


Community Service Block Grant (CSBG)  
Plan and Budget Proposal SFY 2027 Cover Sheet


This cover sheet is to be completed and submitted with your agency's plan and budget proposal.

Please check the boxes to confirm that all narratives, assurances and attachments are completed and included with your submission.

- 1. Introduction to the Agency-Included Narrative for items XIII. B. 1. (a-d)
- 2. Community Needs Assessment-Included Narrative for items XIII. B. 2. (a-m)
- 3. Written Assurances, Attachment A
- 4. Strategic Plan (most current plan)
- 5. Customer Satisfaction Survey
- 6. Board Members List, Attachment C
- 7. Board Meeting Schedule
- 8. Agency Tripartite Board's bylaws
- 9. Partnership Listing
- 10. Public Review Notice
- 11. Agency Budget – Included:
  - a. Attachment B1
  - b. Attachment B2
  - c. Budget Narrative
  - d. Attachment B3
- 12. Indirect Cost Allocation Plan
- 13. Logic Model (D1)– Included copies of agency's logic models
- 14. Equal Opportunity Plan/Affirmative Action Plan
- 15. Module 2, Expenditures, Capacity and Resources
- 16. Module 3, Community Level
- 17. Module 4, Individual and Family Services

I affirm, the SFY 2027 CSBG Plan and Budget Proposal including Attachments follows the guidelines of the SFY 2027 CSBG Solicitation Packet and is an accurate reflection of our SFY 2026 projections.

CSBG Director Signature  DATE 4/29/26

Executive Director  DATE 4-29-26



## 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

To empower individuals and families in poverty to achieve self-sufficiency and economic mobility through community partnerships and providing essential services in education, employment, aging and family support, nutrition, health, housing, and transportation.

## 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

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CSBG/HEAP Director

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Mailing Address for the Central Office

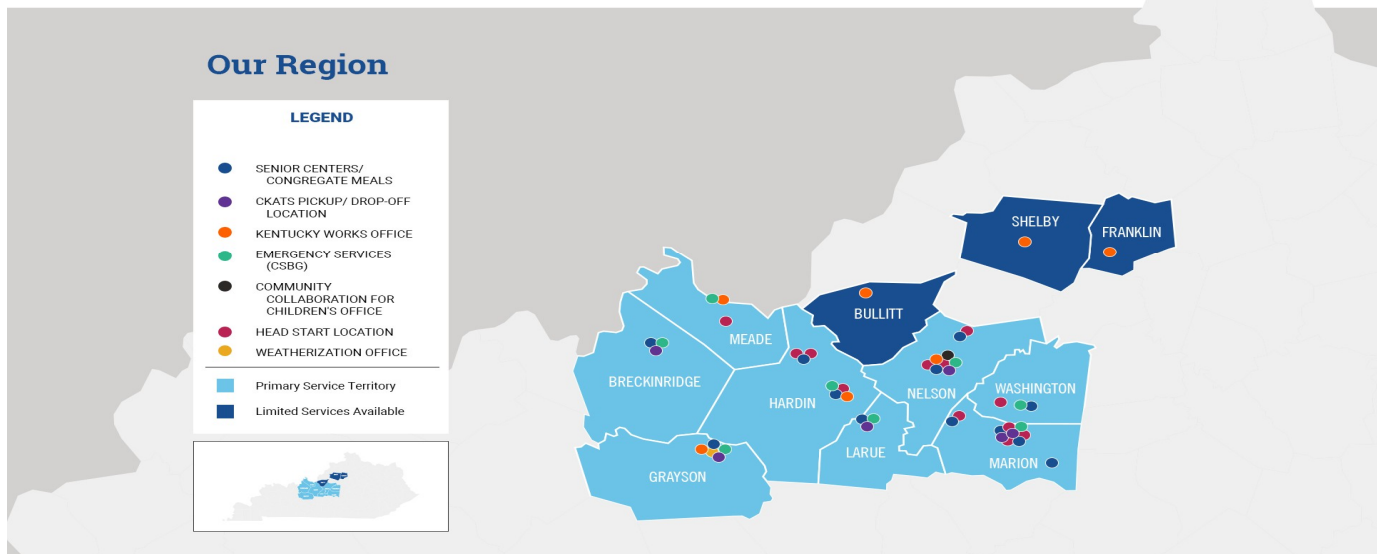
P.O. Box 830

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270-692-2136

270-692-4530

C.



D. A. 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 to 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, Goodwill Senior Community Employment Service Program (SCSEP), Audubon Senior Community Employment Service Program (SCSEP), and Experience Works volunteers as receptionists 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 2026-2027

a. Comprehensive Community Needs Assessment was conducted from July 1, 2025, through March 1, 2026, 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/TLDLGMN-CNA>, and maintained by Community Action Kentucky (CAK), a statewide association representing and assisting the 23 community action agencies throughout the Commonwealth.

Qualitative data is usually gathered through the hosting of 8 community meetings throughout the region. This was completed in 2 of the counties. 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:

| <b>In which county do you live or represent (for the agency)?</b> |           |            |
|---|-----------|------------|
| <b>Answer Choices</b>   | Responses |            |
| <b>Breckinridge</b>   | 17%       | 26         |
| <b>Grayson</b>  | 25%       | 38         |
| <b>Hardin</b>   | 14%       | 21         |
| <b>Larue</b>  | 4%        | 7          |
| <b>Marion</b>   | 16%       | 25         |
| <b>Meade</b>  | 9%        | 14         |
| <b>Nelson</b>   | 9%        | 13         |
| <b>Washington</b>   | 6%        | 9          |
|   | Answered  | <b>153</b> |

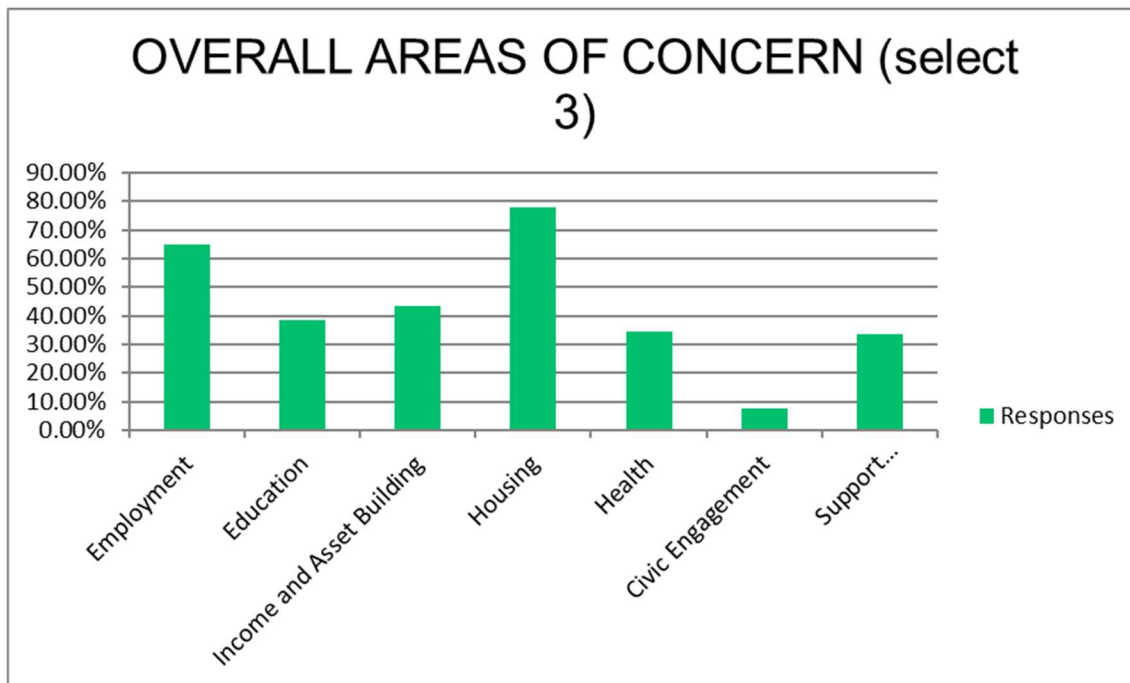
Listed below are the primary concerns that emerged from survey responses, which will be analyzed more thoroughly later in this report:

| <b>Answer Choices</b>                          | <b>Responses</b> |            |
|--|------------------|------------|
| Employment                                     | 74%              | 113        |
| Education                                      | 32%              | 49         |
| Income and Asset Building                      | 35%              | 53         |
| Housing  | 85%              | 130        |
| Health   | 34%              | 52         |
| Civic Engagement                               | 7%               | 11         |
| Support Services (supporting multiple domains) | 33%              | 51         |
|  | Answered         | <b>153</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                           | 62.09%          | 95         |
| Faith Based Organization Representative (Church/Faith Based g         | 1.96%           | 3          |
| Private Sector Representative/Community Member (for profit, sr        | 7.84%           | 12         |
| Community Organization/Partner (local service provider and non-       | 6.54%           | 10         |
| Educational Institution Faculty/Staff (local adult eds, schools, coll | 1.31%           | 2          |
| Health Care Agencies (clinics, health departments, etc.)              | 1.96%           | 3          |
| Board Member of Community Action Agency                               | 4.58%           | 7          |
| Staff or Volunteer of Community Action Agency                         | 12.42%          | 19         |
| Local Politician/Government/Public Sector Representative (non-p       | 1.31%           | 2          |
|   | <b>Answered</b> | <b>153</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. CKCAC has just been awarded affordable housing trust funds to build and repair affordable housing in our eight-county service area as of April 2026.

**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 empowOR. 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. Eligible households received assistance through our county offices during the LIHEAP Programs. This assistance with the cost of home heating allowed the families to free up funds that would have been used for this purpose. We provide information to these families to help them conserve energy. We target Senior Citizen Centers and Housing when advertising LIHEAP, and Staff members call our elderly and disabled clients to remind them of LIHEAP. We complete LIHEAP applications by phone for our elderly clients and offer 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 people 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 LIHEAP Crisis components, eligible households were served to maintain utility services during the winter months. 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 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 2026-2027. 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 2026 and 2026 ROMA data and adjusted the SFY 2027 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 27 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

## 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.

| Report Area             | Total Households | Households in Poverty | Percent Households in Poverty |
|-------------------------|------------------|-----------------------|-------------------------------|
| Report Location         | 108,695          | 15,681                | <b>14.43%</b>                 |
| 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%                         |

## 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<br>Total Population | Ages 65 and Up<br>In Poverty | Ages 65 and Up<br>Poverty Rate |
|-------------------------|------------------------------------|------------------------------|--------------------------------|
| Report Location         | 45,015                             | 5,610                        | <b>12.5%</b>                   |
| 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.

[Labor Market Information Report Library - KYSTATS](#)



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## 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.

Executive Director

Date



# CENTRAL KENTUCKY COMMUNITY ACTION COUNCIL

## Strategic Plan 2026–2028

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### CKCAC MISSION STATEMENT

*To empower individuals and families in poverty to achieve self-sufficiency and economic mobility through community partnerships and providing essential services in education, employment, aging and family support, nutrition, health, housing, and transportation.*

#### Annual Updates

- 3.18.26- Approved by CKCAC Board of Directors

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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 focus on improving the agency's overall operations as well as program-specific operations, including the types of services provided.

This plan was developed through a collaborative process involving key CKCAC and community stakeholders, the Board of Directors, staff, and clients. Community Needs Assessment surveys and Agency Client satisfaction surveys were used to focus the plan on client needs.

CKCAC was established in 1966 and primarily serves Breckinridge, Grayson, Hardin, LaRue, Marion, Meade, Nelson and Washington counties, with a presence in 27 Kentucky counties. The agency employs approximately 260 staff and administers twelve programs under the leadership of Executive Director Bryan Conover, guided by a volunteer tripartite Board of Directors.

This Strategic Plan is a living document, adaptable to the changing economic, political, and cultural climate, and will be reviewed on an annual basis.

## 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.

## Significant Community Needs Overview (2022–2025)

The following data from CKCAC’s Community Needs Assessment identifies the top community needs guiding this plan:

| Year    | Housing (%) | Employment (%) | Education (%) | Key Themes                                       |
|---------|-------------|----------------|---------------|--|
| 2022–23 | 64.1%       | 64.0%          | 48.5%         | Rising rent, low wages, limited ECE              |
| 2023–24 | 52.9%       | 73.2%          | 58.5%         | Transportation barriers, childcare gaps          |
| 2024–25 | 83.7%       | 59.8%          | 65.6%         | Affordable housing crisis, post-secondary access |

## Methodology and Acknowledgements

Utilizing Community Needs Assessment data, agency-specific needs, and program-specific needs, Central Kentucky Community Action Council implemented a team approach to our strategic planning process. Members of the strategic planning team included the Executive Director, Program Directors, and Finance staff. The Board of Directors also designated a member to help facilitate the conversations. CKCAC also contracted with a ROMA-certified professional for creation and review of the strategic plan for quality control and CSBG organizational standards compliance purposes.

