

## 2023-2024 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](http://www.lvcap.com) under the resources tab through 4/30/2023. Comments or questions may be forwarded to Cindy Whisman, Licking Valley Community Action Program, 203 High Street, Flemingsburg, KY 41041; phone: 606-845-0081; or email [cwhisman@lvcap.com](mailto:cwhisman@lvcap.com).

*This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act of the U.S. Department of Health and Human Services. LVCAP will not discriminate against anyone applying for or receiving assistance or services based on race, religion, color, national origin, sex, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity or any other protected class identified in federal, state, or local laws.*

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**Community Services Block Grant  
Guidelines for the Annual  
Plan and Budget Proposal SFY 2024**

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# COMMUNITY SERVICES BLOCK GRANT PROGRAM (CSBG)

## Guidelines for the Annual Plan and Budget Proposal SFY 2024 (July 1, 2023 - June 30, 2024)

### I. INTRODUCTION

The Cabinet for Health and Family Services (CHFS) is the state agency designated to administer the Community Services Block Grant (CSBG) in the Commonwealth of Kentucky. The CSBG program is governed by 42 U.S.C. Section 9901 *et seq.*, and federal funds are provided annually through the U.S. Department of Health and Human Services (HHS), Office of Community Services (OCS).

### II. PURPOSES AND GOALS

The purpose of the CSBG Program is to assist states and communities, working through a network of Community Action Agencies (CAAs) and other neighborhood-based organizations, to reduce poverty, revitalize low-income communities, and empower low-income families and individuals in rural and urban areas to become fully self-sufficient. In particular, this is applicable to families who are attempting to transition off the state program carried out under Part A of Title IV of the Social Security Act or the Temporary Assistance for Needy Families Block Grant (TANF). The purpose of the program should be accomplished through:

- A. Strengthening community capabilities for planning and coordinating the use of a broad range of Federal, State, and local resources (including private resources) related to the elimination of poverty, so that the resources can be used in a manner responsive to local needs and conditions.
- B. Organizing a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty in the community and may help the families and individuals achieve self-sufficiency.
- C. Greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown.
- D. Maximum participation of residents of the low-income communities and members of the groups served by programs assisted through the block grants made under this chapter to empower such residents and members to respond to the unique problems and needs within their communities; and
- E. Broadening of the resource base of programs directed to the elimination of poverty in an effort to secure a more active role in the provision of services for:
  - 1. Private, religious, charitable, and neighborhood-based organizations; and
  - 2. Individual citizens, business, labor, and professional groups who may be able to influence the quantity and quality of opportunities and services available for the poor (42 U.S.C. Section 9901).

### III. ELIGIBLE GRANTEES

In Kentucky, there are twenty-three (23) organizations designated as “eligible entities” (42 U.S.C. 9902(1)(A)) authorized to receive a portion of CSBG funds allocated to the State. The “eligible entities” will also be referenced as Community Action Agency/Agencies (CAA/CAAs) and applicants. Each organization has a designated service delivery area, and all 120 Kentucky counties are offered CSBG-supported services through this network (KRS 273.405).

If any county becomes non-served or underserved by a CSBG eligible entity for any reason, the Governor must designate a private nonprofit organization or an existing CSBG eligible entity to serve that county (42 U.S.C. 9909; KRS 273.435(3)). The term ‘private, nonprofit organization’ includes religious organizations, and the Commonwealth of Kentucky will consider qualified faith-based and other nonprofit organizations, as well as existing eligible entities, in designating an eligible entity to serve an area that becomes non-served or underserved.

### IV. ELIGIBLE ACTIVITIES

CSBG funds may be used to support activities that are designed to assist low-income, elderly, migrant or seasonal farm workers, or homeless individuals and families with: (1) securing and maintaining meaningful employment; (2) attaining an adequate education; (3) making better use of available income; (4) obtaining and maintaining adequate housing and a suitable living environment; (5) obtaining emergency services; (6) nutrition; (7) linkages; (8) removing obstacles and solving problems that block the achievement of self-sufficiency; (9) health; and (10) other programs to eliminate causes of poverty, (NASCSP Service Categories; 42 U.S.C. 9908(b)(1); KRS 273.443). Additionally, CSBG funds are to be used to help individuals transitioning off the State’s Temporary Assistance for Needy Families (TANF) Block Grant assistance program(s).

CSBG eligible entities use federal poverty guidelines updated and issued annually by HHS to determine income eligibility for the CSBG program. In Kentucky, CSBG funds may be used to assist an individual whose household income is equal to or less than 125% of the Federal poverty guidelines issued by HHS. The Coronavirus Aid, Relief, and Economic Security (CARES) Act authorizes the income limit for eligibility ceiling from 125 to 200 percent of the federal poverty level (FPL) for CSBG services furnished during the fiscal years 2020 and 2021, expiring September 30, 2021. **CARES funding ended September 30, 2022.**

On January 6, 2023, the Office of Community Services (OCS) released a notice regarding the 200% Federal Poverty Line (FPL) Provision for CSBG Eligibility. Per the Consolidated Appropriations Act, 2023 (P.L. 117-328) and section 673(2) of the CSBG Act, states may revise the poverty line not to exceed 125 percent of the official poverty line otherwise applicable under the CSBG Act by substituting “200 percent” for “125 percent” for CSBG and CARES funding during FY 2022 (October 1, 2021 — September 30, 2022) and **FY 2023 (October 1, 2022 — September 30, 2023).**

For the 2024 CSBG SFY plan and budget proposal, please prepare to begin 125 percent FPL for eligibility determination starting October 1, 2024, until notified otherwise. The 2023 Federal Poverty Guidelines are to be utilized in the development of the State Fiscal

Year (SFY) 2024 CSBG Plan and Budget Proposal. You may obtain the 2023 HHS Federal Poverty Guidelines at <https://aspe.hhs.gov/poverty-guidelines>.

Eligible entities are to inform custodial parents about the availability of child support services and refer eligible parents to the child support offices (<https://csws.chfs.ky.gov/csws/>) of state and local governments. (42 U.S.C. 9919)

## V. MONITORING

### **Contract Monitoring**

Each Community Action Agency, with the knowledge and concurrence of appropriate officials and boards, is required to meet the following expectations: 1) establish effective controls that are designed to achieve and maintain maximum standards of service delivery and utilization and conservation of physical and financial assets; 2) ensure the development of a data collection and record keeping system that allows for administrative, programmatic, and fiscal monitoring and evaluation; 3) ensure the design and implementation of program reviews and studies to determine under or over utilization of each program, and its progress toward goals and objectives; and 4) permit monitoring, review, and evaluation of the total agency operation by the Cabinet or its designee in accordance with the terms of the contract and appropriate federal and state laws (922 KAR 6:010).

Each CSBG eligible entity must be monitored at least every three (3) years in accordance with 42 U.S.C. 9914(a)(1) & 9915. The Cabinet uses standardized monitoring procedures to conduct an onsite and/or desk review(s) of each eligible entity at least once every three (3) years to determine whether program contractors have met the performance goals, administrative standards, financial management requirements, and other requirements of the state and the appropriate federal funding source. Within fifteen (15) days of completion of a monitoring review, the Cabinet's Contract Monitoring Section located within the Division of Administration and Finance Management (DAFM) will provide a written report to the agency and its governing board regarding any deficiencies or concerns (922 KAR 6:010).

Community Action Kentucky (CAK) and designated Cabinet staff will provide technical assistance to CSBG contractors as determined by monitoring visits and quarterly performance/financial reports, or at the contractor's request. Those services may include, but are not limited to, the following: assisting with generating outcome reports, compiling federal and state CSBG reporting requirements, developing outcomes, board training and development, and other needs.

A single audit is required in accordance with the Government Auditing Standards (GAS), Generally Accepted Auditing Standards, (GAAS), and 2 CFR, Part 200, Subpart F.

### **Organizational Standards Monitoring**

Each eligible entity must be monitored by the Cabinet in collaboration with Community Action Kentucky (CAK) for compliance with the Organizational Standards as directed by Information Memorandum 138. The Cabinet shall conduct either a desk or onsite review annually. The purpose of the review is to ensure that all eligible entities have appropriate

organizational capacity, not only in the critical financial and administrative areas important to all nonprofit and public human service agencies, but also in areas of unique importance for CSBG-funded eligible entities.

## **VI. ANNUAL ALLOCATION**

In accordance with 42 U.S.C. 9907, at least ninety percent (90%) of the CSBG funds reserved for Kentucky will be allocated to eligible entities. A minimum of five percent (5%) and a maximum of ten percent (10%) of the state's federal allocation will be used at the Cabinet's discretion for administration of the CSBG program and special initiatives under the CSBG program.

The Cabinet will allocate CSBG funds with a local match requirement. In accordance with 922 KAR 6:010, contractors utilizing CSBG funds have a matching requirement of twenty percent (20%). The agency's match may be cash, certified expenditures, or in-kind contributions (KRS 273.446).

## **VII. FUNDS DISTRIBUTION CRITERIA AND METHOD**

The Cabinet will allocate federal CSBG funds in accordance with 922 KAR 6:045. An eligible entity will not have CSBG funds reduced below the proportional share of funding the entity received in the previous year. Per 922 6:040, if the State determines that a cause exists and after providing notice and opportunity for hearing CSBG funds may be terminated. Any recommendation for reduction or termination of funds is subject to review by the Secretary of HHS (42 U.S.C. 9915).

## **VIII. BOARD REQUIREMENTS**

Eligible entities must administer the CSBG program through a tripartite (three-part) board that fully participates in the development, planning, implementation, and evaluation of the program to serve low-income communities (42 U.S.C. 9902(1)(A) & 9910).

A. Members of the board shall be selected by the entity and the board shall be composed in a manner to assure that:

1. One-third (1/3) of the members of the administering board shall be public officers, including elected public officials or their representatives, unless the number of public officers reasonably available or willing to serve is less than one-third (1/3) of the membership of the board.
2. At least one-third (1/3) of the members of the administering board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area to be served by the agency.
3. The 1/3 remaining members of the administering board shall be officials or members of business, industry, labor, religious, welfare, education, or other groups interested in the community.
4. Each member of the board who is to represent a specific geographic area within a community shall reside in the area represented; and
5. Total membership of the board is a minimum of at least fifteen (15) members and a maximum of fifty-one (51) members (KRS 273.437(3)).

B. Per 922 KAR 6:010 Section 2 (2), Governing boards and community action boards shall adopt written bylaws. They should include:

1. The purpose of a community action agency.
2. Duties and responsibilities of the board.
3. Number of members on the board.
4. Qualifications for a board membership.
5. The types of membership.
6. The method of selecting a member.
7. Terms of a member.
8. Officers and duties.
9. Method of electing an officer and chairperson.
10. A standing committee, if applicable.
11. Provision for approval of programs and budgets.
12. The frequency of board meetings and attendance requirements; and
13. Provision for official record of meetings and action taken.

C. Per 922 KAR 6:010 Section 3 (3), the minutes shall be:

1. Approved by the board of directors and signed by the appropriate officer; and
2. Copied and distributed to each board member, the executive director, and a signed copy sent to [Nancy.Rowland@ky.gov](mailto:Nancy.Rowland@ky.gov) in DCBS prior to the next board meeting.

## IX. LIMITATION ON USE OF FUNDS

Community Services Block Grant funds cannot be used by the state or by local CSBG contractors for the purchase or improvement of land, or for the purchase, construction, or permanent improvement (other than low-cost weatherization or other energy-related home repairs) of any building or other facility. The Secretary of HHS may waive this limitation upon approval of the state's request.

Community Services Block Grant funds cannot be used in the provision of services or the employment or assignment of personnel to support the following activities: any partisan or nonpartisan political activity or any political activity in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election; or any voter registration activity (42 U.S.C. 9918).

A maximum of 15% of the total CSBG funding allocated to each CAA may be used for direct or indirect administrative costs. 2 CFR Part 200 defines "**Direct Administrative Costs**" as "those that can be identified specifically with a particular final cost objective, such as a Federal Award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy".

"**Indirect Administrative Costs**" is defined as "those costs incurred for common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved". For more information on Direct and Indirect administrative costs, refer to 2 CFR Part 200.

As a sub-recipient, the CAAs federally negotiated rate must be recognized for the purposes of charging indirect cost to the CSBG program, except were limited by federal statute.

Agencies that do not have a federally negotiated rate should submit a Cost Allocation Plan to Misty Sammons, Director, Division of Administration and Financial Management, 275 East Main, Frankfort, KY 40621.

In accordance with 2 CFR 200.330, CAAs identified as sub-recipients of federal funds, are required to adhere to the sub-recipient requirements identified in the agency's contract with Cabinet.

## **X. PERFORMANCE MANAGEMENT FRAMEWORK**

On January 12, 2017, the Office of Community Services (OCS) received OMB approval for a new CSBG Annual Report. The new CSBG Annual Report marks the largest overhaul of CSBG data collection and reporting since the CSBG Information Survey (CSBG-IS) which was developed in 1983.

OCS, CSBG eligible entities, State CSBG Lead Agencies, State Community Action Associations, national partners, and others have participated in a multi-year effort to update the CSBG Annual Report that was designed to complement ROMA Next Generation and support and complete the CSBG Performance Management Framework.

The Performance Management Framework includes 1) organizational standards for local CSBG eligible entities, 2) accountability measures for states and OCS, 3) Results Oriented Management and Accountability (ROMA) Next Generation, and 4) the CSBG Annual Report, which includes an updated and refined set of CSBG outcome measures.

The CSBG Performance Management Framework is based on the National Community Action Theory of Change. The Theory of Change is intended to provide a graphic overview of the core principles, performance management framework, and services and strategies implemented and led by the network to achieve the goals of Community Action across the nation. :

Based on the Theory of Change the following are the revised Community Action Goals:

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

In order to comply with Information Memorandum 152, CAAs will collect data utilizing the CSBG Expenditures Domains (Service Categories) and the National Performance Indicators (NPIs) which are part of the Annual Report, Module 2 through Module 4. CSBG funding during the reporting period should be identified in the domain that best reflects the services delivered and strategies implemented. Please utilize the CSBG Expenditures Domains (service categories) listed in Module 2, Section A: Employment, Education and Cognitive Development, Income Infrastructure and Asset Building, Housing, Health /Social Behavioral Development (including Nutrition), Civic Engagement and Community Involvement, Services Supporting Multiple Domains, Linkages and Agency Capacity Building. The "Other" Domain will not be utilized.

NPIs and Service Reports for Module 4 are to be cumulative and shall be submitted to CAK on a quarterly basis for **SFY 2024** (July 1, 2023 -June 30, 2024). The dates for the reports to be received by CAK, from each agency are as follows:

<u>Reporting Period</u>	<u>Due Dates</u>
07/01/23–09/30/23	10/13/2023
10/01/23–12/31/23	01/12/2024
01/01/24–03/31/24	04/12/2024
04/01/24–06/30/24	07/12/2024

Module 3, Community NPIs and Status Forms and Module 4, Section C, All Characteristic Reports for SFY 2024 are due to CAK on July 12, 2024.

The **SFY 2024** (July 1, 2023 - June 30, 2024), Annual Reports (replaces the CSBG IS Survey) shall be submitted to CAK by following:

- |   |                  |
|---|------------------|
| • Module 3, Status Form and Community NPIs        | July 12, 2024    |
| • Module 4, NPIs and Services Report              | July 12, 2024    |
| • Module 4, Section C, All Characteristics Report | July 12, 2024    |
| • Module 2 Sections A, B & C                      | January 17, 2025 |

## **XI. CRITERIA FOR PLAN AND BUDGET APPROVAL**

All plan and budget proposals are due **April 21, 2022**. The agency must submit two (2) legible copies, the original to DCBS and a copy to CAK, as prescribed below.

### **Signed Original**

Nancy Rowland  
107 Water MarQ Path  
#1038  
Georgetown, KY 40324

### **Copy**

Melissa McClain  
Community Action Kentucky  
101 Burch Court  
Frankfort, KY 40601

**Additionally, please electronically submit your B1 &, B2 (excel) and Budget Narrative to [Nancy.Rowland@ky.gov](mailto:Nancy.Rowland@ky.gov).**

If additional time is necessary, please send an email to [Nancy.Rowland@ky.gov](mailto:Nancy.Rowland@ky.gov).

The SFY 2024 contract will not be finalized until the agency's SFY 2024 CSBG Plan and Budget Proposal has been granted approval. For technical assistance please contact Nancy Rowland at 502-564-4689, Kris Wilson at 502-564-4702, or Melissa McClain at 502-875-5863. For contract related assistance contact Allysa Cook at 502-564-7463.

## **PUBLIC REVIEW**

Once an agency's plan has been completed and prior to sending it to the Cabinet for Health and Family Services, it should be made available within the counties served by the CAA for review by interested members of the public. Keep a log at the agency of any requests for review. Retain a copy of newspaper ads, social media postings, press releases or other methods used as notification of the public review and submit it with this plan and budget proposal.

## **NONDISCRIMINATION**

42 U.S.C. §9901 *et seq.* mandates that no person shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the CSBG Act. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (Public Law 101-336) and all amendments also shall apply to any CSBG funded program or activity.

