Community Service Block Grant (CSBG)
Plan and Budget Proposal SFY 2022 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 Agency Budget – Included:
   a. Attachment B1 ☒
   b. Attachment B2 ☒
   c. Budget Narrative ☒
   d. Attachment B3 ☒

7 Board Members List, Attachment C ☒

8 Board Meeting Schedule ☒

9 Agency Tripartite Board's bylaws ☒

10 Logic Model (D1)– Included copies of agency's logic models ☒

11 Equal Opportunity Plan/Affirmative Action Plan ☒

12 Module 2, Expenditures, Capacity and Resources ☒

13 Module 3, Community Level ☒

14 Module 4, Individual and Family Services ☒

15 Partnership Listing ☒

16 Public Review Notice ☒

17 Indirect Cost Allocation Plan ☒

I affirm, the SFY 2022 CSBG Plan and Budget Proposal including Attachments follows the guidelines of the SFY 2022 CSBG Solicitation Packet and is an accurate reflection of our SFY 2022 projections.

CSBG Director Signature _Jana Hunt_ DATE _4/13/2021_

Executive Director _R. S. White_ DATE _4/13/2021_

Licking Valley Community Action®

Helping People & Changing Lives.

Bracken

Lewis

Fighting the War On Poverty

Mason

Robertson

Central Office

Since 1965

Fleming

A. Introduction to the Agency

Licking Valley Community Action Program is a private non-profit organization that was incorporated in 1965 to develop and link community resources by increasing opportunities to assist low-income individuals and families in the community. The mission of Licking Valley Community Action Agency is "To break the cycle of poverty, ensuring all individuals have the support and resources needed to achieve self-sufficiency."

Licking Valley Community Action Program consists of six locations, located in Bracken, Fleming, Lewis, Mason and Robertson counties. Each county office often serves as the point of first contact in any individual/family economic crisis and as a focal point for community self-help endeavors. LVCAP strives to promote self-reliance through its community involvement and the strength of its local problem-solving techniques. LVCAP offers an array of services ranging from Community Services, Weatherization, Energy Assistance, Senior Services, Nutrition, Community Collaboration for Children, Human Services Transportation and Delivery, and the Commodity Supplemental Food Program.

Our role in the community is to assist families in their time of need, either by direct service or through information and referral. LVCAP not only provides referrals to other local agencies but receives referrals as well. Through community partnerships we are able to assist and link families to resources that assist these individuals/families in their time of need without duplicating services that may have already been provided. By maintain a solid network of attachments and referral mechanisms to other service providers, political institutions, schools, and churches, the agency builds on the good will and voluntary spirit of the Buffalo Trace Region.

Each county office has a County Coordinator which duties include supervising and scheduling employees and volunteers to assure a smooth organized operation. They are responsible for scheduling transportation, serving meals for the elderly and overseeing daily operations of agency programs such as eligibility determination for Senior Services, Weatherization, Low Income Heating Assistance Program (LIHEAP), and other programs. These are a few of the duties the coordinators are responsible for. The present contact information for the Community Service Block Grant is as follows:

B. Community Service Block Grant Contact Information:

Kenneth Walters
Executive Director
Central Office
203 High Street
Flemingsburg, KY 41041
kwalters@lvcap.com
Phone: 606-845-0081
Fax: 606-845-0418

Jana Hunt
Central Office
CSBG/LIHEAP Director
203 High Street
Flemingsburg, KY 41041
jhunt@lvcap.com
Phone: 606-845-0081
Fax: 606-845-0418

Tony Quillen
Financial Officer
Central Office
203 High Street
Flemingsburg, KY 41041
tquillen@lvcap.com
Phone: 606-845-0081
Fax: 606-845-0418

Sheila Collins
Bracken County Coordinator
110 Grandview Drive
Brooksville, KY 41004
scollins@lvcap.com
Phone: 606-735-2948
Fax: 606-735-2948

Bralyn Kielman
Fleming County Coordinator
203 High Street
Flemingsburg, KY 41041
bkielman@lvcap.com
Phone: 606-845-0081
Fax: 606-845-0418

Judy Craycraft
Lewis County Coordinator
210 Front Street
Vanceburg, KY 41179
jcraycraft@lvcap.com
Phone: 606-796-3893
Fax: 606-796-3774

Chassity Morris
Mason County Coordinator
1679 Forrest Ave
Maysville, KY 41056
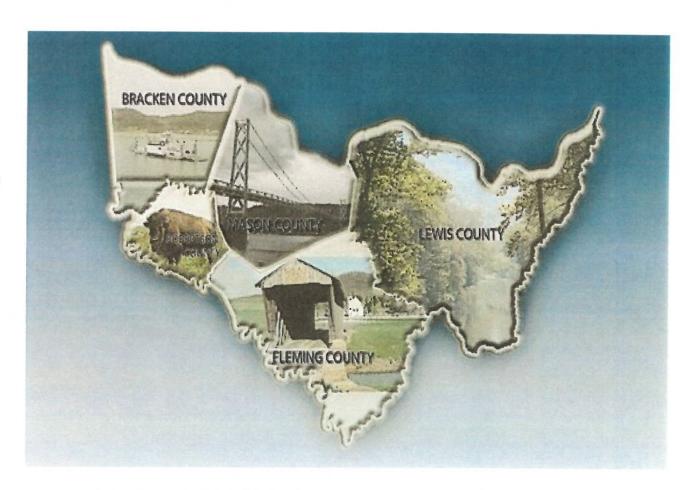cgroves@lvcap.com
Phone: 606-564-8389
Fax: 606-564-8389

Linda Edwards
Robertson County Coordinator
69 McDowell Street
Mt. Olivet, KY 41064
ledwards@lvcap.com
Phone: 606-724-5513
Fax: 606-724-5513

C. Geographical Area

Licking Valley Community Action Program serves the five- county area of Bracken, Fleming, Lewis, Mason and Robertson counties. The program is located in Northeastern Kentucky where three (3) counties border the Ohio River to the North. Farming and small industry are the major occupations. Some small industries have shut down and moved overseas creating employment problems. The Buffalo Trace Service Region is considered to be rural consisting of mostly hilly or rolling land. Residents often travel outside their respective counties to access services, which present both a comfort issue and a transportation barrier. The service region has the typical regional problems of poverty, poor education, and unemployment. Licking Valley Community Action Program currently serves as a primary resource for the Buffalo Trace Area. All programs currently provided by LVCAP are offered in each county.
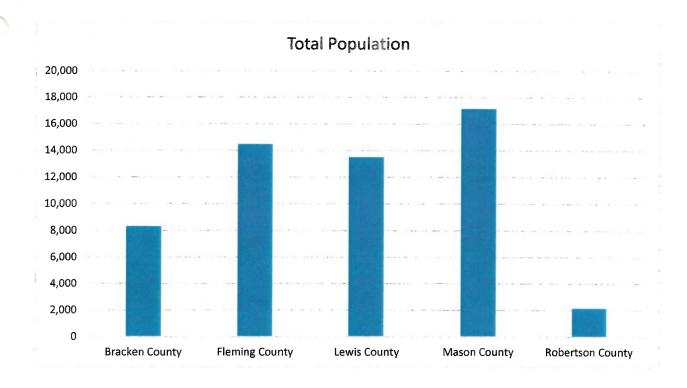

"This logo is property of the Buffalo Trace Area Development District and used by permission only."

Total Population

Report Area	Total Population	Total Land Area (Square Miles)	Population Density (Per Square Mile)
Region	55,571	1,377.04	40.48
Bracken County	8,306	205.61	40.51
Fleming County	14,479	348.54	41.64
Lewis County	13,490	482.84	28.09
Mason County	17,153	240.13	71.49
Robertson County	2,143	99.92	21.63
Kentucky	4,440,204	39,485.16	112.05
United States	3	3,532,315.66	90.88

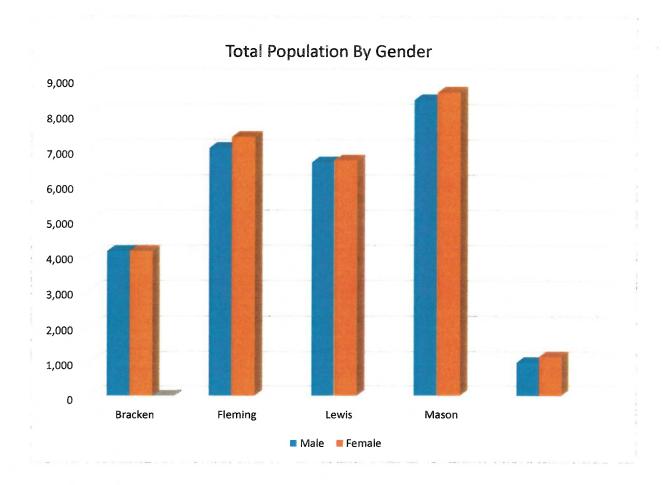*Data Source: US Census Bureau, American Community Survey. 2013-17. Source geography: Tract

*Data Source: US Census Bureau, American Community Survey. US Census Bureau, Decennial Census. 2014-18. Source Geography: County

Total Population

Total Population By Gender

Report Area	Male	Female	Percent Male	Percent Female
Region	27, 184	27,946	49%	51%
Bracken County	4,117	4,121	50%	50%
Fleming County	7,047	7,361	49%	51%
Lewis County	6,643	6,700	50%	50%
Mason County	8,404	8,622	49%	51%
Robertson County	973	1,142	46%	54%
Kentucky	2,165,642	2,258,130	49%	51%
United States	157,688,667	164,810,876	49%	51%

*Data Source: US Census Bureau, American Community Survey. 2015-2019. Source geography: County

Total Population By Gender

Total Population By Age Groups

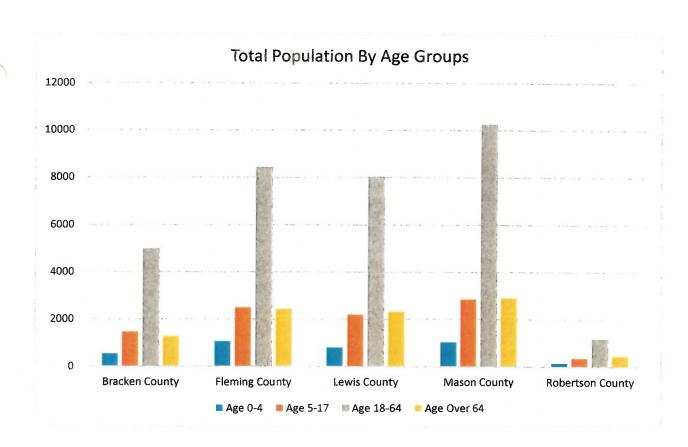| Report Area	Age 0-4	Age 5-17	Age 18-64	Age Over 64
Region	3,563	9,357	32,829	9,381
Bracken County	530	1,459	4,975	1,274
Fleming County	1,055	2,498	8,423	2,432
Lewis County	803	2,192	8,024	2,324
Mason County	1,024	2,852	10,247	2,903
Robertson County	151	356	1,160	448
Kentucky	274,592	734,714	2,729,608	684,858
United States	19,767,670	53,661,722	200,484,607	48,585,544

*Data Source: US Census Bureau, American Community Survey. 2015-19. Source geography: County

Total Population By Age Groups

Population Below 125% Federal Poverty Level

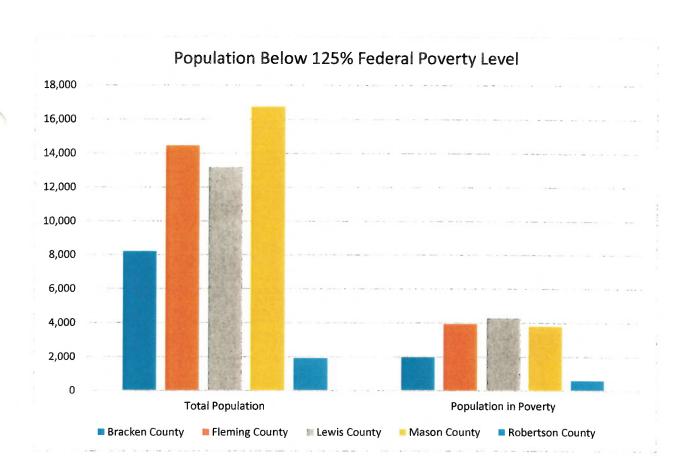| Report Area	Total Population	Population in Poverty	Percent Population in Poverty
Bracken County	8,204	1,977	24.10%
Fleming County	14,462	3,944	27.27%
Lewis County	13,186	4,273	32.41%
Mason County	16,739	3,814	22.79%
Robertson County	1,925	596	30.96%
Kentucky	4,309,501	959,198	22.26%
United States	316,715,051	56,269,559	17.77%

Data Source: US Census Bureau, American Community Survey. 2015-2019. Source geography: Tract

Population Below 125% Federal Poverty Level

Population In Poverty By Gender

Report Area	Total Male	Total Female	Percent Male	Percent Female
Bracken County	615	848	14.90%	20.80%
Fleming County	1,465	1,412	20.50%	19.30%
Lewis County	1,508	1,711	22.90%	25.92%
Mason County	1,283	1,695	15.47%	20.07%
Robertson County	221	301	23.41%	30.68%
Kentucky	330,248	416,762	15.65%	18.95%
United States	18,909,451	23,601,392	12.19%	14.61%

Data Source: US Census Bureau, American Community Survey. 2015-2019 Source geography: Tract

Population In Poverty By Gender

Population in Poverty by Race

Report Area	Non-Hispanic White	Black or African American	American Indian and Alaskan Native	Asian	Native Hawaiian and Other Pacific Islander	Some Other Race	Two or more races
Bracken County	1,434	0	0	23	0	72	6
Fleming County	2,790	47	0	0	0	108	40
Lewis County	3,140	0	29	0	0	0	50
Mason County	2,662	174	8	35	0	10	99
Robertson County	522	0	0	0	0	0	0

*Data Source: https://cap.engagementnetwork.org

Population In Poverty By Race

Population in Poverty by Ethnicity

Report Area	Hispanic or Latino (of any race)	Not Hispanic or Latino
Bracken County	10	1,453
Fleming County	0	2,877
Lewis County	0	3,219
Mason County	43	2,935
Robertson County	0	522

*Data Source: https://cap.engagementnetwork.org

Population In Poverty by Ethnicity

All Ages in Poverty

*U.S. Census Bureau, Small Area Income and Poverty Estimates. 2018. Source geography: County

Report Area	All Ages	Percent in Poverty
Bracken County	918	11.3%
Fleming County	2,669	18.6%
Lewis County	3,292	25.2%
Mason County	3,057	18.2%
Robertson County	396	19.1%

Current Unemployment

This indicator is relevant because unemployment creates financial instability and barriers.

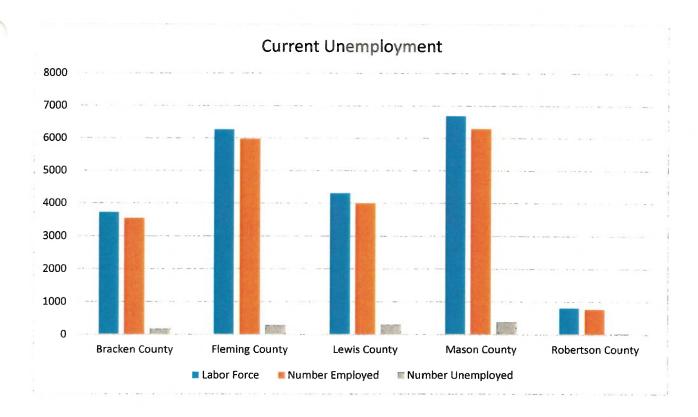| Report Area	Labor Force	Number Employed	Number Unemployed	Unemployment Rate
Report Location	21,794	20,606	1,188	5.5%
Bracken County	3,722	3,548	174	4.7%
Fleming County	6,267	5,979	288	4.6%
Lewis County	4,307	4,001	306	7.1%
Mason County	6,683	6,295	388	5.8%
Robertson County	815	783	32	3.9%
Kentucky	1,995,581	1,893,480	102,101	5.1%
United States	161,489,601	151,129,451	10,360,151	6.4%

Data Source: US Department of Labor, Bureau of Labor Statistics. 2020-November: Source geography: County

Current Unemployment

D. Engagement of Low-Income Individuals

Licking Valley Community Action Program engages low-income individuals to participate in volunteering in each of the five county centers on a daily basis. Each center has numerous activities that individuals can help administer with assistance from the County Coordinators. Other low-income individuals help with bagging and handing out commodities each month at each of the county centers, helping with clean up at senior centers each day after meals are over, helping with local "Quarter Corner" stores that are located at each center, helping serve meals to senior citizens and helping with whatever the County Coordinator may need on that given day. Low-income individuals also serve on the Licking Valley Board of Directors.
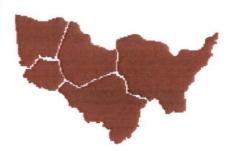
Licking Valley Community Action

Helping People & Changing Lives.

2021-2022 Community Needs Assessment Narrative

Bracken

Fighting the War On Poverty

Lewis

Mason

Robertson

Central Office

Since 1965

Fleming

Community Needs Assessment Narrative

a. *Describe in depth the agency's CSBG community needs assessment process and procedures (e.g., who in the community is involved and how are they involved? Does this represent a cross-section of the community, agency and family? How often does your agency undergo the needs assessment process? What times/seasons of the year do you have input from stakeholders to complete your needs assessment tool?)*

Each year, LVCAP administers a community needs assessment to allow community members and stakeholders to identify causes and conditions of poverty and weigh in on potential solutions. The assessment process this year included a community needs assessment survey, a review of additional assessments and plans released by relevant community service organizations across the five-county service area, input from members of the Community Action Board of Directors, and employee planning sessions.

b. *Describe the methodology utilized to assure information is gathered from key sectors of the community to include: community-based organizations, faith-based organizations, private sectors, public sectors, and educational institutions. Please provide copies of surveys, survey summaries, minutes of meetings, list of stakeholders organized by sector, and other tools such as newspaper articles advertising meetings that are utilized in obtaining input from the community and consumers.*

The community needs assessment provides the basis for comprehensive services provided through the agency's five outreach offices that, combined with the customer satisfaction data, provides management staff with the tools needed for service planning and design. The agency uses the information generated through both surveys to develop ROMA goals and targets. The ROMA cycle drives LVCAP in both service design and agency priorities. The Roma cycle along with National Performance Indicators are used for program evaluation, staff training, and board reporting. The agency relies on our nationally certified ROMA implementer to validate these methodologies.

During the community needs assessment process, LVCAP gathered information from key sectors of the community including:

1. Community Action Clients/Low-Income Residents
2. Faith Based Organization Representatives
3. Private Sector Representatives/Community Member
4. Community Organization/Partner
5. Educational Institution Faculty/Staff
6. Health Care Agencies
7. Board Members of the Community Action Agency
8. Staff or Volunteers of the Community Action Agency

9. Local Politician/Government/Public Sector Representative

A list of stakeholders from whom information was gathered, as well as other tools that were utilized in obtaining input from the community and consumers is in Appendix A.

To obtain input from key sectors of the community, as well as the public at-large, LVCAP distributed a community needs assessment survey. Surveys were distributed from January 1, 2021 until March 1, 2021. The survey can be found in Appendix A. The survey was available online thru a Survey Monkey link, as well as paper surveys. Surveys were also distributed throughout the counties at places such as the local DCBS offices, Health Departments, Extension Offices, and Public Libraries.

Once the surveys are completed and returned to Central Office, they are entered into Survey Monkey by the CSBG staff. A total of 348 online and paper assessments were collected for analysis. The survey consisted of 18 multiple choice questions, open ended questions, and demographic questions.

Community Needs Assessment Survey

Question 1 asked respondents to identify if they were responding to the survey as a:

1. Community Action Client/Low-Income Resident
2. Faith Based Organization Representative (Church/Faith Based Groups, Clubs, Councils, Associations, Etc.)
3. Private Sector Representative/Community Member (For-Profit, Small Business, Private Citizen, Etc.)
4. Community Organization/Partner (Local Service Provider & Non-Profits)
5. Educational Institution Faculty/Staff (Local Adult Education, Schools, College and Universities)
6. Health Care Agencies (Clinics, Health Departments, Etc.)
7. Board Member of Community Action Agency
8. Staff or Volunteer of Community Action Agency
9. Local Politician/Government/Public Sector Representatives (Non-Profit, Government Regulated, Funding Sources, Etc.)

