature]*

Date

4-14-25

**Percentage (%) of staff time projected to be spent in each CSBG service category**  
(This should reflect only staff positions providing direct delivery of CSBG services and paid with CSBG funds for those services. This includes information delivery, referrals, and direct services)

Staff Title	Program Duties	Administration	Employment	Education and Cognitive Development	Income Infrastructure and Asset Building	Housing	Health and Social Behavioral Development (including Nutrition)	Civic Engagement and Community Involvement	Services Supporting Multiple Programs	Linkages	Agency Capacity Building
Community Services Coordinator	Specific activities in each services area are described as follows: Employment Education and Cognitive Development Income Infrastructure and Asset Bldg. Housing Health and Social, Civic Engagement-Community, Services Supporting Multiple programs, Linkages  Other programmatic duties as required and as assigned by the Community Services Director		15	14	10	18	13	6	18	6	

## Signatures:

CSBG Director



Date

4-16-25

CFO



Date

4/16/25

Executive Director



Date

4-16-25



**Percentage (%) of staff time projected to be spent in each CSBG service category**  
(This should reflect only staff positions providing direct delivery of CSBG services and paid with CSBG funds for those services. This includes information delivery, referrals, and direct services)

Staff Title	Program Duties	Administration	Employment	Education and Cognitive Development	Income Infrastructure and Asset Building	Housing	Health and Social Behavioral Development (including Nutrition)	Civic Engagement and Community Involvement	Services Supporting Multiple Programs	Linkages	Agency Capacity Building
CSBG/HEAP Manager	Ensure accurate documentation for applications processing purchase orders and program transmittals. Assist in monitoring/reporting for programs documentation. Staff support when CSBG is on leave. Other programmatic duties as required and assigned by the Community Service Director		15	15	10	17	14	5	19	5	

**Signatures:**

CSBG Director



Date

4-16-25

CFO



Date

4/15/25

Executive Director



Date

4-16-25

Agency: Central Kentucky Community Action Council, Inc

ATTACHMENT B3  
SFY 2026

**Percentage (%) of staff time projected to be spent in each CSBG service category**  
(This should reflect only staff positions providing direct delivery of CSBG services and paid with CSBG funds for those services. This includes information delivery, referrals, and direct services)

Staff Title	Program Duties	Administration	Employment	Education and Cognitive Development	Income Infrastructure and Asset Building	Housing	Health and Social Behavioral Development (including Nutrition)	Civic Engagement and Community Involvement	Services Supporting Multiple Programs	Linkages	Agency Capacity Building
<b>Community Services Part Time</b>	Assist in application processing activities in each services area are described as follows: Employment Education and Cognitive Development Income Infrastructure and Asset Bldg. Housing Health and Social, Civic Engagement-Community, Services Supporting Multiple programs, Linkages		14	15	10	18	13	4	20	6	
	Other programmatic duties as required and as assigned by the Community Services Director										

**Signatures:**

**CSBG Director**



Date 4-16-25

**CFO**



Date 4/16/25

**Executive Director**



Date 4-16-25

**Percentage (%) of staff time projected to be spent in each CSBG service category**  
(This should reflect only staff positions providing direct delivery of CSBG services and paid with CSBG funds for those services. This includes information delivery, referrals, and direct services)

Staff Title	Program Duties	Administration	Employment	Education and Cognitive Development	Income Infrastructure and Asset Building	Housing	Health and Social Behavioral Development (including Nutrition)	Civic Engagement and Community Involvement	Services Supporting Multiple Programs	Linkages	Agency Capacity Building
Community Services Director	Serve as CSBG Director And maintain relationship With news media to Obtain favorable Publicity. Ensures for cooperation with other county agencies, businesses, and public officials. Represents the Agency in the field at Conferences Reports on program Progress and problems To the Executive Director Other programmatic duties as required and as assigned by the Executive Director. Responsible for the Maintenance of the Csatinet software used by the CSBG Program Staff		13	14	9	16	12	10	10	9	7

Signatures:

CSBG Director



Date 4-16-25

CFO



Date 4/16/25

Executive Director



Date 4-16-25

Total Number of Seats 24  
Executive Director Signature \_\_\_\_\_  
Board Chair Signature *CS* \_\_\_\_\_