## XII. SFY 2024 CSBG ALLOCATION AMOUNTS FOR EACH AGENCY

Agency	FFY 2024 CAA Allocation	FFY 2024 CAA Allocation Percentage	Additional* Allocation Audit Costs	Additional* Education Allocation	Total CSBG Federal	Total CSBG General	Federal & General Total
Audubon	\$554,457.64	4.64960%	\$2,931.00	\$4,885.00	\$562,273.64	\$0.00	\$562,273.64
Bell Whitley	\$354,037.81	2.96891%	\$1,895.00	\$3,202.00	\$359,134.81	\$0.00	\$359,134.81
Big Sandy	\$747,977.09	6.27243%	\$4,277.00	\$7,074.00	\$759,328.09	\$0.00	\$759,328.09
Bluegrass	\$497,551.65	4.17240%	\$2,554.00	\$4,301.00	\$504,406.65	\$0.00	\$504,406.65
Central KY	\$606,151.71	5.08310%	\$3,128.00	\$5,203.00	\$614,482.71	\$0.00	\$614,482.71
Daniel Boone	\$480,610.40	4.03033%	\$2,510.00	\$4,155.00	\$487,275.40	\$0.00	\$487,275.40
Gateway	\$305,257.76	2.55985%	\$1,991.00	\$2,581.00	\$309,829.76	\$0.00	\$309,829.76
Harlan	\$217,581.99	1.82461%	\$1,503.00	\$1,759.00	\$220,843.99	\$5,717.00	\$226,561.09
KY Communities Economic	\$247,670.17	2.07693%	\$1,521.00	\$1,656.00	\$250,847.17	\$0.00	\$250,847.17
KY River Foothills	\$407,241.62	3.41507%	\$2,559.00	\$3,407.00	\$413,207.62	\$0.00	\$413,207.62
Lake Cumberland	\$872,568.15	7.31723%	\$4,660.00	\$7,019.00	\$884,247.15	\$0.00	\$884,247.15
Lex Fayette	\$686,836.06	5.75971%	\$4,168.00	\$5,519.00	\$696,523.06	\$0.00	\$696,523.06
Licking Valley	\$240,269.12	2.01486%	\$1,775.00	\$1,839.00	\$243,883.12	\$0.00	\$243,883.12
LKLP	\$591,922.44	4.96377%	\$3,282.00	\$4,400.00	\$599,604.44	\$0.00	\$599,604.44
Louisville Jefferson	\$1,710,241.39	14.34183%	\$0.00	\$13,164.00	\$1,723,405.39	\$0.00	\$1,723,405.39
Middle KY River	\$276,931.32	2.32231%	\$1,528.00	\$2,080.00	\$280,539.32	\$0.00	\$280,539.32
Multi-Purpose	\$140,402.23	1.17739%	\$654.00	\$1,419.00	\$142,475.23	\$37,907.00	\$180,382.23
Northeast KY	\$456,833.15	3.83094%	\$2,634.00	\$4,165.00	\$463,632.15	\$0.00	\$463,632.15
Northern KY	\$665,123.60	5.57763%	\$3,566.00	\$5,308.00	\$673,997.60	\$0.00	\$673,997.60
Pennyrile	\$582,577.61	4.88541%	\$2,915.00	\$5,152.00	\$590,644.61	\$0.00	\$590,644.61
Southern	\$746,713.80	6.26183%	\$3,814.00	\$6,527.00	\$757,054.80	\$0.00	\$757,054.80
Tri County	\$79,708.57	0.66842%	\$373.00	\$801.00	\$80,882.57	\$60,644.00	\$141,526.57
West KY Allied	\$456,179.30	3.82545%	\$2,581.00	\$4,384.00	\$463,144.30	\$0.00	\$463,144.30
<b>Total CAA</b>	<b>\$11,924,844.60</b>	<b>100.00000%</b>	<b>\$56,819.00</b>	<b>\$100,000.00</b>	<b>\$12,081,663.60</b>	<b>\$104,268.00</b>	<b>\$12,185,931.70</b>

## **XII. DIRECTIONS AND REQUIREMENTS FOR SUBMISSION OF THE CSBG PLAN AND BUDGET PROPOSAL**

### **A. DIRECTIONS:**

Follow the order of the outline in Section B. Requirements in presenting the required information. Submit the proposal and the necessary attachments in a USB drive **with a tab for each section 1-17 of the Requirements Section.**

To ensure your proposal is approved as quickly as possible, please review your proposal thoroughly prior to submission to ensure that all necessary attachments are included and signed appropriately. **Please add page numbers for each individual section.** This will assist DCBS staff when reviewing information.

### **B. REQUIREMENTS:**

#### **1. Introduction to the Agency,**

##### *Organizational Standard*

##### *1.1 – The organization demonstrates low-income individuals' participation in its activities.*

- a. Describe the type of agency and include the agency's qualifications, both the agency's mission *and* vision, values, and role the agency plays in the community. Explain the designation of the agency as public or private; state, county, or city government; and profit or non-profit.
- b. Provide up-to-date information on CSBG contact information within the agency. Include the complete contact information (i.e., fax and phone number, mailing address, e-mail address) for the: (1) Executive Director, (2) Financial Director, and (3) CSBG Program Director and/or staff, who should be included on e-mail correspondence or contacted for day-to-day CSBG programmatic or financial matters.
- c. Discuss the geographical area served by the Community Action Agency and distinguish the areas served by programs you provide. Describe your geographical/topical terrain, such as mountainous, remote roads for transportation in certain counties and lack of good infrastructure. Likewise, if you serve a more metropolitan area, you can demonstrate the segments of the city that are more densely populated by clients and distinguish how their issues relate to those locations. Please provide the most current information regarding the families in these counties and regions that may require services unique to the agency's client population. Include current poverty data (with documentation) on maps, tables, charts, etc., related to age, race/ethnicity, and gender specific to your service region (Org. Standard 3.2). Counties and regions need to be named as well as any type of infrastructure problems that **currently** exist that explains the lack of industry and jobs, travel issues, and any problems unique to the area that illustrate how this affects the clients' standards of living. Suggested, not required website to utilize <https://cap.engagementnetwork.org/>.

- d. Describe how your agency engages low-income individuals to participate in activities in the community. Please remember, low-income individuals can participate in the development of services, in the need's assessment process, volunteering for special events, or serve on an advisory group/board or tripartite board.

## 2. Community Needs Assessment Narrative

### *Organizational Standards*

3.3 – *The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.*

1.2 – *The organization analyzes information collected directly from low-income individuals as part of the community assessment.*

2.2 – *The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.*

3.4 – *The community assessment includes key findings on the causes and conditions of poverty and the needs of the community addressed.*

3.1 – *The organization conducted a community assessment and issued a report within the past 3 years.*

3.2 – *As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their services area(s).*

- 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?).

**Please note: your needs assessment must include qualitative and quantitative data.**

- 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 the meetings, list of stakeholders organized by sector, and other tools such as newspaper articles advertising these meetings that are utilized in obtaining input from the community and consumers.
- c. Describe collaborative efforts with other community service organizations regarding the community needs assessment process.
- 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):
  - 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.

- ii. Activities designed to assist low-income participants including the elderly poor:
  - 1) To secure and retain meaningful employment.
  - 2) To attain an adequate education.
  - 3) To make better use of available income.
  - 4) To obtain and maintain adequate housing and a suitable living environment (prevent homelessness).
  - 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.
  - 6) To provide nutritious supplies or services that may be needed to counteract conditions of starvation and malnutrition.
  - 7) To achieve greater participation in the affairs of the community.
  - 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.
  - 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.
- 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.).
- 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).
- 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).
- vi. Provision of education, counseling, and technical assistance on compliance with equal opportunity legislation for individuals and community organizations, both public and private.
- 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 (family, agency, or community), as well as causes associated with the need.
- 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.
- 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.

- h. Please give a detailed explanation if your allocation of funds does 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.
- i. Describe how CSBG staff are involved when your agency collaborates with other state funded programs or services such as WIOA, LIHEAP, Weatherization, etc.
- 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:
  - 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 agencies in the agency's geographic service area for the purpose of developing substantive interagency cooperation and assessing the social services currently being provided.
  - 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.
  - iii. Identification in describing the effective delivery of 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 clients.
- 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.
- 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.

- m. Describe how the agency will analyze the SFY 2023 ROMA and Customer Satisfaction data to assist in developing the SFY 2024 plan to improve service delivery.

### 3. **Written Assurances (Attachment A)**

Use Attachment A to assure your agency complies with all federal/state statutes and regulations pertaining to CSBG. **Attachment A must be signed and dated by the Executive Director.**

### 4. **Strategic Plan**

*Organizational Standard*

6.1 – *The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.*

6.2 *The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.*

6.3 *The approved strategic plan contains family, agency, and/or community goals.*

6.4 *Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.*

Provide a copy of your agency's most recent Strategic Plan

### 5. **Customer Satisfaction Survey**

*Organizational Standard*

1.3 – *The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.*

Please provide a copy of the customer satisfaction policy/procedures that explains the methodology on collection and analysis of data and a sample of the agency's Customer Satisfaction Survey. Customer satisfaction data and customer input collected as part of the community assessment must be included in the strategic planning process.

### 6. **Agency Budget**

Contact your contract liaison, Alyssa Cook, at 502-564-7463 to determine the amount of any available carry over funds to include in the agency budget. All of the financial documents must be signed by the agency's Chief Financial Officer (CFO), CSBG Director and Executive Director. Each agency is required to submit the following items related to the agencies CSBG budget:

- a. Line-Item Budget for CSBG. Attachment B1. Use Attachment B1 to enter all cost items for SFY 2024. In the budget narrative, it is extremely important to be specific, especially in the category of "Other". Be explicit and precise by including whatever possible items might fall into this category. This should not be a "catch all" category.
- b. Local In-Kind Match Certification. Attachment B2. Use Attachment B2 to identify all match in detail, whether the match is cash expenditures or in-kind contributions for the SFY 2024. The method of valuation of in-kind match must be clearly indicated and consistent with 45 CFR Part 75 and related Kentucky Administrative Regulations. Federally funded dollars or products cannot be used to match CSBG funding. For example, commodities received from the Federal government cannot be used as a match. However, any volunteer hours attributable to distribution of commodities are allowable. The

certified cash expenditures and/or in-kind match must be identified and approved at the time of application. The agency must match at least twenty percent (20%) of the Federal allocation, and it must be clearly reflected on Attachment B2 and detailed in the budget narrative.

- c. Budget Narrative that explains both Attachments B1 and B2. Be certain to detail in the narrative any costs in the “Other” budget/cost category; all indirect costs where CSBG funds will be expended; the total dollars that the agency will match of the federal allocation, whether cash or in-kind; and any certification of deficits or other methods utilized by the agency to cover administrative deficits in other program areas with CSBG funds. Attach the agency’s approved indirect cost allocation plan, if applicable. Please outline the formula for your Indirect Cost in your Budget Narrative.
- d. Percentage of Staff Time Projected to be spent in each CSBG service Category Attachment B3. Use attachment B3 to project the amount of time staff will be spending providing direct delivery of CSBG services in each service category. This should include time spent providing information, making referrals, and delivering direct services. **Total must equal 100 percent.**

## **7. Board Member List-Attachment C**

### *Organizational Standards*

*5.1 The organization’s governing board is structured in compliance with the CSBG Act:*

- 1. At least one-third democratically selected representatives of the low-income community.*
- 2. With one-third local elected officials (or their representatives).*
- 3. The remaining membership from major groups and interests in the community.*

*5.2 The organization’s governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representatives of the low-income community.*

Use Attachment C to provide a current list of board members to include name; position, if any (i.e., President, Vice President, etc.); membership category/sector representing (public, private, low-income); address and/or telephone number. For those members in the elected public sector category, include the title of the public official. Provide the total number of board seats and the number of vacancies that exist as of April 21, 2023, in the spaces provided. Use the reverse side of the form or a separate document to provide a narrative to explain any vacancies (include the plan and timeline to fill the vacancies) and any other unusual circumstances. **This attachment must be signed and dated by the CSBG Director, Executive Director, and the Board Chair.**

## **8. Board Meeting Schedule**

### *Organizational Standard*

*5.5 The organization’s governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.*

Provide a schedule of your board meetings for the coming year that is clear and legible. Please do not provide a copy of your web page.

## **9. Tripartite Board Bylaws**

### *Organizational Standard*

*5.3 The organization’s bylaws have been reviewed by an attorney within the past 5 years.*

Provide a copy of the agency’s Tripartite Board bylaws.

## **10. Logic Model Attachments D1**

Use Attachments D1 Logic Model and instructions (D2) to construct a logic model utilizing the CSBG Expenditures Domains: Employment, Education and Cognitive Development, Income Infrastructure and Asset Building, Housing, Health /Social Behavioral Development (included Nutrition), Civic Engagement and Community Involvement, Services Supporting Multiple Domains, Linkages, and Agency Capacity Building.

For SFY 2024, columns 1 (Planning) and 3 (Intervention) are to be submitted April 21, 2023. In a separate submission, due August 18, 2023, all columns are to be submitted except column 5 (Impact). This separate submission is intended to assist you in setting your targets based on your review of your 4<sup>th</sup> quarter data. A “completed” Logic Model, (columns 1-8) will be submitted August 14, 2024, once your actual results have been acquired.

## **11. Equal Opportunity Plan/Affirmative Action Plan**

Provide a copy of the agency's Equal Opportunity Plan/Affirmative Action Plan in effect for both the agency's employees and clients.

## **12. Module 2, Expenditures, Capacity and Resources**

Section B: Capacity Building - Data Entry Form

## **13. Module 3, Community Level**

Section A: Community Initiative Status Form

Section B: Community NPIs – Data Entry Form

Section C: Community Strategies List – (reference only)

Module 3, Community Level data is to be submitted by August 18, 2023, after you collect and review your 4<sup>th</sup> quarter data. This separate submission is intended to assist you in setting your targets after all data has been collected for the state fiscal year.

## **14. Module 4, Individual and Family Level (Target for upcoming year)**

Section A: Individual and Family NPIs - Data Entry Form

Section B: Individual and Family Services - Data Entry Form

Module 4, Individual and Family Level data is to be submitted by August 18, 2023, after you collect and review your 4<sup>th</sup> quarter data. This separate submission is intended to assist you in setting your targets after all data has been collected for the state fiscal year.

Please email Module 4A targets to [melissa@capky.org](mailto:melissa@capky.org) by August 18, 2023.

## **15. Partnership Listing**

Please provide a list of your partnerships to demonstrate that your agency has developed linkages and coordination at the local level to fill identified gaps through referrals, case management and follow up consultation and to avoid duplication of services.

## **16. Public Review Notice**

Provide copies of the public review notices or advertisements used to provide notify interested parties in the counties served by the agency.

## **17. Indirect Cost Allocation Plan**

*Organizational Standard*

*8.12 The organization documents how it allows shared costs through an indirect cost rate or through a written cost allocation plan.*

Provide a copy of the agency's approved indirect cost allocation plan.



