

Community Service Block Grant (CSBG) Plan and Budget Proposal SFY 2026 Cover Sheet

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

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

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

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

CSBG Director Signature Melissa Reid DATE 4/25/25

Executive Director [Signature] DATE 4/25/2025



Licking Valley Community Action®

Helping People & Changing Lives.

Agency Introduction



Bracken

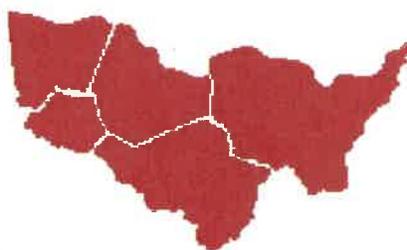
*Fighting the War
On Poverty*



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
Phone: 606-845-0081
Fax: 606-845-0418

Melissa Reid
Central Office
CSBG/LIHEAP Director
203 High Street
Flemingsburg, KY 41041
mreid@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
Phone: 606-845-0081
Fax: 606-845-0418

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

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

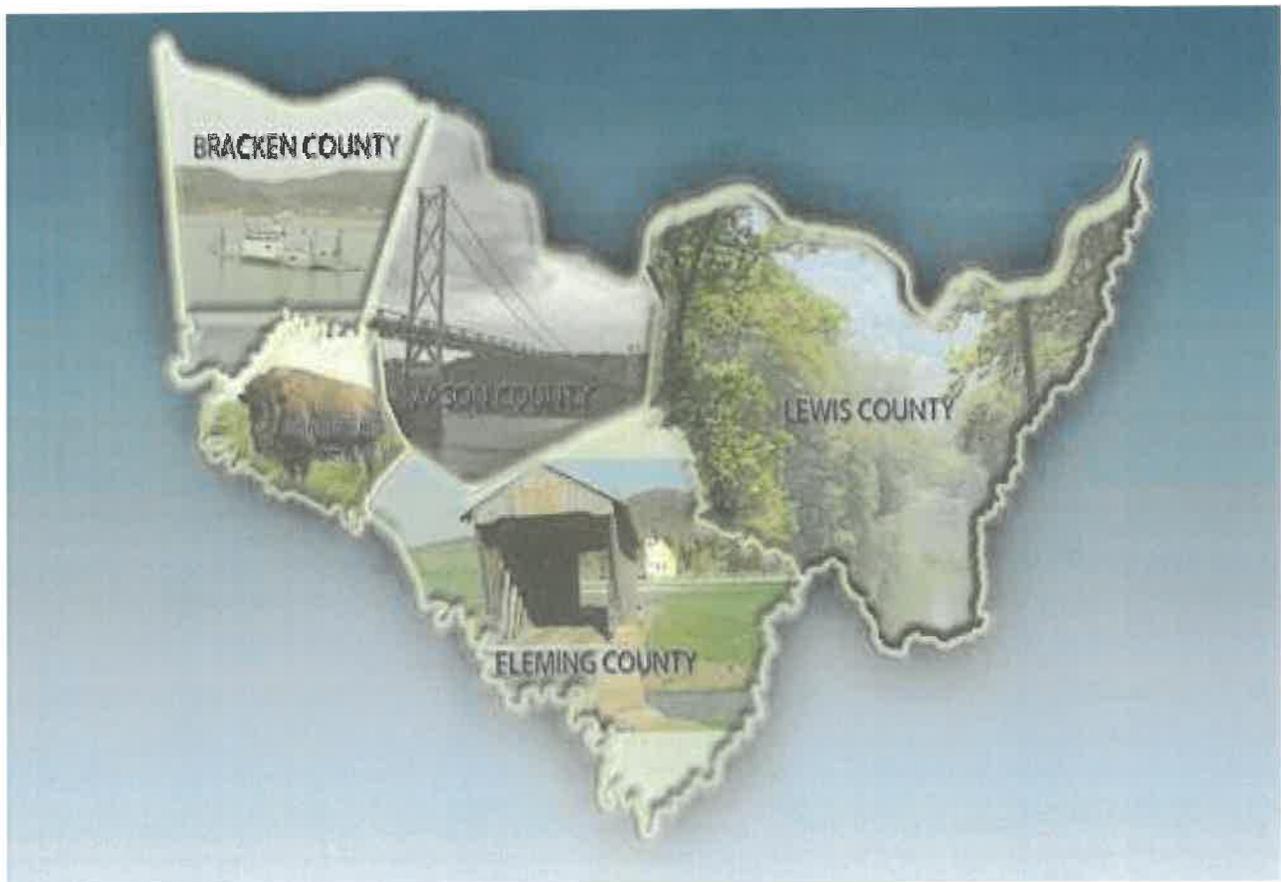
Judy Craycraft
Lewis County Coordinator
210 Front Street
Vanceburg, KY 41179
jcraycraft@lvcap.com
Phone: 606-796-3893
Fax: 606-796-3774