100

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<b>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</b> (1/3 of the members)	<b>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</b> (at least 1/3 of the members)	<b>REPRESENTATIVES OF THE PRIVATE SECTOR</b> (the remainder of the members)
<b>Names, addresses and phone numbers:</b>  <b>Judge David Daugherty</b> 223 North Spalding Avenue Suite 201 Lebanon, KY 40033 Work: (270) 692-3431  <b>Title of Public Official: County Judge Executive</b>	<b>Names, addresses and phone numbers:</b>  <b>Jennifer Osborne</b> 309 Hamilton Lane Loretto, KY 40037 Phone: (270) 769-1601 Cell: (270) 699-6191	<b>Names, addresses, and phone numbers:</b>  <b>Mr. John G. Mattingly</b> 65 Country-side Estates Lebanon, KY 40033 Phone: (270) 692-6426 Cell: (270) 699-1392
<b>Judge Troy Kok</b> 516 Hillcrest Drive Brandenburg, KY 40108 Home: (270) 750-7127 Work: (270) 422-3967 Cell: (270) 317-3656  <b>Title of Public Official: County Judge Executive</b>	<b>Ms. Robin Brown</b> 2320 S Bypass Road Brandenburg, KY 40108 Cell: (270) 668-6540 Home: (270) 668-4252	<b>Mr. Todd B. Latham</b> PO Box 489 Brandenburg, KY 40108 Work: 270-422-2911 Ext. 3127 Cell: 270-577-0225 E-mail: <a href="mailto:tlatham@mcrcnc.com">tlatham@mcrcnc.com</a>
<b>Judge Tim Blachins</b> 3065 Mobley Mill Road Cox's Creek, KY 40013 Cell: (502) 249-0816  <b>Title of Public Official: County Judge Executive</b>	<b>Ms. Shelly Lambert</b> 108 New Glenahle Road Elizabethtown, KY 42701 Work: (270) 769-1601 Ext 7009	<b>Ms. Angie Chandler</b> 108 Wheeling Avenue Bardonia, KY 40004 Cell: (502-507-4437
<b>Judge Tim Graves</b> P.O. Box 126 Springfield, KY 40069 Work: (859) 336-5410 Cell: (859) 481-3915  <b>Title of Public Official: County Judge Executive</b>	<b>Roland Youmans</b> 404 Carolyn Court Springfield, KY 40069 Cell: (334) 796-4778	<b>Ms. Annmarie Lloyd</b> 1120 Main Street Springfield, KY 40069 Work: (866) 404-6146 Cell: (859) 552-9941

Total Number of Seats 24Number of Vacancies 1

Attach explanation of vacancies

CFO Signature Tim FunderlyExecutive Director Signature [Signature]CSBG Director Signature [Signature]Board Chair Signature [Signature]Date 09-16-2024 Updated

# Attachment C

	<p>Mr. Joseph Stewart  P.O. Box 676/224 North Spaulding Ave  Lebanon, KY 40033  Work: (270) 692-4471  Cell: (859) 948-6386</p> <p>Attorney-at-Law and Emeritus Board Member</p>	<p>Ms. Kathy Carey  235 Hwy 433  Mackville, KY 40040  Phone: 859-262-5146  Email: carekathy@yahoo.com</p> <p>HEAD START REPRESENTATIVE</p>
<p>Title of Public Official:</p>	<p>Mr. Thomas Mahoney  111 Waterside Drive  Elizabethtown, KY 42701  Phone: (270) 737-2165  Cell: (270) 766-4800</p> <p>Accounting/Finance and Emeritus Board Member</p>	
<p>Title of Public Official:</p>		
<p>Title of Public Official:</p>		
<p>Title of Public Official:</p>		

Total Number of Seats 24      Number of Vacancies 1      Attach explanation of vacancies) CFO Signature [Signature]

Executive Director Signature [Signature]      CSBG Director Signature [Signature]

Board Chair Signature [Signature]      Date 09-16-2024 Updated

**CENTRAL KENTUCKY COMMUNITY ACTION COUNCIL, INC.**  
**PROPOSED 2025 CALENDAR FOR AREA BOARD OF DIRECTORS MEETINGS**

**When:** January 15, 2025  
**Time:** 3:00 PM EST  
**Place:** \*Lincoln Trail Area Development District Conference Room

**When:** March 19, 2025  
**Time:** 3:00 PM EST  
**Place:** \*Lincoln Trail Area Development District Conference Room

**When:** May 21, 2025  
**Time:** 3:00 PM EST  
**Place:** \*Lincoln Trail Area Development District Conference Room

**When:** July 16, 2025  
**Time:** 3:00 PM EST  
**Place:** \*Lincoln Trail Area Development District Conference Room

**When:** September 17, 2025  
**Time:** 3:00 PM EST  
**Place:** \*Lincoln Trail Area Development District Conference Room

**When:** November 19, 2025  
**Time:** TBD  
**Place:** TBD

**\*New Address is 750 South Provident Way; Elizabethtown, KY and their phone is (270) 769-2383.**

## **Central Kentucky Community Action Council, INC.**

### **Proposed 2026 Calendar For Area Board Of Directors Meetings**

**When:** January 14, 2026

**Time:** 3:00 PM EST

**Place:** Lincoln Trail Area Development District Conference Room

**When:** March 18, 2026

**Time:** 3:00 PM EST

**Place:** Lincoln Trail Area Development District Conference Room

**When:** May 13, 2026

**Time:** 3:00 PM EST

**Place:** Lincoln Trail Area Development District Conference Room

**When:** July 15, 2026

**Time:** 3:00 PM EST

**Place:** Lincoln Trail Area Development District Conference Room

**When:** September 16, 2026

**Time:** 3:00 PM EST

**Place:** Lincoln Trail Area Development District Conference Room

**When:** November 18, 2026

**Time:** 3:00 PM EST

**Place:** Lincoln Trail Area Development District Conference Room

**Address and contact # for Lincoln Trail Area Development District Conference Room:**

**750 South Provident Wat, KY 4270. Phone (270) 769-2383**



# 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.

#### **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

**CENTRAL KENTUCKY CAC  
BYLAWS  
PAGE 7**

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

**CENTRAL KENTUCKY CAC  
BYLAWS  
PAGE 8**

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.