Question 1 Responses	
Answer Choice	Number of Responses
Community Action Client/Low-Income Resident	159
Faith Based Organization Representative	11
Private Sector Representative/Community Member	22
Community Organization/Partner	13
Educational Institution Faculty/Staff	36
Health Care Agencies	11

Board Member of Community Action Agency	6
Staff or Volunteer of Community Action Agency	69
Local Politician/Government/Public Sector Representative	21
Total	348

Question 2 asked respondents to identify which county they live in or represent.

Question 2 Responses	
Answer Choice	Number of Responses
Bracken	24
Fleming	179
Lewis	52
Mason	82
Robertson	11
Total	348

Question 3 asked respondents to identify their gender.

Question 3 Responses	
Answer Choice	Number of Responses
Male	112
Female	236
Total	348

Question 4 asked the respondents to identify their age.

Question 4 Responses	
Answer Choice	Number of Responses
Under 18	0
18-24	4
25-44	57
45-54	65
55-59	32
60-64	42
65-74	71
75+	77
Total	348

Question 5 asked respondents to identify their race.

Question 5 Responses	
Answer Choice	Number of Responses
American Indian or Alaska Native	0
Asian	0
Black or African American	19
Native Hawaiian and Other Pacific Islander	0
White	328
Multi-Race	1
Other	0
Total	348

Question 6 asked respondents to identify their ethnicity.

Question 6 Responses	
Answer Choice	Number of Responses
Hispanic, Latino or Spanish Origins	4
Not Hispanic, Latino or Spanish Origins	344
Total	348

Question 7 asked respondents to identify their education level.
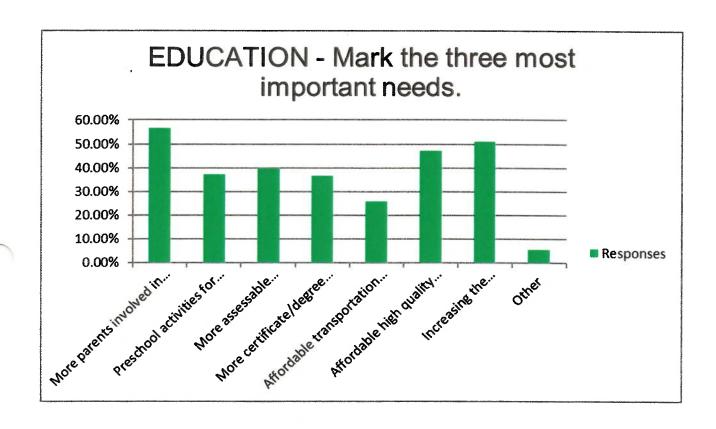
Question 7 Responses	
Answer Choice	Number of Responses
Grades 0-8	26
Grades 9-12/Non-Graduate	35
High School Graduate/Equivalency Diploma	100
12th Grade + Some Post-Secondary	54
2 or 4 Years College Graduate	84
Graduate of Other Post-Secondary School	49
Total	348

Question 8 asked respondents to identify their Military Status.

Question 8 Responses	
Answer Choice	Number of Responses
Veteran	31
Active Military	1
N/A	317
Total	348

The next 10 questions asked respondents to consider the most important community needs across targeted domains including Education, Employment, Income and Asset Building, Supportive Services, Health, Housing, Civic Engagement, Youth Services, Senior Services and Overall Need.
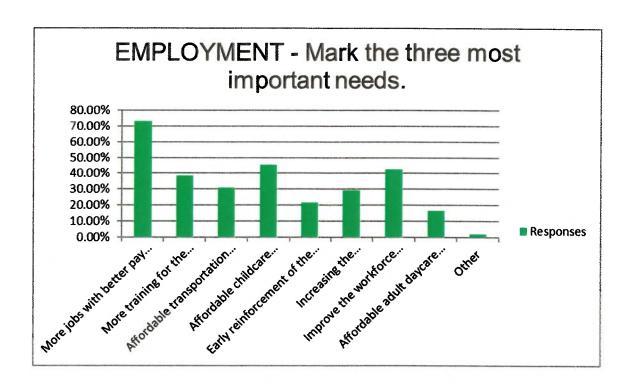
Question 9 asked respondents to identify the most important community needs in Education. Respondents had 7 choices or could choose other and explain what they felt our community needs in Education.

EDUCATION - Mark the three most important needs.
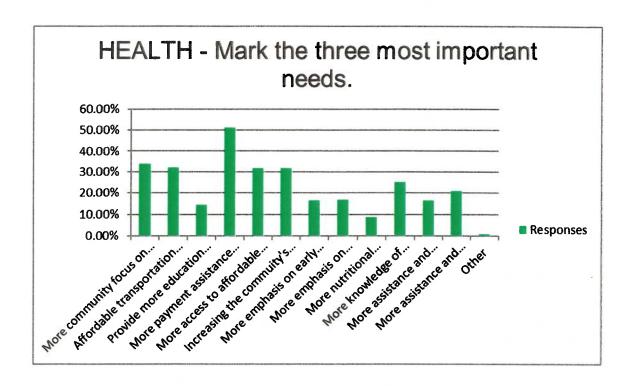
Question 9 Responses	
Answer Choice	Number of Responses
More parents Involved in student's education	197
More assessable counseling to prepare students for tech or college	138
Affordable high-quality childcare options for parents who would like to further their education	164
Preschool activities for child(ren) to develop school readiness skills	130
Increasing the community's knowledge of available education resources	178
More certificate/degree programs offered locally	128
Affordable transportation options to and from school	90
Other	19

Question 11 asked respondents to identify the most important community needs in Employment. Respondents had 8 choices or could choose other and explain what they felt our community needs in Employment.


EMPLOYMENT - Mark the three most important needs.
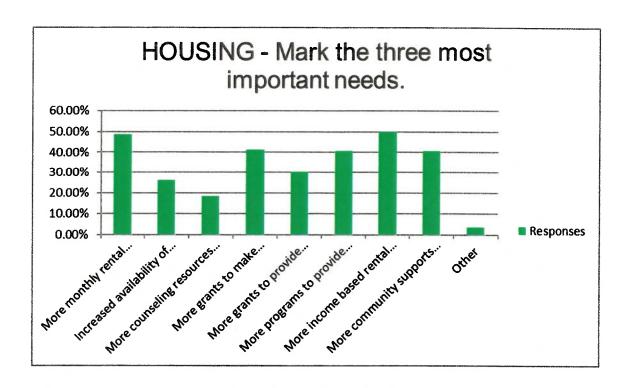
Question 11 Responses	
Answer Choice	**Number of Responses**
More jobs with better pay and benefits	255
Affordable transportation to and from job	107
More training for the types of jobs available in the area	134
Affordable childcare during work hours	158
Improve the workforce readiness skills of people who are able to work	147
Increasing the community's knowledge of available employment resources	102
Early reinforcement of the values of entering the workforce	75
Affordable adult daycare during work hours	58
Other	8

Question 13 asked respondents to identify the most important community needs in Health. Respondents had 12 choices or could choose other and explain what they felt our community needs in Employment.


HEALTH - Mark the three most important needs.
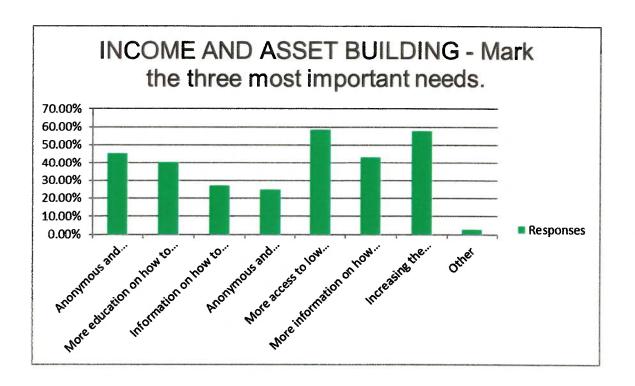
Question 13 Responses	
Answer Choice	**Number of Responses**
More payment assistance programs for adult dental, hearing and/or vision services	178
More community focus on preventative health care	118
Affordable transportation for health services	112
More access to affordable comprehensive (or primary) health care services	110
Increasing the community's knowledge of available health resources	110
More knowledge of available food resources	88
More assistance and resources for victims of domestic violence	57
Provide more education on maintaining personal hygiene	50
More nutritional counseling (one on one and free)	30
More assistance and resources for victims of elderly abuse	73
More emphasis on early childhood nutrition education	57
More emphasis on reinforcing healthy eating habits	58
Other	3

Question 15 asked respondents to identify the most important community needs in Housing. Respondents had 8 choices or could choose other and explain what they felt our community needs in Housing.

## HOUSING - Mark the three most important needs.
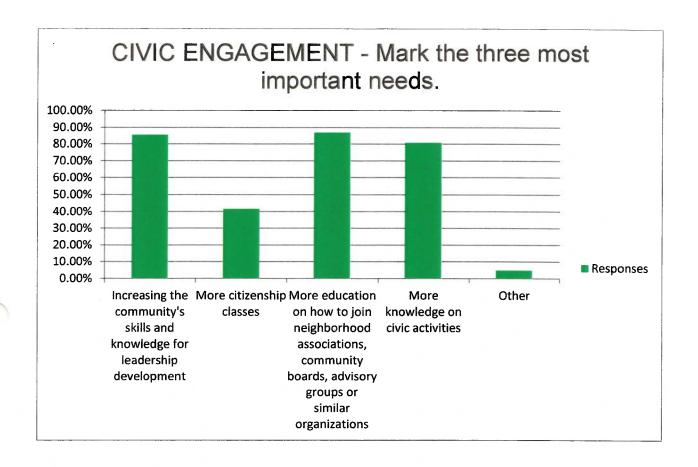
Question 15 Responses	
Answer Choice	**Number of Responses**
More grants to make home ownership and rehab affordable	144
More monthly rental assistance programs	169
More income based rental housing for disabled and seniors	173
More programs to provide free home repair	142
Increased availability of security/utility deposit programs	92
More community supports for the homeless	142
More grants to provide services that reduce energy cost	106
More counseling resources for homeowners	64
Other	12

Question 17 asked respondents to identify the most important community needs in Income and Asset Building Respondents had 7 choices or could choose other and explain what they felt our community needs in Income and Asset Building.

INCOME AND ASSET BUILDING - Mark the three most important needs.
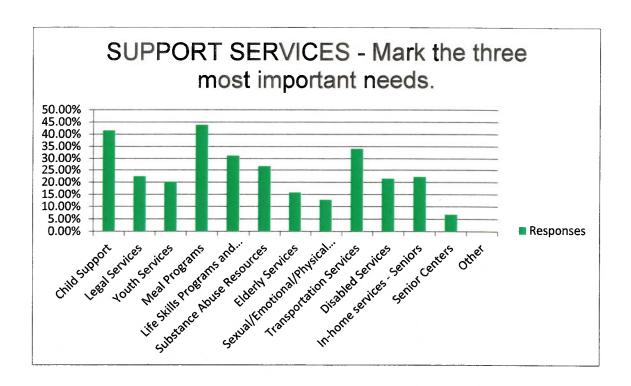
Question 17 Responses	
Answer Choice	**Number of Responses**
More access to low interest loans	203
More education on how to build assets	141
Anonymous and confidential budget counseling	158
Information on how to access free credit counseling	94
More information on how to access financial resources	151
Increasing the community knowledge of available mainstream financial resources	201
Anonymous and confidential savings counseling	87
Other	9

Question 19 asked respondents to identify the most important community needs in Civic Engagement. Respondents had 4 choices or could choose other and explain what they felt our community needs in Civic Engagement.

CIVIC ENGAGEMENT - Mark the three most important needs.
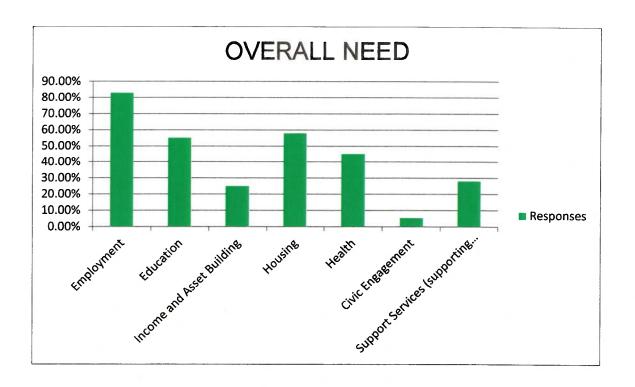
Question 19 Responses	
Answer Choice	**Number of Responses**
More education on how to join neighborhood associations, community boards, advisory groups or similar organizations	303
Increasing the community's skills and knowledge for leadership development	298
More knowledge on civic activities	281
More citizenship classes	145
Other	17

Question 21 asked respondents to identify the most important community needs in Support Services. Respondents had 12 choices or could choose other and explain what they felt our community needs in Support Services.

SUPPORT SERVICES - Mark the three most important needs.

Question 21 Responses	
Answer Choice	Number of Responses
Meal Programs	147
Child Support	83
Transportation Services	102
Life Skills Programs and Services	96
Substance Abuse Resources	90
Legal Services	69
In-home Services for Seniors	111
Disabled Services	57
Youth Services	65
Elderly Services	108
Sexual/Emotional/Physical Abuse Services	61
Senior Centers	49
Other	6

Question 22 asked respondents to identify what they feel the overall need of the community is. Respondents had 7 choices to choose from, corresponding to the 7 CSBG service domains.

OVERALL NEED

Question 22 Responses	
Answer Choice	**Number of Responses**
Employment	289
Housing	202
Education	192
Income and Asset Building	87
Health	157
Support Services (support multiple domains)	98
Civic Engagement	19

Both the online and paper versions of the survey provided respondents an opportunity to submit additional comments or suggestions that may not have been captured by the original survey questions. These responses were reviewed, discussed and considered as part of the overall process. A list of these responses is included in Appendix A.

c. *Describe the collaborative efforts with other community service organizations regarding the community needs assessment process.*

LVCAP collaborates significantly with other service agencies in the community. These organizations provide additional services to help meet the needs of individuals and families in these rural communities. In each county there is a local Department for Community Based Services (DCBS) office, which offers a variety of services in the Divisions of Protection and Permanency, Family Support and Child Support. DCBS works closely with LVCAP to link clients with resources. DCBS hold Comprehensive Family Services (CFS) meetings for any families in need of numerous services, in an effort to get all community partners together. This is done to ensure that all services are in place to help the participating family meet their goals without any gaps or duplication in services.

The Office of Employment Services generates information on job opportunities and accepts applications for many local businesses. The County Extension office provides information on food nutrition, agriculture, 4-H/Youth Development, and links with other community agencies to put on workshops of various topics including budgeting, parenting information and first aid. The Health Departments in each county offer free or low-cost immunizations, WIC (Women, Infant, and Children) vouchers, well-baby checks, and general health information. Each county has adult literacy services and GED programs offered by providers located in area schools or Maysville Community and Technical College.

Three of the five Buffalo Trace counties now have a Court Appointed Special Advocate (CASA) program that provides children that have suffered from abuse or neglect a "voice" in the court. The Comprehend Mental Health Office located in each of the Buffalo Trace counties offer mental health counseling, substance abuse counseling, and a 24-hour crisis hot line. Comprehend also houses the IMPACT Program for severely emotionally disturbed children and has opened a crisis stabilization unit for children.

The area has an AmeriCorp Program operated by staff at Morehead State University for individuals to volunteer in community service mainly in local schools and Family Resource Centers. For these services they are paid a living allowance and money for educational purposes is set aside for them. The Women's Crisis Center provides shelter and counseling for women and children suffering from domestic violence. Finally, there are Housing Authorities located in each county, which provides housing at low cost for low-income individuals.

d. *Describe community strengths and needs, including other service agencies that provide services meeting the community needs in each of the following areas (KRS 273.443):*

LVCAP encompasses several programs that work to serve the needs of low-income families of the Buffalo Trace area. These programs include: Aging Services which include congregate meals, home delivered meals, and transportation for the elderly, Weatherization, Human Service Transportation Delivery, Emergency Energy Crisis Programs, and Referral programs.

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

Community Collaboration for Children (CCC) program delivers quality services to prevent the abuse and neglect of children prior to involvement with the Cabinet for Health & Family Services or to prevent re-abuse and neglect by providing families with the assistance necessary to prevent the removal of children from the home and address the children's physical, mental, emotional and educational needs. In-home services are a short-term home-based intensive service, that supports and empowers the family. Families receive services that will meet their individual needs. The service is designed to educate, strengthen, and support families to prevent child abuse and neglect. CCC teaches families problem solving skills, appropriate discipline techniques, assist parents in becoming more self-reliant, and link them up with available community resources. Services that may also be provided are anger management, budgeting, parenting skills, health and environmental issues. Families are taught how to live together safely while addressing their immediate needs.

Senior Services are available in all five counties. Congregate meals are offered at each Senior Center. Home delivered meals are provided to home-bound, isolated and handicapped seniors. Nutrition education and screenings are offered and helps to improve the daily nutrition life style of older adults. Preventative health programs are offered to help provide a longer and healthier life with physical and serial life style changes. A community awareness of dangerous home environment and substance abuse. Each county's senior center serves as the information and assistance center to provide or access quality services to all residents of this area and links all service providers without duplication.

Transportation is provided for seniors to local doctors and medical facilities for the elderly, low income, and disabled persons of this area. This service is also provided to the local businesses for other needed services, such as grocery stores, drug stores, laundromat, bank and other local stores. Local transportation services are provided for all seniors with unmet needs.

Weatherization assistance is available to eligible low income, elderly, and disabled individuals residing is substandard housing. Such work includes insulation, education to clients in safety and energy efficiency, professionally evaluates single family dwellings, multi-family dwellings, and mobile homes for safety and energy efficiency, repairs furnaces as needed, makes minor repairs to homes for health and safety reasons and installs smoke and/or carbon monoxide detectors.

Emergency Assistance is provided to individuals who are income eligible and are in a crisis. Emergency assistance may be provided in the form of food, dental assistance, prescription assistance, housing assistance, utility assistance, or clothing. Emergency assistance is also provided to individuals/families who have been victims of a house fire.

Energy Assistance is provided to low-income families in the form of assisting with utility bills. LVCAP currently has funding through LIHEAP Subsidy, LIHEAP Crisis, WinterCare and EFSP programs.

LVCAP currently has 3 certified staff to help individuals apply for health insurance/Medicaid. The KYNECT program has payment assistance that can lower monthly insurance premiums and discounts on out of pocket expenses such as deductibles.

Human Services Transportation and Delivery is available for residents within our five-county area. Transportation services can take residents to medical appointments, grocery stores, and local business. Transportation is available within our region and also to areas such as Lexington, Louisville, Cincinnati, Northern Kentucky, Ashland. Transportation is provided to clients that do not have Kentucky Medicaid for a minimum fee.

> ### ii.   Activities designed to assist low-income participants including the elderly poor:

1. To secure and retain meaningful employment

Employment is needed. Many industries/factories have closed and moved over seas. Many factories have had to lay off employees or even close. Even though minimum wage has increased most local jobs pay only minimum wage. Licking Valley refers clients when needed to the Kentucky Career Center. Licking Valley assists clients in obtaining their GED or with college books for clients to continue their education to get jobs or higher paying jobs. Licking Valley refers clients to Child Care Subsidy program that assists clients who obtain employment in receiving child care assistance.

Licking Valley works with the One-Stop Center and Employment Centers to post current job openings within the county centers for clients needing employment. Each county coordinator has access to the internet to log on to the employment service website and assist clients in job searching. Services are offered in writing and preparing a resume, interview skills and job fairs are conducted.