# *Licking Valley* **Community Action®**

*Helping People & Changing Lives.*

## **Agency Introduction**



*Bracken*

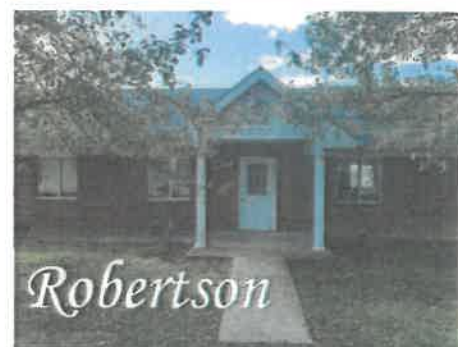
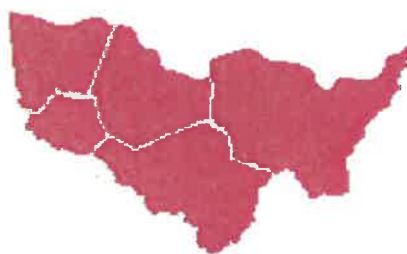
*Fighting the War  
On Poverty*



*Lewis*



*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 can 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 partnerships 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](mailto:kwalters@lvcap.com)  
Phone: 606-845-0081  
Fax: 606-845-0418

Cindy Whisman  
Central Office  
CSBG/LIHEAP Director  
203 High Street  
Flemingsburg, KY 41041  
[cwhisman@lvcap.com](mailto:cwhisman@lvcap.com)  
Phone: 606-845-0081  
Fax: 606-845-0418

Sidney Stephens  
Financial Officer  
Central Office  
203 High Street  
Flemingsburg, KY 41041  
[sstephens@lvcap.com](mailto:sstephens@lvcap.com)  
Phone: 606-845-0081  
Fax: 606-845-0418

Sheila Collins  
Bracken County Coordinator  
110 Grandview Drive  
Brooksville, KY 41004  
[scollins@lvcap.com](mailto: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](mailto:bkielman@lvcap.com)  
Phone: 606-845-0081  
Fax: 606-845-0418

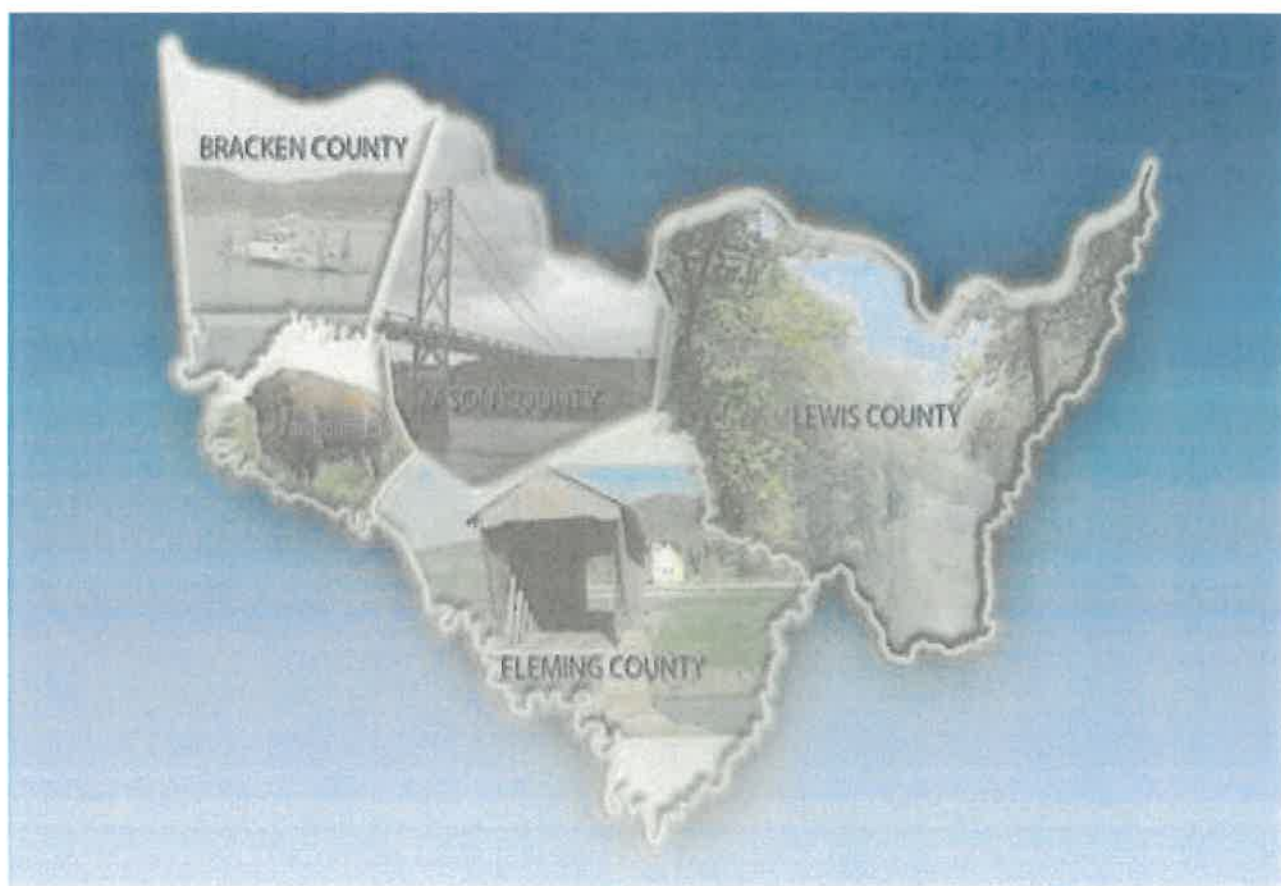
Judy Craycraft  
Lewis County Coordinator  
210 Front Street  
Vanceburg, KY 41179  
[jcraycraft@lvcap.com](mailto:jcraycraft@lvcap.com)  
Phone: 606-796-3893  
Fax: 606-796-3774

Marianne Knott  
Mason County Coordinator  
1679 Forrest Ave  
Maysville, KY 41056  
[mknott@lvcap.com](mailto:mknott@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](mailto: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, small industry, restaurants and local stores are the major occupations. 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 make a living wage with benefits. The service region has the typical regional problems of poverty 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.



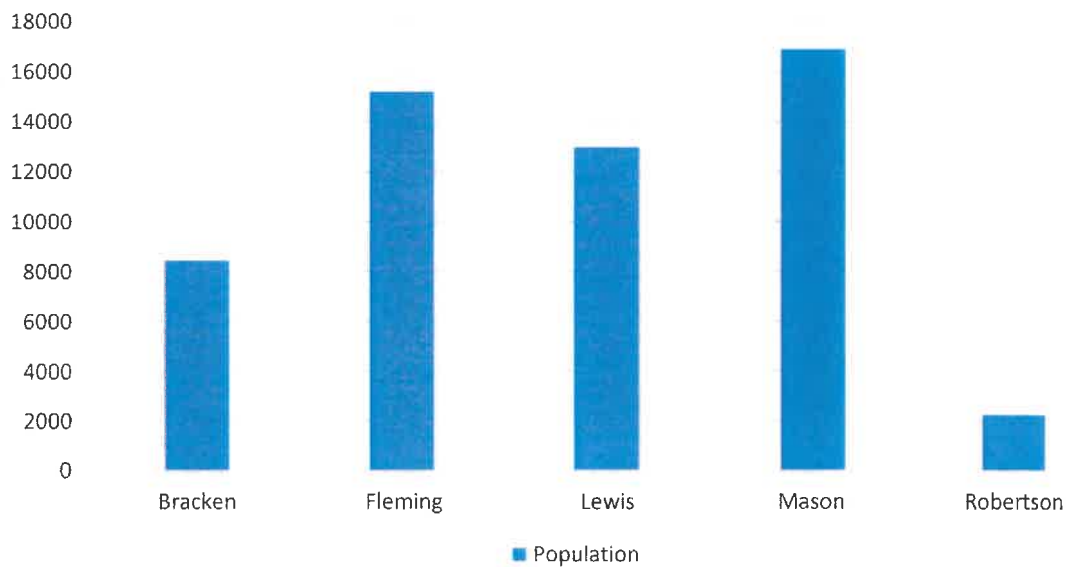
**"This logo is property of the Buffalo Trace Area Development District and used by permission only."**

## Total Population

Report Area	Total Population, 2020 Census	Population Estimates, July 1, 2021	Population Change, 2020-2021	Population Change, 2020-2021, Percent
Report Location	55,875	55,838	-37	-0.9%
Bracken County, KY	8,400	8,439	39	0.5%
Fleming County, KY	15,082	15,224	142	0.9%
Lewis County, KY	13,080	12,987	-93	-0.7%
Mason County, KY	17,120	16,931	-189	-1.1%
Robertson County, KY	2,193	2,257	64	2.9%
Kentucky	4,505,836	4,509,394	3,558	0.9%
United States	331,449,520	332,031,554	582,034	0.2%

Data Source: US Census Bureau

## Population

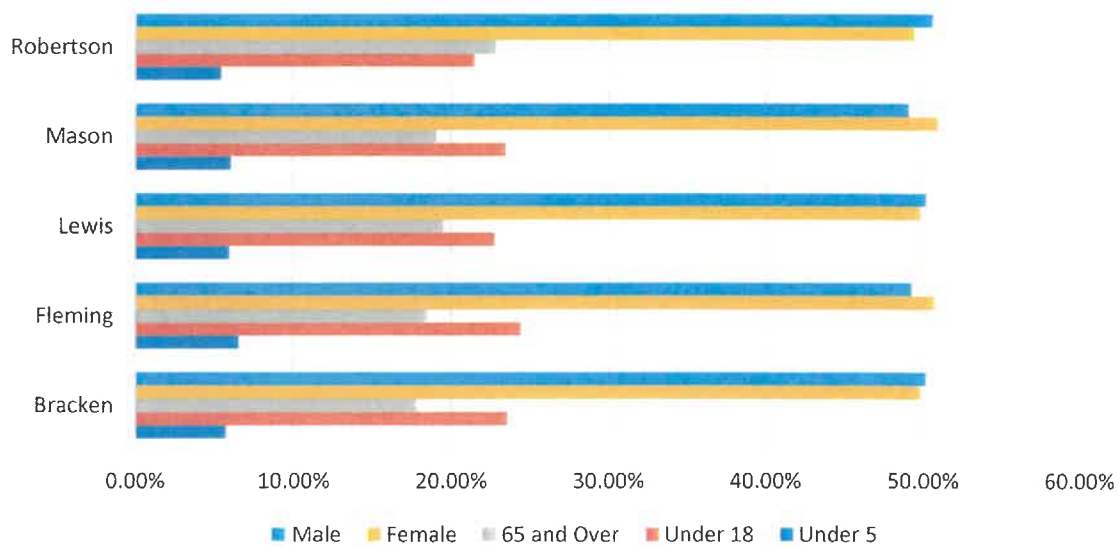


## Total Population By Gender

Report Area	Male	Female	Male, Percent	Female, Percent
Report Location	27,723	28,114	49.65%	50.35%
Bracken Co, KY	4,273	4,165	50.64%	49.36%
Fleming Co, KY	7,529	7,694	49.46%	50.54%
Lewis Co, KY	6,546	6,440	50.41%	49.59%
Mason Co, KY	8,362	8,568	49.39%	50.61%
Robertson Co, KY	1,010	1,246	44.76%	55.24%
Kentucky	2,231,248	2,278,145	49.48%	50.52%
United States	164,355,619	167,675,935	49.50%	50.50%

Data Source: US Census Bureau, [American Community Survey](#), 2017-21

## Population by Age and Gender

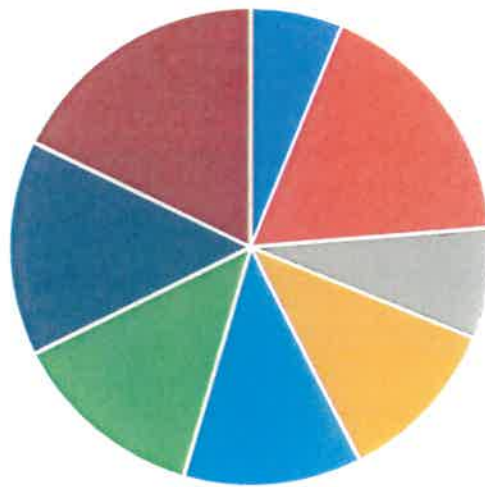


## Total Population By Age Groups

Report Area	0-4	5-17	18-24	25-34	35-44	45-54	55-64	65+
Report Location	3,434	9,743	4,164	6,305	6,747	7,326	8,123	9,950
Bracken County, KY	491	1,546	591	926	1,080	1,104	1,260	1,396
Fleming County, KY	1,046	2,611	1,193	1,708	1,677	2,041	2,078	2,642
Lewis County, KY	781	2,244	921	1,471	1,560	1,712	1,999	2,415
Mason County, KY	1,020	2,906	1,338	1,935	2,106	2,206	2,470	3,122
Robertson County, KY	96	436	121	265	324	263	316	375
Kentucky	270,859	751,050	418,668	581,740	560,926	573,036	603,011	734,851
United States	19,423,121	54,810,954	30,339,089	45,360,942	42,441,883	41,631,458	42,829,413	52,888,621

Data Source: US Census Bureau, [American Community Survey](#), 2017-21

## Total Population By Age Group

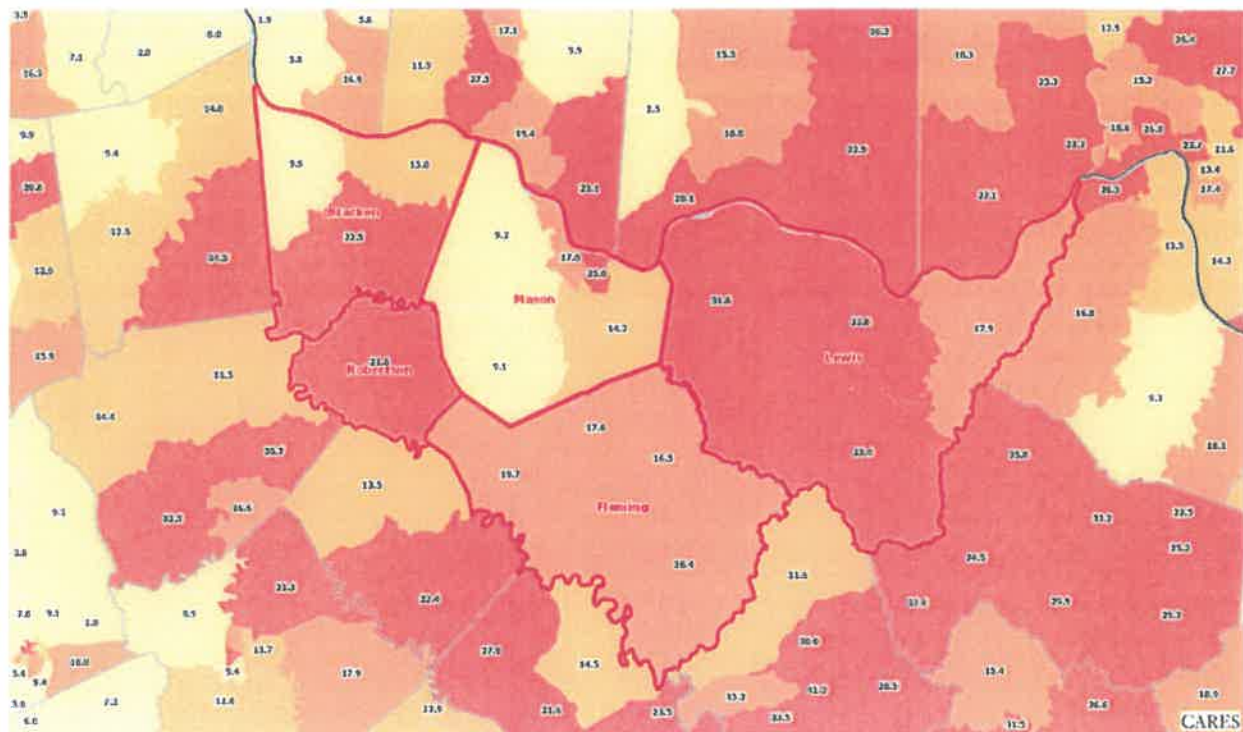


■ Age 0-4 
 ■ Age 5-17 
 ■ Age 18-24 
 ■ Age 25-34 
 ■ Age 35-44 
 ■ Age 45-54 
 ■ Age 55-64 
 ■ Age 65+

## Population Below 125% Federal Poverty Level

Report Area	Total Households	Households in Poverty	Percent Households in Poverty
Report Location	21,009	4,116	19.59%
Bracken Co, KY	3,124	521	16.7%
Fleming Co, KY	5,713	1,023	17.9%
Lewis Co, KY	4,737	1,272	26.9%
Mason Co, KY	6,591	1,118	17.0%
Robertson Co, KY	844	182	21.6%
Kentucky	1,748,475	283,279	16.2%
United States	124,010,992	15,381,768	12.4%

Data Source: US Census Bureau, [American Community Survey](#), 2017-21

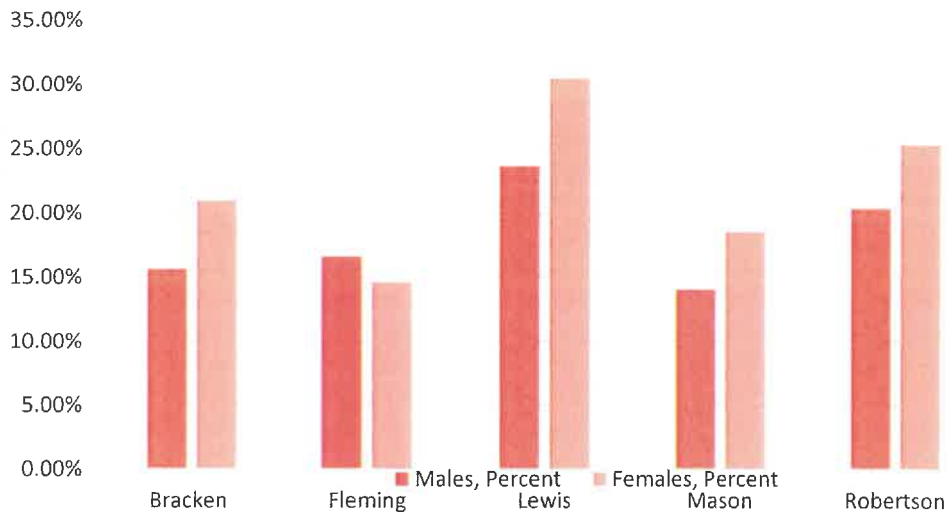


## Population In Poverty By Gender

Report Area	Male	Female	Male, Percent	Female, Percent
Report Location	4,764	5,783	17.44%	20.90%
Bracken County, KY	647	876	15.55%	21.31%
Fleming County, KY	1,227	1,101	16.54%	14.57%
Lewis County, KY	1,538	1,961	23.62%	30.48%
Mason County, KY	1,155	1,574	14.00%	18.50%
Robertson County, KY	197	271	20.31%	25.30%
Kentucky	315,632	393,508	14.71%	17.78%
United States	18,132,275	22,529,361	11.44%	13.79%