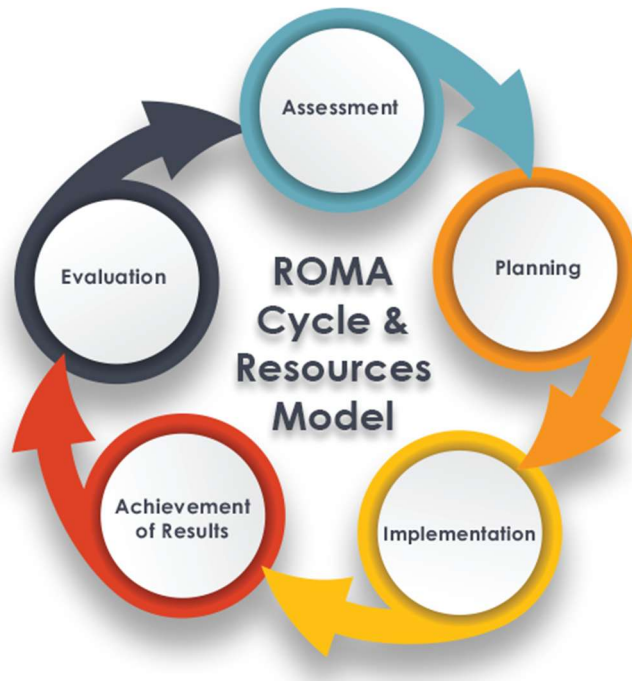
This strategic plan is approved by the agency Board of Directors and progress towards goals is reviewed and approved by the Board of Directors on an annual basis in compliance with Organizational Standard 6.5.

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.

## ROMA Framework

All goals in this Strategic Plan are tied to one or more of the three national ROMA (Results-Oriented Management and Accountability) Goals:

1. **Self-Sufficiency (Family):** *Low-income individuals and families achieve economic security, stability, and independence.*
2. **Community Revitalization (Community):** *Communities where low-income people live are improved, offering better opportunities and increased safety.*
3. **Community Capacity Building (Agency):** *Partnerships are created and community, public, and private sector capacities are strengthened to support low-income people.*



## Strategic Plan Accountability

|                            |  |
|----------------------------|--|
| <b>Executive Oversight</b> | Executive Director and Leadership Team are responsible for implementing strategic initiatives. |
| <b>Board Review</b>        | Annual progress updates presented to the Board of Directors for review and approval.           |
| <b>ROMA Compliance</b>     | All objectives linked to ROMA goals and reviewed through the full ROMA Cycle.                  |
| <b>Plan Revision</b>       | Annual review and re-evaluation to respond to economic, political, and cultural shifts.        |

# PART I: AGENCY-WIDE STRATEGIC GOALS

## GOAL 1: Strengthen CKCAC Workforce and Improve Service Delivery

ROMA Alignment: ROMA Goals 1 & 2

### Strategic Objectives

- Enhance staff recruitment, retention, and professional development.
- Standardize agency-wide policies and procedures for personnel, finance, and travel.
- Foster a culture of accountability and continuous improvement.
- Reduce silos between programs to improve whole-family/household support for clients.
- Improve utilization of technology to create efficiencies and reduce financial strain.

### Key Initiatives

- Achieve at least 3 Certified Community Action Professional (CCAP) graduates within the three-year plan period.
- Ensure at least one SHRM-certified (or equivalent) staff member is employed agency-wide.
- Maintain at least one ROMA Certified Professional on staff to support CSBG and strategic planning.
- Complete full review and editing of all CKCAC policies and procedures; develop agency-wide policy manual with program-specific sections.
- Strengthen performance appraisal processes for transparent accountability across CKCAC.
- Establish leadership team committees to lead cross-program collaboration and agency-wide initiatives.
- Partner with RFX Technologies to explore AI and technology solutions to improve CKCAC business practices.

### Success Metrics

| Success Metric                                | Target                 | Timeline              | Owner              |
|---|------------------------|-----------------------|--------------------|
| CCAP certifications earned                    | 3 graduates            | By Dec 2028           | Executive Director |
| SHRM-certified staff on payroll               | 1 staff member         | By Dec 2026           | HR / Leadership    |
| ROMA-certified professional on staff          | 1 certified staff      | Maintained throughout | Executive Director |
| Policy manual sections completed              | 100% programs covered  | By June 2027          | Program Directors  |
| Staff completing annual performance appraisal | ≥95% completion rate   | Annually              | HR / Supervisors   |
| Leadership committee meetings held            | Quarterly minimum      | Ongoing               | Leadership Team    |
| Technology improvement initiatives launched   | ≥2 AI/tech initiatives | By Dec 2027           | RFX / Admin        |

## GOAL 2: Enhance Communication to Improve Agency Cohesion and Advocacy

ROMA Alignment: ROMA Goals 2 & 3

### Strategic Objectives

- Improve internal communication channels and transparency.
- Strengthen community engagement and stakeholder relationships.
- Increase advocacy efforts for local, statewide, and federal policy decisions supporting CKCAC’s mission.

### Key Initiatives

- Host quarterly agency-wide town halls (CKCAC Connections) to improve internal communication.
- Create and utilize annual employee climate surveys; strengthen exit interviews to inform retention strategies.
- Increase response rates for the annual Community Needs Assessment from clients, staff, and community members.
- Contract Lincoln Trail Communications (LINC) for multi-channel external communications including social media, press releases, and website improvements.
- Evaluate CKCAC Annual Impact Report creation and delivery methods to increase stakeholder engagement.
- Conduct annual visits to key elected officials and monthly digital advocacy communications; collaborate with NCAP, NCAF, CAK, NHSA, KHSA, and other professional organizations.

### Success Metrics

| Success Metric                                   | Target                             | Timeline | Owner              |
|--|------------------------------------|----------|--------------------|
| Agency-wide town halls (CKCAC Connections) held  | 4 per year minimum                 | Annually | Executive Director |
| Employee climate survey participation rate       | ≥75% response rate                 | Annually | HR Department      |
| Community Needs Assessment response count        | Year-over-year increase            | Annually | Program Directors  |
| LINC communications deliverables                 | Per contract milestones            | Ongoing  | LINC / Admin       |
| Annual Impact Report engagement                  | Measurable distribution increase   | Annually | Executive Director |
| Elected official visits/communications completed | Annual visits + 12 monthly digital | Annually | Executive Director |

## GOAL 3: Diversify Funding Mechanisms through Programmatic and Strategic Growth

ROMA Alignment: ROMA Goals 1 & 2

### Strategic Objectives

- Develop CKCAC affordable housing program through Kentucky Housing Corporation and public-private partnerships.
- Explore expansion opportunities within existing CKCAC programs to increase services and funding.
- Expand grant writing and fundraising capacity to foster additional funding streams.
- Strengthen partnerships with private and philanthropic sectors, including United Ways and Central Kentucky Community Foundation.

### Key Initiatives

- Apply for Affordable Housing Trust Fund (or equivalent Kentucky Housing Corporation funding) to launch CKCAC Housing Program.
- Create initiative with local municipalities and private partners for multi-dimensional housing developments.
- Pursue expansion opportunities within CCNP, CCC, Transportation, Head Start, and Early Head Start programs. Explore additional program development opportunities, including Emergency Management/Response and Workforce Development.
- Hire or contract a grant writer or fundraising professional to increase fundraising capacity.
- Develop an intentional relationship management plan with local philanthropic agencies; assign CKCAC staff/Board liaisons to each key entity.

### Success Metrics

| Success Metric                                    | Target                     | Timeline     | Owner               |
|---|----------------------------|--------------|---------------------|
| Affordable Housing funding applications submitted | 1+ applications            | By Dec 2026  | Executive Director  |
| New housing units or partnerships established     | ≥1 partnership/development | By Dec 2028  | Executive Director  |
| Grant writer / fundraiser hired or contracted     | 1 resource on board        | By Dec 2026  | Executive Director  |
| New funding streams secured                       | ≥2 new revenue sources     | By Dec 2028  | Grant Resource / ED |
| Philanthropic liaisons assigned                   | 100% of target entities    | By June 2026 | Leadership Team     |
| Program expansion plans developed                 | Plan for ≥1 program        | By Dec 2026  | Program Directors   |

## PART II: PROGRAM-SPECIFIC STRATEGIC GOALS

### Community Services Block Grant (CSBG) and HEAP

*ROMA Alignment: ROMA Goals 1, 2 & 3*

#### Three-Year Goals

- Explore “whole-family approach” delivery feasibility for CKCAC programs, beginning with CSBG structure.
- Increase technological solutions to strengthen CSBG and HEAP service delivery.
- Develop and enhance community partnership relationships to increase volunteer and financial support for all CKCAC programs.
- Strengthen internal staffing structures through fiscally responsible positions and staff development.

#### Initiatives

- Conduct site visits and research on whole-family service delivery models used by peer community action agencies.
- Create and lead a multi-program committee to develop whole-family delivery recommendations for Executive Director and Board.
- Leverage EmpowOR, Microsoft Suite, AI, and other technologies to enhance CSBG service delivery — including virtual intake, Teams communication, and client engagement tools.
- Devote staff time to strengthening community partnerships (Fiscal Courts, Chambers of Commerce, United Ways, CKCF, and others) to build sustainable fiscal and volunteer pipelines.
- Review current staffing structure and align recommendations with technology improvements and whole-family service delivery.

#### Success Metrics

| Success Metric                                   | Target                       | Timeline     | Owner            |
|--|------------------------------|--------------|------------------|
| Site visits / peer agency research completed     | ≥3 site visits or reports    | By June 2027 | CSBG Director    |
| Whole-family committee recommendations delivered | 1 formal recommendation      | By Dec 2027  | Committee Lead   |
| Technology tools integrated into CSBG workflow   | ≥2 tools (e.g., EmpowOR, AI) | By Dec 2027  | CSBG/Tech Lead   |
| Community partnership meetings held per year     | ≥4 per county annually       | Annually     | CSBG Director    |
| Staffing structure review completed              | 1 formal review              | By Dec 2026  | CSBG Director/ED |

# Head Start and Early Head Start

ROMA Alignment: ROMA Goal 1

## Three-Year Goals

- Strengthen and sustain a high-quality, stable workforce.
- Enhance educational quality and classroom support.
- Deepen family and community engagement for holistic support.

## Initiatives

- Implement targeted recruitment strategies and competitive compensation structures to attract qualified applicants.
- Expand professional development through ProSolutions, on-site coaching, conferences, and peer mentoring.
- Improve program-wide communication through direct report meetings, weekly email updates, suggestion boxes, and staff surveys.
- Strengthen curriculum fidelity across all centers using Frog Street Press and supplemental tools.
- Implement the Pyramid Model and Conscious Discipline for social-emotional development and challenging behaviors.
- Utilize ChildPlus and DRDP data systems to track progress and drive instruction.
- Redefine coaching roles to support classrooms and reduce staff burnout.
- Strengthen family partnerships through parent engagement activities, Brightwheel, Learning Genie, and personalized goal setting.
- Expand community agency collaboration to address health, housing, and employment needs.
- Enhance in-kind and non-federal share generation through increased parent and community engagement.

## Success Metrics

| Success Metric                                  | Target   | Timeline      | Owner             |
|---|--|---------------|-------------------|
| Staff turnover rate                             | <35% annually                                  | Annually      | HS Director       |
| Professional development hours per staff        | ≥40 hrs/year                                   | Annually      | HS Director       |
| Curriculum fidelity assessment score            | Meet/exceed program standards                  | Semi-annually | Curriculum Coach  |
| Child developmental milestone attainment (DRDP) | ≥80% on track                                  | Semi-annually | Classroom Staff   |
| Parent engagement activities per year           | ≥4 events per center                           | Annually      | Family Engagement |
| In-kind / non-federal share generated           | Meet NFS match required or approved OHS waiver | Annually      | HS Director       |
| Community agency partnerships active            | ≥5 active MOUs                                 | Annually      | HS Director       |

# CKCATS Transportation Program

ROMA Alignment: ROMA Goals 1 & 2

## Three-Year Goals

- Improve the general public’s knowledge of CKCATS transportation services, including Senior, Medicaid, Medicare, and Intercity transportation.
- Enhance safety techniques for drivers to reduce incidents and accidents.
- Increase the number of drivers on staff and improve driver retention for consistent, high-quality services.
- Explore expansion opportunities for new revenue streams and additional physical locations.