2. To attain an adequate education

Education and Cognitive Development is an important asset in all of the five-county region. Many clients have worked in factories for years. These factories hire people without high school diplomas or GEDs, but when these clients lose their jobs it is hard for them to obtain another job without getting their GED. Licking Valley assists these clients by referring them to the Adult Literacy Centers and can pay for their GED testing fee. The GED testing has changed and the Adult Education Instructor reports that it is harder to earn a GED now. Licking Valley assists individuals/families in attaining an adequate education by providing financial assistance in obtaining books, tuition, supplies, uniforms, or referrals to the Adult Literacy Programs which are available in each county by providing testing fees for GED services contingent on level of need.

3. **To make better use of available income**

Income and Asset Building is a definite need in our community. Many clients that come in to get assistance are the same ones over and over. We as an agency and community partner would like to see some requirements that if they are repeatedly coming in for assistance that they could volunteer and that they be required to attend income management and budgeting classes. Many income management and budget classes are offered but improved outreach to increase attendance is needed.

In assisting clients to make better use of available income Licking Valley provides information about budget/credit workshops available to individuals. Licking Valley provides energy conservation materials as well. The Low-Income Heating Assistance Program is provided to help clients in the months of November – December. The second phase Crisis is offered January-March or until funds have been exhausted. The Emergency Food and Shelter Program is offered to assist clients on rental and utility assistance. The WinterCare program is offered to assist clients with certain utilities. Clients are referred to local extension offices for budget counseling and money management workshops.

4. **To obtain and maintain adequate housing and suitable living environment (prevent homelessness)**

Housing is still needed. There are several low-income apartments in the five-county area, but there is a need for more low-income, handicapped, and elderly housing. Weatherization provides home weatherization assistance to eligible income individuals and handicapped individuals residing in unsafe and substandard housing. The Emergency Food and Shelter Program allows Licking Valley Community Action Program to assist clients in paying their first month's rent or their past due rent. Licking Valley coordinators also assist clients in obtaining and completing HUD and Section 8 housing applications. Homeless shelters are needed in some counties; currently we have the Women's Crisis Center located in Maysville that houses women and children that are victims of domestic violence.

To obtain and maintain adequate housing and a suitable living environment (prevent homelessness), Licking Valley offers the Weatherization program that provides assistance to income eligible individuals as well as disabled individuals residing in unsafe and substandard housing. We provide assistance with completing forms for Section 8/other rental assistance when funds are available. Staff provide direct assistance in maintaining housing stability by helping with first month rent, past due rent, or mortgage payments. Referrals are made to non-agency housing and shelter services.

5. **To obtain emergency services through one-time payments or short-term loans to meet immediate needs and urgent individual and family needs, including health services, nutritious food, housing and employment related services**

Many services are already offered through Licking Valley for emergency needs. The Low-Income Home Energy Assistance Program assists clients with utility bills and other fuel sources. Emergency food is provided for clients in need of assistance with meal preparing. The Emergency Food and Shelter Program can assist with metered and non-metered utilities, first month or past due rental assistance. Dental Service is provided for tooth extractions up to $75. Prescription assistance is provided once per program year up to $50.

Emergency services are provided through our emergency food bank in which we collaborate with the various Churches and God's Pantry for those families needing assistance with nutritious food. Referrals are made to other local food and clothing banks. Applications are taken for the Low-Income Heating Assistance Crisis program for those needing heating assistance January through March. Certificates of Financial Need are provided to assist clients when their utilities have been disconnected. When funds are available assistance is provided for dental and prescription assistance.

6. *To provide nutritious supplies or services that may be needed to counteract conditions of starvation and malnutrition*

Nutritional workshops and meal preparation classes are offered by the local Extension Office. Referrals are made to the local Health Department for Women, Infant, and Children (WIC). Garden seed applications are taken to assist clients in getting seeds to plant a garden. The Commodity Supplemental Food Program is offered to Seniors age 60 or older at 130% of Federal Poverty Income Guidelines. Congregate meals are provided to the elderly at Senior Centers in the service area. Home Delivered Meals are provided to eligible isolated elderly. Referrals made to Department of Community Based Services for those that are eligible but not receiving food stamps.

7. *To achieve greater participation in the affairs of the community*

Civic Engagement and Community Involvement continues to be a need. Community members are encouraged to come into local centers and volunteer. LVCAP hosted a job fair and had 30 local employers attend to make the community aware that there is employment available in our area. On site applications were taken by employers and many individuals took advantage of the opportunity to apply for jobs. The local high school partnered with LVCAP and allowed the FBLA Club to participate in the job fair. They assisted individuals in completing applications, and showed participants how to correctly develop a resume. A total of 122 individuals participated in the job fair.

LVCAP Board of Directors consist of community members who volunteer their time to oversee the duties of the Executive Director. Community members volunteer at LVCAP county offices and assist the County Coordinators with daily operations of those centers. Community members assist with bagging and handing out commodities to the senior citizens on a monthly basis.

LVCAP works closely together with other agencies within the community to help eliminate the causes of poverty and address the needs of the community. Licking Valley not only provides referrals to other local agencies but receives referrals as well. Through community collaboration we are able to assist and link families to resources that assist these individuals/families in their time of need without duplicating services. Additionally, a reliance on the guidance of advisory groups and social services consumer groups helps to maintain constant input from the community at large and from service recipients.

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*

In promoting self-sufficiency, Licking Valley offers a variety of services. Referrals are made to the Child Care Subsidy program which provides assistance for working families or families continuing education. Case management services are provided to those clients needing assistance in laying out their goals. Case management helps clients address their goals and gives them a sense of pride when set goals have been achieved. Transportation services are offered for public transportation for non-emergency medical appointments.

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.*

Licking Valley works with the Kentucky Vision Project in the application and screening process to assist clients in receiving glasses. One-time prescription assistance is offered once a program year. Referrals are made to low-income health programs such as: Medicaid, Medicare, and K-CHIP. Transportation is provided for Medicaid non-emergency appointments, Vocational Rehabilitation, and The Department of the Blind. Through the Weatherization program health related heating/cooling equipment as well as carbon monoxide/radon/smoke detectors are provided.

iii. *The coordination and established linkages between governmental and other social programs to assure the effective delivery of such services to low-income individuals; (Some examples: FRYSC, hospitals, fire department, sheriff's department, etc.)*

There are other service agencies in the community that provide services to help meet the needs of individuals and families within these rural communities. In each county there is a local Department for Community Based Services (DCBS) office, which offers a variety of services in the divisions of Protection and Permanency, Family Support and Child Support. DCBS work closely with Licking Valley to link clients with resources. DCBS holds Comprehensive Family Services (CFS) meetings for any families in need of numerous services, in an effort to get all community partners together. This is done to ensure that all services are in place to help the family meet their goals without any gaps or duplications in service. The Office of Employment

Services generates information on job opportunities and accepts applications for many local businesses.

The County Extension offices provide information on nutrition, agriculture, 4-H/Youth Development, and link with other community agencies to put on workshops of various topics including budgeting, parenting information and first aid. The Health Departments in each county offer free or low-cost immunizations, WIC (Women, Infant, and Children) vouchers, well-baby checks, and general health information. Each county has the adult literacy services and GED programs offered by providers located in area schools or community college. Three of the five Buffalo Trace counties now have a Court Appointed Special Advocate (CASA) program that provides children that have suffered from abuse or neglect a "voice" in the court.

The Comprehend Mental Health Office located in each of the Buffalo Trace counties offers mental health counseling, substance abuse counseling, and a 24-hour crisis hot line. Comprehend houses the IMPACT Program for severely emotionally disturbed children and has opened a crisis stabilization unit for children. The area has an Ameri-corp Program operated by staff at Morehead State University for individuals to volunteer in community service mainly in local schools and Family Resource Centers. For these services they are paid a living allowance and money for educational purposes is set aside for them. The Women's Crisis Center provides shelter and counseling for women and children suffering from domestic violence. Finally, there are Housing Authorities located in each county, which provides housing at low cost for low-income individuals.

> *iv.*   *The involvement of entities in **the private sector of the community in efforts to improve poverty in the community; (Some examples: Credit Union, Banks, United Way, and other private foundations).***

Licking Valley Community Action Program has established partnerships with numerous entities in the private sector of the community in order to assist the families that we serve. There are several local doctors, dentists and optometrists that work closely with Licking Valley in providing discounted and or free medical services.

In support of our local food pantry we have several local churches, youth groups and local hospitals, which donate food for the pantry to assist in meeting our families' nutritional needs. Several restaurants in the community provide coupons, coloring books, and crayons. Other local businesses that recognize Licking Valley Community Action Program's efforts of helping to meet the needs of low-income families, have also donated products or provided significant discounts. By maintaining a solid network of attachments and referral mechanisms to other service providers, political institutions, local businesses, schools, and churches, the agency builds upon good will and voluntary spirit of the region.

    v.   *The development, promotion, and **ways to encourage economic development** activities, which result **in assisting low-income persons** to become economically productive members **of their community; (Advisory Boards, City Governments, Child Care Centers, & Chamber of Commerce).***

Low-income persons who are interested in economic development will be referred to the Small Business Administration for ways to become economically productive members of the community. Referrals are also made to Maysville Entrepreneurial Program and Buffalo Trace Area Development District.

    vi.   **Provision of education, counseling and technical assistance on compliance with equal opportunity legislation for individuals and community organizations, both public and private.**

Equal opportunity posters are provided in all offices. In-service training is provided to all supervisors in relation to Equal Employment Opportunity. Solicitations or advertisements for employees' state, that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex or age.

    e. **Describe the key findings identified in your community needs assessment based on the causes and conditions of poverty and the needs of the entire service area. The key findings should outline the prioritized needs, the level of need, as well as causes associated with the need.**

Employment (Family)

- ❖ Survey respondents identified employment as the greatest overall need in our five-county service area.
- ❖ The number one area that survey respondents identified was that our community needs is more jobs with better pay and benefits.
- ❖ The second area that survey respondents identified was that our community needs more affordable childcare during work hours.
- ❖ The third area that survey respondents identified was that our community needs is to improve the workforce readiness skills of people who are able to work.

Housing (Family)

- ❖ Survey respondents identified housing as the second greatest overall need within our five-county service area.
- ❖ The number one area that survey respondents identified that our community needs is more income based rental housing for disable and seniors.
- ❖ The second area identified by survey respondents is our community needs is more monthly rental assistance programs.

❖ The third area that survey respondents identified that our community needs is more grants to make home ownership and home rehab affordable.

Education (Family)

❖ Survey respondents identified education as the third greatest overall need in our five-county service area.
❖ The number one area that survey respondents identified that our community needs is that more parents need to be involved in student's education.
❖ The second area in education that survey respondents identified as a need within our community is increasing the community's knowledge of available education resources.
❖ The third area in education that survey respondents identified as a need within our community is obtaining affordable high-quality childcare options for parents who work or would like to go to college.

Health (Family)

❖ The fourth overall need identified by survey respondents in our five-county service area was health.
❖ The number one area that respondents identified that our community needs is more payment assistance for adult dental, hearing and vision services.
❖ The second area that survey respondents identified that our community needs is more community focus on preventative health care.
❖ The third area that respondents identified that our community needs is more affordable transportation for health care services.

Supportive Services (Agency)

❖ The fifth overall need identified by survey respondents in our five-county service area was supportive services.
❖ The number one area that respondents identified that our community needs is more meal programs.
❖ The second area that respondents identified that our community needs is more in-home services for seniors.
❖ The third area that respondents identified that our community needs is more elderly services.

Income & Asset Building (Family)

❖ The sixth overall need identified by survey respondents in our five-county service was income and asset building.
❖ The number one area that survey respondents identified that our community needs was more access to low interest loans.

- ❖ The second area that survey respondents identified that our community needs is increasing the community's knowledge of available mainstream financial resources.
- ❖ The third area that survey respondents identified that our community needs is anonymous and confidential budget counseling.

Civic Engagement (Agency)
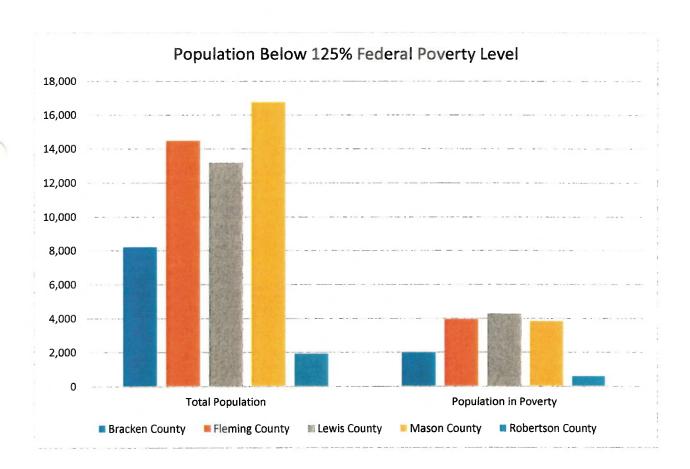
- ❖ The seventh overall need identified by survey respondents in our five-county service area was civic engagement.
- ❖ The number one area that respondents identified that our community needs is more education on how to join neighborhood associations, community boards, advisory groups, or similar organizations.
- ❖ The second area that respondents identified that our community needs is increasing the community's skills and knowledge for leadership development.
- ❖ The third area that respondents identified that our community needs is more knowledge on civic activities.

The community needs assessment results aligned with data collected from the US Census Bureau. The following data explain some of the key findings for the Community Needs Assessment.

Population Below 125% Federal Poverty Level

Report Area	Total Population	Population in Poverty	Percent Population in Poverty
Bracken County	8,204	1,977	24.10%
Fleming County	14,462	3,944	27.27%
Lewis County	13,186	4,273	32.41%
Mason County	16,739	3,814	22.79%
Robertson County	1,925	596	30.96%
Kentucky	4,309,501	959,198	22.26%
United States	316,715,051	56,269,559	17.77%

Data Source: US Census Bureau, American Community Survey. 2015-2019. Source geography: Tract

Population Below 125% Federal Poverty Level

Population In Poverty By Gender

Report Area	Total Male	Total Female	Percent Male	Percent Female
Bracken County	615	848	14.90%	20.80%
Fleming County	1,465	1,412	20.50%	19.30%
Lewis County	1,508	1,711	22.90%	25.92%
Mason County	1,283	1,695	15.47%	20.07%
Robertson County	221	301	23.41%	30.68%
Kentucky	330,248	416,762	15.65%	18.95%
United States	18,909,451	23,601,392	12.19%	14.61%

Data Source: US Census Bureau, American Community Survey. 2015-2019 Source geography: Tract

Population In Poverty By Gender

Population in Poverty by Race

Report Area	Non-Hispanic White	Black or African American	American Indian and Alaskan Native	Asian	Native Hawaiian and Other Pacific Islander	Some Other Race	Two or more races
Bracken County	1,434	0	0	23	0	72	6
Fleming County	2,790	47	0	0	0	108	40
Lewis County	3,140	0	29	0	0	0	50
Mason County	2,662	174	8	35	0	10	99
Robertson County	522	0	0	0	0	0	0

*Data Source: https://cap.engagementnetwork.org

Population In Poverty By Race

■ Two or More Races ■ Some Other Race
■ Native Hawaiian and Other Pacific Islander ■ Asian
■ American Indian & Alaskan Native ■ Black or African American
■ Non-Hispanic White

Population in Poverty by Ethnicity

Report Area	Hispanic or Latino (of any race)	Not Hispanic or Latino
Bracken County	10	1,453
Fleming County	0	2,877
Lewis County	0	3,219
Mason County	43	2,935
Robertson County	0	522

*Data Source: https://cap.engagementnetwork.org

Population in Poverty by Ethnicity

All Ages in Poverty

U.S. Census Bureau, Small Area Income and Poverty Estimates. 2018. Source geography: County

Report Area	All Ages	Percent in Poverty
Bracken County	918	11.3%
Fleming County	2,669	18.6%
Lewis County	3,292	25.2%
Mason County	3,057	18.2%
Robertson County	396	19.1%

Unemployment Rate

This indicator is relevant because unemployment creates financial instability and barriers.

Report Area	Labor Force	Number Employed	Number Unemployed	Unemployment Rate
Report Location	21,794	20,606	1,188	5.5%
Bracken County	3,722	3,548	174	4.7%
Fleming County	6,267	5,979	288	4.6%
Lewis County	4,307	4,001	306	7.1%
Mason County	6,683	6,295	388	5.8%
Robertson County	815	783	32	3.9%
Kentucky	1,995,581	1,893,480	102,101	5.1%
United States	161,489,601	151,129,451	10,360,151	6.4%

Data Source: US Department of Labor, Bureau of Labor Statistics. 2020-November: Source geography: County

Current Unemployment

Education Attainment

Report Area	No High School Diploma	High School Diploma	Some College	Associates Degree	Bachelor's Degree	Graduate or Professional Degree
Report Location	18.1%	40.0%	18.4%	9.3%	8.0%	6.1%
Bracken County	14.27%	46.4%	18.6%	7.6%	7.6%	5.6%
Fleming County	20.39%	40.3%	17.3%	9.2%	7.4%	5.5%
Lewis County	24.17%	42.8%	17.0%	6.9%	5.1%	3.9%
Mason County	13.69%	34.7%	20.3%	11.9%	10.4%	9.0%
Robertson County	15.26%	38.3%	17.8%	12.3%	13.1%	3.2%
Kentucky	13.74%	32.9%	20.8%	8.3%	14.2%	10.0%
United States	12.00%	27.0%	20.4%	8.5%	19.8%	12.4%

*Data Source: US Census Bureau, American Community Survey. 2015-2019. Source geography: County

Education Attainment
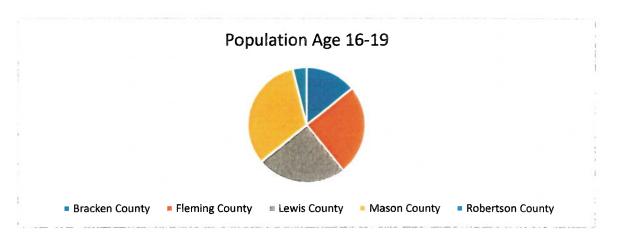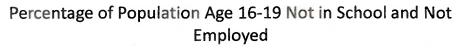
Young People Not in School and Not Working
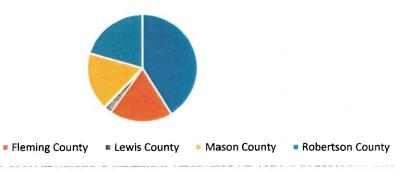
This indicator reports the percentage of youth age 16-19 who are not currently enrolled in school and who are not employed. Unemployment creates financial instability and barriers.