## 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:  1-15-2020  
Chairperson/Date

By:  1-15-2020  
Secretary /Date

**Program/Services: Education - Credentials, Certifications, and Degrees**

☒ Family

☐ Agency

☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
	Identify the timeframe, Identify the # of clients served or the # of units offered.		<u>Projected # and % of clients who will achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved</u>	<u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u>			
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Short Term: Individuals lack credentials, certifications, degrees relating to education	Provide support to participants obtaining credentials and certifications relating to employment. July 1, 2025 June 30, 2026	Short Term: Individuals obtain credentials, certifications, degrees relating to education	July 1, 2025 June 30, 2026		Student Record, Enrollment Verification Credential or Certification Attendance Pre and Post Test	Center Manager County Coordinator Entered into Agency Database Case manager follow up with scholarship recipients. Entered into Agency Database	Frequency of data collection: Quarterly reports to the CSBG director.
Individuals lack financial supports needed for post-secondary education enrollment.	Award 8 scholarships to high school seniors and /or nontraditional students from July 1, 2025 to June 30, 2026	Individuals gain financial supports needed for post secondary education enrollment	July 1, 2025 June 30, 2026		Student Record, Enrollment Verification Registration to attend secondary education		Frequency of reporting: Quarterly NPI report to CAK DCBS

**Mission:** Providing credentialing, certifications, degrees relating to education supports.

Targeting Success Rate:

Proxy Outcome:

Program/Services: Health

☒ Family

☐ Agency

☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	Measurement Tool	Data Source, Procedure, Personnel	Frequency of Data Collection and Reporting
	Identify the timeframe, served or the # of units offered.		<u>Projected # and % of clients who will achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved</u>	<u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u>			
(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	Individuals families will increase access to service providers and obtain needed medical and preventative care.  July 1, 2025 June 30, 2026			Output Measurement Tool: #of individuals who receive health, transportation transmittals and referrals  Outcome Measurement Tool: Completed referral.  Rides completed	Who does it? County Coordinator CATS transportation coordinator  Responsible for applications, case notes and follow up to confirm participation. Appointment verification and or referral  Statewide Software System, CSBG Offices	Frequency of data collection: Transmittal at time of assistance  Frequency of reporting: Quarterly NPI and Services Report

Mission: To assist individuals and families to obtain medical and preventative care.

Targeting Success Rate:

Proxy Outcome:

**Program/Services: Housing**

☒ Family

☐ Agency

☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	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
Housing situations for low income individuals and families are unstable.	600 households are provided short term assistance to enable them to maintain housing employment, etc. by offering Emergency payment	Household receive emergency assistance to resolve crisis and remain stable in the home.	Projected # and % of clients who will achieve each outcome. or Projected # and % of units expected to be achieved	Actual # and % of clients who achieve each outcome. or Actual # and % of units achieved.	OutPUT Measurement Tool:# of households that receive food Or # of households that receive emergency vendor payments	Who does it? County Coordinator	At time of assistance. Follow up with clients.
Individuals and families do not have sufficient funds to meet emergency/crisis needs.	1500 households assisted with information and referrals Re: public housing, housing issues, rental housing, utility assistance, and direct services	Household receive emergency assistance payments to resolve crisis and remain stable in the home. July 1, 2025 June 30, 2026			OutCOME Measurement Tool:# of individuals complete application number of homes completed	Case notes, emergency need and payment records. Applications Follow up.	Frequency of reporting:Monthly reports for services. NPI report quarterly
Housing situations for low income individuals/families are sub-par	40 homes Weatherization inspects and provides energy conservation services	Individuals/families facing economic instability will maintain housing with intervention and short term assistance. WX July 1, 2025 June 30, 2026				Statewide Software System CSBG Offices	

**Mission:** Meeting emergency needs and stabilizing housing situations

**Proxy Outcome:**

Targeting Success Rate:

**Program/Services: Income and Asset**

☒ Family

☐ Agency

☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
	Identify the timeframe, Identify the # of clients served or the # of units offered.		Projected # and % of clients who <u>will</u> achieve each outcome. or Projected # and % of units <u>expected</u> to be achieved	Actual # and % of clients who <u>achieve</u> each outcome. or Actual # and % of units <u>achieved</u> .			
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals and families have limited resources and need skills to sufficiently budget available income.	Families and individuals facing economic instability will participate in a budget at application when in a crisis situation. July 1, 2025 June 30, 2026	Individuals will increase personal assets and become more knowledgeable about finances. July 1, 2025 June 30, 2026			OutPUT Measurement Tool: Budget form and application  OutCOME Measurement Tool: completed tool followed to verify improved self sufficient, documentation of increased income or savings.	Who does it? County Coordinator  What is the process? emergency payment applications, budgeting , case notes and follow up  Where is data stored? Statewide Software System	Frequency of data collection: At time of assistance, follow up, family goal plan  Frequency of reporting: NPI and Services quarterly reports

**Mission:** Assist Families and Individuals to obtain self sufficiency.

Targeting Success Rate:

**Proxy Outcome:**



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

## Affirmative Action Program Policies and Procedures

Bryan Conover  
Executive Director

Mary Jane Tungate  
Equal Opportunity Officer

## **Affirmative Action Plan**

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

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

The purpose of the 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. *Personal 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/Daycare

Larue, Hardin, Washington, Marion, Nelson, Anderson, Adair, Allen, Green, Meade, Taylor, Boyle, Pulaski, Scott, Franklin, and Woodford.

Weatherization

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

Retired Senior Companion Program

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

Congregate Meals

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

Transportation

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

Kentucky Works

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

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

This Affirmative Action Plan entails an Agency commitment to:

- A. Insure equal employment opportunity and equal application and practice promotional and advancement policies for all persons within the Agency.
- B. Insure 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. Insure 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.

#### **IV. 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 Personal/Grievance/Human Rights Committee

#### **V. Affirmative Action Plan**

- A. The 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 consist of twenty-four 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 benefits provided by the Agency for members of all eligible groups.
2. Report to the Board of Directors on human right issues.
3. Assist with any studies and surveys on specific problems to be resolved within a short and 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 Office

The Equal Opportunity Officer (EEO) report 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 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 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.

#### 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 right 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 designed "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.

## **VI. 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 applicant's race, religion, creed, age, disability, marital status, political affiliation, national origin or their 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 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 Personal Manual, criminal records alone shall not constitute a basis for employment disqualification.

## **VII. Processing Complaints of Discrimination.**

### **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 states 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. 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. If the resolution 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 reduced to writing and placed in employee's personnel file.
5. Complaints remaining unresolved will be sent to the appropriate committee for final resolution. The committee will notify all affected parties of its final resolution of this complaint.

NOTE: It is incumbent upon all parties involved in this procedure to process the complaint in a reasonable and timely fashion.

- C. Complaints 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.



## VIII. 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 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. Annual 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 practices of equal opportunity.</li> <li>2. Report on progress with AAP in relation to establish timetable(s)</li> </ol>	<p>October-March</p>
<p>D. Update Affirmative Action Plan</p> <ol style="list-style-type: none"> <li>1. Re-asses 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 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 Opportunity Officer	October-March
3. Provide reports to the Board on human rights	Equal Opportunity Officer	Semi-annually
4. Submit reports on AAP progress to the Executive Committee	Equal Opportunity Officer	At least semi-annually
5. Updated the AAP of the agency for 2013	Equal Opportunity Officer	October or as needed

## **STATEMENT OF HUMAN RIGHTS ROLE AND PHILOSOPHY**

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

Central Kentucky Community 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 problem 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.

## REFERRAL AGENCIES (FEDERAL)

### *Employment:*

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

### *General:*

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

### *Federal Contracts:*

Director  
Office of Federal Contracts Compliance  
Washington, D.C. 20210

### *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:*

Department 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. 20410

### *Housing*

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

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, transfers, 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 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 Officer is responsible for monitoring and assuring the overall adherence to the Agency's Affirmative Action Program.

Equal Opportunity 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

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

**Name of CSBG Eligible Entity:** Licking Valley Community Action Program

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

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

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

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:	Number
B.4a. Number of Nationally Certified ROMA Trainers	
B.4b. Number of Nationally Certified ROMA Implementers	*
B.4c. Number of Certified Community Action Professionals (CCAP)	
B.4d. Number of Staff with a child development certification	
B.4e. Number of Staff with a family development certification	
B.4f. Number of Pathways Reviewers	
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	*
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.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:	Unduplicated Number of Organizations
B.5a. Non-Profit	*
B.5b. Faith Based	*
B.5c. Local Government	*
B.5d. State Government	*
B.5e. Federal Government	
B.5f. For-Profit Business or Corporation	*
B.5g. Consortia/Collaborations	
B.5h. School Districts	*
B.5i. Institutions of Post-Secondary Education/Training	*
B.5j. Financial/Banking Institutions	
B.5k. Health Service Organizations	*
B.5l. Statewide Associations or Collaborations	*