## Initiatives

- Increase engagement in community events through CKCATS staff presentations and flyer distribution.
- Expand marketing efforts via print, digital, billboard, vehicle wrapping, and social media to raise awareness and recruit drivers.
- Track client transportation needs through surveys and transportation software to improve service delivery.
- Strengthen driver training with a focus on client engagement and safety for both new and experienced drivers.
- Review statewide and local expansion opportunities; leverage Bardstown, Elizabethtown, and Hodgenville footprints; explore CKCATS office purchase/construction in Grayson County.

## Success Metrics

| Success Metric   | Target                   | Timeline    | Owner           |
|--|--------------------------|-------------|-----------------|
| Unduplicated clients served per year                       | Year-over-year increase  | Annually    | CKCATS Director |
| Safety incidents / accidents per 10,000 miles              | Year-over-year reduction | Annually    | CKCATS Director |
| Driver retention rate                                      | ≥60% annually            | Annually    | CKCATS Director |
| Driver openings filled within 60 days                      | ≥80% of openings         | Ongoing     | HR / CKCATS     |
| Community outreach events attended                         | ≥12 per year             | Annually    | CKCATS Staff    |
| CKCATS Operation Site Expansion reviewed / funding applied | 1 new site evaluated     | By Dec 2027 | CKCATS Director |

## Kentucky Works Program

ROMA Alignment: ROMA Goal 1

### Three-Year Goals

- Expand Kentucky Works staffing, services, and worksites to meet increased SNAP, KTAP, and other referrals under enhanced work requirements.
- Position Kentucky Works as a potential work-requirement administrator for Medicaid recipients under new legislation.
- Increase marketplace awareness and utilization of wage subsidy programs to expand employment options for clients.

### Initiatives

- Increase the number of Kentucky Works-approved volunteer sites by 25% by April 2026.
- Increase unsubsidized placements in SNAP incrementally each year: up to 33 in 2026, 50 in 2027, and 75 in 2028.
- Advocate at the state level for Medicaid work requirement processing in partnership with Kynect, leveraging current proof-of-concept and overlap with existing Kentucky Works clients.
- Spend \$50,000 in wage subsidy by June 30, 2026, through targeted employer partnerships.

### Success Metrics

| Success Metric                             | Target                               | Timeline          | Owner             |
|--|--------------------------------------|-------------------|-------------------|
| Approved volunteer sites                   | +25% (vs. 2025 baseline) by Apr 2026 | Apr 2026          | KY Works Director |
| Unsubsidized SNAP placements               | 33 (2026), 50 (2027), 75 (2028)      | Annual milestones | KY Works Director |
| Wage subsidy dollars spent                 | \$50,000 by June 30, 2027            | June 2027         | KY Works Director |
| Medicaid work requirement advocacy actions | ≥2 formal submissions/meetings       | By Dec 2026       | Exec Director     |
| Clients placed in unsubsidized employment  | Year-over-year increase              | Annually          | KY Works Staff    |

## Child Care Nutrition Program (CCNP)

ROMA Alignment: ROMA Goal 1

### Three-Year Goals

- Increase branding and marketing efforts for CCNP.
- Expand the number of childcare homes and centers that CKCAC sponsors for CACFP.
- Utilize technology resources to streamline administrative processes and improve communication.

## Initiatives

- Rebrand from “Unaffiliated Child Care Homes and Centers” to Child Care Nutrition Program, including new logo, collateral, and updated digital presence.
- Create market differentiation from other CACFP sponsors and expand marketing beyond the current service area.
- Develop a phased expansion plan to increase the number of Family Day Care Homes and Centers with reasonable timelines.
- Create a new staffing structure to support expansion and improve monitoring.
- Partner with ChildCare Aware for outreach at conferences and workshops across Kentucky.
- Partner with RFX Consulting to evaluate Microsoft technology resources and explore additional investments as needed.

## Success Metrics

| Success Metric                              | Target                           | Timeline     | Owner         |
|---|----------------------------------|--------------|---------------|
| Rebranding materials launched               | Logo + collateral complete       | By June 2026 | CCNP Director |
| Family Day Care Homes sponsored             | Year-over-year increase per plan | Annually     | CCNP Director |
| CACFP-sponsored centers                     | Year-over-year increase per plan | Annually     | CCNP Director |
| Conference/community outreach presentations | ≥2 per year                      | Annually     | CCNP Staff    |
| Technology assessment completed             | 1 formal report (RFX)            | By Dec 2026  | CCNP/RFX      |
| Marketing reach beyond service area         | ≥1 new county or region reached  | By Dec 2027  | CCNP/LINC     |

## Community Collaboration for Children (CCC)

*ROMA Alignment: ROMA Goals 1 & 3*

### Three-Year Goals

- Continue providing In-Home Services through the CCC program to strengthen and preserve families.
- Through the Trail of Hope Regional Network, foster community partner relationships and attract new members.
- Continue serving current school district caseloads with the PEM program and expand to two additional districts in the Lincoln Trail region.

### Initiatives

- Meet contract requirements by serving 30 families per contract year; continue monitoring for state expansion opportunities.
- Trail of Hope will continue to plan family events, conferences, and trainings focused on child abuse prevention, maintaining CKCAC leadership roles.

- Trail of Hope will collaborate with Regional Prevention Collaboratives to assume the regional action plan, including required trainings.
- Provide high-quality PEM services to reduce truancy and position CKCAC as a strong PEM contract provider for new district interest.
- Adjust staffing structure as PEM expansion occurs to improve caseload management.

### Success Metrics

| Success Metric                                      | Target                     | Timeline    | Owner              |
|---|----------------------------|-------------|--------------------|
| Families served through CCC per year                | 24 per contract year       | Annually    | CCC Director       |
| Trail of Hope family events/trainings held          | ≥2 per year                | Annually    | Trail of Hope Lead |
| Regional Prevention Collaborative meetings attended | All required meetings      | Ongoing     | CCC Director       |
| New school districts added to PEM program           | +2 districts               | By Dec 2028 | CCC Director       |
| PEM truancy cases resolved / improved               | Year-over-year improvement | Annually    | PEM Staff          |

## Senior Congregate Meal Program

*ROMA Alignment: ROMA Goals 1 & 2*

### Three-Year Goals

- Improve Senior Center programming to increase participation in Congregate Meals.
- Streamline operations to control Congregate Meal expenses.
- Strengthen collaboration with CKCATS and the Senior Companion Program to ensure the highest-quality aging services.

### Initiatives

- Create listening sessions at each Senior Center across the eight counties to understand seniors' needs; use data to improve program offerings.
- Utilize Community Needs Assessment data to identify areas for program growth.
- Create marketing efforts to increase awareness of each Senior Center and its opportunities.
- Create communication systems with Lincoln Trail Area Development District, Lincoln Trail Health Department, and CKCATS to improve service delivery.
- Submit a successful RFP to LTADD for a new three-year contract for Senior Congregate Meal and Senior Center operations.
- Set consistent communication schedules with the CKCATS Director and Senior Companion Program Director.
- Create a budget management plan with the CKCAC Finance Department to better track program expenses.

## Success Metrics

| Success Metric                               | Target                  | Timeline           | Owner                |
|--|-------------------------|--------------------|----------------------|
| Senior Center listening sessions completed   | 1 per county (8 total)  | By June 2026       | Senior Meal Director |
| Congregate meal participation / meals served | Year-over-year increase | Annually           | Senior Meal Director |
| LTADD contract renewal secured               | Successful RFP awarded  | Per contract cycle | Exec Director        |
| Program expense variance vs. budget          | ≤2% over budget         | Quarterly          | Finance / Director   |
| Cross-program coordination meetings held     | Quarterly minimum       | Quarterly          | Senior Meal Director |

## Senior Companion Program

*ROMA Alignment: ROMA Goals 2 & 3*

### Three-Year Goals

- Increase the number of senior companion volunteers in the service area by 30% by July 1, 2027.
- Increase the average number of monthly service hours provided by 15% by July 1, 2027.

### Initiatives

- Work with local media outlets to promote human interest stories to increase program awareness.
- Leverage CKCAC social media to promote the program and recruit volunteers.
- Implement breakout sessions by county at volunteer training meetings to better target needs.
- Create Volunteer Cards with photos, bios, and volunteer hour stats; connect with public and private partners for Companion “sponsorships” to increase non-federal share match.
- Collaborate with Senior Congregate Meal Director to leverage Senior Center programming as a value-add to Senior Companion Program development.

## Success Metrics

| Success Metric                                   | Target                  | Timeline        | Owner             |
|--|-------------------------|-----------------|-------------------|
| Number of active senior companion volunteers     | +30% vs. 2025 baseline  | By July 1, 2027 | SCP Director      |
| Average monthly service hours provided           | +15% vs. 2025 baseline  | By July 1, 2027 | SCP Director      |
| Media stories / features published               | ≥2 per year             | Annually        | SCP Director/LINC |
| Non-federal share generated through sponsorships | Year-over-year increase | Annually        | SCP Director      |
| County-specific volunteer training sessions      | 1 per county annually   | Annually        | SCP Director      |

# Weatherization Program

ROMA Alignment: ROMA Goal 1

## Three-Year Goals

- Develop long-term fiscal and operational sustainability of the Weatherization Program.
- Review the feasibility of returning to an in-house Weatherization crew to perform inspections, energy audits, and implement measures on potential Weatherization households.
- Implement more “Weatherization Readiness” grants to reduce deferrals.
- Leverage potential growth of the CKCAC Affordable Housing Program to strengthen Weatherization offerings.

## Initiatives

- Evaluate Weatherization Program financial stability in light of state and federal administrative cost regulations; develop an appropriate staffing and fiscal structure.
- Assess feasibility of returning to an in-house crew — particularly if a CKCAC Affordable Housing Program is established, which could make an in-house crew viable for both programs.
- Expand access to Weatherization Readiness Funds (WRF) and state-level grants to repair structural barriers (e.g., roof leaks, mold) that cause deferrals.
- Blend and braid funding streams between Weatherization and Affordable Housing Programs for shared operational and fiscal stability.

## Success Metrics

| Success Metric                                     | Target                                | Timeline     | Owner                   |
|--|---------------------------------------|--------------|-------------------------|
| Households weatherized per year                    | Meet or exceed state contract targets | Annually     | Weatherization Dir.     |
| Deferral rate of applicant households              | Year-over-year reduction              | Annually     | Weatherization Dir.     |
| WRF / Weatherization Readiness grant funds secured | Year-over-year increase               | Annually     | Weatherization Dir.     |
| Financial sustainability assessment completed      | 1 formal review/plan                  | By June 2026 | Exec Director / Finance |
| In-house crew feasibility report delivered         | 1 report                              | By Dec 2026  | Weatherization Dir.     |
| Funding streams blended with Affordable Housing    | ≥1 blended initiative                 | By Dec 2028  | Exec Director           |

**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

Design survey → Publish survey → Connect apps → Analyze results

Question summaries Individual responses Dashboards

You've collected 12 of 25 responses allowed on your plan for this survey.

See pricing

Rules Views Shared data

Options Analyze with AI Multi-survey analysis Export Add to Share

Exports

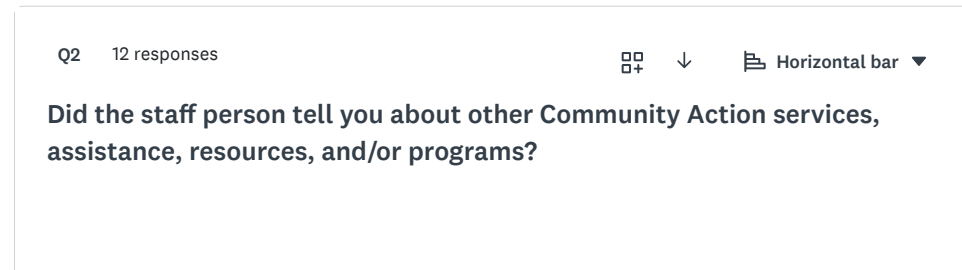
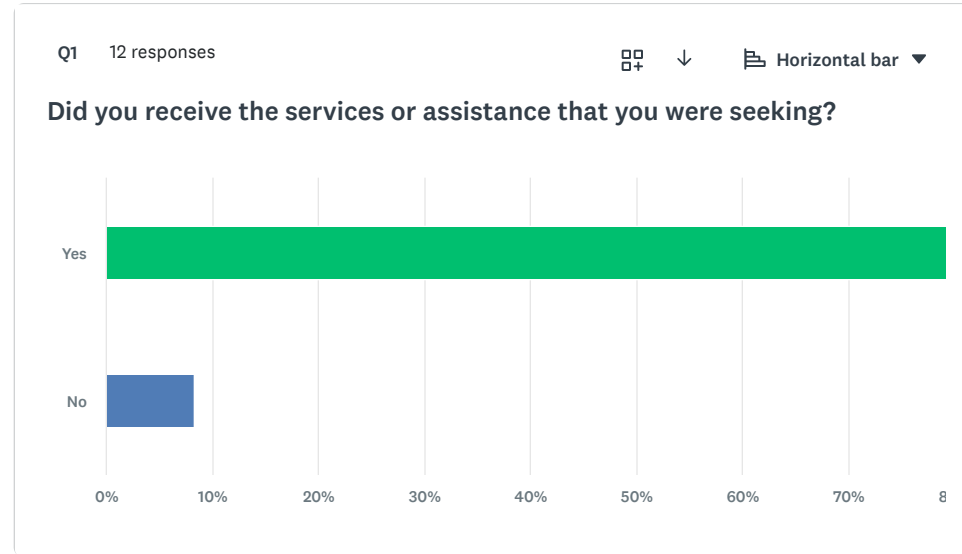
Paid feature Export your survey data in PDF, XLS, CSV, PNG or PPTX format.