Report Area	Population Age 16-19	Percentage of Population Age 16-19 Not in School and Not Employed
Report Location	2,469	9.84%
Bracken County	348	23.28%
Fleming County	623	10.43%
Lewis County	609	1.31%
Mason County	794	9.82%
Robertson County	95	11.58%
Kentucky	232,463	7.48%
United States	17,025,696	6.61%

*Data Source: US Census Bureau, American Community Survey. Source geography: Tract

Population Age 16-19

■ Bracken County   ■ Fleming County   ▦ Lewis County   ■ Mason County   ■ Robertson County

Percentage of Population Age 16-19 Not in School and Not Employed

■ Bracken County   ■ Fleming County   ▦ Lewis County   ■ Mason County   ■ Robertson County
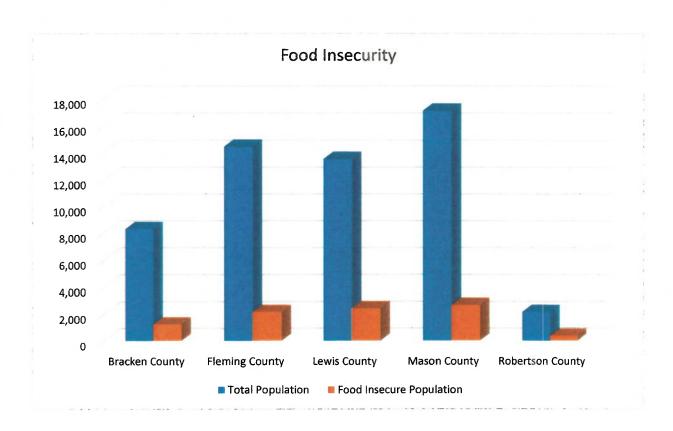
Food Insecurity

Report Area	Total Population	Food Insecure Population, Total	Food Insecurity Rate
Report Location	55,642	8,910	16.01%
Bracken County	8,333	1,250	15.00%
Fleming County	14,467	2,170	15.00%
Lewis County	13,556	2,440	18.00%
Mason County	17,115	2,670	15.60%
Robertson County	2,171	380	17.50%
Kentucky	4,445,369	662,360	14.90%
United States	325,717,422	41,133,950	12.63%

*Data Source: Feeding America. 2017. Source Geography: County

Food Insecurity

f. *Describe in **detail** the CSBG funded programs and activities to be **performed** in each, from **the** point of intake **to** termination **of services when the service** is client-oriented.*

From the point of intake, staff will work with each individual/family to determine the area(s) of need most appropriate to help them reach sustainable levels to become self-reliant. Together staff and individuals will work on areas of improvement specific to the client's need. Detailed explanation of the services offered by Licking Valley Community Action Program in each of the nine categories can be found in the previous section.

g. *Describe how your **allocation will be** targeted, based on your agency's community needs assessment **and logic models. Your allocation of funds annotated on the B1, B3, and the NPIs should align with the results of your community needs assessment.***

See Logic Models under Tab 10 in the solicitation binder

h. *Please **give a detailed explanation if your allocations of funds do not align with your community needs assessment due to the** leveraging of other funding streams, or private donations, etc. For example, if you have other funding to supplement a category or if the services are provided by another organization, please be specific and explain why less or no funding is allocated to a particular category.*

The services to be provided are prioritized through the community needs assessment process and will be provided in accordance with KRS 273443. Services and activities provided with these funds will meet the immediate essential needs of low-income persons including the elderly poor.

i. *Describe how CSBG staff are involved when your agency collaborates with other state funded programs or services such as WIOA, LIHEAP, Weatherization, etc.*

Community Service Block Grant funds will be utilized in compliance with mandated laws of the Commonwealth of Kentucky, which is not provided by any other agency in the community. County Coordinators take the initial Weatherization application and send in to the central office. County Coordinators and other agency staff refer and encourage many clients to apply for the Weatherization Program. The Low-Income Energy Assistance Program, Emergency Food and Shelter Program, and WinterCare Program applications are taken in each county. LVCAP also participates in the Goodwill Industries of Kentucky voucher program. The Commodity Supplement Food Program for seniors is a monthly food give away held at each county. Garden Seed applications and Farmers Market Coupons are given to eligible clients on a yearly basis.

j. *Specify plans for ensuring the coordination of and non-duplication of the agency's services and to support shared goals with other service providers. At minimum provide:*

Community Service Block Grant staff are the initial intake for various programs. One example is the Weatherization Program. Staff inform clients of the Weatherization services, complete the initial application and collect the documentation. Through other programs offered at Licking Valley staff inform clients if they are income eligible. Community Service Block Grant staff complete applications for LIHEAP. Staff makes referrals for various other community programs. Community Service Block Grant staff act as a focal point for all programs offered by Licking Valley whether it is completing an application or providing resource and referral for another community program.

i. *Certification of the agency's willingness to share necessary client information and records within legal limitations and willingness to provide the leadership in arranging for a meeting, not less than two (2) times a year of all social services in the agency's geographic service are for the purpose of developing substantive interagency cooperation and assessing the social services currently being provided.*

Licking Valley Community Action Program shares necessary client information and records within legal limitations, including providing leadership in arranging for meetings, of Social Service agencies in our geographic service area for the purpose of developing substantial interagency cooperation and assessing social service's needs.

ii. *Identification of activities the agency jointly pursues or coordinates with faith-based organizations, fatherhood programs, healthy marriage programs, rural development and/or One-Stop partnerships.*

The Kentucky Association of Community Action sent the community action agencies a relationship assessment tool on healthy marriages for clients to complete. Licking Valley also works closely with the One-Stop centers to promote employment. Twice a month the Aging director goes to the One-Stop office and is there to provide information to individuals about the Title V Program and answer employment questions.

iii. *Identification in describing the effective delivery or services offered by the agency with the collaboration of the DCBS Service Regions, to help prevent child maltreatment, promote quality foster care/adoption services, and assist vulnerable adults or low-income families. Describe how the services are mutually beneficial to your agency's client's.*

Licking Valley provides coordination and consultation with the Department of Community Based Services, Service Region Administrator through regional team management meeting, joint service on community boards and also representative on interagency councils. Efforts are made to avoid duplication of services and share support services for clients. The Community Collaboration for Children staff work in partnership with the Department of Community Based Services, community partners and families to assist in preventing child maltreatment. These

programs are designed specifically to help at-risk families learn skills and link to community resources that can support them in their child rearing practices.

The overall goal of the programs is to prevent child abuse or the re-occurrence of child abuse through the skill building and intervention of in-home therapists that work with the families intensively on the issues identified as areas of concern. April is child abuse awareness month and the Family Youth Resource Centers work with Licking Valley and other community agencies to make the community aware of child abuse. Licking Valley Community Action Program assists vulnerable adults or low-income families by providing emergency services including assistance on utility bills, rent, prescriptions, dental assistance, transportation, weatherization, food or by providing referrals and information on services needed.

> k. **Outline the applicant agency's efforts to focus attention on addressing the needs of youth in low-income communities through youth development programs that support the primary role of the family, giving priority to the prevention of youth problems and crime and promoting increased community coordination and collaboration in meeting the needs of low income youth programs with a goal of preventing or reducing crime.**

Licking Valley works closely with the school systems to support programs that work with the youth. Licking Valley has provided reward items for the Character Counts Program that teaches children about being honest, developing morals, and understanding characteristics that help build good character. Licking Valley Community Action Program helps with the Reality Stores that teaches children the true realities of life. The children role-play a scenario of what life could be, for example, single parent, with two children, one job. The children visit different vendors to obtain another job, purchase groceries, obtain child care assistance, and others that provided day to day necessities. The children learn that they need to get a good education in order to be successful in life. It is a terrific learning experience for the children and they enjoy participating.

Licking Valley Community Action Program works with the Extension Office to help sponsor the Farm Safety Day Camp that provides safety information and demonstrations about issues on the farm. Licking Valley works with the Fraternal Order of Police to give children in the area a chance to participate in the "Shop with A Cop" program. Licking Valley Community Action Program works with the Interagency Council to provide a Community Christmas for needy children and families. High School students in the wood working class assisted in building a wheel chair ramp for a low-income client. The members of Future Farmers of America operated a food drive to get students involved and donated food to Licking Valley Community Action food bank.

> l. **All services directed toward coordination and linkages of other community services to impact the community (non-client specific services), rather than individual client service, should be described in narrative, i.e., community participation and economic development which are directed toward amelioration of poverty in the community.**

Coordination with emergency energy crisis intervention programs under Title XXVI and the Low-Income Home Energy Assistance Program of the Omnibus Budget Reconciliation Act of 1981 should be described. Please indicate the staff member(s) who will be carrying out coordination and linkage functions and any limitations placed on the individual client services.

Community Service Block Grant staff will continue to coordinate and link other community services to impact the community. County coordinators coordinate the emergency energy crisis intervention programs under Title XXVI and the Low-Income Home Energy Assistance Program of the Omnibus Budget Reconciliation Act of 1981. Many staff serve on various boards and committees. Many referrals and phone calls are made to different agencies to link clients to resources and to avoid duplication.
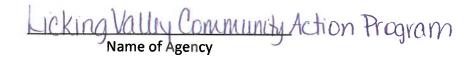
m. Describe how the agency analyzed the SFY 2021 ROMA and Customer Satisfaction data to assist in developing the SFY 2022 plan to improve service delivery.

Community Service Block Grant Staff meets on a quarterly basis to discuss events and any issues that have come up during that quarter. After receiving the information from the Community Needs Assessment, we as a team examine the services that are provided in our region and determine any new services that need to be pursued. CSBG staff will continue to look for new resources and partners to help individuals in any way that we can.

The ROMA cycle provides vital information for the provision of customer services. These include:

- Assessment: Community Needs Assessment, Satisfaction Surveys, Community Partners, Service Monitoring, Financial Audits.
- Planning: Agency and community data are utilized to develop the strategies and activities that promote self-sufficiency of the region's low-income population.
- Implementation: Staff training includes the strategies and activities outlined in the community action plan.
- Achievement of Results: The CSBG Director monitors results monthly and accesses agency progress toward benchmarks set during the ROMA cycle. The Board of Directors receives service results monthly.
- Evaluation: Program evaluation is an ongoing process prior results are analyzed during the community needs assessment and community action planning process. Evaluation measures include qualitative and quantitative measures that help program director make decisions that are strategic and data driven.

Assurances

Licking Valley Community Action Program
Name of Agency
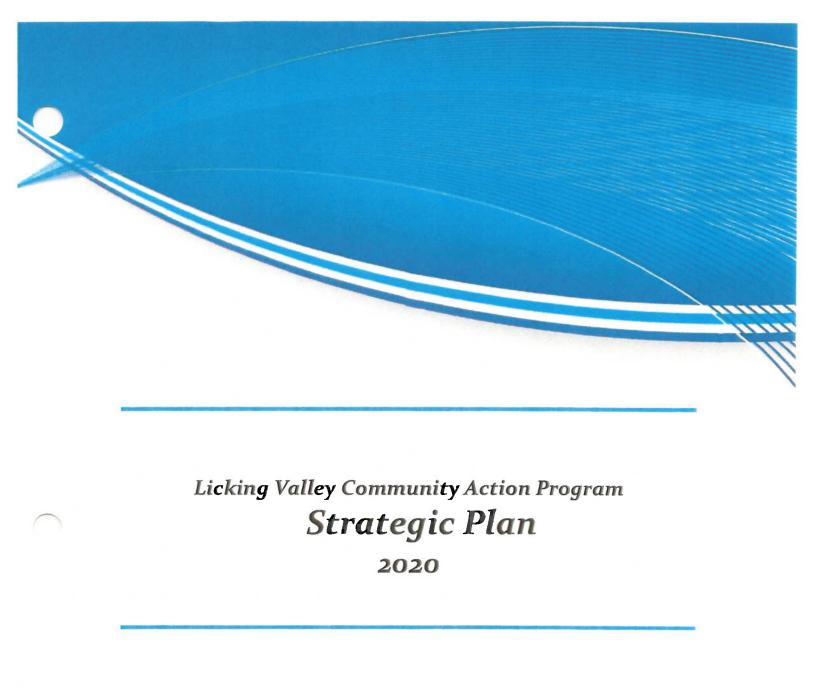
- ➤ Assures that any audit of CSBG funds performed by an independent public accounting firm designated by the agency will be performed in compliance with 42 U.S.C. Section 9916, 2 CFR, Part 200, Subpart F, and the contractual agreement between the agency and CHFS.

- ➤ 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

3/5/2021
_____
Date

Licking Valley Community Action Program
Strategic Plan
2020
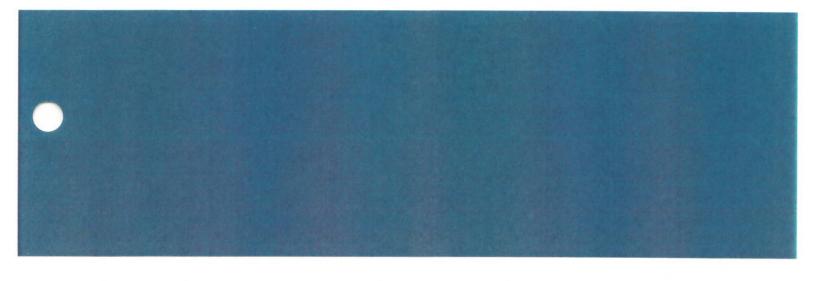
MISSION STATEMENT

"To break the cycle of poverty, ensuring all individuals have the support and resources needed to achieve self-sufficiency"

Licking Valley Community Action Program, Inc.
203 High Street
Flemingsburg, KY 41041
Phone: 606-845-0081
www.lvcap.com

TABLE OF CONTENTS

INTRODUCTION

LVCAP is a community action agency primarily serving Bracken, Fleming, Lewis, Mason and Robertson counties. Established in 1965, LVCAP embraces a philosophy of needs-based strategies and family-based services leading to self-sufficiency and self-reliance.

The agency has more than 100 employees that represent a highly skilled, professional team of program coordinators, administrators, In-Home Therapists and transportation drivers. The staff is guided by Executive Director, Kenneth Walters. LVCAP is governed by a volunteer corporate board of directors whose members are active in community service throughout the agency's primary service region.

Strategic planning is the dynamic process of determining what goals the organization intends to accomplish, as well as how agency leadership will direct resources toward accomplishing these goals. Rather than a final product, the strategic plan will be a roadmap for the ongoing assessment and improvement of LVCAP's programming. Agency leaders will use this information to steer the organization toward the fulfillment of its mission. Changing economic, political and cultural climate will require the review and re-evaluation of the plan on an annual basis.

In this strategic plan, LVCAP outlines critical community characteristics and needs which will guide development and innovation of the agency's anti-poverty programming. The goals, objectives and strategies presented in the plan focus on improving the agency's overall operations as well as program specific operations including the types of services that are provided by the agency. The overall goal of this strategic plan is to identify resources which will improve the lives of citizens in the communities served by LVCAP.

PROCESS
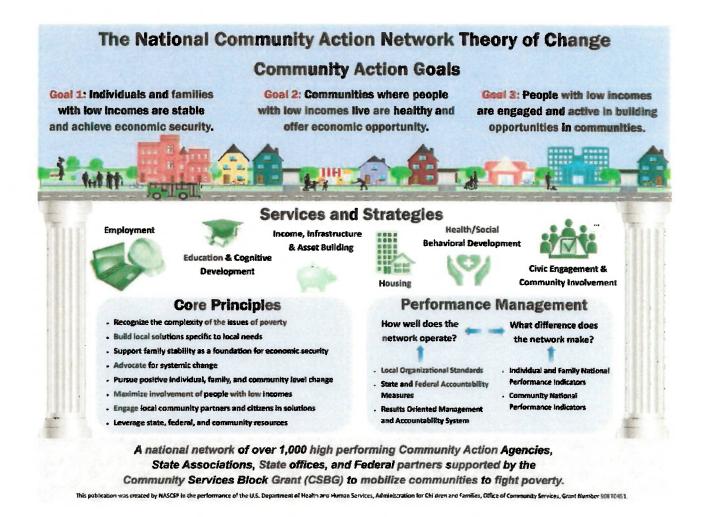
The most recent annual Community Needs Assessment was completed in March of 2020. LVCAP administered a community needs assessment to allow community members and stakeholders to identify causes and conditions of poverty and weigh in on potential solutions. The assessment process included a community needs assessment survey, customer satisfaction survey results, a review of additional assessments and plans released by relevant community service organizations across the five-county service area; input from LVCAP Board of Directors, and employee planning sessions.

The community needs assessment provides the basis for comprehensive services provided through the agency's five outreach offices that, combined with the customer satisfaction data, provides management staff with the tools needed for service planning and design. The agency uses the information generated through both surveys to develop ROMA goals and targets. The ROMA cycle drives LVCAP in both service design and agency priorities. The Roma cycle along with National Performance Indicators are used for program evaluation, staff training, and board reporting.

ROMA STATEMENT
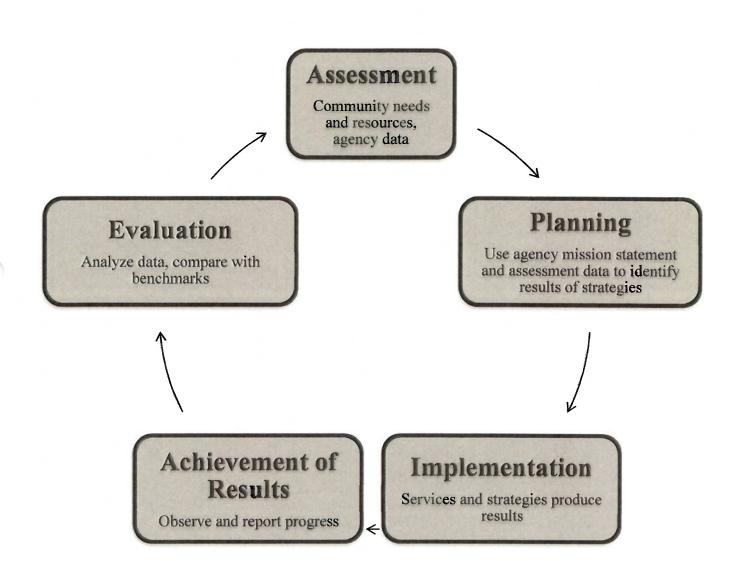
The LVCAP Strategic Plan follows the standards prescribed in ROMA (Results-Oriented Management and Accountability). This design tool was created in 1994 by an ongoing task force of Federal, State, and Local community action officials- the Monitoring and Assessment Task Force. Based upon principals contained 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. Throughout the strategic plan, strategies, goals and objectives will be directly linked to one of the three ROMA goals. The three national ROMA goals are:

1. Individuals & families with low incomes are stable and achieve economic security.
2. Promote self-sufficiency and increase education opportunities.
3. People with low income are engaged and active in building opportunities in communities.

The National Community Action Network Theory of Change

Community Action Goals

Goal 1: Individuals and families with low incomes are stable and achieve economic security.

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

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

Services and Strategies

Employment

Education & Cognitive Development

Income, Infrastructure & Asset Building

Housing

Health/Social Behavioral Development

Civic Engagement & Community Involvement

Core Principles

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Advocate for systemic change
- Pursue positive individual, family, and community level change
- Maximize involvement of people with low incomes
- Engage local community partners and citizens in solutions
- Leverage state, federal, and community resources

Performance Management

How well does the network operate? → What difference does the network make?

- Local Organizational Standards
- State and Federal Accountability Measures
- Results Oriented Management and Accountability System

- Individual and Family National Performance Indicators
- Community National Performance Indicators

A national network of over 1,000 high performing Community Action Agencies, State Associations, State offices, and Federal partners supported by the Community Services Block Grant (CSBG) to mobilize communities to fight poverty.

This publication was created by NASCSP in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number 90ET0451.

ROMA Goals and Outcome Indicators

THE RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY CYCLE

Assessment
Community needs and resources, agency data

Planning
Use agency mission statement and assessment data to identify results of strategies

Implementation
Services and strategies produce results

Achievement of Results
Observe and report progress

Evaluation
Analyze data, compare with benchmarks

STRATEGIC GOAL 1: Individuals & families with low incomes are stable and achieve economic security

GOAL: Provide comprehensive, coordinated services that may be individualized to assist program participants in achieving and maintaining dignity, responsibility, and opportunity. (Agency)

ROMA Goals: 1

Objective 1: Employment. Financial & Relationship Development

- Provide effective job coaching to eligible clients by setting goals and helping them obtain adequate skills through various training opportunities (i.e. GED, certifications, resume creation, etc.) with the ultimate goal of placing clients in local jobs.

- Provide classes to educate clients on effective financial management and connect individuals to other available educational resources in their communities.

- Help clients develop skills such as communication and listening in order to better their relationship with their child/children, spouse, and/or partner in order to be successful in long-term relationships.

- Connect clients to One Stop for information on employment opportunities.

Accountability: CSBG Supervisor, County Coordinators, 1 *Timeline:* Short- and Long-term

Objective 2: Basic & Emergency Needs

- Operate county outreach offices so that citizens in need may be provided with case management, supportive services, and/or referrals to resolve crisis situations.

- Provide heating/energy assistance, rental assistance, and other emergency programs to eligible individuals. In doing so, ensure that low-income consumers benefit from new technologies in renewable energy and conservation.

- Focus efforts towards one-on-one case management, and strive to provide

more personal support for those in need. Case managers will assist clients in obtaining basic needs as a first step towards improve their lives and futures.

- Improve coordination between separate LVCAP programs to ensure that resources are shared to fill gaps in assistance. Improved communication between programs is essential to maximizing the efficiency of assistance. The agency will explore new communication tools to better connect different programs with available resources.

Accountability: Executive Director, CSBG Supervisor, County Coordinators, *Timeline:* Short- and Long-term

Objective 3: Family Support Services

- Pursue opportunities to provide more GED, job training, and basic life skills instruction to the service population. These educational tools are a necessary foundation for self-sufficiency, family stability, and future community prosperity.