Data Source: US Census Bureau, [American Community Survey](#), 2017-21

## Population in Poverty by Gender

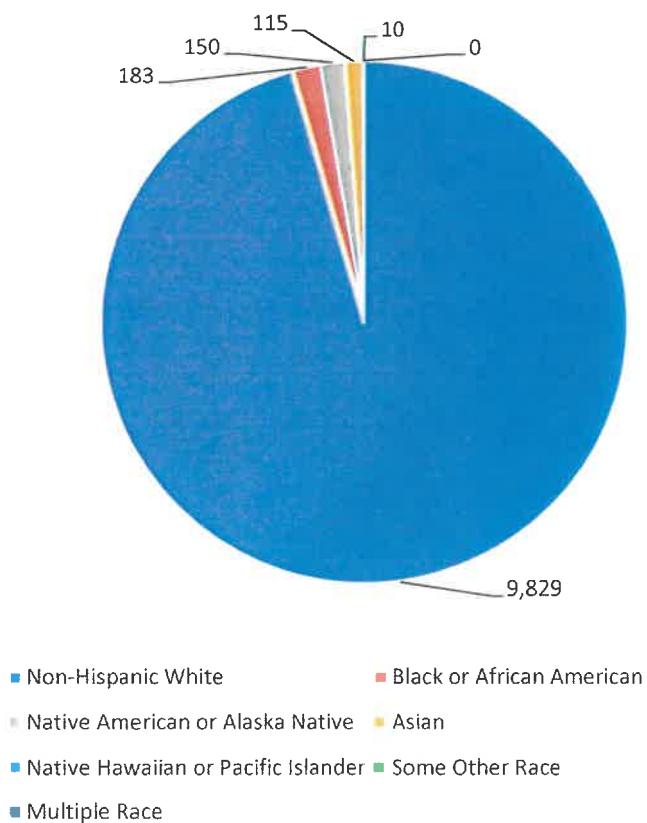


## Population in Poverty by Race

Report Area	Non-Hispanic White	Black or African American	Native American or Alaska Native	Asian	Native Hawaiian or Pacific Islander	Some Other Race	Multiple Race
Report Location	9,829	183	150	115	0	10	260
Bracken County, KY	1487	2	0	21	0	0	13
Fleming County, KY	2,229	36	0	31	0	10	22
Lewis County, KY	3,392	0	22	0	0	0	85
Mason County, KY	2,265	145	128	63	0	0	128
Robertson County, KY	456	0	0	0	0	0	12
Kentucky	563,941	86,624	1,609	9,024	671	12,392	34,879
United States	22,616,705	8,630,739	615,351	1,900,825	99,627	3,440,072	3,358,317

Data Source: US Census Bureau, [American Community Survey](#). 2017-21.

## Population in Poverty by Race, Total

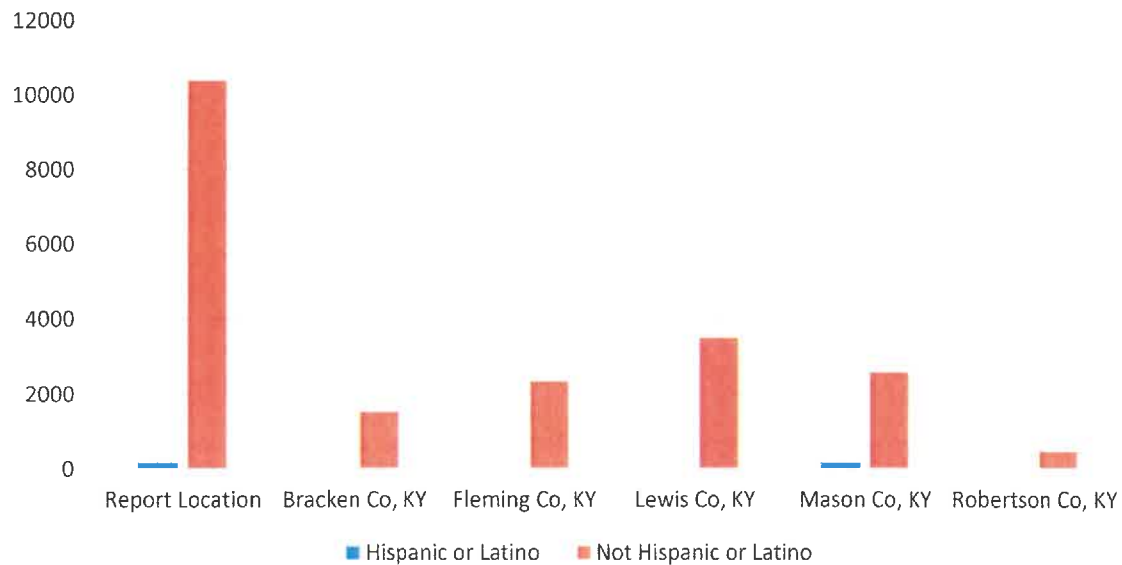


## Population in Poverty by Ethnicity

Report Area	Hispanic or Latino	Not Hispanic or Latino	Hispanic or Latino, Percent	Not Hispanic or Latino, Percent
Report Location	151	10,396	25.81%	19.11%
Bracken County, KY	0	1,523	0.00%	18.53%
Fleming County, KY	0	2,328	0.00%	15.72%
Lewis County, KY	0	3,499	No data	27.03%
Mason County, KY	151	2,578	41.14%	15.73%
Robertson County, KY	0	468	0.00%	22.97%
Kentucky	39,658	669,482	23.61%	15.97%
United States	10,560,320	30,101,316	17.71%	11.48%

\*Data Source: <https://cap.engagementnetwork.org>

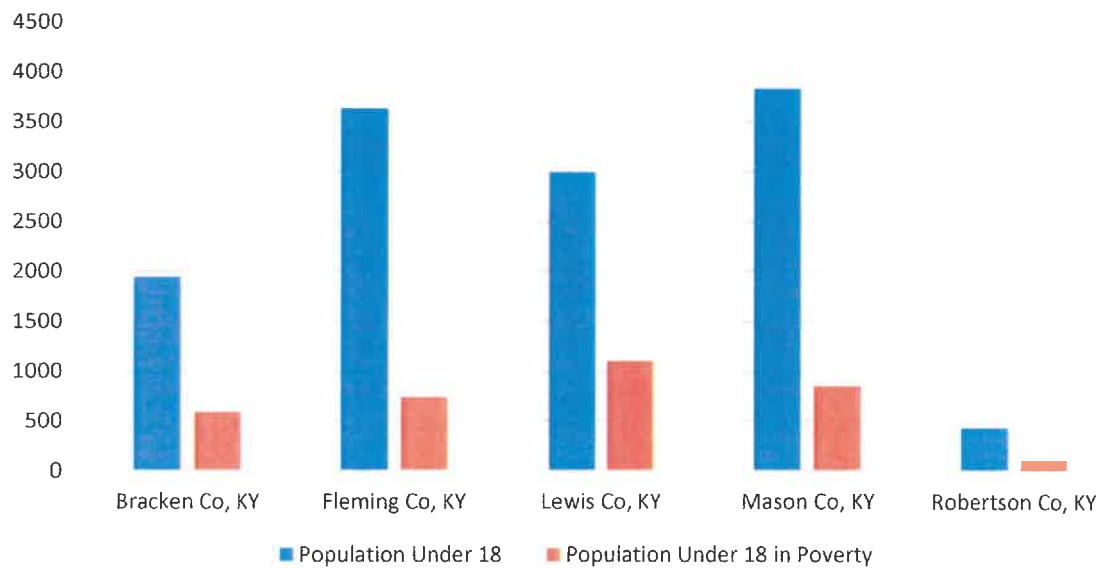
## Population in Poverty by Ethnicity Alone



### Children in Poverty

Report Area	Population Under 18	Population Under 18 in Poverty	Population Under 18 in Poverty, Percent
Report Location	12,837	3,380	26.33%
Bracken Co, KY	1,942	587	30.23%
Fleming Co, KY	3,635	736	20.25%
Lewis Co, KY	2,994	1,102	36.81%
Mason Co, KY	3,832	848	22.13%
Robertson Co, KY	434	107	24.65%
Kentucky	997,885	213,946	21.44%
United States	72,996,065	12,443,424	17.05%

### Children In Poverty



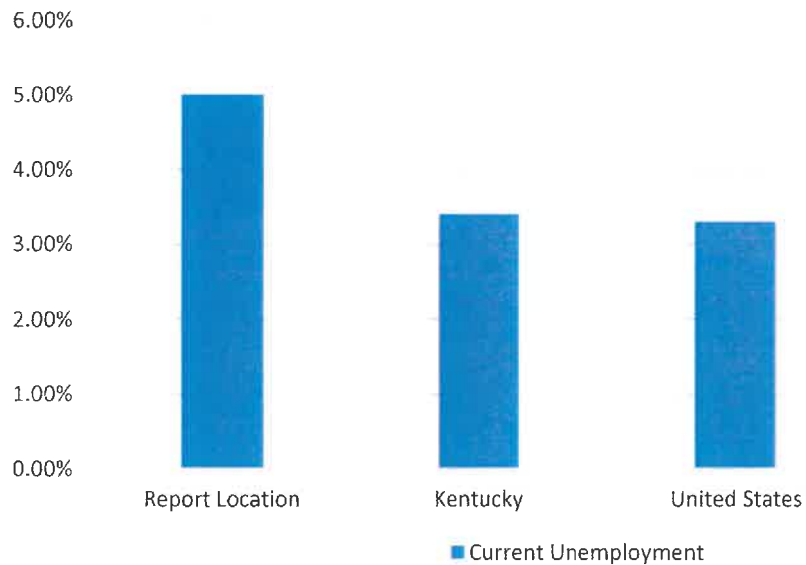
## Current Unemployment

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

Report Area	Labor Force	Number Employed	Number Unemployed	Unemployment Rate
Report Location	21,924	20,835	1,089	5.0%
Bracken County, KY	3,754	3,600	154	4.1%
Fleming County, KY	6,058	5,809	249	4.1%
Lewis County, KY	4,759	4,407	352	7.4%
Mason County, KY	6,545	6,241	304	4.6%
Robertson County, KY	808	778	30	3.7%
Kentucky	2,039,805	1,971,401	68,404	3.4%
United States	165,456,929	160,031,490	5,425,440	3.3%

*Note: This indicator is compared to the state average. Data Source: US Department of Labor, [Bureau of Labor Statistics](#), 2022 - December*

## Current Unemployment



## **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 is 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.*

## **2023-2024 Community Needs Assessment Narrative**



*Bracken*

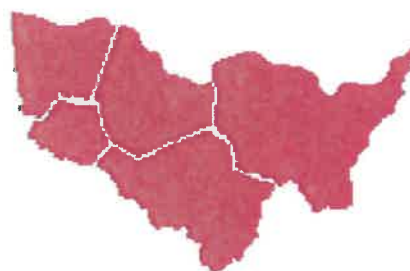
*Fighting the War  
On Poverty*



*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 July 1, 2022 until March 1, 2023. 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 227 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	147
Faith Based Organization Representative	7
Private Sector Representative/Community Member	2
Community Organization/Partner	5
Educational Institution Faculty/Staff	1
Health Care Agencies	4

Board Member of Community Action Agency	9
Staff or Volunteer of Community Action Agency	49
Local Politician/Government/Public Sector Representative	3
Total	227

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

Question 2 Responses	
Answer Choice	Number of Responses
Bracken	28
Fleming	94
Lewis	55
Mason	21
Robertson	29
Total	227

Question 3 asked respondents to identify their gender.

Question 3 Responses	
Answer Choice	Number of Responses
Male	93
Female	134
Total	227

Question 4 asked the respondents to identify their age.

Question 4 Responses	
Answer Choice	Number of Responses
Under 18	2
18-24	3
25-44	28
45-54	21
55-59	19
60-64	24
65-74	90
75+	40
Total	227

Question 5 asked respondents to identify their race.

Question 5 Responses	
Answer Choice	Number of Responses
American Indian or Alaska Native	2
Asian	1
Black or African American	13
Native Hawaiian and Other Pacific Islander	0
White	210
Multi-Race	0
Other	1
Total	227

Question 6 asked respondents to identify their ethnicity.

Question 6 Responses	
Answer Choice	Number of Responses
Hispanic, Latino or Spanish Origins	1
Not Hispanic, Latino or Spanish Origins	226
Total	227

Question 7 asked respondents to identify their education level.

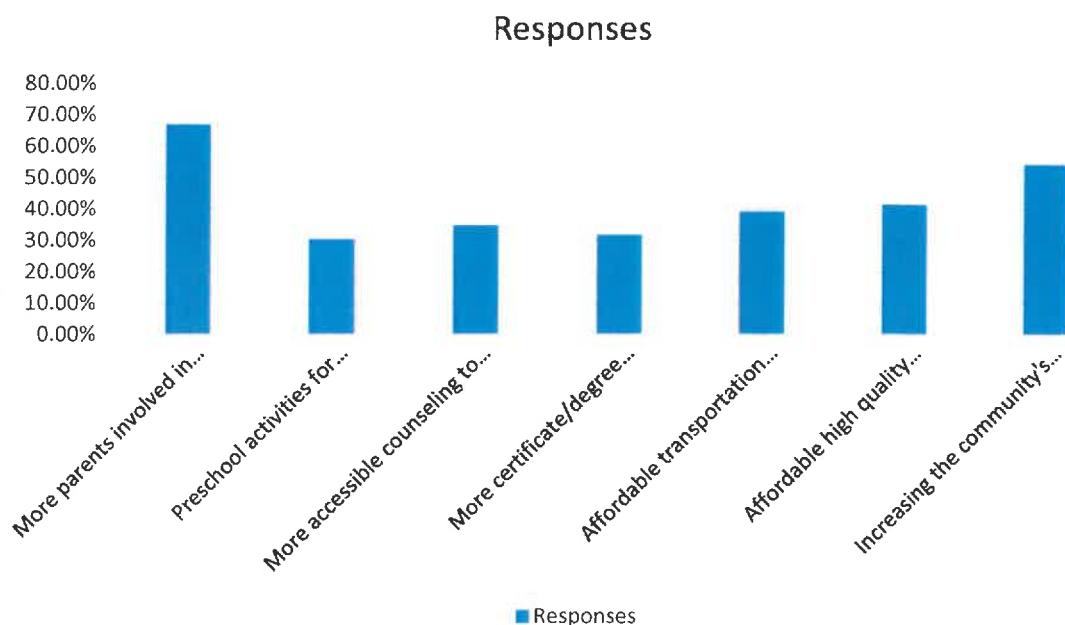
Question 7 Responses	
Answer Choice	Number of Responses
Grades 0-8	17
Grades 9-12/Non-Graduate	40
High School Graduate/Equivalency Diploma	86
12 <sup>th</sup> Grade + Some Post-Secondary	37
2 or 4 Years College Graduate	38
Graduate of Other Post-Secondary School	9
Total	227

Question 8 asked respondents to identify their Military Status.

Question 8 Responses	
Answer Choice	Number of Responses
Veteran	18
Active Military	1
N/A	208
Total	227

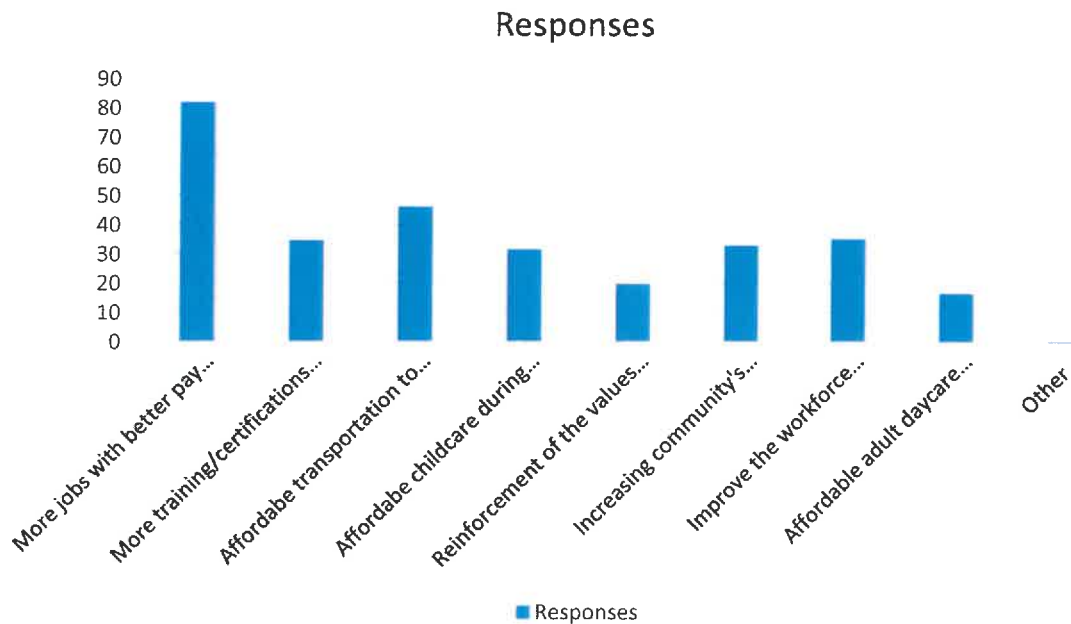
The next few questions asked respondents to consider the most important community needs across targeted domains including Education, Employment, Income and Asset Building, Supportive Services, Health, Housing, Civic Engagement, Youth Services, Senior Services and Overall Need.