FNPI 1a The number of unemployed youth who obtained employment to gain					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 1b The number of unemployed adults who obtained employment (up to a					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	150	100	81	54%	81%
<b>Total</b>	<b>150</b>	<b>100</b>	<b>81</b>	<b>54%</b>	<b>81%</b>

FNPI 1c The number of unemployed adults who obtained and maintained					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	75	50	42	56%	84%
<b>Total</b>	<b>75</b>	<b>50</b>	<b>42</b>	<b>56%</b>	<b>84%</b>

FNPI 1d The number of unemployed adults who obtained and maintained					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 1e The number of unemployed adults who obtained employment (with a					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 1f The number of unemployed adults who obtained and maintained					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 1g The number of unemployed adults who obtained and maintained					
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	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 1h The number of employed participants in a career-advancement related					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	28	5	5	18%	100%
<b>Total</b>	<b>28</b>	<b>5</b>	<b>5</b>	<b>18%</b>	<b>100%</b>

FNPI 1h.1 Of the above, the number of employed participants who Increased					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	28	5	5	18%	100%
<b>Total</b>	<b>28</b>	<b>5</b>	<b>5</b>	<b>18%</b>	<b>100%</b>

FNPI 1h.2 Of the above, the number of employed participants who increased					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	28	5	5	18%	100%
<b>Total</b>	<b>28</b>	<b>5</b>	<b>5</b>	<b>18%</b>	<b>100%</b>

FNPI 1h.3 Of the above, the number of employed participants who Increased					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 2a The number of children (0 to 5) who demonstrated improved emergent					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	470	470	402	86%	86%
<b>Total</b>	<b>470</b>	<b>470</b>	<b>402</b>	<b>86%</b>	<b>86%</b>

FNPI 2b The number of children (0 to 5) who demonstrated skills for school					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	470	100	100	21%	100%



<b>Total</b>	<b>470</b>	<b>100</b>	<b>100</b>	<b>21%</b>	<b>100%</b>
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FNPI 2c The number of children and youth who demonstrated improved positive					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>				<b>0%</b>	<b>0%</b>

FNPI 2c.1 Early Childhood Education (ages 0-5)					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	470	470	402	86%	86%
<b>Total</b>	<b>470</b>	<b>470</b>	<b>402</b>	<b>86%</b>	<b>86%</b>

FNPI 2c.2 1st grade-8th grade					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 2c.3 9th grade-12th grade					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 2d The number of children and youth who are achieving at basic grade					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>				<b>0%</b>	<b>0%</b>

FNPI 2d.1 Early Childhood Education (ages 0-5)					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	470	470	402	86%	86%
<b>Total</b>	<b>470</b>	<b>470</b>	<b>402</b>	<b>86%</b>	<b>86%</b>

FNPI 2d.2 1st grade-8th grade					
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	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 2d.3 9th grade-12th grade					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	17	0	0	0%	0%
<b>Total</b>	<b>17</b>			<b>0%</b>	<b>0%</b>

FNPI 2e The number of parents/caregivers who improved their home					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	90	70	58	64%	83%
<b>Total</b>	<b>90</b>	<b>70</b>	<b>58</b>	<b>64%</b>	<b>83%</b>

FNPI 2f The number of adults who demonstrated improved basic education.					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	3	0	0	0%	0%
<b>Total</b>	<b>3</b>			<b>0%</b>	<b>0%</b>

FNPI 2g The number of individuals who obtained a high school diploma and/or					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	25	10	12	48%	120%
<b>Total</b>	<b>25</b>	<b>10</b>	<b>12</b>	<b>48%</b>	<b>120%</b>

FNPI 2h The number of individuals who obtained a recognized credential,					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 2i The number of individuals who obtained an Associate's degree.					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%

Total	0		0%	0%
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FNPI 2) The number of individuals who obtained a Bachelor's degree.					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
Total	0			0%	0%

FNPI 3a The number of individuals who achieved and maintained capacity to					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	280	200	186	66%	93%
Total	280	200	186	66%	93%

FNPI 3b The number of individuals who achieved and maintained capacity to					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
Total	0			0%	0%

FNPI 3c The number of individuals who opened a savings account or IDA.					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
Total	0			0%	0%

FNPI 3d The number of individuals who increased their savings.					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
Total	0			0%	0%

FNPI 3e The number of individuals who used their savings to purchase an					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
Total	0			0%	0%

FNPI 3f Of the above, the number of individuals who purchased a home.					
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	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 3g The number of individuals who improved their credit scores.					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 3h The number of individuals who increased their net worth.					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 3i The number of individuals engaged with the Community Action Agency					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	10	2	2	20%	100%
<b>Total</b>	<b>10</b>	<b>2</b>	<b>2</b>	<b>20%</b>	<b>100%</b>

FNPI 4a The number of individuals experiencing homelessness who obtained					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 4b The number of individuals who obtained safe and affordable housing.					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	570	187	356	62%	190%
<b>Total</b>	<b>570</b>	<b>187</b>	<b>356</b>	<b>62%</b>	<b>190%</b>