Marianne Knott
Mason County Coordinator
1679 Forrest Ave
Maysville, KY 41056
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
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.

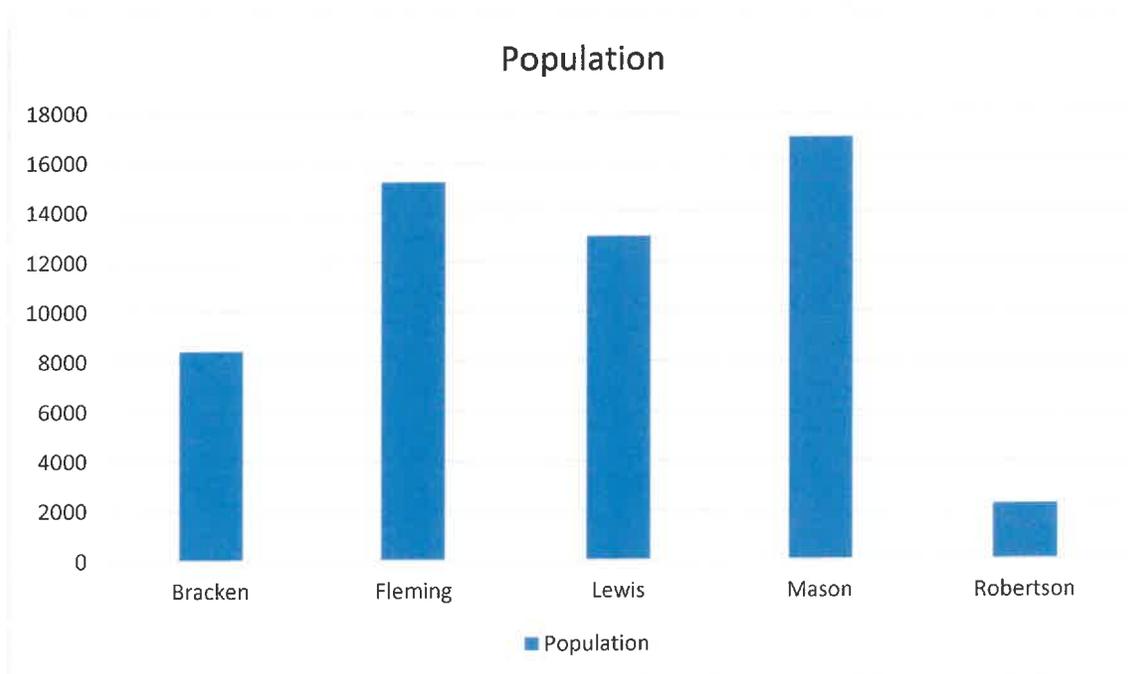


"This logo is property of the Buffalo Trace Area Development District and used by permission only."

Total Population

| Report Area | Total Population | Total Land Area (Square Miles) | Population Density (Per Square Mile) |
|----------------------|------------------|--------------------------------|--------------------------------------|
| Report Location | 55,910 | 1,373.91 | 41 |
| Bracken County, KY | 8,427 | 202.67 | 42 |
| Fleming County, KY | 15,221 | 348.67 | 44 |
| Lewis County, KY | 13,028 | 482.86 | 27 |
| Mason County, KY | 16,995 | 240.13 | 71 |
| Robertson County, KY | 2,239 | 99.59 | 22 |
| Kentucky | 4,510,725 | 39,485.36 | 114 |
| United States | 332,387,540 | 3,533,298.58 | 94 |