We 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.



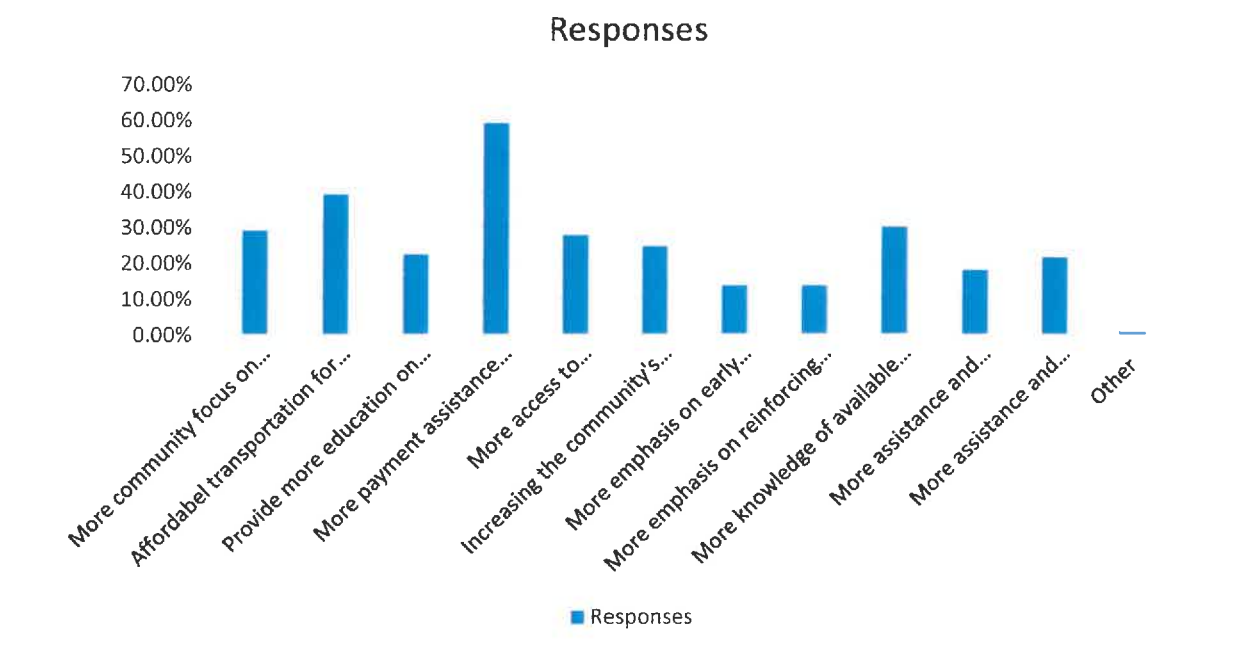
Responses	
Answer Choice	Number of Responses
More parents Involved in student's education	152
More assessable counseling to prepare students for tech or college	69
Affordable high-quality childcare options for parents who would like to further their education	79
Preschool activities for child(ren) to develop school readiness skills	72
Increasing the community's knowledge of available education resources	89
More certificate/degree programs offered locally	94
Affordable transportation options to and from school	123
Other	3

We 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.



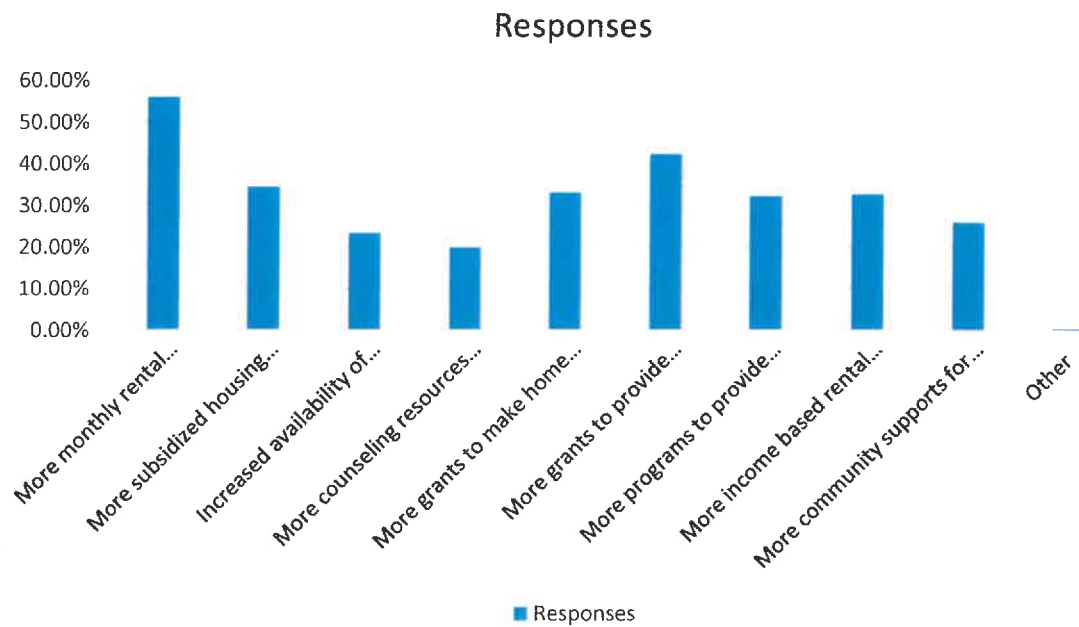
Responses	
Answer Choice	Number of Responses
More jobs with better pay and benefits	186
More training/certifications for the types of jobs available in the area	79
Affordable transportation to and from job	105
Affordable childcare during work hours	72
Young adult/adult reinforcement of the values of entering the workforce	45
Increasing the community's knowledge of available employment resources	75
Improve the workforce readiness skill of people who are able to work	80
Affordable adult daycare during work hours	38
Other	3

We 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 Health.



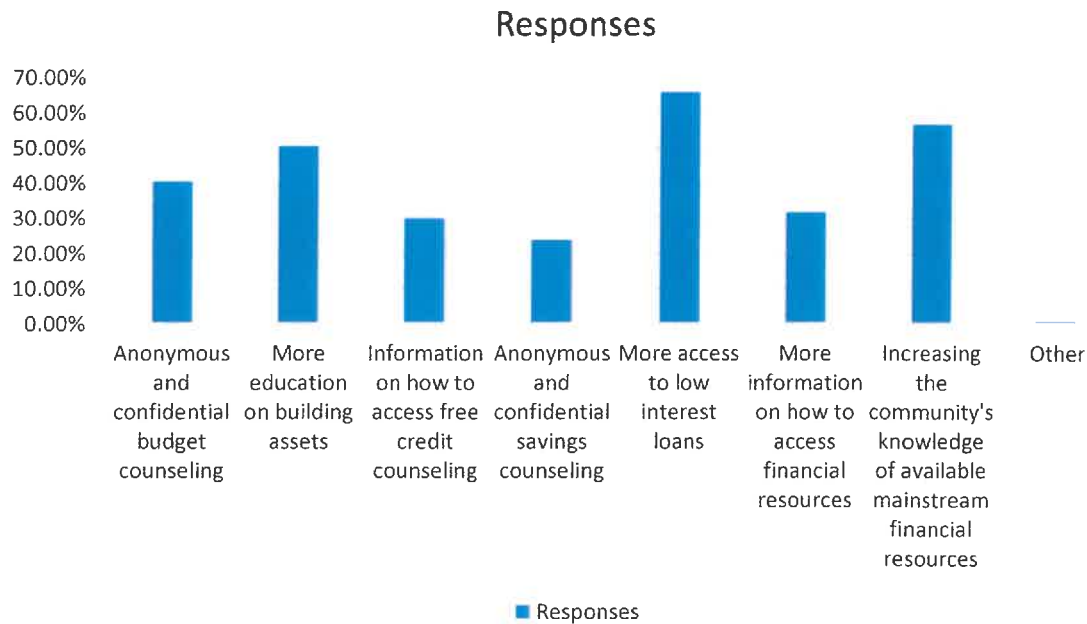
Responses	
Answer Choice	Number of Responses
More community focus on preventative health care	66
Affordable transportation for health services	89
Provide more education on maintaining personal hygiene	51
More payment assistance programs for adult dental, hearing and/or vision	134
More access to affordable comprehensive (or primary) health care services	63
Increasing the community’s knowledge of available health resources	56
More emphasis on early childhood nutrition education	31
More emphasis on reinforcing healthy eating habits and/or nutritional counseling	31
More knowledge of available food resources	68
More assistance and resources for victims of domestic violence	41
More assistance and resources for victims of elderly abuse	49
Other	3

We asked respondents to identify the most important community needs in Housing. Respondents had 9 choices or could choose other and explain what they felt our community needs in Housing.



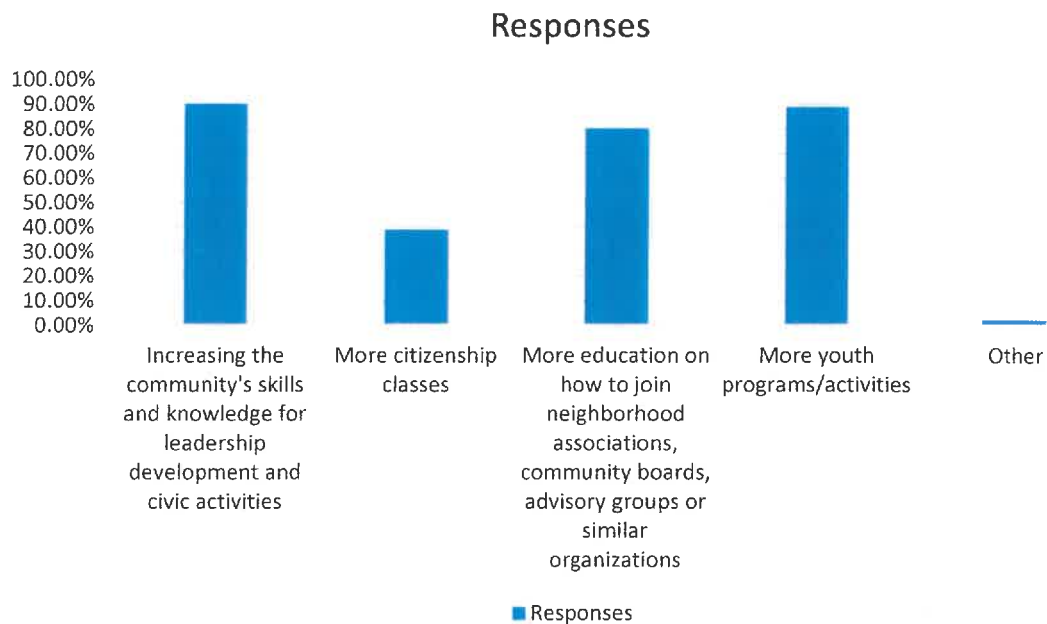
Responses	
Answer Choice	Number of Responses
More monthly rental assistance programs	127
More subsidized housing opportunities	78
Increased availability of security/utility deposit programs	53
More counseling resources for homeowners	45
More grants to make home ownership and home rehab affordable	75
More grants to provide services that reduce energy cost	96
More programs to provide free home repair	73
More income based rental housing for disabled and seniors	74
More community supports for homeless families	59
Other	1

We asked respondents to identify the most important community needs in Income and Asset Building. Respondents had 8 choices or could choose other and explain what they felt our community needs in Income and Asset Building.



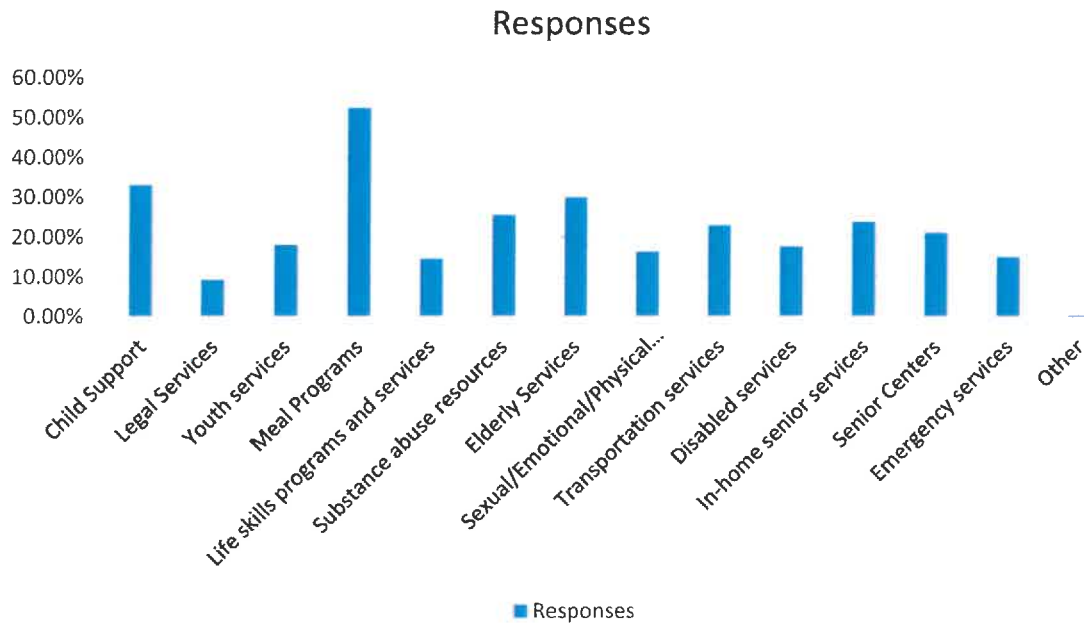
Question 17 Responses	
Answer Choice	Number of Responses
Anonymous and confidential budget counseling	92
More education on how to build assets	115
Information on how to access free credit counseling	68
Anonymous and confidential savings counseling	54
More access to low interest loans	150
More information on how to access financial resources	72
Increasing the community's knowledge of available mainstream financial resources	129
Other	2

We 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.



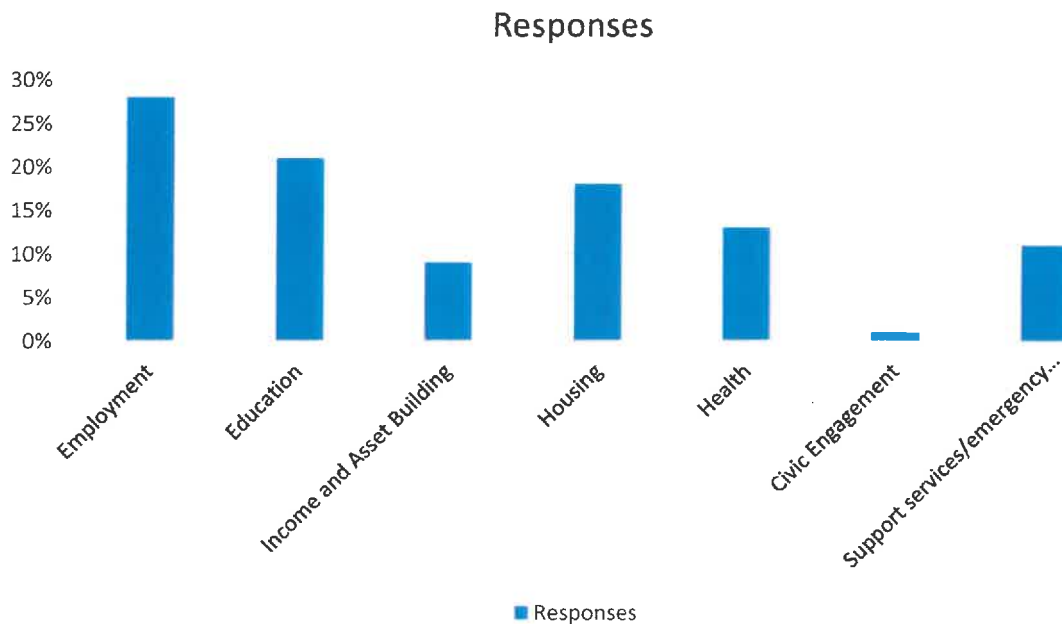
Responses	
Answer Choice	Number of Responses
Increasing the community's skills and knowledge for leadership development and civic activities	205
More citizenship classes	88
More education on how to join neighborhood associations, community boards, advisory groups or similar organizations	182
More youth programs/activities	202
Other	8

We asked respondents to identify the most important community needs in Support Services. Respondents had 13 choices or could choose other and explain what they felt our community needs in Support Services.