Learn more Upgrade

Automate data exports by connecting your favorite tools. Learn More

RESPONDENTS: 12 of 12

Page 1



Options

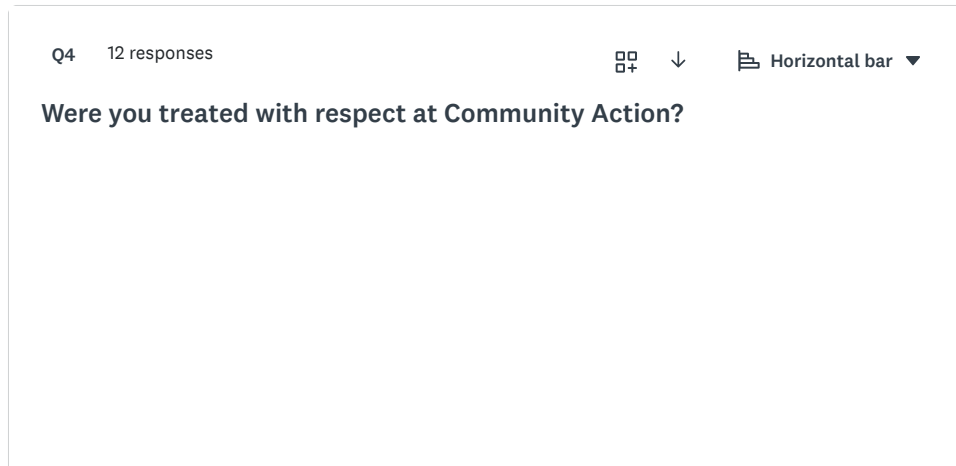
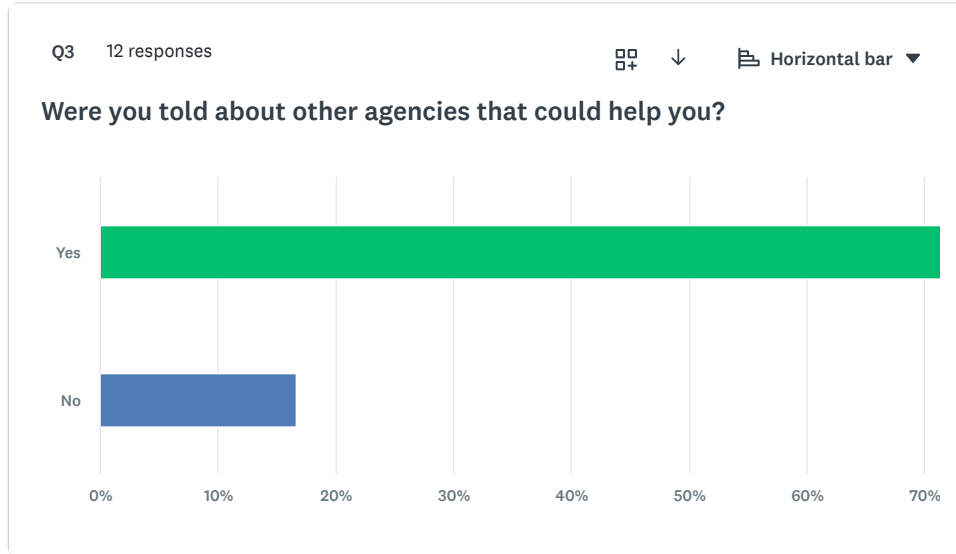
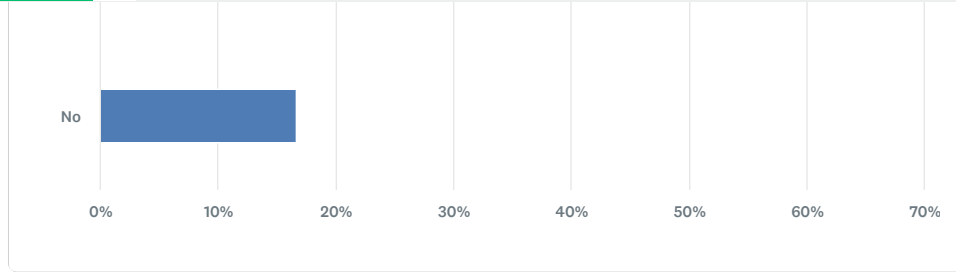
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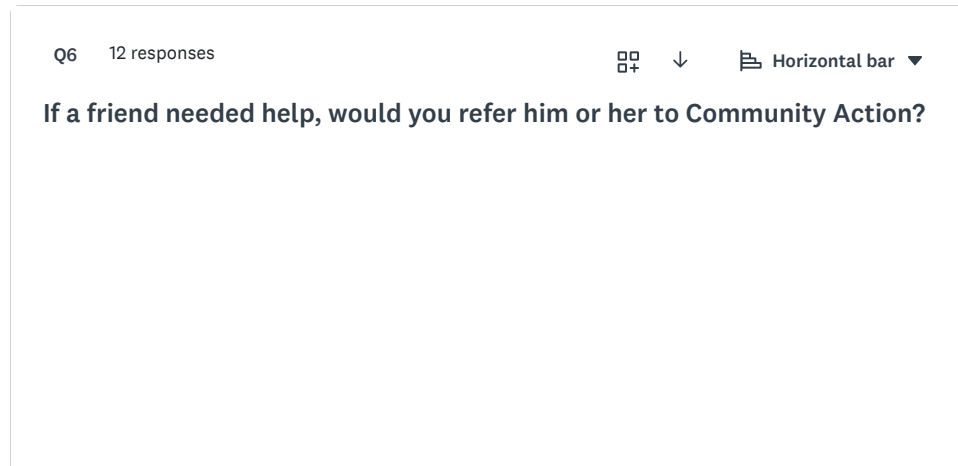
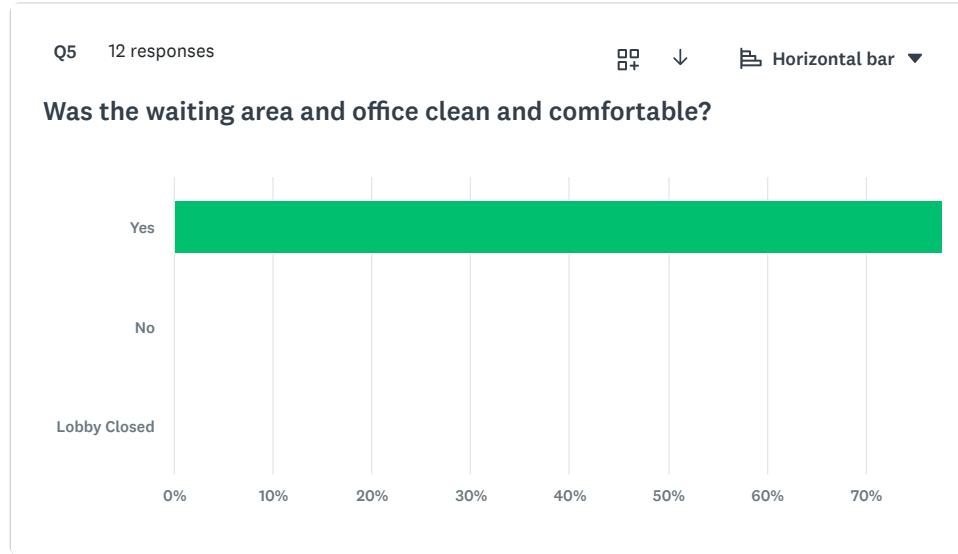
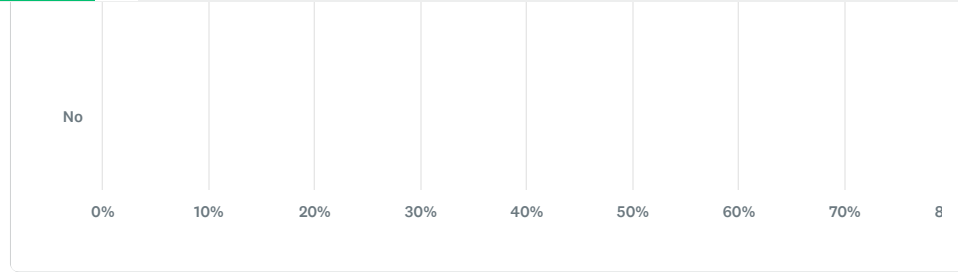
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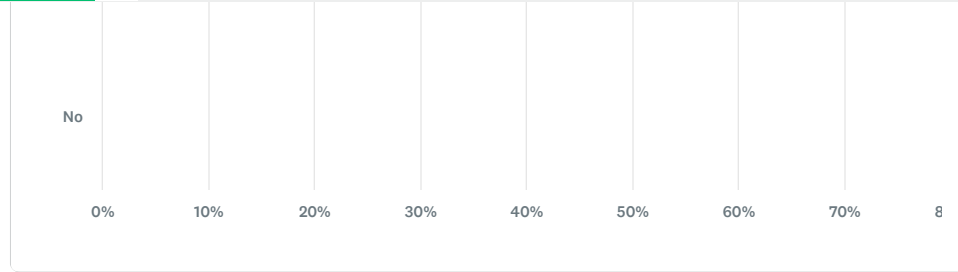
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Standard colors

- Heritage
- Monochrome
- Custom



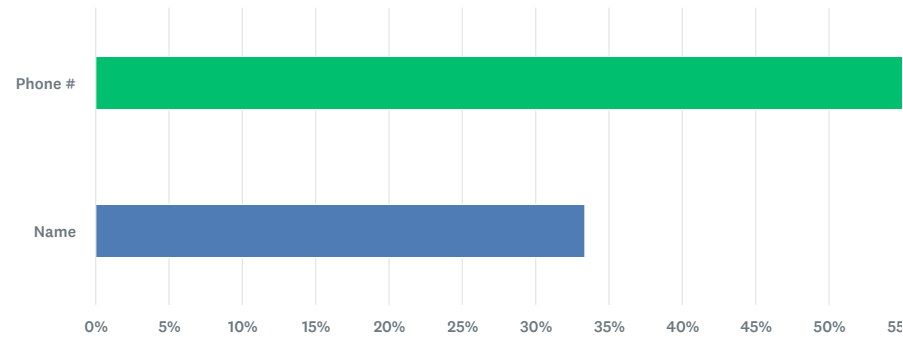




Q7 3 responses

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Please give us your contact information if there is anything you would like to discuss about Central Kentucky Community Action Council, its programs, and/or its services.