- Promote the maintenance of family unity where children's safety can be supported, and maintain permanency for children. LVCAP will provide an array of family services that promote the safety and wellbeing of children and their families.

- Better evaluate the particular needs of the clientele. Promote a holistic approach which takes into account a full spectrum of variables that impact the client's situation, and customize services to address specific needs.

- Empower families to achieve and sustain independence and self-sufficiency through a more tailored and focused approach. Agency programs will explore new and innovative methods to customize services based on the unique circumstances of each family.

Accountability: Director of CCC Services, *Timeline:* Short-and Long-term

Objective 4: Health Services

- Provide programs and services that help create and promote healthy families and communities. The health of individuals and families is a contributing factor of financial stability and the basis of a healthy community.

- Provide health services, including expanded services as funding allows, through the Healthcare for the Homeless Program.

- Assist local residents in understanding their options for health care coverage under the Affordable Care Act.

Accountability: Application Assistor I *Timeline: Short-* and Long-term

Objective 5: Housing

- Provide rental assistance, security deposit assistance, case management, and other services and referrals to eligible individuals.

- Provide free weatherization services to income-eligible families and individuals to maximize energy efficiency.

- Explore alternative housing solutions to alleviate housing stability issues for low-income households. Measures to address a shortage of emergency housing programs and affordable family housing will be considered by the agency.

Accountability: Weatherization Supervisor, I *Timeline: Short and* Long Term

Objective 6/Transportation

- Help individuals find reliable and affordable transportation services so they may travel to work, Non-Emergency Medical Appointments, grocery store, Pharmacy, as well as participate in community events.

Accountability: Transportation Director I Timeline: Short and Long Term

STRATEGIC GOAL 2: Promote self-sufficiency and increase education opportunities.

GOAL: Provide comprehensive, coordinated and individualized services that may be personalized to assist program participants in achieving and maintaining dignity, responsibility, and opportunity.   (Agency)

ROMA Goal: **2**

Relates directly to ROMA Goal 1

Objective 1: Clients

- Seek and enhance programming that improves client employability and develops financial literacy skills.

- Connect participants with community resources to increase their education.

- Expand the agency's anti-poverty programming, as well as strengthen its case management and long-term self-sufficiency services to prevent and treat the underlying causes of poverty and homelessness.

- Assure all programs operate efficiently and effectively, achieve program goals, and meet intended outcomes. Evaluate and assess the impact of our service programs within the community regularly.

- Provide an array of family services that promote the safety and wellbeing of children and their families.

Accountability: Executive Director, CSBG Supervisor, County Coordinators, *Timeline:* Short- and Long-term

Objective 2: Agency

- Develop an ongoing schedule for funding research to discuss funding sustainability as well as to explore new avenues of funding.

Objective 3: Volunteers

- Annually review and update Board bylaws, Financial Policies and Procedures,

Personnel Policies, and other relevant documents pertaining to duties of governing and advisory volunteers.

- Promote a culture of volunteer involvement and complete community participation. Create incentives to increase the participation of families and parents in programs. Utilize volunteers and successful clients to assist others and provide an additional layer of support.

Accountability: Executive Director, CSBG Supervisor, County Coordinators, *Timeline:* Short- and Long-term

Objective 4: Basic Needs

- Address food insecurity within the service region by exploring partnerships with food banks, churches, and other local providers.

Accountability: Executive Director, CSBG Supervisor, County Coordinators, *Timeline:* Short- and Long-term

Objective 5: Diversity

- Develop the ability to better accommodate clients from diverse cultures.

- Explore ways to reach vulnerable individuals and families that have never received or been informed about the services that LVCAP provides.

Accountability: Executive Director, CSBG Supervisor, County Coordinators, *Timeline:* Short- and Long-term

Objective 6: Housing

- Assist low and moderate-income households through homebuyer education classes and one-on-one homeownership counseling that enables many families who never believed they could own homes to become homeowners.

- Provide rental assistance, security deposit assistance, case management, and other services and referrals to eligible individuals.

- Provide free weatherization services to income-eligible families and individuals to maximize energy efficiency.

- Explore alternative housing solutions to alleviate housing stability issues for low-income households. Measures to address a shortage of emergency housing programs and affordable family housing will be considered by the agency.

Accountability: Executive Director, CSBG Supervisor, County Coordinators, *Timeline:* Short- and Long-term

STRATEGIC GOAL 3: People with low income are engaged and active in building opportunities in communities.

GOAL: Strengthen the agency's ability to address the needs of the community, and bridge the gap between marginalized populations within communities. (Agency)

Relates directly to ROMA Goal 3

Objective 1: Volunteers

- Utilize the volunteer recruitment plan for the agency. In addition, all individual agency programs that depend on volunteers will be required to create a program-specific volunteer recruitment plan.

- Annually review and update Board bylaws, Financial Policies and Procedures, Personnel Policies, and other relevant documents pertaining to duties of governing and advisory volunteers.

- Promote a culture of volunteer involvement and complete community participation. Create incentives to increase the participation of families and parents in programs. Utilize volunteers and successful clients to assist others and provide an additional layer of support.

Accountability: Executive Director, CSBG Supervisor, County Coordinators, *Timeline:* Short- and Long-term

Objective 2: Clients

- Seek and enhance programming that improves client employability and develops financial literacy skills.

- Protect the most vulnerable populations from harsh deprivation with more robust emergency services.

- Explore the feasibility of mentorship programs, which could utilize successful former clients and other community members to provide an additional layer of support and guidance for clients.

- Expand the agency's anti-poverty programming, as well as strengthen its case management and long-term self-sufficiency services to prevent and

treat the underlying causes of poverty and homelessness.

- Assure all programs operate efficiently and effectively, achieve program goals, and meet intended outcomes. Evaluate and assess the impact of our service programs within the community regularly.

- Provide and/or connect clients with support groups and self-help groups to strengthen their support systems and increase the likelihood of their success.

- Provide an array of family services that promote the safety and wellbeing of children and their families.

Accountability: Executive Director, CSBG Supervisor, County Coordinators, *Timeline:* Short- and Long-term

LICKING VALLEY COMMUNITY ACTION PROGRAM would like your feedback. **Please respond by selecting "Yes" or "No" next to each statement. Thank you for helping us to improve our services.**

1. In which county did you receive service?

   ☐ Bracken ☐ Fleming ☐ Lewis ☐ Mason ☐ Robertson

2. Did you receive the services or assistance that you were seeking? ☐ Yes   ☐ No

3. Did the staff person tell you about other Licking Valley Community Action Program services/assistance or resources that could help meet the needs? ☐ Yes   ☐ No

4. Were you told about other agencies that might help you? ☐ Yes   ☐ No

5. Were you treated with respect at Licking Valley Community Action Program? ☐ Yes   ☐ No

6. Was the waiting area and office clean and comfortable? ☐ Yes   ☐ No

7. If a friend needed help, would you refer them to Licking Valley Community Action Program?
   ☐ Yes   ☐ No

8. Is there anything you would like to discuss about Licking Valley Community Action Program, its programs, services, and assistance? ☐ Yes   ☐ No

9. Would you like to be contacted? ☐ Yes   ☐ No

Name: _____ Email: _____

Phone Number: _____

https://www.surveymonkey.com/r/6RLJDKB

COMMONWEALTH KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
CSBG SFY 2022

Agency Name: Licking Valley Community Action Program
Address: 203 High Street
Flemingsburg, KY 41041

Contract Number: PON2736210000001611
Vendor Number: KY00035405

Invoice Period:

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

Complete if Carryover is Included
SFY 2022 Allocation $234,397.51
Carryover amount $
Carried from SFY $
Total $

New 2022 CSBG Expenditures Domains

BUDGET / COST CATEGORIES	APPROVED BUDGET	CSBG ADMINISTRATION	EMPLOYMENT	EDUCATION and COGNITIVE DEVELOPMENT	INCOME INFRASTRUCTURE and ASSET BUILDING	HOUSING	HEALTH AND SOCIAL BEHAVIORAL DEVELOPMENT (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
I. PERSONNEL:														
A.) SALARIES / WAGES	116,186.56		18,589.85	18,589.85	16,266.12	18,589.85	18,589.85	2,904.66	16,266.12	3,195.13	3,195.13	116,186.56	116,186.56	0.00
B.) FRINGE BENEFITS	70,918.14		11,346.90	11,346.90	9,928.54	11,346.90	11,346.90	1,772.95	9,928.54	1,950.25	1,950.25	70,918.14	70,918.14	0.00
C.) CONSULTANT / CONTRACT SERVICE	1,775.00	1,775.00										1,775.00	1,775.00	0.00
II. NON-PERSONNEL:														
A.) SPACE COSTS	2,000.00		320.00	320.00	280.00	320.00	320.00	50.00	280.00	55.00	55.00	2,000.00	2,000.00	0.00
B.) EQUIPMENT	4,000.00		640.00	640.00	560.00	640.00	640.00	100.00	560.00	110.00	110.00	4,000.00	4,000.00	0.00
C.) CONSUMABLE SUPPLIES	3,000.00		480.00	480.00	420.00	480.00	480.00	75.00	420.00	82.50	82.50	3,000.00	3,000.00	0.00
D.) UTILITIES	3,000.00		480.00	480.00	420.00	480.00	480.00	75.00	420.00	82.50	82.50	3,000.00	3,000.00	0.00
E.) TRANSPORTATION / TRAVEL	1,000.00		160.00	160.00	140.00	160.00	160.00	25.00	140.00	27.50	27.50	1,000.00	1,000.00	0.00
F.) CLIENT SERVICES	3,006.57		481.05	481.05	420.92	481.05	481.05	75.16	420.92	82.68	82.68	3,006.57	3,006.57	0.00
G.) STAFF DEVELOPMENT	836.88		133.90	133.90	117.16	133.90	133.90	20.92	117.16	23.01	23.01	836.88	836.88	0.00
H.) OTHER COSTS	14,000.00		2,240.00	2,240.00	1,960.00	2,240.00	2,240.00	350.00	1,960.00	385.00	385.00	14,000.00	14,000.00	0.00
III. INDIRECT COSTS:	14,674.36											14,674.36	14,674.36	0.00
TOTALS	234,397.51	1,775.00	37,219.60	37,219.60	32,567.15	37,219.60	37,219.60	5,815.56	32,567.15	6,397.12	6,397.12	234,397.51	234,397.51	0.00
APPROVED BUDGET	234,397.51													

SFY 2022 Allocation 234397.51
Carryover Amount
Total 234397.51

Executive Director: _____ Date 3/5/2021
CSBG Director: _____ Date 3/5/2021
Finance Director: _____ Date 3/5/2021

CODE	BUDGET/COST CATEGORIES	PROJECTED EXPENDITURES BY BUDGET/COST CATEGORIES BY THE SFY (FROM ATTACHMENT B1)	AGENCY CERTIFICATION OF IN-KIND EXPENDITURES
1	SALARIES/WAGES	116186.56	20000
2	FRINGE BENEFITS	70918.14	
3	CONSULTANT/CONTRACT SERVICE	1775	
4	SPACE COSTS	2000	
5	EQUIPMENT	4000	
6	CONSUMABLE SUPPLIES	3000	
7	UTILITIES	3000	
8	TRANSPORTATION/TRAVEL	1000	
9	CLIENT SERVICES	3006.57	26880
10	STAFF DEVELOPMENT	836.88	
11	OTHER	14000	
12	INDIRECT	14674.36	
	TOTAL PROJECTED EXPENDITURES	234397.51	46880

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. Signatures:

CSBG Director _Jana Hunt_____ Date 3/5/2021

CFO _____ Date 3-5-2021

Executive Director _Kent Waite_____ Date 3/5/2021

Personnel:

Licking Valley Community Action Program is proposing to spend $116,186.56 in personnel costs for the Community Services Block Grant. The CSBG program currently employs 7 full-time staff and 1 part-time staff. The time spent by each staff position providing services in accordance to the grant is outline in the Staffing Budget (Attachment B3).

Total Personnel: $116,186.56

Fringe Benefits:

The fringe benefits rate utilized for this budget is approximately 61% of all personnel costs. This includes FICA, CERS Retirement, Worker's Compensation, Insurances (health, dental, long-term/short-term disability and life insurance), Leave/unemployment insurance.

FICA- $8,888.27
Unemployment Insurance- $3137.04
Health Insurance- $13,864.10
Life Insurance- $176.64
Retirement- $30,416.19
Worker's Compensation- $389.99
Accrued Leave- $14,045.90

Total Fringe: $70,918.14

Contractual:

Licking Valley Community Action Program will contract with an independent accounting firm to complete an audit as required by OMB Uniform Guidance. This amount is set forth in the agency's allocation.

Total Contractual: $1,775.00

Space Costs:

Licking Valley Community Action Program is proposing to spend $2,000 to rent needed space for staff.

Total Space Costs: $2,000.00

Equipment:

Licking Valley Community Action Program is proposing to spend $4,000 for computers, printers, and other office equipment that is needed.

Total Equipment Costs: $4,000.00

Consumable Supplies:

Licking Valley Community Action Program is proposing to spend $3,000 for office supplies, such as paper products, office supplies, and other expendables, as well as, general expenses incurred in daily business activities. Postage and printing/copying is also included in this.

Total Consumable Supplies: $3,000.00

Utilities:

Licking Valley Community Action Program is proposing to spend $3,000 in utility expense. Utility Cost are allocated by using a percentage of the square footage CSBG utilizes.

Total Utilities: $3,000.00

Transportation/Travel:

The Community Services Block grant funds will be used for business travel for home visits, travel to staff meetings, travel to community meetings and client assistance. Some out of town travel is incurred for required training and education. The agency has adopted the Commonwealth of Kentucky rules for travel. Mileage rates are changed by the State each quarter. Mileage documentation is per actual mile of business-related travel showing traveler, date, purpose, and other information. Any out of town travel will follow State travel guidelines on submission of documentation.

Total Transportation/Travel Costs: $1,000.00

Client Services:

Client Services- For clients of self-sufficiency, emergency, and housing in instances when other emergency funds and similar funding is not available or does not apply. Licking Valley is proposing to use client services allocations to provide programs that will help people achieve self-sufficiency, such as providing clothing and shoes to clients who are trying to obtain employment. Provide emergency services such as dental services, prescription services, food gift cards, to purchase food for food pantry, security & utility deposits, rental & mortgage assistance, cleaning product assistance, hygiene product assistance, financial aid assistance such as books and supplies for college students and school supply assistance for grades K-12.

Regarding Food & Food Gift Cards:

Non-perishable food items will be purchased and stored in our pantry. Gift Card will be distributed for clients to purchase perishable food items. 1-$25 gift card per person will be given to each household member, with a maximum benefit of $200. We currently operate the emergency food pantry from 8am-4pm Monday thru Friday. Clients may receive emergency food assistance from the food pantry once a month. Gift cards will require a receipt to be returned within 10 days from the date they received the gift card to ensure that no alcohol or tobacco products have been purchased with gift cards. Clients will be required to sign a form stating that they will not purchase alcohol or tobacco. Gift Cards will also be labeled stating "Food only, No Tobacco or Alcohol." Gift Cards will only be given out one time every 3 months. Gift Cards will be purchased from Save a Lot, there is a Save a Lot in every county or every bordering county. Our other counties will also have the ability if needed to obtain food/gift cards for their residents if food is not available from other food banks in their counties.

Total Client Services: $3,006.57

Staff Development

Training fees for Community Action Kentucky annual training, software training, case management training, staff random drug testing and background checks, and costs related trainings offered by CFHS.

Total Staff Development: $836.88

Other Costs:

Other Costs include liability insurance, drug testing, background checks, software maintenance fees, telephones, internet and other expenses that may occur.

Total Other Costs: $14,000.00

Indirect Costs:

The agency is proposing an indirect cost rate of 12.63% The indirect cost pool includes agency executive staff and financial staff along with the space, materials, and other costs associated with administration of grants.

Total Indirect Costs: $14,674.36

In-Kind

Local in-kind match (Attachment B2) certifies a planned $46,880 in match contributed to the program. Match comes largely in the form of volunteers and donated supplies. Voluntary time used in the program is documented with signed time records and logged on to spreadsheet.

Juan Hunt   3/5/2021

CSBG Director   **Date**

Brent Walter   3/5/2021

Executive Director   **Date**

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
County Coordinator (5)	See Job Description		16%	16%	14%	16%	16%	2.5%	14%	2.75%	2.75%
County Coordinator Assistant (2)	See Job Description		16%	16%	14%	16%	16%	2.5%	14%	2.75%	2.75%
CSBG /LH Director	See Job Description		16%	16%	14%	16%	16%	2.5%	14%	2.75%	2.75%

Signatures:

CSBG Director _[signature]_ Date 3/5/2021

CFO _[signature]_ Date 3/5/2021

Executive Director _[signature]_ Date 3/5/2021

Attachment C   2021 MEMBERS OF THE BOARD OF DIRECTORS

REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR (1/3 of the members) Names, addresses and phone numbers :	REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES (at least 1/3 of the members) Names, addresses and phone numbers:	REPRESENTATIVES OF THE PRIVATE SECTOR (the remainder of the members) Names, addresses, and phone numbers:
Tina Teegarden, Bracken County Courthouse P.O. Box 264 Brooksville, KY 41004 606-735-2300 Title of Public Official: Judge Executive	Cynthia Wood 5301 Brooksville-Germantown Road Germantown, KY 41044 606-782-3365	Mary Lou Simons 2061 Feagan Ridge Augusta, KY 41002 606-782-0011
Larry Foxworthy, Fleming County Courthouse 100 Court Square Flemingsburg, KY 41041 606-845-8801 Title of Public Official: Judge Executive	Robert Money 224 Crestview Flemingsburg, KY 41041 606-407-0330	Mary Ann Hopper 48 Cardinal Lane Flemingsburg, KY 41041 606-849-2807
Jimmy Lykins, Lewis County Courthouse 111 2nd Street Vanceburg, KY 41179 606-796-2722 Title of Public Official: Judge Executive	Rowena Gilbert 19 Pennsylvania Ave Vanceburg, KY 41179 606-541-4467	Anita Gilbert 12430 E. KY 10 Quincy, KY 41166 606-757-4871
Owen McNeil, Mason County Courthouse 221 Stanley Reed Court Maysville, KY 41056 606-564-6706 Title of Public Official: Judge Executive	Arnold Dodge 1924 Old Main Street Maysville, KY 41056 606-375-7499	Marilyn Commodore 819 Navaho Drive Maysville, KY 41056 606-584-1294

Stephanie Bogucki, Robertson County Courthouse	Janice Shepherd
P.O. Box 76	3903 Kentontown Road
Mt. Olivet, KY 41064	Mt. Olivet, KY 41064
606-724-5615	606-842-0831

Title of Public Official: Judge Executive

	Ann Stoker
	P.O. Box 254
	Mt. Olivet, KY 41064
	606-724-5228

Total Number of Seats _15_ Number of Vacancies (Attach explanation of vacancies) _____ CFO Signature _____ 3-5-20(1)

Executive Director Signature _____

CSBG Director or Designee Signature _____

Board Chair Signature _____ Date 3/5/2021

Licking Valley Community Action
Helping People & Changing Lives.

2021-2022 Board of Directors Meeting Schedule

July 27, 2021

August 24, 2021

September 28, 2021

October 26, 2021

November 23, 2021

December 28, 2021

January 25, 2022

February 22, 2022

March 22, 2022

April 26, 2022

May 24, 2022

June 28, 2022

*All meetings will be held at 12:00 p.m. at the Fleming County Senior Center

Licking Valley Community Action

Helping People & Changing Lives.

Board of Directors Bylaws

Bracken

Lewis

Fighting the War On Poverty

Mason

Robertson

Since 1965

Central Office

Fleming

BYLAWS
of the
Licking Valley Community Action Program, INC.

Article I

Introduction

A. FORM

The Licking Valley Community Action Program, hereinafter referred to as the Corporation, is a non-profit Corporation organized pursuant to Chapter 273 of the revised statutes of the Commonwealth of Kentucky.