Responses	
Answer Choice	Number of Responses
Child support	75
Legal services	21
Youth services	41
Meal programs	119
Life skills programs and services	33
Substance abuse resources	58
Elderly services	68
Sexual/emotional /physical abuse services	37
Transportation services	52
Disabled services	40
In-home senior services	54
Senior Centers	48
Emergency services	34
Other	1

We 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.



Responses	
Answer Choice	Number of Responses
Employment	193
Education	140
Income and Asset Building	61
Housing	121
Health	88
Civic Engagement	6
Support Services/Emergency Supports or Services	72

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 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, libraries or at 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 can 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 lifestyle of older adults. Preventative health programs are offered to help provide a longer and healthier life with physical and serial lifestyle 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 provided to the local area 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 in 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, and WinterCare Programs.

LVCAP currently has three 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 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 overseas. 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 childcare 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 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 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. 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. The Crosspoint Church in Maysville is currently constructing two homeless shelters that will serve families from the five-county region.

To obtain and maintain adequate housing and a suitable living environment (prevent homelessness), Licking Valley offers the Weatherization program that aids 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. 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. 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 family's 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 aged 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.

Our program Kynectors set up at most community events and distribute information about the programs that we offer.

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 can 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 aids with 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 transportation to and from jobs.
- ❖ The third area that survey respondents identified was that our community needs is to improve the workforce readiness skills of people who can work.

#### **Education (Family)**

- ❖ Survey respondents identified education as the second 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 and affordable 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 would like to further their education.

### **Housing (Family)**

- ❖ Survey respondents identified housing as the third greatest overall need within our five-county service area.
- ❖ The number one area that survey respondents identified that our community needs is more monthly rental assistance programs.
- ❖ The second area identified by survey respondents is our community needs is more grants to provide services that reduce energy cost.
- ❖ The third area that survey respondents identified that our community needs is more subsidized housing opportunities.

### **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 affordable transportation for health care services.
- ❖ The third area that respondents identified that our community needs is more knowledge of available food resources.

### **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 assistance with child support.
- ❖ 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 more education on how to build assets.

### **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 to increase the community's skills and knowledge for leadership development and civic activities.
- ❖ The second area that respondents identified that our community needs is more youth programs/activities.
- ❖ The third area that respondents identified that our community needs is more education on how to join neighborhood associations, community boards, advisory boards or similar organizations.

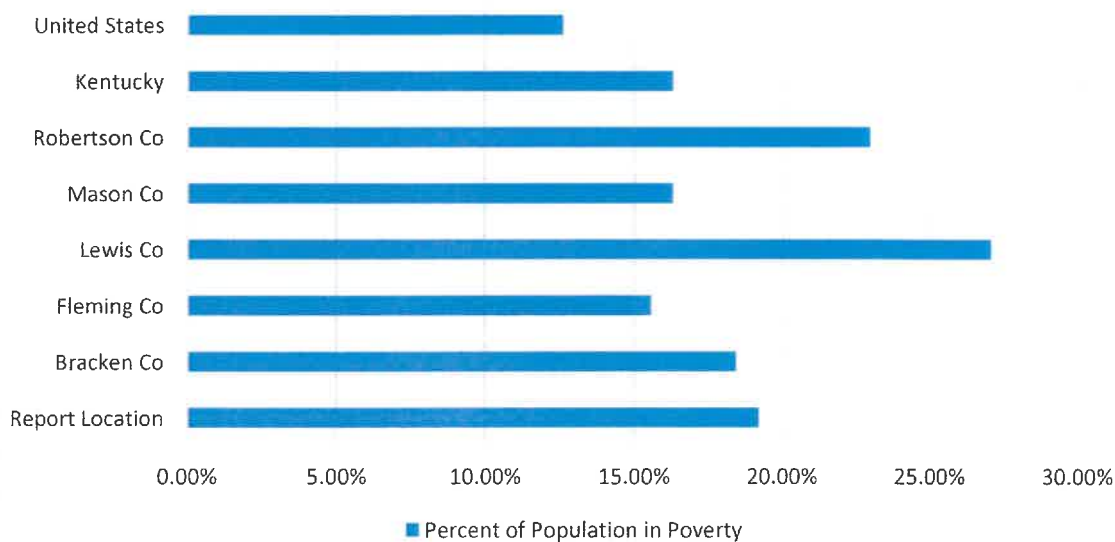
*The community needs assessment results aligned with data collected from the CAP Engagement Network. The following data explain some of the key findings for the Community Needs Assessment.*

## Population In Poverty

Report Area	Total Population	Population in Poverty	Population in Poverty, Percent
Report Location	54,984	10,547	19.18%
Bracken Co, KY	8,272	1,523	18.41%
Fleming Co, KY	14,972	2,328	15.55%
Lewis Co, KY	12,944	3,499	27.03%
Mason Co, KY	16,755	2,729	16.29%
Robertson Co, KY	2,041	468	22.93%
Kentucky	4,359,181	709,140	16.27%
United States	321,897,703	40,661,636	12.63%

Data Source: US Census Bureau, [American Community Survey](#), 2017-21

## Percent of Population in Poverty



## Population Below the Poverty Level

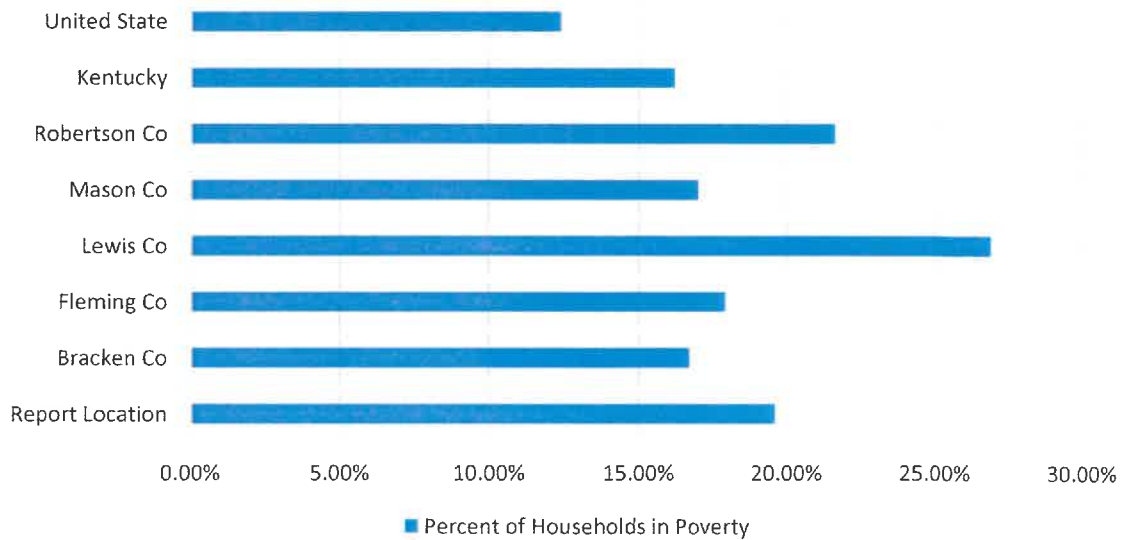
- Over 20.0%
- 15.1 - 20.0%
- 10.1 - 15.0%
- Under 10.1%
- No Data or Data Suppressed
- Report Location

## Households in Poverty

Report Area	Total Households	Households in Poverty	Percent Households in Poverty
Report Location	21,009	4,116	19.59%
Bracken Co, KY	3,124	521	16.7%
Fleming Co, KY	5,713	1,023	17.9%
Lewis Co, KY	4,737	1,272	26.9%
Mason Co, KY	6,591	1,118	17.0%
Robertson Co, KY	844	182	21.6%
Kentucky	1,748,475	283,279	16.2%
United States	124,010,992	15,381,768	12.4%

Data Source: US Census Bureau, [American Community Survey](#), 2017-21

## Percent of Households in Poverty

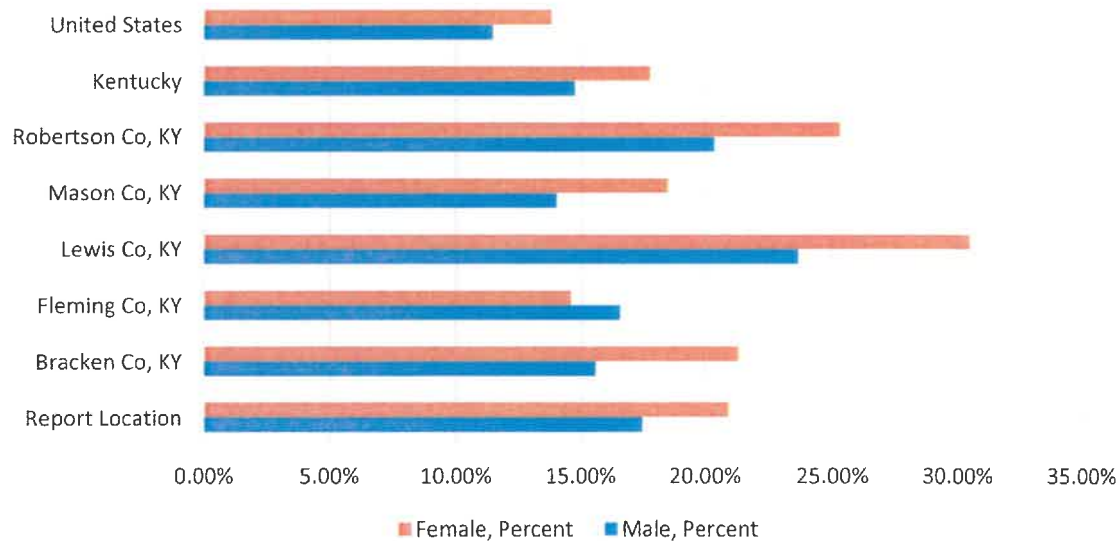


### Population In Poverty By Gender

Report Area	Male	Female	Male, Percent	Female, Percent
Report Location	4,764	5,783	17.44%	20.90%
Bracken County, KY	647	876	15.55%	21.31%
Fleming County, KY	1,227	1,101	16.54%	14.57%
Lewis County, KY	1,538	1,961	23.62%	30.48%
Mason County, KY	1,155	1,574	14.00%	18.50%
Robertson County, KY	197	271	20.31%	25.30%
Kentucky	315,632	393,508	14.71%	17.78%
United States	18,132,275	22,529,361	11.44%	13.79%

Data Source: US Census Bureau, [American Community Survey](#). 2017-21.

### Percent in Poverty by Gender

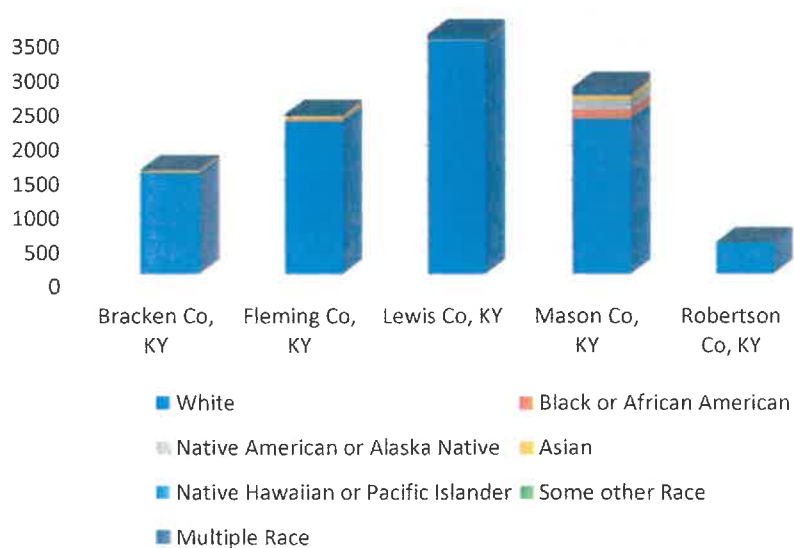


## Population in Poverty by Race

Report Area	White	Black or African American	Native American or Alaska Native	Asian	Native Hawaiian or Pacific Islander	Some Other Race	Multiple Race
Report Location	9,829	183	150	115	0	10	260
Bracken County, KY	1,487	2	0	21	0	0	13
Fleming County, KY	2,229	36	0	31	0	10	22
Lewis County, KY	3,392	0	22	0	0	0	85
Mason County, KY	2,265	145	128	63	0	0	128
Robertson County, KY	456	0	0	0	0	0	12
Kentucky	563,941	86,624	1,609	9,024	671	12,392	34,879
United States	22,616,705	8,630,739	615,351	1,900,825	99,627	3,440,072	3,358,317

\*Data Source: <https://cap.engagementnetwork.org>

## Population in Poverty by Race

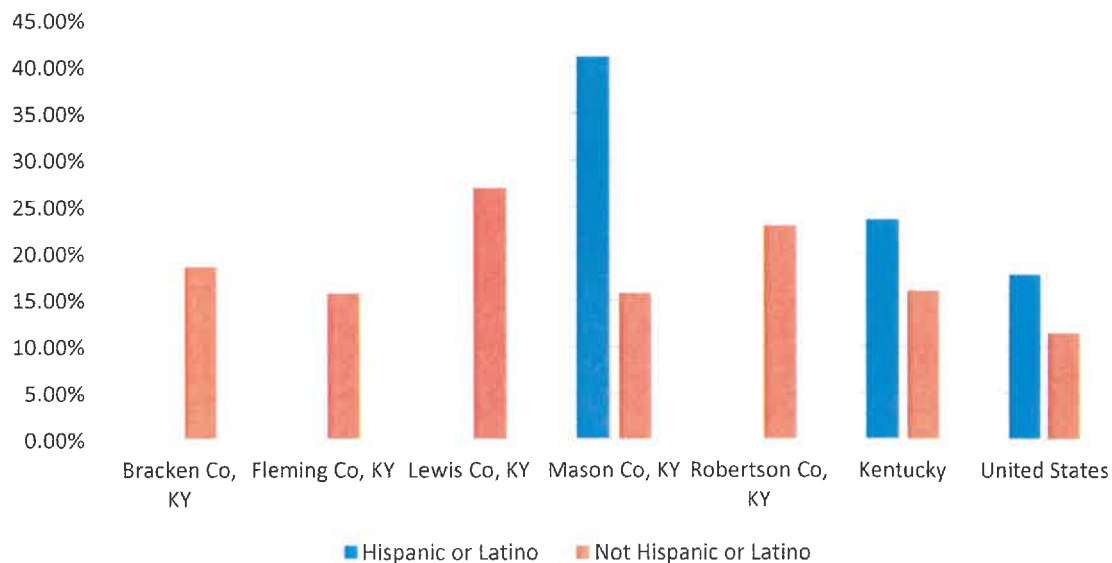


## Population in Poverty by Ethnicity

Report Area	Hispanic or Latino	Not Hispanic or Latino	Hispanic or Latino, Percent	Not Hispanic or Latino, Percent
Report Location	151	10,396	25.81%	19.11%
Bracken Co, Ky	0	1,523	0.00%	18.53%
Fleming Co, KY	0	2,328	0.00%	15.72%
Lewis Co, KY	0	3,499	0.00%	27.03%
Mason Co, KY	151	2,578	41.14%	15.73%
Robertson Co, KY	0	468	0.00%	22.97%
Kentucky	39,658	669,482	23.61%	15.97%
United States	10,560,320	30,101,316	17.71%	11.48%

Data Source: US Census Bureau, [American Community Survey](#), 2017-21

## Population in Poverty by Ethnicity, Percent



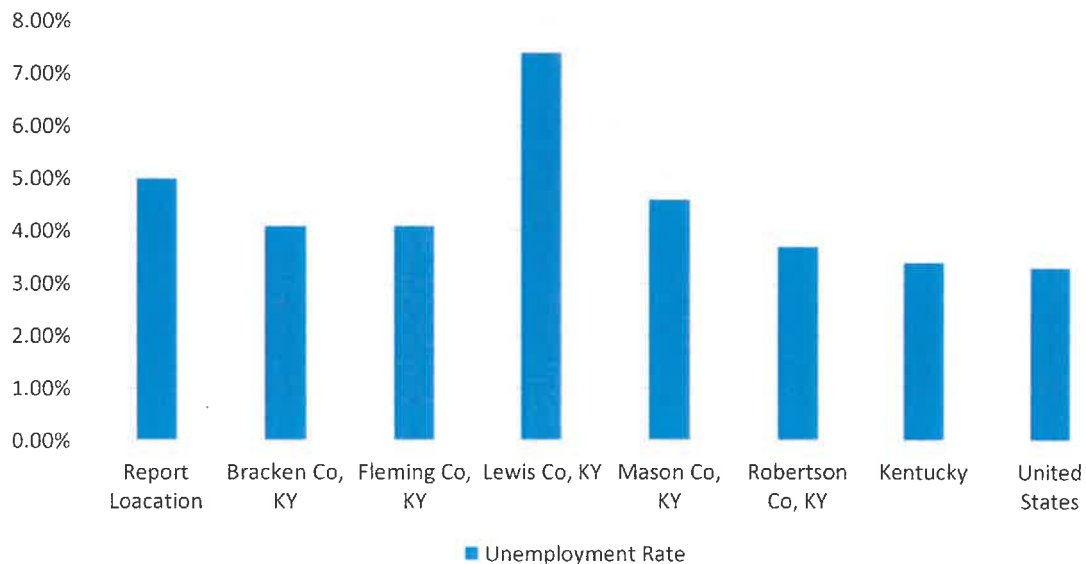
## Unemployment Rate

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

Report Area	Labor Force	Number Employed	Number Unemployed	Unemployment Rate
Report Location	21,924	20,835	1,089	5.0%
Bracken County, KY	3,754	3,600	154	4.1%
Fleming County, KY	6,058	5,809	249	4.1%
Lewis County, KY	4,759	4,407	352	7.4%
Mason County, KY	6,545	6,241	304	4.6%
Robertson County, KY	808	778	30	3.7%
Kentucky	2,039,805	1,971,401	68,404	3.4%
United States	165,456,929	160,031,490	5,425,440	3.3%