FNPI 4c The number of individuals who maintained safe and affordable housing					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	570	200	0	0%	0%

<b>Total</b>	<b>570</b>	<b>200</b>	<b>0</b>	<b>0%</b>	<b>0%</b>
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FNPI 4d The number of individuals who maintained safe and affordable housing					
I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]	
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 4e The number of individuals who avoided eviction.					
I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]	
Central Kentucky Community Action Council, Inc.	570	250	234	41%	94%
<b>Total</b>	<b>570</b>	<b>250</b>	<b>234</b>	<b>41%</b>	<b>94%</b>

FNPI 4f The number of individuals who avoided foreclosure.					
I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]	
Central Kentucky Community Action Council, Inc.	548	0	0	0%	0%
<b>Total</b>	<b>548</b>			<b>0%</b>	<b>0%</b>

FNPI 4g The number of individuals who experienced improved health and safety					
I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]	
Central Kentucky Community Action Council, Inc.	35	30	15	43%	50%
<b>Total</b>	<b>35</b>	<b>30</b>	<b>15</b>	<b>43%</b>	<b>50%</b>

FNPI 4h The number of individuals with improved energy efficiency and/or					
I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]	
Central Kentucky Community Action Council, Inc.	35	30	15	43%	50%
<b>Total</b>	<b>35</b>	<b>30</b>	<b>15</b>	<b>43%</b>	<b>50%</b>

FNPI 5a The number of individuals who demonstrated increased nutrition skills					
I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]	
Central Kentucky Community Action Council, Inc.	300	0	0	0%	0%
<b>Total</b>	<b>300</b>			<b>0%</b>	<b>0%</b>

FNPI 5b The number of individuals who demonstrated improved physical health					
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	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	30	10	10	33%	100%
<b>Total</b>	<b>30</b>	<b>10</b>	<b>10</b>	<b>33%</b>	<b>100%</b>

FNPI 5c The number of individuals who demonstrated improved mental and					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0%</b>

FNPI 5d The number of individuals who improved skills related to the adult role					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	212	100	82	39%	82%
<b>Total</b>	<b>212</b>	<b>100</b>	<b>82</b>	<b>39%</b>	<b>82%</b>

FNPI 5e The number of parents/caregivers who demonstrated increased					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	212	100	82	39%	82%
<b>Total</b>	<b>212</b>	<b>100</b>	<b>82</b>	<b>39%</b>	<b>82%</b>

FNPI 5f The number of seniors (65+) who maintained an independent living					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	40	10	8	20%	80%
<b>Total</b>	<b>40</b>	<b>10</b>	<b>8</b>	<b>20%</b>	<b>80%</b>

FNPI 5g The number of individuals with disabilities who maintained an					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	40	10	11	28%	110%
<b>Total</b>	<b>40</b>	<b>10</b>	<b>11</b>	<b>28%</b>	<b>110%</b>

FNPI 5h The number of individuals with chronic illness who maintained an					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	10	8	0%	80%

<b>Total</b>	<b>0</b>	<b>10</b>	<b>8</b>	<b>0%</b>	<b>80%</b>
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FNPI 5I The number of individuals with no recidivating event for six months.					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>				<b>0%</b>	<b>0%</b>

FNPI 5I.1 Youth (ages 14-17)					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 5I.2 Adults (ages 18+)					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	0	0	0	0%	0%
<b>Total</b>	<b>0</b>			<b>0%</b>	<b>0%</b>

FNPI 6a The number of Community Action program participants who increased					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	80	0	0	0%	0%
<b>Total</b>	<b>80</b>			<b>0%</b>	<b>0%</b>

FNPI 6a.1 Of the above, the number of Community Action program participants					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	80	0	0	0%	0%
<b>Total</b>	<b>80</b>			<b>0%</b>	<b>0%</b>

FNPI 6a.2 Of the above, the number of Community Action program participants					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	80	0	0	0%	0%
<b>Total</b>	<b>80</b>			<b>0%</b>	<b>0%</b>

FNPI 6a.3 Of the above, the number of Community Action program participants					
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	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	80	0	0	0%	0%
<b>Total</b>	<b>80</b>			<b>0%</b>	<b>0%</b>

FNPI 7a The number of individuals who achieved one or more outcomes as					
	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
Central Kentucky Community Action Council, Inc.	2390	4990	965	40%	19%
<b>Total</b>	<b>2390</b>	<b>4990</b>	<b>965</b>	<b>40%</b>	<b>19%</b>



Community Action of Southern Kentucky  
Partnership List 2024-2025

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. You should gather from all sectors (community-based organizations, faith-based organizations, private sector, public sector and educational institutions) in each service area.