B. AREA

The Corporation shall operate in the counties of Bracken, Fleming, Lewis, Mason and Robertson of Kentucky and such other adjacent counties as authorized by the Board.

C. OFFICES

The principle office of the Corporation shall be located in Flemingsburg, Fleming County, Kentucky. The Corporation may have such other offices as the Board of Directors of the Corporation may designate, or as the business of the Corporation may require.

Article II

A. General

The general purpose of said Corporation shall be to engage in the task of strengthening the means and capacity of the community for:

1. More effective self-help efforts by the poor, individually and in organizations through which they can participate in planning, conducting and evaluating programs affecting their lives.
2. Greater private and voluntary involvement, by which not only the poor, but business, labor, service agencies and civic and religious, organizations are enables to play their full role along with government, contributing their human and financial resources to the solution of community problems.

3. The Sharing of views and approaches among the public and private groups, to clarify differences and reach constructive solutions, which broaden the common commitment and strengthen the effectiveness of the community attack on poverty.

SPECIFIC

More particularly, said Corporation shall engage in activities in the community which:

1. Strengthen the capabilities of the community for planning and coordinating assistance from all services, so that local offices, organizations, and individuals can make it more responsive to local needs and conditions.

2. Better organize the range of services to make them more effective in helping poor families and individuals overcome the whole complex of interrelated problems which block their escape from poverty.

3. Use innovative approaches in attacking the causes of poverty.

4. Develop and implement programs to serve the poor and low-income areas, with maximum feasible participation of residents of the area and member of the groups served.

5. Broaden the resource base of programs directed at the elimination of poverty, drawing upon public agencies, religious, charitable and neighborhood organizations; and private citizens and securing more active participation by business, labor and professional groups.

ARTICLE III

MEMBERS

The Corporation shall have no members.

ARTICLE IV

A. AUTOHORITY

The affairs of the Corporation should be managed by a board of directors, who shall have the authority to determine major personnel, fiscal and program policies, approve program plans, and assure compliance with conditions of and approve proposals for financial assistance, pursuant to Community Services Block Grant Program, KRS 273.410 to KRS 273.468 and 905 KAR 6:010.

B. COMPOSITION OF THE BOARD

The Board of Directors shall have a total of 15 seats, 5 to be allotted to County Judge Executives, 5 representatives of the poor and 5 representatives of private interest groups.

C. SELECTION PROCEDURES

1. PUBLIC OFFICIAL MEMBERSHIP
   a. One-third of the members of the Board of Directors shall be County Judges, or their representatives.
   b. The County Judge Executive of each of the five counties shall notify in writing the Board President this choice of representative if he/she (C.J.E.) is not willing to serve.
   c. If the County Judge Executive does not choose to serve or to appoint a representative, the Board will determine another elected official for that particular county to sit on the Board.

2. REPRESENTATIVE OF THE POOR

   a. At least one-third of the Board of Directors of the Corporation shall be democratically-selected representatives of the poor.
   b. Each of the five counties shall be entitled to one low-income to serve.
   c. The representative of the low-income need not to be low-income to serve.

3

d. The representative of the poor shall be selected on the following manner.
   1. The Neighborhood Advisory Councils shall be responsible for arranging, publicizing, supervising and certifying elections within their respective county.
   2. All of the representative shall be elected at a meeting of low-income persons whose date, time and place have been adequately publicized. The meetings shall be located in the county seat of each county and shall not be held on a Sunday.
   3. Each representative shall be selected to represent the county at large.
   4. Any individual of 18 years or older who signs an affidavit attesting to his/her residency within the county and make a declaration of income is eligible to vote.
   5. The NAC shall be responsible for assuring that persons are eligible to vote, vote only once and for certifying the results. The NAC shall report the results of the election, the number of votes cast and the number of poor persons voting to the Board President within one week of the election. The full Board may rule any election invalid and order a new election if a majority of the membership think that irregularities occurred or there was not maximum feasible participation of low-income persons.

3. REPRESENTATIVES OF PRIVATE ORGANIZATIONS

   a. The remainder of the Board of Directors shall consist of 5 representatives of private social service agencies, private educational institutions, business, industry, labor and other private interest groups.
   b. The Board of Directors shall designate the organizations to be represented in a manner which shall assure that the Board will benefit from broad community involvement.
   c. The representative of this sector for each county shall be selected by the County Judge Executive and the low-income representative from the persons nominated by the designated private interest groups.
   d. If possible, all significant community organizations should be represented from time to time.

4. REMOVAL

Representatives of the County Judge Executive may be removed only by the person who made the appointment. However, the Board may petition the designating official to remove his representative for cause upon a two-thirds vote of those members present at any regular board meeting.

Any member of the Board of Directors who represents the poor or a private organization may be removed by the agency or group which appointed him/her on recommendation of two-thirds of the Board of Directors.

In the case of the representatives of the poor who are elected at large, the bylaws of the applicable Neighborhood Advisory Council shall govern their removal.

D. ALTERNATES

1. Each public official may select a representative to serve in his/her place or in his/her absence. These representatives may not select alternates to substitute for them.
2. Each representative of the poor shall have one alternate who may serve in his/her place or in his/her absence. These alternates shall be selected in the same manner and at the same time as the representative themselves.
3. Each private organization represented on the Board shall select one alternate who may serve in the place or in the absence of its regular representative.
4. Each Board member may have only one alternate. Each alternate may substitute for only one Board member. No alternate for a representative of the poor or of a private organization may serve as an officer of the Board. Representative of a County Judge Executive may serve as an office of the Board.

E. QUALIFICATIONS

1. Each member of the Board of Directors must reside in the County he/she represents.
2. No person may sit on the Board who is an officer or employee of an organization contracting to perform a component of the work program funded by the Federal Community Service Block Grant Program. This Clause shall not apply to the County Judges.
3. No employee of Licking Valley Community Action Program may serve on the Board. No other Federal employee may serve on the Board in a capacity which will require him/her to act as an agent or attorney for Licking Valley Community Action Program, INC in its dealing with State or any other Federal agency.

F. TERM OF OFFICE

a. There shall be no limitation on the number of years a County Judge Executive, or his representative, may serve on the Board; he/she shall at the pleasure of the appropriate County Judge Executive and only as long as the public official holds office.
b. There shall be no limitation on the number of years a representative of the poor may serve on the board.
c. There shall be no limitation on the number of years a representative of the private sector may serve on the board.

G. VACANCIES

1. A vacancy shall be created in the Board of Directors by:
   a. The removal of a Director pursuant to the provisions of these bylaws.
   b. The resignation of a Director pursuant to these bylaws.
   c. The removal of a public official by the County Judge Executive who appointed him/her.
   d. A County Judge Executive leaving office.
   e. The death of a Director.
   f. A Director, other than County Judge Executive or his/her representative, being absent for six (6) regularly scheduled Board

meetings during any Board year, or have three (3) unexcused consecutive absences.

2. Vacancies in the Board of Directors shall be filled for the unexpired term in the same manner as the original election of the Director whose absence, death, removal or resignation created the vacancy, and as soon as is reasonably possible. Until such time as the successor is named, the alternate, if applicable, shall serve in his/her place.

H. MEETINGS

1. There shall be an annual meeting of the Directors of the Corporation during the last week of the month of October of each year.
2. The first order of business to be considered at said meetings shall be the seating of those Directors whose term commences with said meeting.
3. In addition to the annual meeting in October of each year, there shall be a meeting (except in October) held every fourth (4th) Tuesday of the month in Flemingsburg.
4. Special meetings of the Board of Directors may be scheduled at any time by the President of the Corporation. Special meetings of the Board shall be scheduled by the President upon request of 3 or more members of the Board of Directors. Only special meetings of a confidential nature will be closed.
5. Written notices of all meetings of the Board of Directors indicating the time, place and date thereof, shall be mailed to all members of the Board at the addresses indicated in the records of the Corporation, at least five (5) days prior to the date of said meeting.
6. The personal attendance of at least 50 percent of the members of the Board of Directors shall constitute a quorum.
7. Upon the appearance of a quorum, the meeting shall be called to order and the Directors present shall consider and transact the business presented to them for their consideration.
8. The act of a majority of directors, 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. No Director shall be permitted to vote by proxy.

9. The meetings of the Board of Directors, called to order pursuant to the provisions of these bylaws, shall continue in session until adjourned by a majority of those Directors present at such meeting.
10. Use of secret ballot shall be at the option of the President of the Board.
11. An agenda shall be prepared for each Board meeting and shall be included in the written notice mailed to members.

ARTICLE V

A. The Corporation shall have the following officers:

   President
   Vice President
   Secretary/Treasurer (and/or)

B. The officers of the Corporation shall be elected by the Directors of the Corporation from among the Directors at the Annual meeting. No two (2) officers shall be from the same county.

C. The term of office of each officer of the Corporation shall begin immediately upon his/her election and shall continue until the next Annual meeting of the Board of Directors and until his successor is elected and qualified.

D. No person shall be elected to more than one office of the Corporation during the same term.

E. No person shall be elected to same office in the Corporation for more than two consecutive terms.

F. No alternate for a representative of the poor or of the private sector shall serve as an officer of the Board.

G. The duties of the officers of the Corporation for shall be those duties usually performed by such officers, and any special duties assigned to said officers by the Board of Directors.

H. Vacancies of an officer of the Board shall be filled by the Board at the next meeting after the vacancy occurs.

ARTICLE VI

COMMITTEES

A. The Board of Directors shall establish an Executive Committee which shall consist of the officers of the Corporation and two (2) other members of the Board chosen by the President. No county shall have more than one member on the Executive Committee.

B. The presence of 3 members shall constitute a quorum at a meeting of said committee.

C. The Executive Committee shall have the duty and the authority to transact such business of the Corporation as may be necessary between the meetings of the Board of Directors. The President of the Corporation shall be the Chairman of the Executive Committee.

D. The Board of Directors shall establish a Personnel Committee which shall consist of five (5) members chose by the President; however, no county shall have more than one (1) member on the Personnel Committee.

E. Minutes of the actions of the Executive Committee shall be kept and presented at the next regular board meeting for approval.

F. The Board of Directors may establish such other committees as they determine to be necessary and said committees shall have such duties as are assigned to them by the board.

G. Except as provided in these bylaws, the President of the Corporation shall appoint the Chairman and members of each committee in such a manner that the composition of each committee fairly reflects the composition of the Board of Directors.

H. All members of each committee shall be notified at least three (3) days in advance of each meeting of the time and place thereof.

ARTICLE VII

CONDUCT OF MEETINGS

Unless otherwise provided in these bylaws, all meetings of the Board of Directors, committees and officers of the Corporation shall be conducted according to Roberts Rule of Order.

A. Duties of Officers of the Board

President

1. His/her primary functions are to preside at meetings of the Board and Executive Committee.
2. He/she shall provide the leadership for the organization.
3. He/she may suggest alternative solutions to operating problems.
4. He/she may advise the Executive Director.
5. He/she shall make appointments to the committees.
6. He/she shall be principal signer of official documents.

Vice President

1. He/she shall carry out the duties of the President in his/her absence.

Secretary/Treasurer

1. He/she shall be a member of the Finance Committee.
2. He/she shall be informed of finances of the agency.
3. He/she shall be one of the signers on record on all funds for the agency.
4. He/she shall be responsible for minutes of all board meetings.

ARTICLE VIII

AMENDMENT

The bylaws of the Corporation may be amended at any regular meeting of the Board of Directors at which a quorum is present by an affirmative vote of two-thirds (2/3) of those Directors attending said meeting, provided that the proposed amendments have been read at one previous meeting of the Board of Directors and written notice of the proposed amendment has been mailed to each member of the Board of Directors at least five (5) days prior to the date of said previous meeting.

ARTICLE IX

DISSOLUTION

The Corporation may be dissolved pursuant to the terms of Chapter 273 of the Revised Statutes of the Commonwealth of Kentucky and the rules and

regulations of the Community Services Administration of the United States of America.

Unless otherwise provided by the Community Services Administration, the Board of Directors shall, upon dissolution of the Corporation, after paying or making provisions for payment of all the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for charitable, educational, religious or scientific purposes as shall, at the time, qualify as an exempt organization under such in 501(c) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. Internal Revenue code as the Board of Directors shall determine.

ARTICLE X

RATIFICATION

The undersigned officers of Licking Valley Community Action Program herby certify that the foregoing is a true and correct copy of the bylaw of said Corporation, as amended by the Directors of the Corporation at a meeting on the 19th day of November 2019.

Licking Valley Community Action Program, INC.

By _____
President

And _____
Secretary

Logic Model

Program/Services: Housing

☐ Family ☐ Agency ☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
	Identify the timeframe, Identify the # of clients served or the # of units offered.		**Projected** # and % of clients who **will** achieve each outcome. or **Projected** # and % of units **expected** to be achieved	**Actual** # and % of clients who **achieve** each outcome. or **Actual** # and % of units **achieved.**			
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals lack safe and affordable housing.	5 Individuals will obtain safe and affordable housing. Referrals to housing authorities and landlords. Provide assistance with security deposits.	Individuals will obtain safe and affordable housing.	5 out of 5 or 100% of individuals will obtain safe and affordable housing.		OutPUT Measurement Tool: Rental Agreements, Rent Receipts OutCOME Measurement Tool: Referral Notes	Who does it? Caseworker What is the process? Caseworker gathers rental agreements and referral notes. Where is data stored? CASTINET	Frequency of data collection: Quarterly Frequency of reporting: Quarterly

Targeting Success Rate:

Mission: To assist clients in obtaining safe and affordable housing.

Proxy Outcome: None

Logic Model

Program/Services: Housing ☐ Family ☐ Agency ☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
	Identify the timeframe, Identify the # of clients served or the # of units offered.		Projected # and % of clients who will achieve each outcome. or Projected # and % of units expected to be achieved	Actual # and % of clients who achieve each outcome. or Actual # and % of units achieved.			
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals lack safe, affordable, and energy efficient housing.	20 Individuals will obtain safe, affordable, and energy efficient housing. Referrals to Weatherization Program. Complete Weatherization Applications.	Individuals will obtain safe, affordable, and energy efficient housing.	18 out of 20 or 90% of individuals will obtain safe, affordable, and energy efficient housing.		OutPUT Measurement Tool: Completed Weatherization Documentation OutCOME Measurement Tool:	Who does it? CSBG Director What is the process? CSBG Director gathers completed documentation from Weatherization Director. Where is data stored? CASTINET	Frequency of data collection: Monthly Frequency of reporting: Quarterly

Targeting Success Rate:

Proxy Outcome: None

Mission: To assist clients in obtaining safe, affordable, and energy efficient housing.

Logic Model

Program/Services: Health   ☐ Family ☐ Agency ☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
	Identify the timeframe, Identify the # of clients served or the # of units offered.		Projected # and % of clients who will achieve each outcome. or Projected # and % of units expected to be achieved	Actual # and % of clients who achieve each outcome. or Actual # and % of units achieved.			
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals lack adequate nutrition.	100 Individuals will obtain adequate nutrition. Assist clients with developing meal plans. Refer clients to nutrition classes at local community centers. Refer clients to local extension office for nutrition classes. Make referrals to food stamp office or food distribution centers. Assist families with food. Refer clients to local senior center for meals, if of age.	Individuals will obtain adequate nutrition.	100 out of 125 or 80% of individuals will obtain adequate nutrition.		OutPUT Measurement Tool: Referrals OutCOME Measurement Tool: Attendance Records Applications for food assistance programs.	Who does it? Caseworker What is the process? Caseworker obtains necessary documentation from referral partner. Where is data stored? CASTiNET	Frequency of data collection: Monthly Frequency of reporting: Quarterly

Targeting Success Rate:

Mission: To assist clients in obtaining adequate nutrition.

Proxy Outcome: None

Logic Model

Program/Services: Health   ☐ Family   ☐ Agency   ☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
	Identify the timeframe, Identify the # of clients served or the # of units offered.		Projected # and % of clients who will achieve each outcome. or Projected # and % of units expected to be achieved	Actual # and % of clients who achieve each outcome. or Actual # and % of units achieved.			
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals lack physical health and well-being.	50 Individuals will obtain physical health and well-being. Provide exercise classes. Refer clients to exercise classes. Refer clients to local extension office for physical health classes.	Individuals will obtain improved health and well-being.	40 out of 50 or 80% of individuals will obtain improved physical health and well-being.		OutPUT Measurement Tool: Referral Attendance Record OutCOME Measurement Tool: Attendance Records	Who does it? Caseworker What is the process? Caseworker obtains data from local partners. Where is data stored? CASTINET	Frequency of data collection: Monthly Frequency of reporting: Quarterly

Targeting Success Rate: **Proxy Outcome: None**

Mission: To assist clients in obtaining improved physical health and well-being.

Logic Model

Program/Services: Housing

☐ Family ☐ Agency ☐ Community

Identified Problem, Need, Situation	Service or Activity Identify the timeframe, Identify the # of clients served or the # of units offered.	Outcome	Outcome/Indicator Projected # and % of clients who will achieve each outcome. or Projected # and % of units expected to be achieved	Action Results Actual # and % of clients who achieve each outcome. or Actual # and % of units achieved.	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
(1) Planning	**(2) Intervention**	**(3) Intervention**	**(4) Intervention**	**(5) Impact**	**(6) Accountability**	**(7) Accountability**	**(8) Accountability**
Individuals lack improved home environments.	20 Individuals will improve their home environment. Refer individuals to the CCC Program. Assist clients with home improvements.	Individuals obtain improved home environments.	18 out of 20 or 90% will improve their home environments.		OutPUT Measurement Tool: CCC Case Notes OutCOME Measurement Tool: Referral Notes	Who does it? Case worker What is the process? Obtains data from CCC Director Where is data stored? CASTiNET	Frequency of data collection: Quarterly Frequency of reporting: Quarterly

Targeting Success Rate:

Mission: To assist clients in improving their home environments.

Proxy Outcome: None

Helping People. Changing Lives.

Equal Employment and Affirmative Action Statement

It is the policy of Licking Valley Community Action Program, INC to prohibit discrimination because of race, religion, creed, sex, sexual preference, age, national origin, disabilities, political affiliation, or marital status in all programs, policies and employment practices, and to assist in the implementation of similar policies within other community institutions, if requested. This includes assurance of compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246, where applicable; Title 45, Chapter 10 of the Federal Register; Section 504 of the Rehabilitation Act of 1973 which states, in part, "no otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."; and the American with Disability Act of 1990. In addition, this agency is to take bold steps in asserting leadership in appropriate areas within the community in carrying out the objectives and intent of Civil Rights legislation.

Harassment or intimidation of, or retaliation against, any employee due to that employee's race, religion, sex, sexual preference, age, national origin, disability, political affiliation, or marital status is strictly forbidden.

Instructional Notes
Module 2 - CSBG Eligible Entity Expenditures, Capacity, and Resources

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Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity - Data Entry Form

Section A: CSBG Expenditures by CSBG Eligible Entity Data Entry Form meets the Congressional requirement for an explanation of the <u>total amount of CSBG funding expended during the reporting period (identified below)</u> based on categories referenced in the CSBG Act.

CSBG funding expended during the reporting period should be identified in the domain that best reflects the services delivered and strategies implemented, as well as the administrative costs associated with the domains. Further instructions will be provided, but please keep the following in mind, per domain:

Services Supporting Multiple Domains: Expenditures reported under Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

Linkages: Many of the activities that were associated with Linkages are now captured in Domain 9: Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

Agency Capacity Building: Expenditures for Agency Capacity Building are detailed in Table B on this form.

Reporting on Administration: Administrative costs for CSBG reporting are defined by the Office of Community Services as "equivalent to typical indirect costs or overhead." As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service.

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

Section B: CSBG Eligible Entity Capacity Building Data Entry Form provides detail on agency capacity building funded by CSBG and other funding sources.

Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form

Section C: Allocated Resources per CSBG Eligible Entity data entry form provides data on resources allocated to, administered through, and generated by the CSBG Eligible Entity. This report provides valuable information on how CSBG leverages funds from multiple federal, state, local, and private sources as required in the CSBG Act.

Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity - Data Entry Form

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

A.1. CSBG Eligible Entity Reporting Period	"X"
A.1a. July 1 - June 30	
A.1b. October 1 - September 30	
A.1c. January 1 - December 31	

A.2. CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	X
A.2b. Education and Cognitive Development	X
A.2c. Income, Infrastructure, and Asset Building	X
A.2d. Housing	X
A.2e. Health and Social/Behavioral Development *(includes nutrition)*	X
A.2f. Civic Engagement and Community Involvement	X
A.2g. Services Supporting Multiple Domains	X
A.2h. Linkages *(e.g. partnerships that support multiple domains)*	X
A.2i. Agency Capacity Building *(detailed below in Table A.4)*	X
A.2j. Other *(e.g. emergency management/disaster relief)*	X
A.2k. Total CSBG Expenditures (auto calculated)	$0

A.3. Of the CSBG funds reported above, report the total amount used for Administration. For more information on what qualifies as Administration, refer to IM37.	

A.4. Details on Agency Capacity Building Activities Funded by CSBG:
1. Please identify which activities were funded by CSBG under Agency Capacity in Table A.2. Please check all that apply.   ☐ Community Needs Assessment   ☐ Data Management & Reporting   ☐ Other*   ☐ Strategic Planning   ☐ Training & Technical Assistance
Below please specify Other Activities funded by CSBG under Agency Capacity:

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

Name of CSBG Eligible Entity: Licking Valley Community Action Program

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

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

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

B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number
B.4a. Number of Nationally Certified ROMA Trainers	
B.4b. Number of Nationally Certified ROMA Implementers	X
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	X
B.4g.2. Number of Retrofit Installer Technicians	
B.4g.3. Number of Crew Leaders	X
B.4g.4. Number of Quality Control Inspectors (QCI)	X
B.4h. Number of LEED Risk Certified assessors	
B.4i. Number of Building Performance Institute (BPI) certified professionals	
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other *(Please specify others below)*:	

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

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

Name of CSBG Eligible Entity: Licking Valley Community Action Program

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

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

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

B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number
B.4a. Number of Nationally Certified ROMA Trainers	
B.4b. Number of Nationally Certified ROMA Implementers	X
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	X
B.4g.2. Number of Retrofit Installer Technicians	
B.4g.3. Number of Crew Leaders	X
B.4g.4. Number of Quality Control Inspectors (QCI)	X
B.4h. Number of LEED Risk Certified assessors	
B.4i. Number of Building Performance Institute (BPI) certified professionals	
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other (Please specify others below):	

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

Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity: Licking Valley Community Action Program

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

C.2. Amount of FY 20XX CSBG allocated to reporting entity

C.3. Federal Resources Allocated (Other than CSBG)

C.3a. Weatherization (DOE) (*include oil overcharge $$*)		C.3a.	X
C.3b. Health and Human Services (HHS)			
C.3b.1.	LIHEAP - Fuel Assistance (*include oil overcharge $$*)	C.3b.1.	X
C.3b.2.	LIHEAP - Weatherization (*include oil overcharge $$*)	C.3b.2.	X
C.3b.3.	Head Start	C.3b.3.	
C.3b.4.	Early Head Start	C.3b.4.	
C.3b.5.	Older Americans Act	C.3b.5.	
C.3b.6.	Social Services Block Grant (SSBG)	C.3b.6.	
C.3b.7.	Medicare/Medicaid	C.3b.7.	
C.3b.8.	Assets for Independence (AFI)	C.3b.8.	
C.3b.9.	Temporary Assistance for Needy Families (TANF)	C.3b.9.	
C.3b.10.	Child Care Development Block Grant (CCDBG)	C.3b.10.	
C.3b.11.	Community Economic Development (CED)	C.3b.11.	
C.3b.12.	**Other HHS Resources**		

C.3b.12.i.		CFDA #:	C.3b.12.i.	X
C.3b.12.ii.		CFDA #:	C.3b.12.ii.	X
C.3b.12.iii.		CFDA #:	C.3b.12.iii.	X
C.3b.12.iv.		CFDA #:	C.3b.12.iv.	X

C.3b.13. Total Other HHS Resources (autocalculated)	C.3b.13.	$	-
C.3c. Department of Agriculture (USDA)			
C.3c.1.	Special Supplemental Nutrition for Women, Infants, and Children (WIC)	C.3c.1.	
C.3c.2.	All USDA Non-Food programs (e.g. rural development)	C.3c.2.	
C.3c.3.	All other USDA Food programs	C.3c.3.	
C.3d. Department of Housing and Urban Development (HUD)			
C.3d.1.	Community Development Block Grant (CDBG) - Federal, State, and Local	C.3d.1.	
C.3d.2.	Section 8	C.3d.2.	
C.3d.3.	Section 202	C.3d.3.	
C.3d.4.	Home Tenant-Based Rental Assistance (HOME TBRA)	C.3d.4.	
C.3d.5.	HOPE for Homeowners Program (H4H)	C.3d.5.	
C.3d.6.	Emergency Solutions Grant (ESG)	C.3d.6.	
C.3d.7.	Continuum of Care (CoC)	C.3d.7.	
C.3d.8.	All other HUD programs, including homeless programs	C.3d.8.	
C.3e. Department of Labor (DOL)			
C.3e.1.	Workforce Innovation and Opportunity Act (WIOA) *previously WIA	C.3e.1.	
C.3e.2.	Other DOL Employment and Training programs	C.3e.2.	
C.3e.3.	All other DOL programs	C.3e.3.	
C.3f. Corporation for National and Community Service (CNCS) programs		C.3f.	
C.3g. Federal Emergency Management Agency (FEMA)		C.3g.	
C.3h. Department of Transportation		C.3h.	X
C.3i. Department of Education		C.3i.	
C.3j. Department of Justice		C.3j.	
C.3k. Department of Treasury		C.3k.	
C.3l. Other Federal Resources			

C.3l.i.		CFDA #:	C.3l.i.	
C.3l.ii.		CFDA #:	C.3l.ii.	
C.3l.iii.		CFDA #:	C.3l.iii.	
C.3l.iv.		CFDA #:	C.3l.iv.	

C.3m. Total Other Federal Resources (autocalculated)	C.3m.	$	-
C.3n. Total: Non-CSBG Federal Resources Allocated (autocalculated)	**C.3.n.**	$	-

C.4. State Resources Allocated

C.4a.	State appropriated funds used for the same purpose as Federal CSBG funds	C.4a.	
C.4b.	State Housing and Homeless programs (*include housing tax credits*)	C.4b.	
C.4c.	State Nutrition programs	C.4c.	
C.4d.	State Early Childhood Programs (*e.g. Head Start, Day Care*)	C.4d.	
C.4e.	State Energy programs	C.4e.	
C.4f.	State Health programs	C.4f.	
C.4g.	State Youth Development programs	C.4g.	
C.4h.	State Employment and Training programs	C.4h.	
C.4i.	State Senior programs	C.4i.	X
C.4j.	State Transportation programs	C.4j.	X
C.4k.	State Education programs	C.4k.	
C.4l.	State Community, Rural and Economic Development programs	C.4l.	
C.4m.	State Family Development programs	C.4m.	
C.4n.	**Other State Resources**		
C.4n.i.		C.4n.i.	
C.4n.ii.		C.4n.ii.	
C.4n.iii.		C.4n.iii.	
C.4n.iv.		C.4n.iv.	
C.4o. Total Other State Resources (autocalculated)		C.4o.	$ -

C.4p. Total: State Resources Allocated (autocalculated) C.4p. $ -

C.4q. *If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.* C.4q.

C.5. Local Resources Allocated

C.5a.	Amount of unrestricted funds appropriated by local government	C.5a.	
C.5b.	Amount of restricted funds appropriated by local government	C.5b.	
C.5c.	Value of Contract Services	C.5c.	
C.5d.	Value of in-kind goods/services received from local government	C.5d.	

C.5e. Total: Local Resources Allocated (autocalculated) C.5e. $ -

C.5f. *If any of these resources were also reported under Item C.3n. or C.4p. (Federal or State Resources), please estimate the amount.* C.5f.

C.6. Private Sector Resources Allocated

C.6a.	Funds from foundations, corporations, United Way, other nonprofits	C.6a.	X
C.6b.	Other donated funds	C.6b.	
C.6c.	Value of other donated items, food, clothing, furniture, etc.	C.6c.	X
C.6d.	Value of in-kind services received from businesses	C.6d.	
C.6e.	Payments by clients for services	C.6e.	X
C.6f.	Payments by private entities for goods or services for low income clients or communities	C.6f.	

C.6g. Total: Private Sector Resources Allocated (autocalculated) C.6g. $ -

C.6h. *If any of these resources were also reported under Item C.3n., C.4p. or C.5e. (Federal, State or Local Resources), please estimate the amount.* C.6h.

C.7. Total Non-CSBG Resources Allocated: (Federal, State, Local & Private) (autocalculated)	C.7.	$ -
C.8. Total Resources in CSBG Eligible Entity (including CSBG) (autocalculated)	C.8.	$ -

Note : * All totals are autocalculated

Module 3, Section A: Community Initiative Status Form

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

	Use the dropdown menu to select the response where appropriate.
1. Initiative Name	
2. Initiative Year	1-7+ years
3. Problem Identification	Narrative (Provide a narrative on the scope of the problem)
4. Goal/Agenda	Narrative (Provide a narrative on the goal/agenda)
5. Issue/CSBG Community Domains	Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social/Behavioral Development; or Civic Engagement and Community Involvement
6. Ultimate Expected Outcome	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
7. Identified Community	Neighborhood, City, School District, County, Service Area, State, Region, or Other
8. Expected Duration	Narrative (Provide the range in years, e.g. 1-3 years)
9. Partnership Type	Independent CAA Initiative, CAA is the core organizer of multi-partner Initiative, or CAA is one of multiple active investors and partners
10. Partners	Narrative (Provide a narrative on the key 1-3 partners)
11. Strategy(ies)	Select from the Community Level Strategies listed in Section C
12. Progress on Outcomes/Indicators	No Outcomes to Report, Interim Outcomes, Final Outcomes
13. Impact of Outcomes	Narrative (Provide additional information on the scope of the impact of these outcomes. e.g. If an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.)
14. Outcomes/Indicators to Report	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
15. Final Status	Initiative Active, Initiative Ended Early, Initiative Ended as Planned, Completed Still Delivering Value
16. Lessons Learned	Narrative

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Employment Indicators

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

	Counts of Change for Employment Indicators (CNPI 1)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	CNPI 1a Number of jobs created to increase opportunities for people with low incomes in the identified community.				#DIV/0!
	CNPI 1b Number of job opportunities maintained in the identified community.				#DIV/0!
	CNPI 1c Number of "living wage" jobs created in the identified community*.				#DIV/0!
	CNPI 1d Number of "living wage" jobs maintained in the identified community*.				#DIV/0!
	CNPI 1e Number of jobs created in the identified community with a benefit package.				#DIV/0!

*When reporting on indicators related to living wage, agencies can provide their own definition or select from national or locally-defined models. Please indicate the living wage definition used in the General Comment box.

	Other Counts of Change for Employment Indicators (CNPI 1z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Other Counts of Change	CNPI 1z.1 Other				#DIV/0!
	CNPI 1z.2 Other				#DIV/0!
	CNPI 1z.3 Other				#DIV/0!

	Rates of Change for Employment Indicators (CNPI 1)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 1f Percent decrease of the unemployment rate.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 1g Percent decrease of the youth unemployment rate.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 1h Percent decrease of the underemployment rate.				#DIV/0!		#DIV/0!	#DIV/0!

	Other Rates of Change for Employment Indicators (CNPI 1z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Other Rates of Change	CNPI 1z.4 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 1z.5 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 1z.6 Other				#DIV/0!		#DIV/0!	#DIV/0!

General comments:

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Education and Cognitive Development Indicators

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

	Counts of Change for Education and Cognitive Development Indicators (CNPI 2)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	CNPI 2a Number of accessible and affordable early childhood or pre-school education assets or resources added to the identified community.				#DIV/0!
	CNPI 2b Number of accredited or licensed affordable child care facilities added in the identified community.				#DIV/0!
	CNPI 2c Number of new Early Childhood Screenings offered to children (ages 0-5) of families with low-incomes in the identified community.				#DIV/0!
	CNPI 2d Number of accessible and affordable education assets or resources added for school age children in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)				#DIV/0!
	CNPI 2e Number of accessible and affordable post secondary education assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)				#DIV/0!
	CNPI 2f Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)				#DIV/0!

	Other Counts of Change for Education and Cognitive Development Indicators (CNPI 2z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Other Counts of Change	CNPI 2z.1 Other				#DIV/0!
	CNPI 2z.2 Other				#DIV/0!
	CNPI 2z.3 Other				#DIV/0!

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Education and Cognitive Development Indicators

	Rates of Change for Education and Cognitive Development Indicators (CNPI 2)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 2g Percent increase of children in the identified community who are kindergarten ready.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2h Percent increase of children in the identified community at (or above) the basic reading level.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2i Percent increase of children in the identified community at (or above) the basic math level.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2j Percent increase in high school (or high school equivalency) graduation rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2k Percent increase of the rate of youth in the identified community who attend post-secondary education.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2l Percent increase of the rate of youth in the identified community who graduate from post-secondary education.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2m Percent increase of adults in the identified community who attend post-secondary education.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2n Percent increase of adults in the identified community who graduate from post-secondary education.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2o Percent increase in the adult literacy rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!

	Other Rates of Change for Education and Cognitive Development Indicators (CNPI 2z) - Please specify below.	I.) Identified Community (auto populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Other Rates of Change	CNPI 2z.4 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2z.5 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 2z.6 Other				#DIV/0!		#DIV/0!	#DIV/0!

General comments:

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Infrastructure and Asset Building Indicators

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

	Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
	CNPI 3a Number of **new** accessible assets/resources **created** in the identified community:				
	CNPI 3a.1 Commercial				#DIV/0!
	CNPI 3a.2 Financial				#DIV/0!
	CNPI 3a.3 Technological/ Communications (e.g. broadband)				#DIV/0!
Counts of Change	CNPI 3a.4 Transportation				#DIV/0!
	CNPI 3a.5 Recreational (e.g. parks, gardens, libraries)				#DIV/0!
	CNPI 3a.6 Other Public Assets/Physical Improvements				#DIV/0!
	CNPI 3b Number of **existing** assets/resources **made accessible** to the identified community:				
	CNPI 3b.1 Commercial				#DIV/0!
	CNPI 3b.2 Financial				#DIV/0!
	CNPI 3b.3 Technological/ Communications (e.g. broadband)				#DIV/0!
	CNPI 3b.4 Transportation				#DIV/0!
	CNPI 3b.5 Recreational (e.g. parks, gardens, libraries)				#DIV/0!
	CNPI 3b.6 Other Public Assets/Physical Improvements				#DIV/0!

	Other Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3z) - Please specify below.	I.) Identified Community (auto populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Other Counts of Change	CNPI 3z.1 Other				#DIV/0!
	CNPI 3z.2 Other				#DIV/0!
	CNPI 3z.3 Other				#DIV/0!

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Infrastructure and Asset Building Indicators

	Rates of Change for Infrastructure and Asset Building Indicators (CNPI 3)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 3c Percent decrease of abandoned or neglected buildings in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 3d Percent decrease in emergency response time measured in minutes in the identified community. (EMT, Police, Fire, etc.).				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 3e Percent decrease of predatory lenders and/or lending practices in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 3f Percent decrease of environmental threats to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 3g Percent increase of transportation services in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!

	Other Rates of Change for Infrastructure and Asset Building Indicators (CNPI 3z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Other Rates of Change	CNPI 3z.4 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 3z.5 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 3z.6 Other				#DIV/0!		#DIV/0!	#DIV/0!

General comments:

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Housing Indicators

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

	Counts of Change for Housing Indicators (CNPI 4)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	CNPI 4a Number of safe and affordable housing units **developed in** the identified community (e.g. built or set aside units for people with low incomes).				#DIV/0!
	CNPI 4b Number of safe and affordable housing units **maintained** and/or **improved** through WAP or other rehabilitation efforts in the identified community.				#DIV/0!
	CNPI 4c Number of shelter beds **created** in the identified community.				#DIV/0!
	CNPI 4d Number of shelter beds **maintained** in the identified community.				#DIV/0!

	Other Counts of Change for Housing Indicators (CNPI 4z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Other Counts of Change	CNPI 4z.1 Other				#DIV/0!
	CNPI 4z.2 Other				#DIV/0!
	CNPI 4z.3 Other				#DIV/0!

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Housing Indicators

	Rates of Change for Housing Indicators (CNPI 4)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 4e Percent decrease in the rate of homelessness in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 4f Percent decrease in the foreclosure rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 4g Percent increase in the rate of home ownership of people with low incomes in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 4h Percent increase of affordable housing in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 4i Percent increase of shelter beds in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!

	Other Rates of Change for Housing Indicators (CNPI 4z) - Please specify below.	I.) Identified Community (auto populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Other Rates of Change	CNPI 4z.4 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 4z.5 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 4z.6 Other				#DIV/0!		#DIV/0!	#DIV/0!

General comments:

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Health and Social/Behavioral Indicators

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

	Counts of Change for Health and Social/Behavioral Indicators (CNPI 5)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	CNPI 5a Number of accessible and affordable physical health assets or resources created in the identified community.				#DIV/0!
	CNPI 5b Number of accessible and affordable behavioral and mental health assets or resources created in the identified community.				#DIV/0!
	CNPI 5c Number of public safety assets and resources created in the identified community.				#DIV/0!
	CNPI 5d Number of accessible and affordable healthy food resources created in the identified community.				#DIV/0!
	CNPI 5e Number of activities designed to improve police and community relations within the identified community.				#DIV/0!

	Other Counts of Change for Health and Social/Behavioral Indicators (CNPI 5z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Other Counts of Change	CNPI 5z.1 Other				#DIV/0!
	CNPI 5z.2 Other				#DIV/0!
	CNPI 5z.3 Other				#DIV/0!

	Rates of Change for Physical Health, Wellbeing, and Development Indicators (CNPI 5)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 5f Percent decrease in infant mortality rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5g Percent decrease in childhood obesity rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5h Percent decrease in adult obesity rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5i Percent increase in child immunization rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5j Percent decrease in uninsured families in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Health and Social/Behavioral Indicators

	Rates of Change for Behavioral and Mental health, Emotional Wellbeing, and Development Indicators (CNPI 5)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 5k Percent decrease in the teen pregnancy rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5l Percent decrease in unplanned pregnancies in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5m Percent decrease in substance abuse rate in the identified community. (e.g. cigarettes, prescription drugs, narcotics, alcohol).				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5n Percent decrease in domestic violence rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5o Percent decrease in the child abuse rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5p Percent decrease in the child neglect rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5q Percent decrease in the elder abuse rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5r Percent decrease in the elder neglect rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!

	Rates of Change for Public Safety Indicators (CNPI 5)	I.) Identified Community (auto populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 5s Percent decrease in recidivism rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5t Percent decrease in non-violent crime rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5u Percent decrease in violent crime rate in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5v Percent decrease in teens involved with the juvenile court system in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!

	Other Rates of Change for Health and Social/Behavioral Indicators (CNPI 5z) - Please specify below.	I.) Identified Community (auto populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Other Rates of Change	CNPI 5z.4 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5z.5 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 5z.6 Other				#DIV/0!		#DIV/0!	#DIV/0!

General comments:

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Civic Engagement and Community Involvement Indicators

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

	Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 2 (CNPI 6)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 6 G2a Percent increase of **donated time** to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 6 G2b Percent increase of **donated resources** to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 6 G2c Percent increase of **people participating** in public hearings, policy forums, community planning, or other advisory boards related to the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!

	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 2 (CNPI 6 G2z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Other Rates of Change	CNPI 6 G2z.1 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 6 G2z.2 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 6 G2z.3 Other				#DIV/0!		#DIV/0!	#DIV/0!

General comments:

Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form
Goal 3: People with low-incomes are engaged and active in building opportunities in communities.
Civic Engagement and Community Involvement Indicators

Name of CSBG Eligible Entity Reporting:

Licking Valley Community Action Program

Rates of Change	Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 3 (CNPI 6)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
	CNPI 6 G3a Percent increase of people with low incomes **who support** the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 6 G3b Percent increase of people with low incomes **who acquire and maintain leadership roles** with the CSBG Eligible Entity or other organizations within the identified community.				#DIV/0!		#DIV/0!	#DIV/0!