Note: This indicator is compared to the state average. Data Source: US Department of Labor, [Bureau of Labor Statistics](#). 2022

## Unemployment Rate

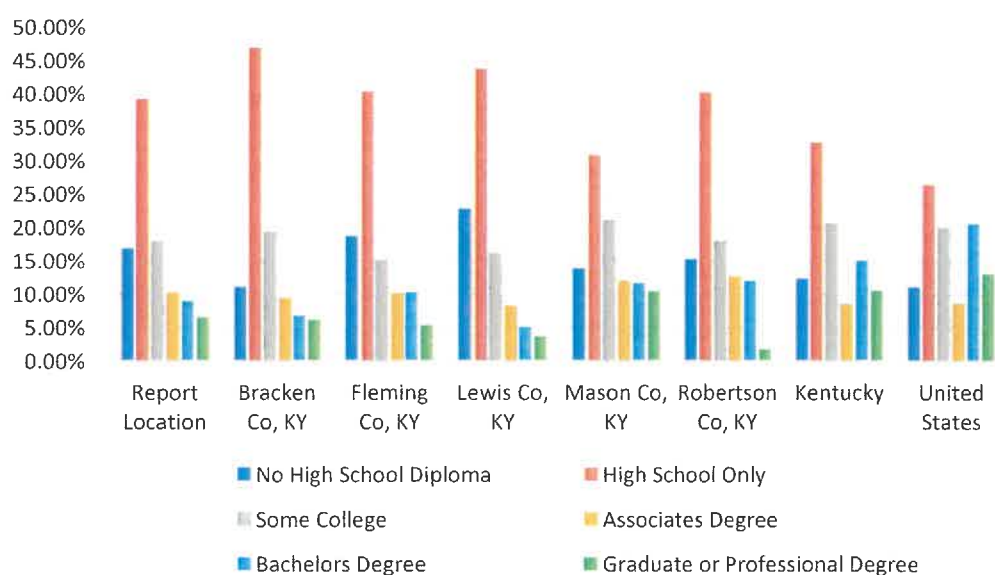


## Education Attainment

Report Area	No High School Diploma	High School Diploma	Some College	Associates Degree	Bachelor's Degree	Graduate or Professional Degree
Report Location	16.1%	39.3%	18.0%	10.3%	9.0%	6.6%
Bracken County	11.13%	47.0%	19.4%	9.5%	6.8%	6.2%
Fleming County	18.69%	40.4%	15.1%	10.2%	10.3%	5.4%
Lewis County	22.83%	43.8%	16.2%	8.3%	5.1%	3.7%
Mason County	13.90%	30.9%	21.0%	12.0%	11.7%	10.5%
Robertson County	15.29%	40.3%	18.0%	12.7%	12.0%	1.8%
Kentucky	12.35%	32.8%	20.6%	8.6%	15.1%	10.6%
United States	11.13%	26.5%	20.0%	8.7%	20.6%	13.1%

Data Source: US Census Bureau, [American Community Survey](#), 2017-21

## Education Attainment



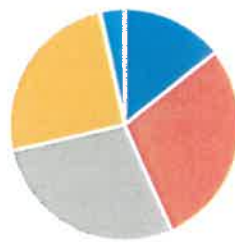
## Young People Not in School and Not Working

*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 Location	Population Age 16-19	Population Age 16-19 Not in School and Not Employed	Population Age 16-19 Not in School and Not Employed, Percent
Report Location	2,653	229	8.63%
Bracken Co, KY	378	22	5.82%
Fleming Co, KY	773	100	12.94%
Lewis Co, KY	743	40	5.38%
Mason Co, KY	667	59	8.85%
Robertson Co, KY	92	8	8.70%
Kentucky	236,039	18,635	7.89%
United States	17,360,900	1,189,520	6.85%

Data Source: US Census Bureau, [American Community Survey](#), 2017-21

### 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



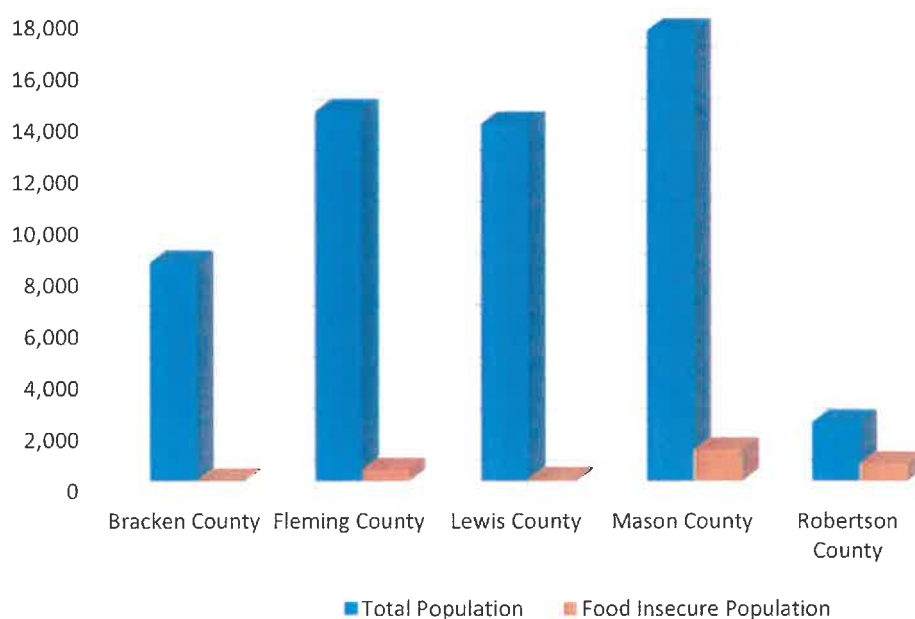
■ Bracken County ■ Fleming County ■ Lewis County ■ Mason County ■ Robertson County

## Low Income and Low Food Access

Report Area	Total Population	Low Income Population	Low Income Population with Low Food Access	Low Income Population with Low Food Access, Percent
Report Location	56,478	24,649	2,421	9.82%
Bracken County	8,488	3,015	19	0.63%
Fleming County	14,348	6,150	444	7.22%
Lewis County	13,870	7,105	75	1.06%
Mason County	17,490	7,458	1,213	16.26%
Robertson County	2,282	921	670	72.75%
Kentucky	4,339,367	1,627,367	277,483	17.05%
United States	308,745,538	97,055,825	18,834,033	19.41%

Data Source: US Department of Agriculture, Economic Research Service, [USDA - Food Access Research Atlas](#). 2019

## Low Food Access



- 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-sufficient. 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, 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 area 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 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, 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 childcare 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 Fleming Co High School Welding Team helped bag senior commodities.

- 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 2023 ROMA and Customer Satisfaction data to assist in developing the SFY 2024 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.

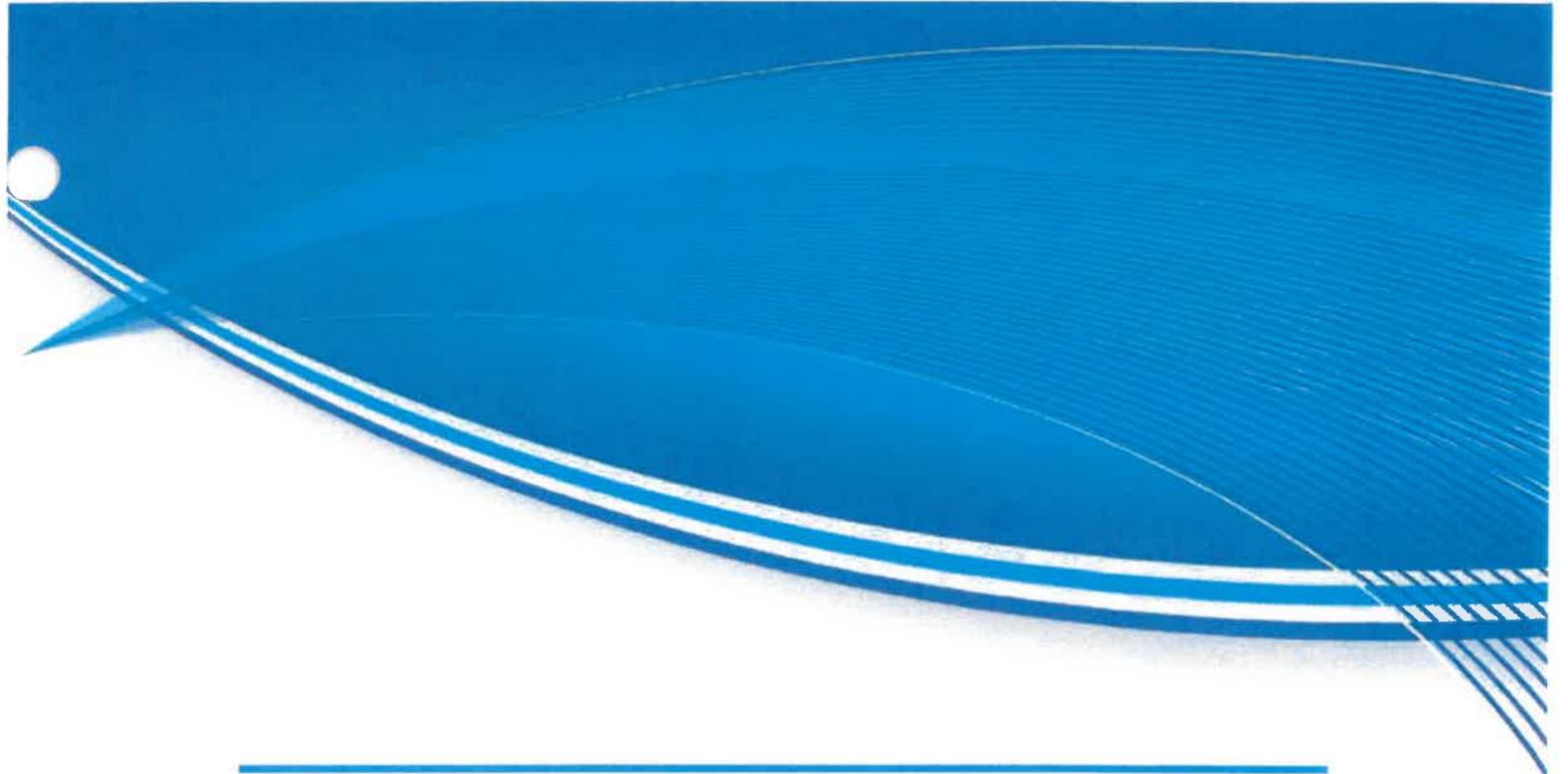
Assurances

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

7/28/2023  
Date



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*Licking Valley Community Action Program*  
***Strategic Plan***  
**2020**

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## **MISSION STATEMENT**

**“Licking Valley Community Action Program provides low income families with developmental, supportive, access, and financial assistance services that foster dignity, responsibility, and opportunity and lead toward self-reliance.”**

Licking Valley Community Action Program, Inc.  
203 High Street  
Flemingsburg, KY 41041  
Phone: 606-845-0081  
[www.lvcap.com](http://www.lvcap.com)

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## **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**

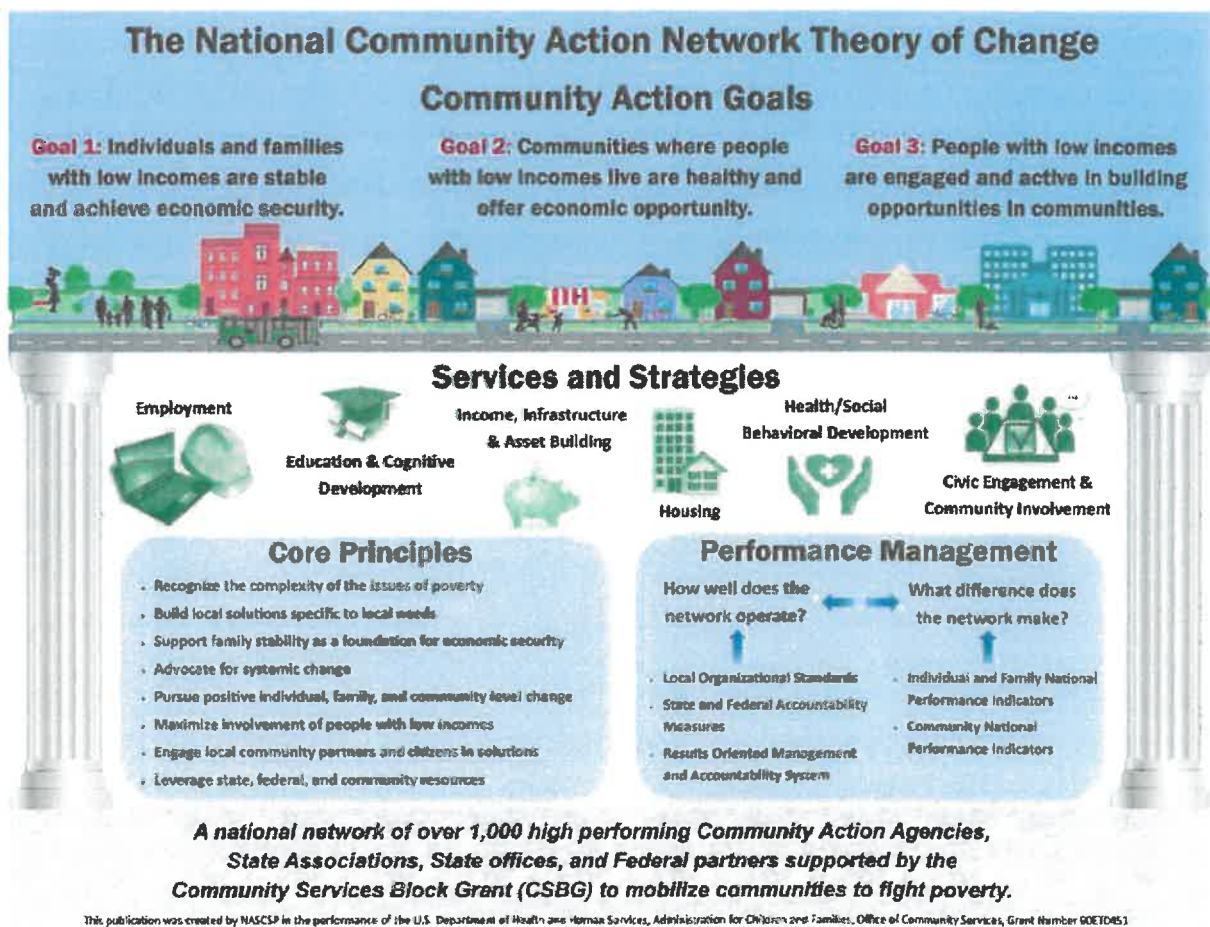
The most recent annual Community Needs Assessment was completed in March of 2020. LVCAP administered a community needs assessment to allow community members and stakeholders to identify causes and conditions of poverty and weigh in on potential solutions. The assessment process included a community needs 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