Column1	Column2	Column3	Column4	Column5	Column6
Agency Name	Description of reason for Partnership	Sector (Local, State, Federal Government, Health, Education Institutions, For Profit, Non Profit, Faith-Based)	Documentation (MOU, contract, agreements) informal collaborations (meeting minutes)	Is this an Anti Poverty Organization (Y/N)	Service Area (all, county, counties, etc.)
EXAMPLE: American Red Cross	Food Security, referrals	Non Profit	MOU	yes	All
Bardstown City Schools	Education	Education	MOU	yes	Nelson
Elizabethtown Schools	Education	Education	MOU	yes	Hardin
Larue County Schools	Education	Education	MOU	yes	Larue
Marion County Schools	Education	Education	MOU	yes	Marion
Nelson County Schools	Education	Education	MOU	yes	Nelson
First Steps	Intervention	local	mou	yes	all
Astra Behavioral Health	Intervention	local	MOU	yes	All
Communicare	Intervention	local	MOU	yes	All
Early Intervention and Cosultation	Intervention	local	MOU	yes	all
Campbellsville University	Education	Education	MOU		all
ECTC	Education	Education	MOU		all
Molaina Health	health	local	mou	yes	all
Spring Haven	health	local	MOU	yes	all
Silver Leaf	health	local	MOU	yes	All
Nelson FRYSC	Education	local	MOU	yes	Nelson
Nelson Sheriff	security	local	MOU	yes	Nelson
Bethany Haven	homeless	local	MOU	yes	Nelson

Community Action of Southern Kentucky  
Partnership List 2024-2025

New Haven Library	Education	Education	MOU		Nelson
Save A Lot	Food Security	local	MOU	yes	Nelson
Larue Co. Extension	Education	state	MOU	yes	Larue
St. Vincent De Paul	food, utilities, rent, referrals	Non Profit	MOU	yes	All
Aaron wood	referrals housing	for profit	agreement		Grayson
Abraham Lincoln School FRYSC	Education	Education	agreement	yes	Larue
American Red Cross	referrals	Non Profit	agreement	yes	all
Amerigas	Heat and Utility	for profit	agreement		all
Astra Behavioral Health	Intervention	for profit	agreement	yes	all
Audubon Community Services	referral	Non Profit	agreement	yes	Grayson
Baptist Health	medical referrals	for profit	agreement	yes	Hardin
Bardstown Farm	housing referrals	for profit	agreement		Nelson
Bardstown Place	housing referrals	for profit	agreement		Nelson
Bear Creek	housing referrals	for profit	agreement		Grayson
Bread for Life	food, utilities, rent, referrals	Non Profit	agreement	yes	Nelson
St. Vincent De Paul	food, utilities, rent, referr	Non Profit	agreement	yes	Nelson
Breckinridge High School	Education	Education	agreement	yes	Breckinridge
Breckinridge Grayson Program	Childcare Health	Non Profit	agreement	yes	Breckinridge
brentwood manor	housing referrals	for profit	agreement		Grayson
Caney Creek	housing referrals	for profit	agreement		Grayson
Caneyville Elem	Education	Education	agreement		Grayson
KY Career Center	unemployment, employment	state	agreement	yes	all
Cave Mill	housing referrals	for profit	agreement		Grayson
C KY Re entry	referrals	Non Profit	agreement	yes	all
City of Bardstown	Heat and Utility	for profit	agreement		Nelson
City of lfield	Heat and Utility	for profit	agreement		Grayson
Clarkson FRC	referrals	Education	agreement	yes	Grayson
Cloverport School FRC	referrals	Education	agreement	yes	Breckinridge
Communicare	mental health	Non Profit	agreement	yes	all
Community Health Clinic	health	Non Profit	agreement	yes	Hardin
Stream in the Desert	church	church	agreement	yes	Hardin

Community Action of Southern Kentucky  
Partnership List 2024-2025

Crosspoint	mental health	for profit	agreement	yes	Grayson
Days Pro Bass	Heat and Utility	for profit	agreement		Grayson
DVA	referrals	Non Profit	agreement	yes	all
Sonrise	food, utilities, rent, refer	church	agreement	yes	Larue
Feeding America	Food	Non Profit	agreement	yes	all
First Baptist	referral, child activites	church	agreement	yes	Larue
Grayson Health Dept.	wic, early education	state	agreement	yes	Grayson
Impact	food, utilities, rent, refer	Non Profit	agreement	yes	Hardin
Goodwill	clothing	Non Profit	agreement	yes	Hardin
Grayson Alliance	food referrals	Non Profit	agreement	yes	Grayson
Catholic Outreach	food, utilities, rent, refer	church	agreement	yes	Grayson
GC Education	education	state	agreement	yes	Grayson
GC Extension	child activities	state	agreement	yes	Grayson
Grayson Fiscal Court	referrals	state	agreement	yes	Grayson
Hardin Co. Schools	Education	state	agreement	yes	Hardin
SkillsU	Education	state	agreement	yes	hardin/larue
Hardin Board of Education	Education	state	MOU	yes	Hardin
Heartland Consortium	Education	state	agreement	yes	all
Hardin Water District	water	for profit	agreement	yes	hardin
Hville FRC	Education	state	agreement	yes	Larue
Hville Housing Authority	housing referrals	state	agreement	yes	Larue
HIS	homeless	Non Profit	agreement	yes	hardin
Housing Auth. Bardstown	housing referrals	state	agreement	yes	Nelson
Housing Auth. Springfield	housing referrals	state	agreement	yes	Washington
Inter County RECC	utilities	for profit	agreement	yes	Marion
Innrington Gas	utilities	for profit	agreement	yes	multiple
Ky Cancer Program	Education	Non Profit	agreement	yes	multiple
Keralot	Education	Non Profit	agreement	yes	Meade
Keystops	utilities	for profit	agreement	yes	multiple
Larue Fiscal Court	referrals	state	agreement	yes	Larue
Laurel Run	housing referrals	for profit	agreement	yes	Meade
Legal Aid Society	legal services	Non Profit	agreement	yes	all
Lfield Parks	Education	Non Profit	agreement	yes	Grayson
Lfield Methodist	referrals	church	agreement	yes	Grayson