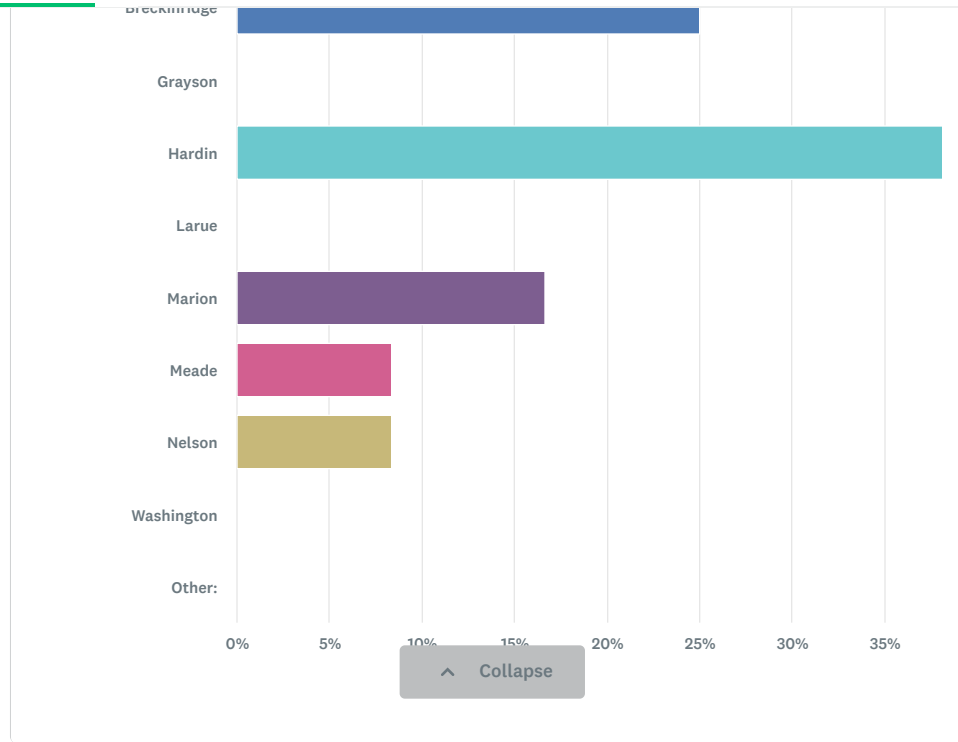


Q8 12 responses

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Please choose the county in which you were seeking services:

Design survey → Publish survey → Connect apps → Analyze results

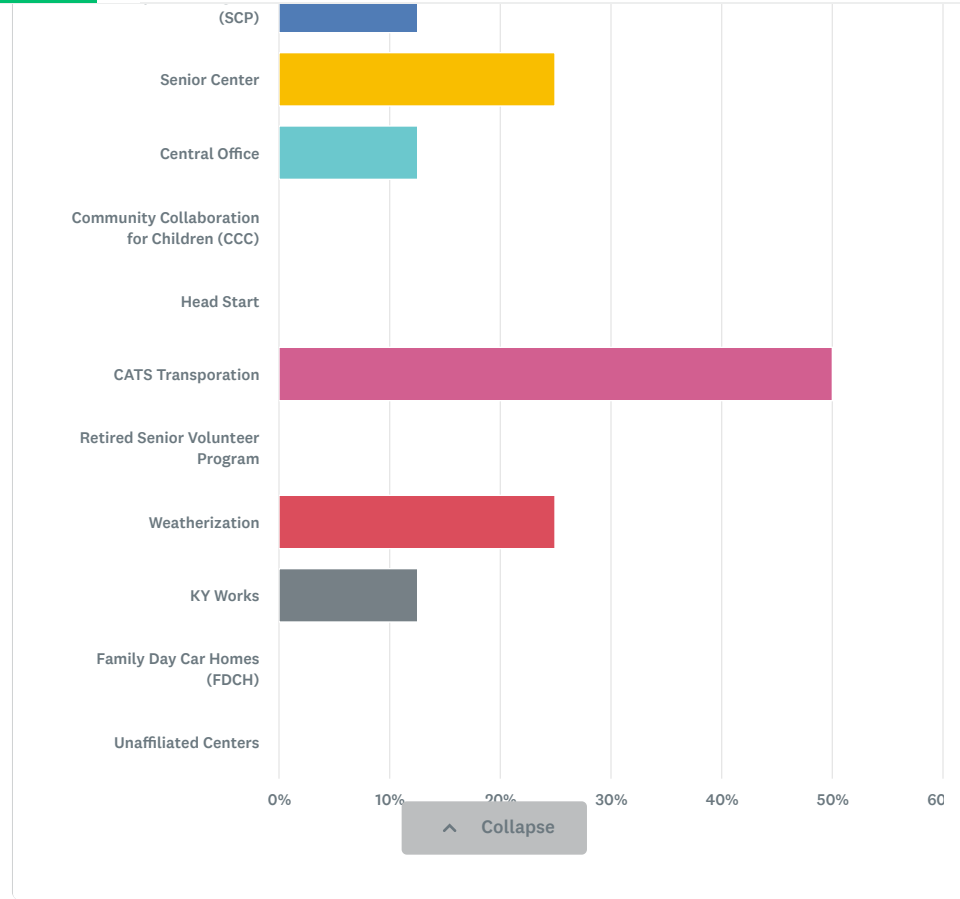


Q9 8 responses

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Please mark the program office you have contacted

Design survey → Publish survey → Connect apps → Analyze results



ENGLISH

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**Attachment C 2027 MEMBERS OF THE BOARD OF DIRECTORS**

| <p align="center"><u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u><br/>(1/3 of the members)</p> <p align="center">Names, addresses and phone numbers:</p>                                | <p align="center"><u>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</u><br/>(at least 1/3 of the members)</p> <p align="center">Names, addresses and phone numbers:</p> | <p align="center"><u>REPRESENTATIVES OF THE PRIVATE SECTOR</u><br/>(the remainder of the members)</p> <p align="center">Names, addresses, and phone numbers:</p> |
|---|---|--|
| <p>Judge Maurice Lucas<br/>PO Box 227<br/>Hardinsburg, KY 40143<br/>Cell: (270) 617-0413<br/>Work: (270) 756-2269</p>   | <p>Ms. Diane Weaver<br/>7397 Hwy 477<br/>Webster, KY 40176<br/>Cell: (502) 356-5708</p>   | <p>Mr. Andrew Adkins<br/>5276 Hwy 1401<br/>Hamed, KY 40144<br/>Cell: (270) 668-4282<br/>Work: (270) 580-4780</p>   |
| <p>Title of Public Official: Judge Executive<br/>Judge Kevin Henderson<br/>10 Court Square<br/>Leitchfield, KY 42754<br/>Work: (270) 259-3159</p>   | <p>Ms. Michele Vincent<br/>807 Logan Lane<br/>Leitchfield, KY 42754<br/>Cell: (270) 200-3572</p>  | <p><b>Chairperson</b><br/>Mr. Eddie Clemons<br/>1571 Lilac Road<br/>Leitchfield, KY 42754-6632<br/>Cell: (270) 268-0604<br/>Work: (270) 259-1540</p>             |
| <p>Title of Public Official: Judge Executive<br/>Judge Kerth Taul<br/>PO Box 568; 150 North Provident Way<br/>Elizabethtown, KY 42701<br/>Cell: (270) 748-2347<br/>Work: (270) 765-2350</p> | <p>Ms. Brenda Thompson<br/>PO Box 436<br/>Radcliff, KY 40159<br/>Work: (270) 765-4334</p>   | <p>Ms. Nancy Addington<br/>815 McCullum Ave<br/>Elizabethtown, KY 42701<br/>Cell: (270) 734-1624</p>   |
| <p>Title of Public Official: Judge Executive<br/>Judge Blake Durrett<br/>209 West Main Street<br/>Hodgenville, KY 42748<br/>Work: (270) 358-4528</p>  | <p>Ms. Lorrie McGonigle<br/>2651 Tanner Road<br/>Hodgenville, KY 42748<br/>Cell: (270) 218-2520</p>   | <p>Toni Heady<br/>2590 Airline Road<br/>Hodgenville, KY 42748<br/>Cell: (502) 350-7723</p>   |

Total Number of Seats 24 Number of Vacancies (Attach explanation of vacancies) 1 CFO Signature *Senica Miles*

Executive Director Signature *[Signature]* CSBG Director or Designee Signature *Sanade R*

Board Chair Signature *[Signature]* Date 4-29-24

**Attachment C 2027 MEMBERS OF THE BOARD OF DIRECTORS**

| <p align="center"><b>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</b><br/>(1/3 of the members)</p> <p align="center">Names, addresses and phone numbers:</p>                              | <p align="center"><b>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</b><br/>(at least 1/3 of the members)</p> <p align="center">Names, addresses and phone numbers:</p> | <p align="center"><b>REPRESENTATIVES OF THE PRIVATE SECTOR</b><br/>(the remainder of the members)</p> <p align="center">Names, addresses, and phone numbers:</p> |
|---|---|--|
| <p>Judge David Daugherty<br/>223 North Spalding Ave; STE 201<br/>Lebanon, KY 40033<br/>Cell: (270) 402-3987<br/>Work: (270) 692-3451</p> <p>Title of Public Official: Judge Executive</p> | <p>Ms. Jennifer Osborne<br/>209 Hamilton Lane<br/>Loretto, KY 40037<br/>Cell: (270) 699-6191<br/>Work: (270) 769-1601</p>   | <p>Mr. John Mattingly<br/>65 Countryside Estates<br/>Lebanon, KY 40033<br/>Cell: (270) 699-1392</p>  |
| <p>Judge Troy Kok<br/>515 Churchman Lane<br/>Paynesville, KY 40157<br/>Cell: (270) 317-3656<br/>Work: (270) 422.3967</p> <p>Title of Public Official: Judge Executive</p>                 |   | <p>Mr. Todd Blackburn<br/>PO Box 489<br/>Brandenburg, KY 40108<br/>Cell: (270) 577-0225<br/>Work: (270) 422-2911</p>   |
| <p>Judge Tim Hutchins<br/>3045 Mobley Mill Road<br/>Cox's Creek, KY 40013<br/>Cell: (502) 249-0816<br/>Work: (502) 348-1800</p> <p>Title of Public Official: Judge Executive</p>          | <p>Ms. Shelly Lambert<br/>108 New Glendale Road<br/>Elizabethtown, KY 42701<br/>Work: (270) 769-1601</p>  | <p>Ms. Angie Chandler<br/>108 Wheeling Ave<br/>Bardstown, KY 40004<br/>Cell: (502) 507-4437</p>  |
| <p>Judge Tim Graves<br/>PO Box 126<br/>Springfield, KY 40069<br/>Cell: (859) 481-3915<br/>Work: (859) 336-5410</p> <p>Title of Public Official: Judge Executive</p>                       | <p>Ms. Tara Durbin<br/>111 Armory Hill<br/>Springfield, KY 40069<br/>Cell: (502) 744-8019</p>   | <p>Ms. Anmarie Lloyd<br/>120 West Main Street<br/>Springfield, KY 40069<br/>Cell (859) 552-9941</p>  |

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

Executive Director Signature  CSBG Director or Designee Signature 

Board Chair Signature  Date 4-29-26

**Attachment C 2027 MEMBERS OF THE BOARD OF DIRECTORS**

| EMERITUS BOARD MEMBERS   | HEAD START POLICY COUNCIL REPRESENTATIVE   |
|--|--|
| Names, addresses and phone numbers:  | Names, addresses and phone numbers:  |
| <p>Ms. Allyson Traylor<br/>640 Golfview Terrace<br/>Lebanon, KY 40033<br/>Cell: (270) 766-4400</p> <p>Accounting/Finance and Emeritus Board Member</p>             | <p>Ms. Paula Gutierrez<br/>658 Old Elizabethtown Road<br/>Springfield, KY 40069<br/>Cell: (859) 636-8802</p> <p>Head Start Policy Council Representative</p> |
| <p>Mr. Joseph Stewart<br/>PO Box 676<br/>Lebanon, KY 40033<br/>Cell: (859) 948-6386<br/>Work: (270) 692-4471</p> <p>Attorney-At-Hand and Emeritus Board Member</p> |  |
|  |  |

Total Number of Seats 24 Number of Vacancies (Attach explanation of vacancies) 1 CFO Signature *Jewica L. Miles*

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

Board Chair Signature *[Signature]* Date 4-26-24

## **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.

## **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, 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.
- (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 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

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 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 chairperson, 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 the expected funds 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. Officers may be elected to multiple terms of the same position.

### **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 23rd day of January 2026.

By:  1-23-2026  
Chairperson/Date

By:  2-13-26  
Secretary /Date

Central Kentucky Community Action Council  
Partnership List 2026-2027

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

Central Kentucky Community Action Council  
Partnership List 2026-2027

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

Central Kentucky Community Action Council  
Partnership List 2026-2027

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

Central Kentucky Community Action Council  
Partnership List 2026-2027

|                               |                                  |            |           |     |            |
|-------------------------------|----------------------------------|------------|-----------|-----|------------|
| Lfield Parks                  | Education                        | Non Profit | agreement | yes | Grayson    |
| Lfield Methodist              | referrals                        | church     | agreement | yes | Grayson    |
| 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     |

Central Kentucky Community Action Council  
Partnership List 2026-2027

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

# Public Review of the Community Services Block Grant Proposal

Article By: Samantha Ross

Press Release April 29, 2026

Central KY Community Action Council, INC. is holding a public review of the Community Services Block Grant (CSBG) proposal for SFY 27. 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 29, 2026. Comments or questions may be forwarded to Samantha Ross, Central KY Community Action Council, INC. 332 Hood Ave. Lebanon, KY 40033; or call (270) 692-2136; or email [Samantha.ross@ckcac.org](mailto:Samantha.ross@ckcac.org).