Other Rates of Change	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 3 (CNPI 6 G3z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
	CNPI 6 G3z.1 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 6 G3z.2 Other				#DIV/0!		#DIV/0!	#DIV/0!
	CNPI 6 G3z.3 Other				#DIV/0!		#DIV/0!	#DIV/0!

General comments:

Module 3, Section C: Community Strategies List

	Employment Strategies (STR 1)
STR 1a	Minimum/Living Wage Campaign
STR 1b	Job Creation/Employment Generation
STR 1c	Job Fairs
STR 1d	Earned Income Tax Credit (EITC) Promotion
STR 1e	Commercial Space Development
STR 1f	Employer Education
STR 1g	Employment Policy Changes
STR 1h	Employment Legislative Changes
STR 1i	Other Employment Strategy: (please specify)

	Education and Cognitive Development Strategies (STR 2)
STR 2a	Preschool for All Campaign
STR 2b	Charter School Development
STR 2c	After School Enrichment Activities Promotion
STR 2d	Pre K-College/Community College Support
STR 2e	Children's Trust Fund Creation
STR 2f	Scholarship Creation
STR 2g	Child Tax Credit (CTC) Promotion
STR 2h	Adoption Child Care Quality Rating
STR 2i	Adult Education Establishment
STR 2j	Education and Cognitive Development Policy Changes
STR 2k	Education and Cognitive Development Legislative Changes
STR 2l	Other Education and Cognitive Development Strategy: (please specify)

	Infrastructure and Asset Building Strategies (STR 3)
STR 3a	Cultural Asset Creation
STR 3b	Police/Community Relations Campaign
STR 3c	Neighborhood Safety Watch Programs
STR 3d	Anti-Predatory Lending Campaign
STR 3e	Asset Building and Savings Promotion
STR 3f	Develop/Build/Rehab Spaces
STR 3g	Maintain or Host Income Tax Preparation Sites
STR 3h	Community-Wide Data Collection Systems Development
STR 3i	Local 211 or Resource/Referral System Development
STR 3j	Water/Sewer System Development
STR 3k	Community Financial Institution Creation
STR 3l	Infrastructure Planning Coalition
STR 3m	Park or Recreation Creation and Maintenance
STR 3n	Rehabilitation/Weatherization of Housing Stock
STR 3o	Community Center/Community Facility Establishment
STR 3p	Asset Limit Barriers for Benefits Policy Changes
STR 3q	Infrastructure and Asset Building Policy Changes
STR 3r	Infrastructure and Asset Building Legislative Changes
STR 3s	Other Infrastructure and Asset Building Strategy: (please specify)

Module 3, Section C: Community Strategies List

	Housing Strategies (STR 4)
STR 4a	End Chronic Homelessness Campaign
STR 4b	New Affordable Single Unit Housing Creation
STR 4c	New Affordable Multi- Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)
STR 4d	Tenants' Rights Campaign
STR 4e	New Shelters Creation (including day shelters and domestic violence shelters)
STR 4f	Housing or Land Trust Creation
STR 4g	Building Codes Campaign
STR 4h	Housing Policy Changes
STR 4i	Housing Legislative Changes
STR 4j	Other Housing Strategy: (please specify)

	Health and Social/Behavioral Development Strategies (STR 5)
STR 5a	Health Specific Campaign
STR 5b	Farmers Market or Community Garden Development
STR 5c	Grocery Store Development
STR 5d	Gun Safety/Control Campaign
STR 5e	Healthy Food Campaign
STR 5f	Nutrition Education Collaborative
STR 5g	Food Bank Development
STR 5h	Domestic Violence Court Development
STR 5i	Drug Court Development
STR 5j	Alternative Energy Source Development
STR 5k	Develop or Maintain a Health Clinic
STR 5l	Health and Social/Behavioral Development Policy Changes
STR 5m	Health and Social/Behavioral Development Legislative Changes
STR 5n	Other Health and Social/Behavioral Development Strategy: (please specify)

Module 3, Section C: Community Strategies List

	Civic Engagement and Community Involvement Strategies - Goal 2 (STR 6 G2)
STR 6 G2a	Development of Health and Social Service Provider Partnerships
STR 6 G2b	Recruiting and Coordinating Community Volunteers
STR 6 G2c	Poverty Simulations
STR 6 G2d	Attract Capital Investments
STR 6 G2e	Build/Support Increased Equity
STR 6 G2f	Equity Awareness Campaign
STR 6 G2g	Coordinated Community-wide Needs Assessment
STR 6 G2h	Civic Engagement and Community Involvement in Advocacy Efforts
STR 6 G2i	Civic Engagement Policy Changes
STR 6 G2j	Civic Engagement Legislative Changes
STR 6 G2k	Other Civic Engagement and Community Involvement Strategy: (please specify)

	Civic Engagement and Community Involvement Strategies - Goal 3 (STR 6 G3)
STR 6 G3a	Empowerment of Individuals/Families with Low-Incomes
STR 6 G3b	Campaign to Ensure Individuals with Low-Incomes are Represented on Local Governing Bodies
STR 6 G3c	Social Capital Building Campaign for Individuals/Families with Low-Incomes
STR 6 G3d	Campaign for Volunteer Placement and Coordination
STR 6 G3e	Civic Engagement Policy Changes
STR 6 G3f	Civic Engagement Legislative Changes
STR 6 G3g	Other Civic Engagement and Community Involvement Strategy: (please specify)

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

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

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

Education and Cognitive Development	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III./I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
2a The number of **children** (0-5) who demonstrated improved emergent literacy skills.				#DIV/0!	#DIV/0!
2b The number of **children** (0-5) who demonstrated skills for school readiness.				#DIV/0!	#DIV/0!
2c The number of **children** and **youth** who demonstrated improved positive approaches toward learning, including improved attention skills.	Auto-counted from 2c(1), 2c(2) and 2c(3)	Auto-counted from 2c(1), 2c(2) and 2c(3)	Auto-counted from 2c(1), 2c(2) and 2c(3)	#DIV/0!	#DIV/0!
2c(1) Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
2c(2) 1st grade - 8th grade				#DIV/0!	#DIV/0!
2c(3) 9th grade - 12 grade				#DIV/0!	#DIV/0!
2d The number of **children** and **youth** who are achieving at basic grade level (academic, social, and other school success skills).	Auto-counted from 2d(1), 2d(2) and 2d(3)	Auto-counted from 2d(1), 2d(2) and 2d(3)	Auto-counted from 2d(1), 2d(2) and 2d(3)	#DIV/0!	#DIV/0!
2d(1) Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
2d(2) 1st grade - 8th grade				#DIV/0!	#DIV/0!
2d(3) 9th grade - 12 grade				#DIV/0!	#DIV/0!
2e The number of **parents/caregivers** who improved their home environments.		20		#DIV/0!	0%
2f The number of **adults** who demonstrated improved basic education.				#DIV/0!	#DIV/0!
2g The number of **individuals** who obtained a high school diploma and/or obtained an equivalency certificate or diploma.				#DIV/0!	#DIV/0!
2h The number of **individuals** who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.				#DIV/0!	#DIV/0!
2i The number of **individuals** who obtained an Associate's degree.				#DIV/0!	#DIV/0!
2j The number of **individuals** who obtained a Bachelor's degree.				#DIV/0!	#DIV/0!
Other Education and Cognitive Development Outcome Indicator	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III./I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
2z.1 The number of individuals _____.					

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

Income and Asset Building	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
3a The number of individuals who achieved and maintained capacity to meet basic needs for **90 days**.				#DIV/0!	#DIV/0!
3b The number of individuals who achieved and maintained capacity to meet basic needs for **180 days.**				#DIV/0!	#DIV/0!
3c The number of individuals who opened a **savings account or IDA**.				#DIV/0!	#DIV/0!
3d The number of individuals who **increased their savings**.				#DIV/0!	#DIV/0!
3e The number of individuals who used their savings to purchase an asset.				#DIV/0!	#DIV/0!
3f The number of individuals who **purchased a home.**				#DIV/0!	#DIV/0!
3g The number of individuals who **improved their credit scores**.				#DIV/0!	#DIV/0!
3h The number of individuals who **increased their net worth**.				#DIV/0!	#DIV/0!
3i The number of individuals engaged with the Community Action Agency who report **improved financial well-being**.				#DIV/0!	#DIV/0!
Other Income and **Asset Building Outcome Indicator**	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
3z.1 The number of individuals for whom cash assistance alleviated the impact of Covid-19. (CARES Funding ONLY)				#DIV/0!	#DIV/0!

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

Housing	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
4a The number of individuals experiencing homelessness who obtained safe temporary shelter.				#DIV/0!	#DIV/0!
4b The number of individuals who obtained safe and affordable housing.		15		#DIV/0!	0%
4c The number of individuals who maintained safe and affordable housing for 90 days.		10		#DIV/0!	0%
4d The number of individuals who maintained safe and affordable housing for 180 days.				#DIV/0!	#DIV/0!
4e The number of individuals who avoided eviction.		25		#DIV/0!	0%
4f The number of individuals who avoided foreclosure.				#DIV/0!	#DIV/0!
4g The number of individuals who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc.).		20		#DIV/0!	0%
4h The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.		20		#DIV/0!	0%
Other Housing Outcome Indicator	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
4z.1 The number of individuals with improved living conditions due to improvements within their home (issues affecting the structure, access, handicap accessibility, sanitary conditions, space and secutity, etc.)				#DIV/0!	#DIV/0!

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

Health and Social/Behavioral Development	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
5a The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).				#DIV/0!	#DIV/0!
5b The number of individuals who demonstrated improved physical health and well-being.		25		#DIV/0!	0%
5c The number of individuals who demonstrated improved mental and behavioral health and well-being.				#DIV/0!	#DIV/0!
5d The number of individuals who improved skills related to the adult role of parents/ caregivers.				#DIV/0!	#DIV/0!
5e The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.				#DIV/0!	#DIV/0!
5f The number of seniors (65+) who maintained an independent living situation.		75		#DIV/0!	0%
5g The number of individuals with disabilities who maintained an independent living situation.				#DIV/0!	#DIV/0!
5h The number of individuals with a chronic illness who maintained an independent living situation.				#DIV/0!	#DIV/0!
5i The number of individuals with no recidivating event for six months.	Auto-counted from 5i(1) and 5i(2)	Auto-counted from 5i(1) and 5i(2)	Auto-counted from 5i(1) and 5i(2)		
5i(1) Youth (ages 14-17)				#DIV/0!	#DIV/0!
5i(2) Adults (ages 18+)				#DIV/0!	#DIV/0!
Other Health and Social/Behavioral Development Outcome Indicator	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
5z.1 The number of individuals _____.				#DIV/0!	#DIV/0!

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

Civic Engagement and Community Involvement	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
6a The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	Auto-counted from 6a(1), 6a(2) and 6a(3)	Auto-counted from 6a(1), 6a(2) and 6a(3)	Auto-counted from 6a(1), 6a(2) and 6a(3)	#VALUE!	#VALUE!
6a(1) Of the above, the number of Community Action program participants who improved their leadership skills.				#DIV/0!	#DIV/0!
6a(2) Of the above, the number of Community Action program participants who improved their social networks.				#DIV/0!	#DIV/0!
6a(3) Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.				#DIV/0!	#DIV/0!
Other Civic Engagement and Community Involvement Outcome Indicator Outcome Indicator	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
6z.1 The number of individuals _____.				#DIV/0!	#DIV/0!

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

Outcomes Achieved Across One or More Multiple Domains	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
7a The number of individuals who achieved one or more outcomes in the identified National Performance Incidactors in ore or more domains.		25		#DIV/0!	0%
Other Outcome Indicator **Outcome Indicator**	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
7z.1 The number of individuals _____.				#DIV/0!	#DIV/0!

Outcomes Across Multiple Domains:

The data from this indicator will help tell the story of how many lives were improved because of the CSBG Network. Reporting on this indicator requires CSBG Eligible Entities to keep an unduplicated count of individuals who achieved one or more outcomes reported in the NPIs.

Partner Name	Reason for Partnership	MOU	Vendor Agreement	Anti-Poverty Agency
American Electric Power	Utility Vendor		Yes	
Arricks Propane	Propane Vendor		Yes	
Bellgrove Springs	Drug Addiction Recovery, Volunteers	Yes		Yes
Billie Cooper	Referral Agent, Rental Vendor			
Billy Clark	Wood Vendor		Yes	
Billy Kegley	Wood Vendor		Yes	
Bluegrass Energy	Utility Vendor		Yes	
Bracken County Health Department	Referral Agent			Yes
Bracken County Water District	Utility Vendor			
Bracken Creek Apartments	Referral Agent, Rental Vendor			
Brooksville Court Apartments	Referral Agent, Rental Vendor			
Brooksville Farm Supply	Garden Seed Vendor			
Buffalo Trace Area Development District	Providing Services for Senior Centers	Yes		Yes
Carolyn French	Referral Agent, Rental Vendor			
Christian Community Center	Referral Agent			Yes
City of Augusta	Utility Vendor		Yes	
City of Brooksville	Utility Vendor		Yes	
City of Flemingsburg	Use of facilities for events, Providing recycling services for agency, Utility Vendor	Yes	Yes	
Clark Propane Plus	Propane Vendor	Yes	Yes	
Claysville General Store	Kerosene Vendor		Yes	
Columbia Gas	Utility Vendor		Yes	
Commodity Supplemental Food Program	Provides monthly commodities for senior citizens	Yes		Yes
Comprehend INC Fleming County	Referral Agent	Yes		
Cox Gas Company	Propane Vendor		Yes	
D & F Building Supplies	Propane Vendor		Yes	
Danny Bradley	Wood Vendor		Yes	
Darlene Staggs	Referral Agent, Rental Vendor			
Dean's Pharmacy	Referral Agent, Prescription Vendor			
Delta Natural Gas	Utility Vendor		Yes	

Organization	Role / Description			
Department of Community Based Services-Bracken County	Referral Agent			Yes
Department of Community Based Services-Fleming County	Referral Agent			Yes
Department of Community Based Services-Lews County	Referral Agent			Yes
Department of Community Based Services-Mason County	Referral Agent			Yes
Department of Community Based Services-Robertson County	Referral Agent			
Diana Poe Williams	Referral Agent, Rental Vendor			
Dr James Adams	Dental Vendor			
Drue Hyrzca	Garden Seed Vendor			
Duane Story	Wood Vendor		Yes	
Electric Plant Board	Utility Vendor	Yes	Yes	
Eric Fegan	Referral Agent, Rental Vendor			
Ewing Handi Mart	Kerosene Vendor		Yes	
Family Focus Center-Ewing Elementary	Referral Agent, Distributes Materials	Yes		
Family Focus Center-Flemingsburg Elementary	Referral Agent, Distributes Materials	Yes		
Fisher Building Apartments	Referral Agent			Yes
Fleming County Adult Education	Referral Agent			Yes
Fleming County Cooperative Extension Service	Provides educational programs and information to clients, nutrition programs to senior center, assist with educational events	Yes		Yes
Fleming County Farm Supply	Garden Seed Vendor			
Fleming County Ministerial Association	Referral Agent			Yes
Fleming County Youth Service Center	Referral Agent, Distributes Materials	Yes		Yes
Fleming Mason Energy	Utility Vendor	Yes	YEs	
Fleming Trace Apartments	Referral Agent			
Flemingsburg Southern States	Propane Vendor		Yes	
Gallagher's Greenhouse	Garden Seed Vendor			
Garrison Shortstop	Kerosene Vendor		Yes	
Ginn Hardware	Propane Vendor		Yes	

Organization	Description/Role			
Goodwill	To assist families with clothing, furniture, and household supplies			Yes
Grayson Electric	Utility Vendor	Yes	Yes	
Heritage Square Apartments	Referral Agent			
High Ridge Manor Apartments	Referral Agent			
Highland Hollow Apartments	Referral Agent			
Holston Gases	Propane Vendor		Yes	
Housing Authority of Flemingsburg	Referral Agent	Yes		Yes
Howell Farm Supply	Garden Seed Vendor			
Karen Poe	Referral Agent, Rental Vendor			
Kentucky Utilities	Utility Vendor	Yes	Yes	
Kevin Sweet	Wood Vendor	Yes	Yes	
KY River Area Development District	Referral Agent	Yes		Yes
Lewis County Cooperative Extension	Provides nutrition education classes and healthy food demos	Yes		Yes
Lewis County Extension Office	Provides educational opportunities	Yes		Yes
Lewis County Ministerial Association	Referral Agent			Yes
Lewis County Public Library	Provides Bookmobile Services	Yes		Yes
Limestone Apartments	Referral Agent			
Mary Ingles Manor	Referral Agent, Rental Vendor			
Mason Family Drug	Referral Agent, Prescription Vendor			
Maysville Community & Technical College Ready to Work Program	Referral Agent, Provides student workers.	Yes		Yes
Maysville High School Apartments	Referral Agent			
Maysville Housing Authority	Referral Agent, Utility Vendor	Yes	Yes	Yes
Maysville Southern States	Propane Vendor		Yes	
Midwest Bottle Gas Dist.	Propane Vendor		Yes	
Miles LP Gas	Propane Vendor		Yes	
Mt. Pisgah Baptist Church	Provides donations of food and household items to food pantry	Yes		Yes
Newtown Gas	Kerosene Vendor		Yes	
Northern KY Propane	Propane Vendor		Yes	
Ohio Valley Propane	Propane Vendor		Yes	
Owingsville Southern States	Propane Vendor		Yes	

Name	Role			
Patty Ann Moorhead	Referral Agent, Rental Vendor			
People's Self-Help Housing	Referral Agent			Yes
Primary Plus Dental Maysville	Dental Vendor			
Ridgeway Park Apartments	Referral Agent	Yes		
Saunders Farms	Wood Vendor		Yes	
St Paul Trinity	Referral Agent, Utility Vendor		Yes	
Tollesboro Food Pantry	Referral Agent			Yes
Total Care Pharmacy #1	Referral Agent, Prescription Vendor			
Total Care Pharmacy #2	Referral Agent, Prescription Vendor			
Troy Simpson	Wood Vendor		Yes	
Vanceburg City Police	Provides police services	Yes		
Vanceburg Housing Authority	Referral Agent, Utility Vendor		Yes	
Watson's Store	Kerosene Vendor		Yes	
Western Lewis Rectorville Gas	Utility Vendor		Yes	
Westview Apartments	Referral Agent	Yes		
Winchester Ferrellgas	Propane Vendor		Yes	

2021-2022 PUBLIC REVIEW NOTICE

Licking Valley Community Action Program is holding a public review of the Community Services Block Grant (CSBG) proposal. The proposal is prepared annually by LVCAP and is submitted to the Cabinet for Health and Family Services and Community Action of Kentucky. It describes LVCAP's plan for use of the funds in the five-county Buffalo Trace communities, which includes agency capacity building, civic engagement and community involvement, employment, education and cognitive development, income, infrastructure, and asset building, health and social/behavioral development, linkages, and services supporting multiple domains. It also includes results of the local community needs assessment.

You can review the plan at www.lvcap.com under the resources tab through 5/1/2021. Comments or questions may be forwarded to Jana Hunt, Licking Valley Community Action Program, 203 High Street, Flemingsburg, KY 41041; phone: 606-845-0081; or email jhunt@lvcap.com.

NONPROFIT RATE AGREEMENT

EIN: 1610660543A1

ORGANIZATION:

Licking Valley Community Action Program, Inc.
203 High Street
Flemingsburg, KY 41041

DATE: 08/26/2020

FILING REF.: The preceding agreement was dated 04/03/2018

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

SECTION I: INDIRECT COST RATES

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

EFFECTIVE PERIOD

TYPE	FROM	TO	RATE(%)	LOCATION	APPLICABLE TO
FINAL	07/01/2017	06/30/2018	12.63	All	All Programs
FINAL	07/01/2018	06/30/2019	12.63	All	All Programs
PROV.	07/01/2019	06/30/2021	12.63	All	All Programs

*BASE

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