Community Action of Southern Kentucky  
Partnership List 2024-2025

Lfield Utilities	utilities	for profit	agreement	yes	Grayson
Lilac apartments	housing referrals	for profit	agreement	yes	Grayson
Lincoln Trail District Health	food, utilities, rent, referrals	Non Profit	agreement	yes	all
Marion County Schools	Education	state	MOU	yes	Marion
Marion Centennial	housing referrals	for profit	agreement	yes	Marion
Marion Judge Exc.	referrals	state	agreement	yes	Marion
Sheriff Marion	referrals	state	agreement	yes	Marion
Marion Co. YSC	Education	state	agreement	yes	Marion
Meade Co. Board of Ed	Education	state	MOU	yes	Meade
Meade Co. Extension	child activities	state	agreement	yes	Meade
Meade Co. Fiscal Court	referrals	state	agreement	yes	Meade
MCRECC	utilities	for profit	agreement	yes	Meade
Meade Co. Schools	Education	state	agreement	yes	Meade
Nazareth Village	housing referrals	for profit	agreement	yes	Nelson
Nelson Co. Board	Education	state	MOU	yes	Nelson
Nelson Fiscal Court	referrals	state	agreement	yes	Nelson
4H Nelson	child activities	state	agreement	yes	Nelson
Nolin RECC	utilities	for profit	agreement	yes	multiple
Northeast FRYSC	Education	state	agreement	yes	Nelson
North Washington FRYSC	Education	state	agreement	yes	Washington
Northwood Homes	housing referrals	for profit	agreement	yes	Grayson
Optimum Management	housing referrals	for profit	agreement	yes	Hardin
OVR Bland services	other	Non Profit	agreement	yes	all
Homeland	housing referrals	for profit	agreement	yes	multiple
Parkland	housing referrals	for profit	agreement	yes	multiple
Passport	health	Non Profit	agreement	yes	multiple
Pear Village	housing referrals	for profit	agreement	yes	Grayson
Radcliff Housing Auth	housing referrals	state	agreement	yes	Hardin
Recovery Works	health	Non Profit	agreement	yes	Hardin
Salt River RECC	utilities	for profit	agreement	yes	multiple
Skills U	Education	state	agreement	yes	Marion
Southern States	utilities	for profit	agreement	yes	multiple
Starting Gate	housing referrals	for profit	agreement	yes	Hardin

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St. Vincent De Paul	food, utilities, rent, referr	Non Profit	agreement	yes	Washington
Taylor Mills	housing referrals	for profit	agreement	yes	Larue
Church of Hardinsburg	food, utilities, rent, referr	church	agreement	yes	Breckinridge
The Commitment House	substance abuse	for profit	agreement	yes	Hardin
The Good Samaritan	food, utilities, rent, referr	Non Profit	agreement	yes	Breckinridge
The Restorations Church	food, utilities, rent, referr	church	agreement	yes	Breckinridge
Tri County United Way	referrals	Non Profit	agreement	yes	multiple
University Apts	housing referrals	for profit	agreement	yes	hardin
Valley View	housing referrals	for profit	agreement	yes	Breckinridge
Volunteers of America	referrals	Non Profit	agreement	yes	multiple
WRECC	utilities	for profit	agreement	yes	multiple
Washington Co. Fiscal Court	referrals	state	agreement	yes	Washington
The Salvation Army	food, utilities, rent, referr	Non Profit	agreement	yes	multiple
Whitney Young Job Corps	Education	Non Profit	agreement	yes	multiple
Woodlawn Baptist	food, utilities, rent, referr	church	agreement	yes	marion
Meade County Clothes Closet	food, clothing	Non Profit	agreement	yes	Meade/Breck
St. Vincent De Paul	food, utilities, rent, referr	Non Profit	agreement	yes	Washington
Springfield Christian Church	classroom supplies, food, referr	church	agreement	yes	w