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

Agency Name: Central Kentucky Community Action Council

Address: PO Box 830

Lebanon, KY 40033

Complete if Carryover is Included

|                     |              |
|---------------------|--------------|
| SFY 2027 Allocation | \$536,093.78 |
| Carryover from SFY  | \$0.00       |
| Central from SFY    | \$536,093.78 |
| Total               | \$536,093.78 |

Contact Number: 270-692-2135

Vendor Number: KY0035409

New 2027  
CSBG  
Expenditures Domains

|                  |   |
|------------------|---|
| Mark One:        | X |
| Original Budget: |   |
| Revised Budget:  |   |
| Monthly Invoice: |   |
| Final Invoice:   |   |

Invoice Period: \_\_\_\_\_

| BUDGET / COST CATEGORIES       | APPROVED BUDGET | CSBG ADMINISTRATION | EMPLOYMENT | EDUCATION and COGNITIVE DEVELOPMENT | INCOME INFRASTRUCTURE and ASSET BUILDING | HOUSING    | HEALTH AND SOCIAL BEHAVIORAL DEVELOPMENT (includes Nutrition) | CIVIC ENGAGEMENT and COMMUNITY INVOLVEMENT | SERVICES SUPPORTING MULTIPLE DOMAINS | LINKAGES  | AGENCY CAPACITY BUILDING | CURRENT MONTH EXPENDITURES | TOTAL EXPENSES YEAR-TO-DATE | AVAILABLE BALANCE |
|--------------------------------|-----------------|---------------------|------------|-------------------------------------|--|------------|---|--|--------------------------------------|-----------|--------------------------|----------------------------|-----------------------------|-------------------|
| <b>I. PERSONNEL:</b>           |                 |                     |            |                                     |  |            |   |  |                                      |           |                          |                            |                             |                   |
| A. SALARIES/WAGES              | 312,430.00      |                     | 68,794.80  | 43,740.23                           |  | 56,237.40  | 37,491.60   | 12,497.20                                  | 24,994.40                            | 710.00    | 2,117.00                 | 312,430.00                 | 312,430.00                  | 0.00              |
| B. FRINGE BENEFITS             | 92,891.00       |                     | 20,392.02  | 12,979.74                           |  | 16,864.38  | 11,122.92   | 3,707.64                                   | 7,415.28                             | 9,269.10  | 2,760.73                 | 92,891.00                  | 92,891.00                   | 0.00              |
| C. CONSULTANT/CONTRACT SERVICE | 5,628.00        |                     | 560.00     | 350.00                              |  | 450.00     | 300.00  | 100.00                                     | 200.00                               | 250.00    | 75.00                    | 5,628.00                   | 5,628.00                    | 0.00              |
| <b>II. NON-PERSONNEL:</b>      |                 |                     |            |                                     |  |            |   |  |                                      |           |                          |                            |                             |                   |
| A. SPACE COSTS                 | 70,700.00       |                     | 15,584.00  | 9,898.00                            |  | 12,728.00  | 8,484.00  | 2,828.00                                   | 5,656.00                             | 7,070.00  | 2,121.00                 | 70,700.00                  | 70,700.00                   | 0.00              |
| B. EQUIPMENT                   | 7,100.00        |                     | 1,562.00   | 994.00                              |  | 1,278.00   | 852.00  | 284.00                                     | 588.00                               | 710.00    | 213.00                   | 7,100.00                   | 7,100.00                    | 0.00              |
| C. CONSUMABLE SUPPLIES         | 8,000.00        |                     | 1,760.00   | 1,120.00                            |  | 720.00     | 980.00  | 320.00                                     | 640.00                               | 800.00    | 240.00                   | 8,000.00                   | 8,000.00                    | 0.00              |
| D. UTILITIES                   | 9,500.00        |                     | 2,090.00   | 1,330.00                            |  | 1,716.00   | 1,140.00  | 380.00                                     | 780.00                               | 950.00    | 285.00                   | 9,500.00                   | 9,500.00                    | 0.00              |
| E. TRANSPORTATION / TRAVEL     | 14,850.00       |                     | 3,267.00   | 2,079.00                            |  | 1,336.50   | 1,782.00  | 594.00                                     | 1,188.00                             | 1,485.00  | 445.50                   | 14,850.00                  | 14,850.00                   | 0.00              |
| F. CLIENT SERVICES             | 34,494.00       |                     | 2,220.00   | 11,943.00                           |  | 90.00      | 5,711.00  | 40.00                                      | 10,180.00                            | 100.00    | 30.00                    | 34,494.00                  | 34,494.00                   | 0.00              |
| G. STAFF DEVELOPMENT           | 3,500.00        |                     | 770.00     | 490.00                              |  | 630.00     | 420.00  | 140.00                                     | 280.00                               | 350.00    | 105.00                   | 3,500.00                   | 3,500.00                    | 0.00              |
| H. OTHER COSTS                 | 24,989.78       |                     | 5,367.95   | 3,415.97                            |  | 2,195.98   | 2,927.97  | 975.99                                     | 1,951.98                             | 2,439.98  | 731.99                   | 24,989.78                  | 24,989.78                   | 0.00              |
| INDIRECT COSTS:                | 52,801.00       |                     | 122,267.57 | 88,336.81                           |  | 46,400.57  | 71,191.48   | 21,866.83                                  | 53,833.86                            | 64,697.08 | 16,400.12                | 52,801.00                  | 52,801.00                   | 0.00              |
| TOTALS                         | 636,093.78      |                     | 155,584.00 | 122,267.57                          | 88,336.81                                | 102,400.74 | 71,191.48   | 21,866.83                                  | 53,833.86                            | 64,697.08 | 16,400.12                | 636,093.78                 | 636,093.78                  | 0.00              |
| <b>APPROVED BUDGET</b>         |                 |                     |            |                                     |  |            |   |  |                                      |           |                          |                            |                             |                   |

SFY 2026 Allocation \$ 636,093.78 Executive Director:

Carryover Amount \$ - CSBG Director:

Total \$ 636,093.78 Finance Director:

*[Handwritten signatures and dates]*

Date: 4-24-24

Date: 4/29/24

Date: 4/29/24

| CURRENT MONTH EXPENDITURES        | TOTAL EXPENSES YEAR-TO-DATE | AVAILABLE BALANCE |
|-----------------------------------|-----------------------------|-------------------|
| 312,430.00                        | 312,430.00                  | 0.00              |
| 92,891.00                         | 92,891.00                   | 0.00              |
| 5,628.00                          | 5,628.00                    | 0.00              |
| <b>This should be left blank.</b> |                             |                   |
| 70,700.00                         | 70,700.00                   | 0.00              |
| 7,100.00                          | 7,100.00                    | 0.00              |
| 8,000.00                          | 8,000.00                    | 0.00              |
| 9,500.00                          | 9,500.00                    | 0.00              |
| 14,850.00                         | 14,850.00                   | 0.00              |
| 34,494.00                         | 34,494.00                   | 0.00              |
| 3,500.00                          | 3,500.00                    | 0.00              |
| 24,989.78                         | 24,989.78                   | 0.00              |
| 52,801.00                         | 52,801.00                   | 0.00              |
| 636,093.78                        | 636,093.78                  | 0.00              |

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

Attachment B-2  
SFY 2024

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

| CODE | BUDGET/COST CATEROGRIES                | PROJECTED EXPENDITURES BY BUDGET/COST CATEGORIES BY THE SFY (FROM ATTACHMENT B1) | Agency Certification of In-Kind Expenditures |
|------|--|--|--|
| 1    | SALARIES/WAGES                         | \$ 312,430.00  |  |
| 2    | FRINGE BENEFITS                        | \$ 92,691.00   |  |
| 3    | CONSULTANT/CONTRACT SERVICE            | \$ 5,628.00  |  |
| 4    | SPACE COSTS                            | \$ 70,700.00   |  |
| 5    | EQUIPMENT                              | \$ 7,100.00  |  |
| 6    | CONSUMABLE SUPPLIES                    | \$ 8,000.00  |  |
| 7    | UTILITIES                              | \$ 9,500.00  |  |
| 8    | TRANSPORTATION/TRAVEL                  | \$ 14,850.00   |  |
| 9    | CLIENT SERVICES                        | \$ 34,494.00   |  |
| 10   | STAFF DEVELOPMENT                      | \$ 3,500.00  |  |
| 11   | OTHER                                  | \$ 24,399.78   |  |
| 12   | INDIRECT                               | \$ 52,801.00   |  |
|      | <b>TOTAL PROJECTED EXPENDITURES \$</b> | <b>\$ 636,093.78</b>   | <b>\$ -</b>                                  |

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

|                     |  |                      |
|---------------------|--|----------------------|
| CSBG Director       | Signature: <u></u> | Date: <u>4/29/26</u> |
| CFO:                | <u></u>            | <u>4/29/26</u>       |
| Executive Director: | <u></u>             | <u>4-29-26</u>       |

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

**July 1, 2026 - June 30, 2027**

**PERSONNEL:**

**Salaries and Wages                      \$312,430**

**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                              \$92,691**

**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        \$5,628**

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

**Total Personnel                              \$410,749**

**SPACE COST                                      \$70,700**

**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                                        \$7,100**

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

**CONSUMABLE SUPPLIES                      \$8,000**

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

**UTILITIES    \$9,500**

**The utility costs are paid for the above offices.**

**TRANSPORTATION/TRAVEL                \$14,850**

**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****\$34,494**

| <b>CLIENT SERVICES</b>            | <b>IN-KIND</b>                                    | <b>FEDERAL</b> | <b>TOTAL</b> |
|-----------------------------------|---|----------------|--------------|
| <b>Emergency Assistance</b>       | \$37,684<br>Cash and client supplies              | \$4,000        | \$4,000      |
| <b>Employment Support</b>         | 0   | \$2,000        | \$2,000      |
| <b>Education Youth Activities</b> | 0   | \$4,600        | \$4,600      |
| <b>Educational Support</b>        | 0   | \$2,000        | \$2,000      |
| <b>Scholarship</b>                | \$500 cash  | \$5,203        | \$5,203      |
| <b>Health Garden Supplies</b>     | 0   | \$3,000        | \$3,000      |
| <b>Health Nutrition</b>           | \$40,000 volunteer hours<br>\$50,000 Donated food | \$1,591        | \$1,591      |
| <b>Health support</b>             | 0   | \$1,000        | \$1,000      |
| <b>Employment Transportation</b>  | 0   | \$1,000        | \$1,000      |
| <b>EmpowOR</b>                    | 0   | \$10,100       | \$10,100     |

**STAFF DEVELOPMENT****\$3,500**

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

**OTHER COSTS****\$24,399.78**

| <b>COST CATEGORIES</b>                  | <b>EXPLANATION</b>                        | <b>IN-KIND</b> | <b>FEDERAL</b> | <b>TOTAL</b> |
|---|---|----------------|----------------|--------------|
| <b>Labor</b>                            |   | 0              | \$1,500        | \$1,500      |
| <b>Liability Insurance</b>              | To cover equipment & furniture in offices | 0              | \$2,000        | \$2,000      |
| <b>Printing &amp; Copying</b>           | Printing & copying                        | 0              | \$6,000        | \$6,000      |
| <b>Ads &amp; Dues</b>                   | Ads in newspapers                         | 0              | \$1,000        | \$1,000      |
| <b>Publications &amp; Subscriptions</b> | Newspapers                                | 0              | \$1,000        | \$1,000      |
| <b>Telephone</b>                        | Telephone & Internet                      | 0              | \$11,200       | \$11,200     |
| <b>Postage</b>                          | Stamps                                    | 0              | \$1,000        | \$1,000      |
| <b>Background Check and Drug</b>        | New Hire                                  | 0              | \$699.78       | \$699.78     |

**INDIRECT COST****\$52,801**

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 and SFY 27 ALLOCATION****\$636,093.78**

**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 | <ul style="list-style-type: none"> <li>Serve as CSBG Director</li> <li>Hire, supervise, and train CSBG staff</li> <li>Ensure County Offices are operating effectively</li> <li>Report relevant program and financial data to DCBS, CAK, CKCAC Board and Staff</li> <li>Maintain empowOR software</li> <li>Ensure progress toward Community Action Plan and Strategic Plan goals</li> </ul> |                | 22         | 14                                  | 9  | 18      | 12   | 4  | 8                                     | 10       | 3                        |

Signatures:

CSBG Director *Sandra R* Date 4/29/26

CFO *Jessica Ryles* Date 4/29/26

Executive Director *JR* Date 4-29-24



**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  | Administ ration | 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 Assistant Director | <ul style="list-style-type: none"> <li>Help supervise, train, and quality control county CSBG offices</li> <li>Ensure accurate documentation for applications and reporting</li> <li>Perform transmittals for LIHEAP and CSBG, as needed</li> <li>Monitor files in empowOR software</li> <li>Provide client services and referrals across all listed domains</li> <li>Create and foster community partnerships</li> </ul> |                 | 22         | 14                                  | 9  | 18      | 12   | 4  | 8                                     | 10       | 3                        |

Signatures:

CSBG Director *Sarah Stecker*

Date 4/29/26

CFO *Jessica R. Miller*

Date 4/29/26

Executive Director *[Signature]*

Date 4-24-26



**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 County Coordinator | <ul style="list-style-type: none"> <li>Oversee all county CSBG office operations</li> <li>Provide intake and referral processes for CSBG, CKCAC, and community support services</li> <li>Maintain all files in empowOR software</li> <li>Provide client services and referrals across all listed domains</li> <li>Supervise part-time, seasonal, and volunteer staff in county CSBG offices</li> <li>Create and foster community partnerships</li> </ul> |                | 22         | 14                                  | 9  | 18      | 12   | 4  | 8                                     | 10       | 3                        |

Signatures:

CSBG Director *Sandra R*

Date 4/29/26

CFO *Jenica R. Miller*

Date 4/29/26

Executive Director *JK*

Date 4-28-24



**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   | Administ ration | 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 Part-Time/ Seasonal Staff | <ul style="list-style-type: none"> <li>Serve as front-line representative for county CSBG offices</li> <li>Perform intake and referrals across all domains</li> <li>Provide administrative support to CSBG County Coordinator</li> <li>Create and upload files in empowOR software</li> <li>Provide client services and referrals across all listed domains</li> </ul> |                 | 22         | 14                                  | 9  | 18      | 12   | 4  | 8                                     | 10       | 3                        |

**Signatures:**

CSBG Director *[Signature]* Date 4/29/26

CFO *[Signature]* Date 4/29/26

Executive Director *[Signature]* Date 4-29-24



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

**INDIRECT COST PROPOSAL**

June 30, 2024

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

## LETTER FROM THE EXECUTIVE DIRECTOR

December 30, 2024

Board of Directors  
Central Kentucky Community Action Council, Inc.

We have applied the agreed-upon procedures enumerated below with respect to the accompanying Indirect Cost Proposal for Central Kentucky Community Action Council, Inc., based on the year ended June 30, 2024. These procedures, which were agreed to by Central Kentucky Community Action Council, Inc., were performed solely for our use and for submission to the Department of Health and Human Services, and our report is not to be used for any other purposes. The procedures we performed are summarized as follows:

- a. Management discussed functional costs that would be identified as indirect.
- b. We prepared an analysis of functional expenditures based on the intentions of management, and in accordance with the principles contained in *Appendix IV to Part 200 - Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations*. This analysis was prepared from the June 30, 2024 audited financial statements and other audit work papers.
- c. We calculated a proposed indirect cost rate based on the classification contained in the analysis of functional expenses.

Our findings are presented in the attached schedule. Schedule A is an Analysis of Functional Expenses; Schedule B is the Computation of Indirect Cost Rate.

These agreed-upon procedures are substantially less in scope than an audit, the objective of which is the expression of an opinion on the schedules presented. Accordingly, we do not express such an opinion.

Based on the application of the procedures referred to above, nothing came to our attention that caused us to believe that the classifications of expenses presented are materially misstated. Had we performed additional procedures, or had we made an audit of these statements, other matters might have come to our attention that would have been reported to you. This report relates only to the items specified above and does not extend to any financial statements of Central Kentucky Community Action Council, Inc., taken as a whole.

Sincerely,



**Hal B. Goode**  
Executive Director

Central Kentucky Community Action Council, Inc.

Indirect Cost Proposal  
Year Ended June 30, 2024

Introduction

Central Kentucky Community Action Council, Inc. (CKCAC) is a Community Action Agency, organized pursuant to the Economic Opportunity Act of 1964. At that time, it served Larue, Marion, Nelson, Taylor, and Washington counties. In 1974, the Agency was reorganized and now serves Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington counties.

Under Kentucky law, CKCAC is considered a special district and is governed by a 28-member Board of Directors.

The principal sources of funding have been the Department of Health and Human Services (Head Start program), the Office of Transportation Delivery (Section 5311, 5339, 5339b, and 5310 programs), the Kentucky Cabinet for Human Resources (Weatherization and Community Services Block Grant), and the Lincoln Trail Area Development District (Title III Older Americans Act).

The major source of direct federal funding is the Department of Health and Human Services, which is the cognizant federal agency for negotiating indirect cost rates.

The attached Indirect Cost Proposal is based on financial data for the year ended June 30, 2024. It was prepared using the direct allocation method, and expenses have been classified as direct or indirect in accordance with the principles contained in *Appendix IV to Part 200- Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations*.

Indirect Costs

The following costs have been proposed as indirect costs; all other costs are to be treated as direct costs except for any unallowable and excluded costs. Total direct salary costs after unallowable and excluded costs are the base proposed for computing the indirect cost rate.

Cost Elements:

Salaries - Included in this element are salaries for the following positions:

|                                  |                | Percent<br>Allowed |
|----------------------------------|----------------|--------------------|
| Executive Director               | 148,230        | 99%                |
| Finance Director                 | 130,177        | 96%                |
| Chief Information Officer        | 73,445         | 90%                |
| Bookkeepers (3 full-time)        | 149,341        | 99%                |
| Administrative Assistant         | 38,507         | 98%                |
| Human Resources (2 full-time)    | 97,329         | 100%               |
| Payroll Coordinator              | 43,115         | 95%                |
| Information Technology Assistant | 51,071         | 99%                |
| Janitorial Services              | 2,133          | 100%               |
| Total                            | <u>733,348</u> |                    |

Central Kentucky Community Action Council, Inc.

Indirect Cost Proposal (Continued)  
Year Ended June 30, 2024

Benefits - Included in this element is the employer's portion of FICA expenses and unemployment expense, workman's compensation, medical insurance, life insurance and retirement expense which are paid by the employer for the personnel identified as indirect.

Contracts and Consultants - Included in this element is the cost of the annual audit and other accounting and computer services that benefit all programs. This also includes automated timesheet software to upload to the existing accounting system.

Transportation and Travel - Included in this element is the travel expense incurred by personnel identified as indirect and all travel by members of the Board of Directors. There was additional travel incurred by Indirect staff to train on the new accounting and human resources software implementation. Additional costs are added for new Executive Director training for the transition of this position.

Space Costs/Utilities - Included in this element is the expense of office space for personnel identified as indirect as well as the cost of utilities for the office space and telephone of personnel identified as indirect. Additional costs were increased due to the expansion of square footage to the finance department. Additionally, depreciation is included in this category.

Equipment Expense - Included in this element is the cost of the purchase of minor equipment, depreciation expense on major equipment, and related repairs. Additional costs were added to replace old computer equipment and office equipment.

Consumable Supplies - Included in this element is the cost of office supplies and copier supplies used by personnel identified as indirect.

Insurance - Included in this element is the cost of fidelity bonds and certain general liability expenses relating to administration.

Other Expenses - Included in this element are all miscellaneous expenses not otherwise allocable to another function including ads, dues, training, and other costs.

Central Kentucky Community Action Council, Inc.  
Indirect Cost Proposal

Analysis of Functional Expenses - Schedule A  
Year Ended June 30, 2024

|   | Direct Costs   |                  |                |                     |                  |                  |                      | Indirect Costs   |                                |                   |
|---|----------------|------------------|----------------|---------------------|------------------|------------------|----------------------|------------------|--------------------------------|-------------------|
|   | Kentucky Works | Head Start       | CSBG           | Transportation 5311 | LiHeap           | Congregate Meals | Unaffiliated Centers | Other Programs   | General & Administrative Costs | Total             |
| Salaries  | 338,742        | 4,214,638        | 373,408        | 2,066,929           | 144,848          | 284,217          | 39,953               | 598,613          | 733,348                        | 8,794,696         |
| Fringe Benefits   | 172,440        | 1,873,821        | 126,632        | 917,474             | 54,807           | 131,472          | 20,226               | 352,044          | 384,081                        | 4,032,997         |
| Contracts & Consultants   | 4,502          | 90,390           | 12,759         | 1,769               | -                | 71,106           | 57                   | 189,841          | 75,002                         | 445,426           |
| Equipment Expense   | 4,296          | 168,385          | 17,341         | 5,917               | -                | 39,236           | -                    | 447,993          | 15,802                         | 698,970           |
| Travel & Transportation   | 6,080          | 119,653          | 14,777         | 961,724             | 698              | 4,656            | 2,259                | 116,725          | 6,911                          | 1,233,483         |
| Training Costs  | 241            | 63,454           | 7,126          | 836                 | -                | 435              | 12                   | 15,941           | 14,559                         | 102,604           |
| Space Costs/Utilities   | 81,495         | 443,561          | 95,760         | 74,789              | -                | 43,068           | 2,623                | 59,380           | 33,807                         | 834,493           |
| Consumable Supplies   | 3,805          | 233,594          | 25,684         | 50,479              | 9,649            | 51,557           | 3,033                | 129,550          | 16,495                         | 523,846           |
| Insurance   | 780            | 112,379          | 1,531          | 1,687               | -                | 1,288            | 120                  | 33,241           | 25,559                         | 176,585           |
| Renovation & Construction                                       | -              | 807,661          | -              | -                   | -                | -                | -                    | -                | -                              | 807,661           |
| Program/Client Benefits   | 67             | 2,458            | 193,652        | 7,617               | 2,359,291        | 265,679          | 882,770              | 393,197          | -                              | 4,104,731         |
| In-Kind Expense   | -              | 23,263           | 59,945         | -                   | -                | 132,000          | -                    | 62,838           | -                              | 278,046           |
| Other Expenses  | 67             | 15,970           | 469            | 13,030              | -                | 1,270            | -                    | 24,172           | 24,648                         | 79,626            |
| <b>Expenses by Program Before In-Kind Salaries &amp; Fringe</b> | <b>612,515</b> | <b>8,169,227</b> | <b>929,084</b> | <b>4,102,251</b>    | <b>2,569,293</b> | <b>1,025,984</b> | <b>951,053</b>       | <b>2,423,545</b> | <b>1,330,212</b>               | <b>22,113,164</b> |
| Less: Federal Fixed Asset Additions                             | -              | (232,565)        | (6,512)        | -                   | -                | (39,236)         | -                    | (486,433)        | -                              | (764,746)         |
| Less: Federal Construction in Progress                          | -              | (730,798)        | -              | -                   | -                | -                | -                    | -                | -                              | (730,798)         |
| Add: Loss of Disposal of Assets                                 | -              | 2,762            | -              | -                   | -                | 66               | -                    | 3,652            | -                              | 6,480             |
| Add: Depreciation of assets purchased with federal funds        | 636            | 514,778          | 15,831         | 121,699             | -                | 5,739            | 3,577                | 321,651          | -                              | 983,911           |
| <b>Total Expenses</b>   | <b>613,151</b> | <b>7,723,404</b> | <b>938,403</b> | <b>4,223,950</b>    | <b>2,569,293</b> | <b>992,553</b>   | <b>954,630</b>       | <b>2,262,415</b> | <b>1,330,212</b>               | <b>21,608,011</b> |

Central Kentucky Community Action Council, Inc.  
 Indirect Cost Proposal

Computation of Indirect Cost Rate - Schedule B  
 Year Ended June 30, 2024

|   | Unadjusted<br>Costs | Additional<br>Indirect Costs | Adjusted<br>Costs |     |
|---|---------------------|------------------------------|-------------------|-----|
| General & Administrative Costs          | <u>1,330,212</u>    | <u>27,500</u>                | <u>1,357,712</u>  | (A) |
| Base: Total Salaries                    | 8,794,696           | -                            | 8,794,696         |     |
| Less: General & Administrative Salaries | <u>(733,348)</u>    | <u>-</u>                     | <u>(733,348)</u>  |     |
|   | <u>8,061,348</u>    | <u>-</u>                     | <u>8,061,348</u>  | (B) |
|   |                     | (A) 1,357,712                |                   |     |
|   |                     | (B) 8,061,348                | 16.842%           |     |

Central Kentucky Community Action Council, Inc.  
Indirect Cost Proposal

Notes to Analysis of Functional Expenses  
Year Ended June 30, 2024

1. These amounts are taken from the Report on Audit of Financial Statements and Additional Information for the year ended June 30, 2024.
2. In-kind expenses include volunteer services and donations of goods and space.
3. In the year ending June 30, 2024, the Council will incur additional administrative expenses in the amount of \$27,500 due to additional staff training for implementing new software, training of Executive Director transitions, and replacing old office and computer equipment (minor). The calculation of the indirect cost rate has been adjusted for these costs.

|  |           |
|--|-----------|
| Total Administrative travel/training increases for FY 2024           | 7,500     |
| New office & minor equipment purchases                               | 10,000    |
| Additional space costs for administrative office expansion & storage | 10,000    |
| Total  | \$ 27,500 |

Central Kentucky Community Action Council, Inc.