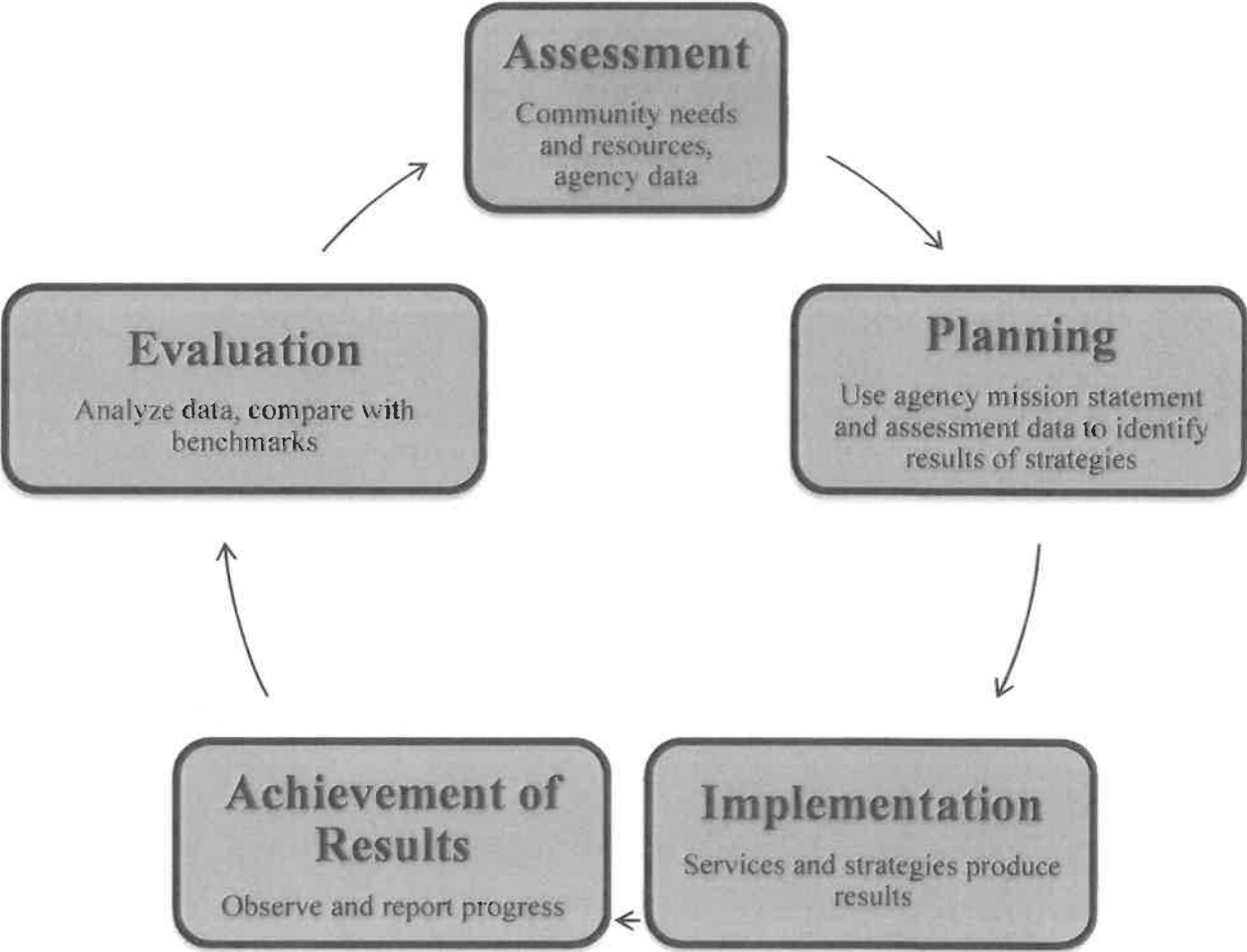
The LVCAP Strategic Plan follows the standards prescribed in ROMA (Results-Oriented Management and Accountability). This design tool was created in 1994 by an ongoing task force of Federal, State, and Local community action officials- the Monitoring and Assessment Task Force. Based upon principals contained 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.



ROMA Goals and Outcome Indicators

THE RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY CYCLE





## **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, I *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/WM6P8LZ>

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

Attachment B-2  
SFY 2024

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

CODE	BUDGET/COST CATEROGRIES	PROJECTED EXPENDITURES BY BUDGET/COST CATEGORIES BY THE SFY (FROM ATTACHMENT B1)	Agency Certification of In-Kind Expenditures
1	SALARIES/WAGES	\$ 126,461.35	\$25,292.27
2	FRINGE BENEFITS	\$ 62,491.89	
3	CONSULTANT/CONTRACT SERVICE	\$ 1,975.00	
4	SPACE COSTS	\$ 2,000.00	
5	EQUIPMENT	\$ 8,000.00	
6	CONSUMABLE SUPPLIES	\$ 4,000.00	
7	UTILITIES	\$ 5,000.00	
8	TRANSPORTATION/TRAVEL	\$ 2,000.00	
9	CLIENT SERVICES	\$ 3,000.00	\$600.00
10	STAFF DEVELOPMENT	\$ 1,000.00	
11	OTHER	\$ 7,954.88	
12	INDIRECT	\$ 20,000.00	
	TOTAL PROJECTED EXPENDITURES \$	\$ 243,883.12	\$ 25,892.27

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

CSBG Director

CFO:

Executive Director:

Signature: \_\_\_\_\_ Date: 3/28/23  
 \_\_\_\_\_ 3/28/23  
 \_\_\_\_\_ 3/28/2023

[illegible]

**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%	2.50%	14%	2.75%	2.75%
County Coordinator for Assistant (1)	See Job Description		16%	16%	14%	16%	16%	2.50%	14%	2.75%	2.75%
CSBG/LI HEAP Director (1)	See Job Description		16%	16%	14%	16%	16%	2.50%	14%	2.75%	2.75%

**Signatures:**CSBG Director *[Signature]* Date 3/28/23CFO *[Signature]* Date 3/28/23Executive Director *[Signature]* Date 3/28/2023

## Budget Justification Narrative

### Personnel:

Licking Valley Community Action Program is proposing to spend \$126,461.35 in personnel costs for the Community Services Block Grant. The CSBG program currently employs 6 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: \$126,461.35**

### Fringe Benefits:

The fringe benefits rate utilized for this budget is approximately 50% 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- \$9,674.29

Unemployment Insurance- \$3032.33

Health Insurance- \$20,383.04

Life Insurance- \$282.05

Retirement- \$28,739.63

Worker's Compensation- \$380.55

**Total Fringe: \$62,491.89**

### 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: \$1,975.00**

### 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 \$8,000 for computers, printers, and other office equipment that is needed.

**Total Equipment Costs: \$8,000.00**

**Consumable Supplies:**

Licking Valley Community Action Program is proposing to spend \$4,000 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: \$4,000.00**

**Utilities:**

Licking Valley Community Action Program is proposing to spend \$5,000 in utility expense. Utility Cost are allocated by using a percentage of the square footage CSBG utilizes.

**Total Utilities: \$5,000.00**

**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: \$2,000.00**

**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.

**Total Client Services: \$3,000.00**

**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: \$1000.00**

**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: \$7,954.88**

**Indirect Costs:**

The agency is proposing an indirect cost rate of 17.50% The indirect cost pool includes agency executive staff and financial staff along with the space, materials, and other costs associated with administration of grants.

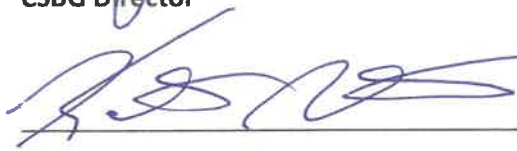
**Total Indirect Costs: \$20,000.00**

**In-Kind**

Local in-kind match (Attachment B2) certifies a planned \$25,892.27 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.

  
CSBG Director

  
Date

  
Executive Director

  
Date

<u>Attachment C 2024 MEMBERS OF THE BOARD OF DIRECTORS</u>		
<u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u> (1/3 of the members) Names, addresses and phone numbers :	<u>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</u> (at least 1/3 of the members) Names, addresses and phone numbers:	<u>REPRESENTATIVES OF THE PRIVATE SECTOR</u> (the remainder of the members) Names, addresses, and phone numbers:
Tina Teegarden P.O. Box 264 Brooksville, KY 41004 606-782-5602  Title of Public Official: Bracken County Judge Executive	Reed Bailey 1214 Hamilton Road Brooksville, KY 41004 859-638-4974	Mary Lou Simons 2061 Feagan Ridge Road Augusta, KY 41002 606-782-0011
John Sims JR. 100 Court Square Flemingsburg, KY 41041 606-748-1839  Title of Public Official: Fleming County Judge Executive	Ricky Hurst 140 Electric Ave Flemingsburg, KY 41041 606-782-7698	Mary Ann Hopper 48 Cardinal Lane Flemingsburg, KY 41041 606-748-0712
George Sparks 112 Second Street Room 201 Vanceburg, KY 41179 606-541-7774  Title of Public Official: Lewis County Judge Executive		Elizabeth Smith P.O. Box 398 Garrison, KY 41141 606-202-1128

Owen McNeill 1580 E Algonquin Drive Maysville, KY 41056 606-584-6534	Shane Taylor 2321 Cedarwood Drive Maysville, KY 41056 606-375-7499	Marilyn Commodore 819 Navaho Drive Maysville, KY 41056 606-584-1294
Title of Public Official: Mason County Judge Executive Valerie Grigson 26 Court Street Mt. Olivet, KY 41064 606-782-3430	Janice Shepherd 3903 Kentontown Road Mt. Olivet, KY 41064 606-842-0831	Anna Stoker P.O. Box 254 Mt. Olivet, KY 41064 606-724-5228
Title of Public Official: Robertson County Judge Executive		

Total Number of Seats 15 Number of Vacancies (Attach explanation of vacancies) 1 CFO Signature [Signature]

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

Board Chair Signature [Signature] Date 3-28-2023



## Board of Directors 2023 Meeting Schedule

January 24, 2023

February 28, 2023

March 28, 2023

April 25, 2023

May 23, 2023

June 27, 2023

July 25, 2023

August 22, 2023

September 26, 2023

October 24, 2023

November 28, 2023

December 29, 2023 (3<sup>rd</sup> Tuesday Due to Christmas)

\*All meetings will be held at the Fleming County Senior Center at noon.

203 High Street  
Flemingsburg, KY 41041  
(606) 845-0081 or 800-803-1310



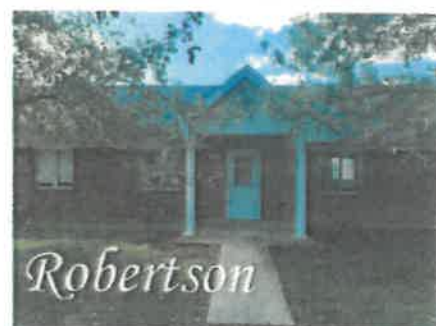
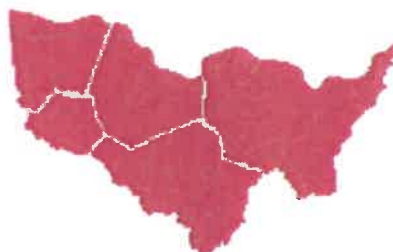
# *Licking Valley* **Community Action**®

*Helping People & Changing Lives.*

## Board of Directors Bylaws



*Fighting the War  
On Poverty*



*Since  
1965*



**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 enabled 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. AUTHORITY**

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.

- 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 (4<sup>th</sup>) 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 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 hereby 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 19<sup>th</sup> day of November 2019.

Licking Valley Community Action Program, INC.

By

  
President

And

  
Secretary

**Program/Services: Goodwill Program**

☒ Family ☐ Agency ☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator <u>Projected # and % of clients who will achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved</u>	Action Results <u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u>	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals lack clothing.	Identify the timeframe, Identify the # of clients served or the # of units offered.	Individuals will receive clothing.			OutPUT Measurement Tool:	Who does it?	Frequency of data collection:
					OutCOME Measurement Tool:	What is the process?  Where is data stored?	Frequency of reporting:

Targeting Success Rate:

**Mission:** To assist individuals in obtaining clothes.

**Proxy Outcome:** None

**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 <u>Projected # and % of clients who will achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved</u>	Action Results <u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u>	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals lack improved home environments.		Individuals obtain improved home environments.			Output Measurement Tool:	Who does it?  What is the process?  Where is data stored?	Frequency of data collection:  Frequency of reporting:

Targeting Success Rate:	Proxy Outcome: None
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**Mission:** To assist clients with improved home environments.

**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 (3) Intervention	Outcome/Indicator Projected # and % of clients who <u>will</u> achieve each outcome. or Projected # and % of units <u>expected</u> to be achieved	Action Results Actual # and % of clients who <u>achieve</u> each outcome. or Actual # and % of units <u>achieved</u> .	Measurement Tool (6) Accountability	Data Source, Collection Procedure, Personnel (7) Accountability	Frequency of Data Collection and Reporting (8) Accountability
(1) Planning  Individuals lack energy efficient housing.	(2) Intervention  Individuals obtain energy efficient housing.	(3) Intervention  Individuals obtain energy efficient housing.	(4) Intervention	(5) Impact	(6) Accountability  Output Measurement Tool:  Outcome Measurement Tool:	(7) Accountability  Who does it?  What is the process?  Where is data stored?	(8) Accountability  Frequency of data collection:  Frequency of reporting:

**Mission:** To help families obtain energy efficient housing.

Targeting Success Rate:

Proxy Outcome: None

**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
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Individuals lack adequate nutrition.		Individuals will obtain adequate nutrition.		<u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u>	OutPUT Measurement Tool:  OutCOME Measurement Tool:	Who does it?  What is the process?  Where is data stored?	Frequency of data collection:  Frequency of reporting:
Mission: To assist clients in obtaining adequate nutrition.				Targeting Success Rate:	Proxy Outcome: None		

**Program/Services: Health**

☒ Family ☐ Agency ☐ Community

Identified Problem, Need, Situation	Service or Activity Identify the timeframe, Identify the # of clients served or the # of units offered.	Outcome (3) Intervention	Outcome/Indicator <u>Projected # and % of clients who <u>will</u> achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved</u>	Action Results <u>Actual # and % of clients who <u>achieve</u> each outcome.</u> or <u>Actual # and % of units achieved.</u>	Measurement Tool (6) Accountability	Data Source, Collection Procedure, Personnel (7) Accountability	Frequency of Data Collection and Reporting (8) Accountability
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Seniors lack physical activity.		Seniors will obtain more physical activity.			Output Measurement Tool:	Who does it?	Frequency of data collection:
					Outcome Measurement Tool:	What is the process?	Frequency of reporting:
						Where is data stored?	

Targeting Success Rate:

**Mission:** To assist seniors in becoming more physically active.

**Proxy Outcome:** None



## 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.

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

Name of CSBG Eligible Entity: Licking Valley Community Action Program

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

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

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

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

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

B.5b. Faith Based	*
B.5c. Local Government	*
B.5d. State Government	*
B.5e. Federal Government	
B.5f. For-Profit Business or Corporation	*
B.5g. Consortiums/Collaborations	
B.5h. School Districts	*
B.5i. Institutions of Post-Secondary Education/Training	*
B.5j. Financial/Banking Institutions	
B.5k. Health Service Organizations	*
B.5l. Statewide Associations or Collaborations	*

### **Module 3 – Community Level Work**

Licking Valley Community Action Program has chosen not to complete Community Level Work for the upcoming program year therefore, no forms have been submitted. If at anytime during the year, the agency begins a community level initiative, we will update the state and submit the correct forms.

## **Module 4 – Individual and Family Level**

Module 4- Individual and Family Level targets are due to the state on August 18, 2023.

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 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
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	
Darlene Staggs	Referral Agent, Rental Vendor			
Dean's Pharmacy	Referral Agent, Prescription Vendor			
Delta Natural Gas	Utility Vendor		Yes	
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			
Derick Salyer	Wood Vendor		Yes	
Diana Poe Williams	Referral Agent, Rental Vendor			
Dr James Adams	Dental Vendor			
Drue Hyrzca	Garden Seed Vendor			
Duane Story	Wood Vendor		Yes	
Edgewater Recovery, Flemingsburg	Women's Recovery Center			Yes
Electric Plant Board	Utility Vendor	Yes	Yes	
Eric Fegan	Referral Agent, Rental Vendor			
Family Focus Center-Ewing Elementary	Referral Agent, Distributes Materials	Yes		
Family Focus Center-Flemingsburg Elementary	Referral Agent, Distributes Materials	Yes		
Ferrellgas	Propane Vendor		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	
Flemingsburg Utilities	Natural Gas Vendor		Yes	
Gallagher's Greenhouse	Garden Seed Vendor			
Garrison Shortstop	Kerosene Vendor		Yes	
Ginn Hardware	Propane Vendor		Yes	
God's Pantry	Senior Commodity Supplier			Yes

Goodwill	To assist families with clothing, furniture, and household supplies	Yes		Yes
Grayson Electric	Utility Vendor		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			
JK Gasoline LLC	Kerosene Vendor		Yes	
Karen Poe	Referral Agent, Rental Vendor			
Kentucky Utilities	Utility Vendor		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
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
Northern KY Propane	Propane Vendor		Yes	
Ohio Valley Propane	Propane Vendor		Yes	
Owingsville Southern States	Propane Vendor		Yes	
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		
St Paul Trinity	Referral Agent, Utility Vendor		Yes	
The Fleming Mart	Kerosene 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	
Zachary Brierley	Wood Vendor		Yes	

## NONPROFIT RATE AGREEMENT

EIN: 1610660543A1

DATE: 01/18/2022

**ORGANIZATION:**

Licking Valley Community Action Program,  
Inc.

203 High Street

Flemingsburg, KY 41041

FILING REF.: The preceding  
agreement was dated  
08/26/2020

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

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### SECTION I: INDIRECT COST RATES

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

#### EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2019	06/30/2020	17.50	All	All Programs
PROV.	07/01/2020	06/30/2023	17.50	All	All Programs

#### \*BASE

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