Certificate of Indirect (F&A) Costs  
Year Ended June 30, 2024

This is to certify to the best of my knowledge and belief:

- 1) I have reviewed the indirect (F&A) cost proposal submitted herewith;
- 2) All costs included in this proposal dated December 30, 2024 to establish billing or final indirect (F&A) costs rate for the year ended June 30, 2024 are allowable in accordance with requirements of the Federal awards to which they apply and with Subpart E- Cost Principles of Part 200.
- 3) This proposal does not include any costs which are unallowable under Subpart E - Cost Principles of Part 200 such as (without limitation): public relation costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- 4) All costs included in this proposal are properly allocable to Federal awards based on a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements.



Hal B. Goode  
Executive Director

12.31.24  
Date

**INDIRECT COST PROPOSAL (ICP) CHECKLIST**  
(Check Off Boxes Below)

1.  The ICP is supported by audited financial statements and the OMB A-133 Single Audit Report. (Please include a copy of the supporting document along with your ICP.)
2.  A reconciliation of item 1 (above) to the ICP has been made and is included in this proposal.
3.  Any previous understandings with the Division of Cost Allocation (DCA) have been incorporated into this ICP.
4.  Unallowable expenses have been eliminated from the indirect cost pool (e.g., contributed salaries and services, interest expense, bad debts, fund-raising, advertising, independent research and development [IR&D], depreciation on Federally funded assets and lobbying costs).
5.  The indirect cost rate computation base is complete (i.e., it includes all activities that benefit from the indirect cost pool). For example, fund-raising, IR&D, project cost sharing and voluntary services are included where applicable.
6.  The Federal amount of the direct cost base is \$ 8,061,348. A schedule of direct federal awards is included with this submission and identifies the direct and indirect amount of each award.
7.  Treatment of Paid Absences and Fringe Benefit Statements have not changed since the last indirect cost agreement.
8.  We have not made any significant changes during the proposal fiscal year (i) to our accounting system or (ii) to the definition or to the accounting treatment of any expense category (e.g., a change in building/equipment costing methodology, a change in charging an expense from direct to indirect or vice versa).
9.  We have not changed the equipment capitalization threshold during the proposal fiscal year. The capitalization level is \$ 1,000. (If there is a change made during the proposal fiscal year, please indicate the effective date of the change and the new capitalization level in the explanation box below.)
10.  N/A For nonprofit organizations only. Interest costs included in the ICP have been determined in accordance with the requirements of the revised A-122. In addition, required documentation (e.g., needs justification lease/purchase analysis) has been submitted along with the proposal.
11.  For nonprofit organizations only. A schedule of "Management and General" salaries by employee, job title, salary, and percentage of salary included in the indirect cost pool. This amount must reconcile to total salary amount submitted with the proposal.
12.  The required "Lobbying Cost Certification" for nonprofit organizations or "OMB Circular A-21 Certificate of Indirect Costs" for colleges and universities is attached.
13.  N/A A copy of a Notice of Grant Award (s) included (for first IDC submission).
14.  N/A A copy of a Tax Form 990(Required for Head Start and Grantees without audited financial statements).
15.  Please provide the following information:  
 Official Name: Central KY Community Action Council Inc. Email: www.ckcac.org  
 Contact Name: Jami Sandusky Email: jsandusky@ckcac.org  
 Phone Number: 270-692-2136 Fax Number: 270-692-4530

Explanation of any numbered boxes not checked above:

Jami Sandusky 12/31/12  
 Signature Date  
CFO/Assistant Director  
 Title

Central KY Community Action Council, Inc.  
 Organization

**Program/Services:**

**Family**

**Agency**

**Community**

| <b>Identified Problem, Need, Situation</b> | <b>Service or Activity</b><br><br>Identify the timeframe,<br><br>Identify the # of clients served or the # of units offered. | <b>Outcome</b>   | <b>Outcome/Indicator</b><br><br><u>Projected # and % of clients who will achieve each outcome.</u><br><br>or<br><br><u>Projected # and % of units expected to be achieved</u> | <b>Action Results</b><br><br><u>Actual # and % of clients who achieve each outcome.</u><br><br>or<br><br><u>Actual # and % of units achieved.</u> | <b>Measurement Tool</b> | <b>Data Source, Collection Procedure, Personnel</b> | <b>Frequency of Data Collection and Reporting</b> |
|--|--|------------------|---|---|-------------------------|---|---|
| (1) Planning                               | (2) Intervention   | (3) Intervention | (4) Intervention  | (5) Impact  | (6) Accountability      | (7) Accountability                                  | (8) Accountability                                |
|  |  |                  |   |   |                         |   |   |

**Mission:**

**Proxy Outcome:**

**Program/Services:**

**Family**

**Agency**

**Community**

| <b>Identified Problem, Need, Situation</b> | <b>Service or Activity</b><br><br>Identify the timeframe,<br><br>Identify the # of clients served or the # of units offered. | <b>Outcome</b>   | <b>Outcome/Indicator</b><br><br><u>Projected # and % of clients who will achieve each outcome.</u><br><br>or<br><br><u>Projected # and % of units expected to be achieved</u> | <b>Action Results</b><br><br><u>Actual # and % of clients who achieve each outcome.</u><br><br>or<br><br><u>Actual # and % of units achieved.</u> | <b>Measurement Tool</b> | <b>Data Source, Collection Procedure, Personnel</b> | <b>Frequency of Data Collection and Reporting</b> |
|--|--|------------------|---|---|-------------------------|---|---|
| (1) Planning                               | (2) Intervention   | (3) Intervention | (4) Intervention  | (5) Impact  | (6) Accountability      | (7) Accountability                                  | (8) Accountability                                |
|  |  |                  |   |   |                         |   |   |

**Mission:**

**Proxy Outcome:**

**Program/Services:**

**Family**

**Agency**

**Community**

| <b>Identified Problem, Need, Situation</b> | <b>Service or Activity</b><br><br>Identify the timeframe,<br><br>Identify the # of clients served or the # of units offered. | <b>Outcome</b>   | <b>Outcome/Indicator</b><br><br><u>Projected # and % of clients who will achieve each outcome.</u><br><br>or<br><br><u>Projected # and % of units expected to be achieved</u> | <b>Action Results</b><br><br><u>Actual # and % of clients who achieve each outcome.</u><br><br>or<br><br><u>Actual # and % of units achieved.</u> | <b>Measurement Tool</b> | <b>Data Source, Collection Procedure, Personnel</b> | <b>Frequency of Data Collection and Reporting</b> |
|--|--|------------------|---|---|-------------------------|---|---|
| (1) Planning                               | (2) Intervention   | (3) Intervention | (4) Intervention  | (5) Impact  | (6) Accountability      | (7) Accountability                                  | (8) Accountability                                |
|  |  |                  |   |   |                         |   |   |

**Mission:**

**Proxy Outcome:**

**Program/Services:**

**Family**

**Agency**

**Community**

| <b>Identified Problem, Need, Situation</b> | <b>Service or Activity</b><br><br>Identify the timeframe,<br><br>Identify the # of clients served or the # of units offered. | <b>Outcome</b>   | <b>Outcome/Indicator</b><br><br><u>Projected # and % of clients who will achieve each outcome.</u><br><br>or<br><br><u>Projected # and % of units expected to be achieved</u> | <b>Action Results</b><br><br><u>Actual # and % of clients who achieve each outcome.</u><br><br>or<br><br><u>Actual # and % of units achieved.</u> | <b>Measurement Tool</b> | <b>Data Source, Collection Procedure, Personnel</b> | <b>Frequency of Data Collection and Reporting</b> |
|--|--|------------------|---|---|-------------------------|---|---|
| (1) Planning                               | (2) Intervention   | (3) Intervention | (4) Intervention  | (5) Impact  | (6) Accountability      | (7) Accountability                                  | (8) Accountability                                |
|  |  |                  |   |   |                         |   |   |

**Mission:**

**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 stated in CKCAC's Personnel Policies and Procedures Manual, Chapter XVII, page 33 "Employee Grievance procedures."
- B. The "complaint" procedure (outlined in full in Chapter XXI, is summarized in the following steps to be taken in dealing with charges of discrimination.

1. Informally discuss the problem with the individual most responsible for implementing the questionable action. 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<br>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 4, Section A:** Individual and Family National Performance Indicators (NPIs) - Data Entry Form

**Goal 1: Individual and Families with low incomes are stable and achieve economic security**

**Employment Indicators**

Name of CSBG Eligible Entity Reporting:

Central Kentucky Community Action Council, Inc.

| Employment  | I.) Number of Individuals Served in program(s) (#) | II.) Target (#)                           | III.) Actual Results (#)                  | IV.) Percentage Achieving Outcome [III/I=IV] (%) |
|---|--|---|---|--|
| 1a The number of unemployed <b>youth</b> who obtained employment to gain skills or income.  |  |   |   | #DIV/0!  |
| 1b The number of unemployed <b>adults</b> who obtained employment ( <b>up to a living wage</b> ).   |  | 100                                       |   | #DIV/0!  |
| 1c The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>up to a living wage</b> ).   |  | 50  |   | #DIV/0!  |
| 1d The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <b>up to a living wage</b> ).  |  |   |   | #DIV/0!  |
| 1e The number of unemployed <b>adults</b> who obtained employment ( <b>with a living wage or higher</b> ).  |  |   |   | #DIV/0!  |
| 1f The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>with a living wage or higher</b> ).                                    |  |   |   | #DIV/0!  |
| 1g The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <b>with a living wage or higher</b> ).                                   |  |   |   | #DIV/0!  |
| Employment  | I.) Number of Individuals Served in program(s) (#) | II.) Target (#)                           | III.) Actual Results (#)                  | IV.) Percentage Achieving Outcome [III/I=IV] (%) |
| 1h The number of employed participants in a career-advancement related program who <b>entered or transitioned</b> into a position that provided increased income and/or benefits. | Auto-counted from 1h(1), 1h(2) and 1h (3)          | Auto-counted from 1h(1), 1h(2) and 1h (3) | Auto-counted from 1h(1), 1h(2) and 1h (3) | #VALUE!  |
| 1h(1) Of the above, the number of employed participants who increased income from employment through <b>wage or salary amount increase</b> .                                      |  | 5   |   | #DIV/0!  |
| 1h(2) Of the above, the number of employed participants who increased income from employment through <b>hours worked increase</b> .   |  | 5   |   | #DIV/0!  |
| 1h(3) Of the above, the number of employed participants who <b>increased benefits</b> related to employment.  |  |   |   | #DIV/0!  |

| Other Employment Outcome Indicator    | I.) Number of Individuals Served in program(s) (#) | II.) Target (#) | III.) Actual Results (#) | IV.) Percentage Achieving Outcome [III/I=IV] (%) |
|---------------------------------------|--|-----------------|--------------------------|--|
| 1z.1 The number of individuals _____. |  |                 |                          | #DIV/0!  |

1  
ty.

---

| V.) Performance<br>Target Accuracy<br>[III/II=V] (%) |
|--|
| #DIV/0!  |
| 0%   |
| 0%   |
| #DIV/0!  |
| #DIV/0!  |
| #DIV/0!  |
| #DIV/0!  |
| #DIV/0!  |
| V.) Performance<br>Target Accuracy<br>[III/II=V] (%) |
| #VALUE!  |
| 0%   |
| 0%   |
| #DIV/0!  |

|   |
|---|
| <b>V.) Performance</b><br>Target Accuracy<br>[III/II=V] (%) |
| #DIV/0!   |

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

**Name of CSBG Eligible Entity: Central Kentucky Community Action Council, Inc.**

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

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

|  |              |
|--|--------------|
| <b>B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):</b> | <b>Hours</b> |
| 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>B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:</b> | <b>Number</b> |
| 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 ( <i>Please specify others below</i> ):  |               |
|  |               |
|  |               |

|  |   |
|--|---|
| <b>B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:</b> | <b>Unduplicated Number of Organizations</b> |
| 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   | *   |