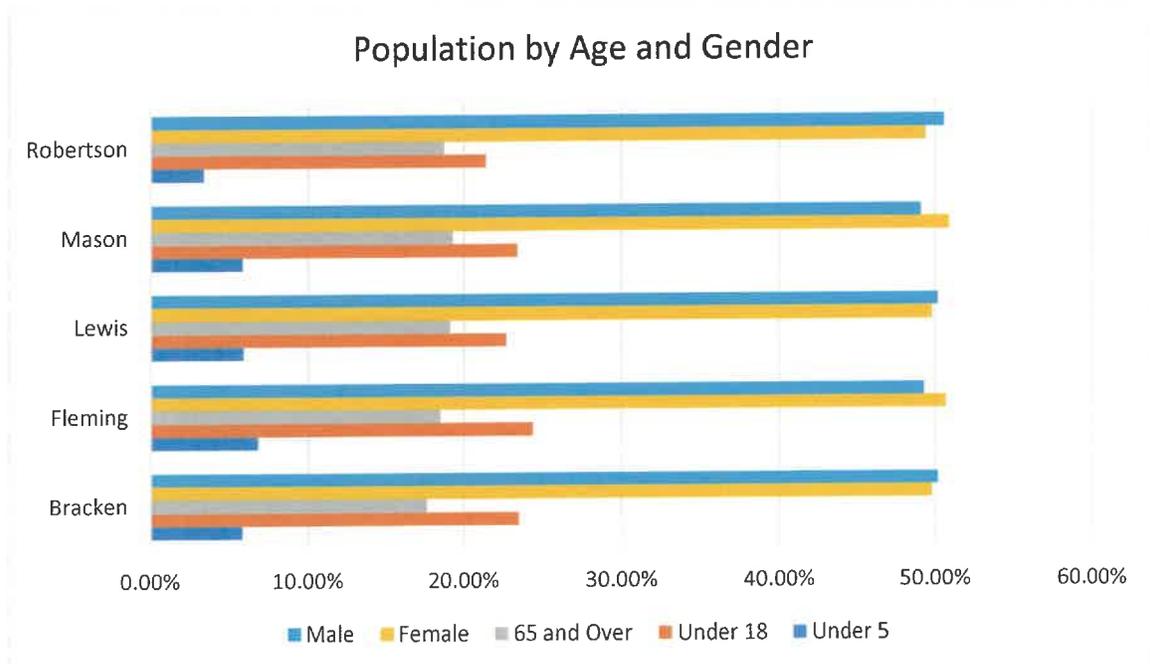
Data Source: US Census Bureau, [American Community Survey](#), 2019-23.



Total Population By Gender

| Report Area | Male | Female | Male, Percent | Female, Percent |
|----------------------|-------------|-------------|---------------|-----------------|
| Report Location | 27,612 | 28,298 | 49.39% | 50.61% |
| Bracken County, KY | 4,249 | 4,178 | 50.42% | 49.58% |
| Fleming County, KY | 7,571 | 7,650 | 49.74% | 50.26% |
| Lewis County, KY | 6,492 | 6,536 | 49.83% | 50.17% |
| Mason County, KY | 8,363 | 8,632 | 49.21% | 50.79% |
| Robertson County, KY | 937 | 1,302 | 41.85% | 58.15% |
| Kentucky | 2,233,870 | 2,276,855 | 49.52% | 50.48% |
| United States | 164,545,087 | 167,842,453 | 49.50% | 50.50% |

Data Source: US Census Bureau, [American Community Survey](#). 2019-23

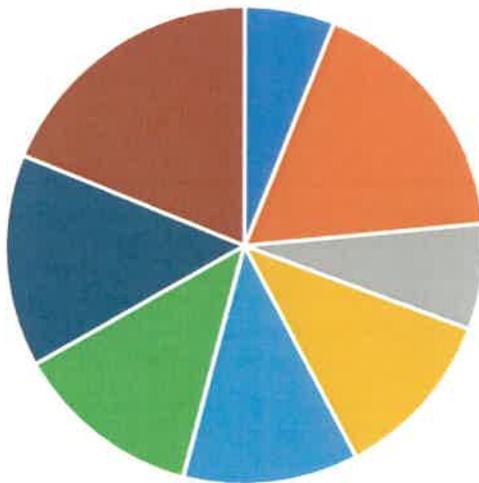


Total Population By Age Groups

| Report Area | Age 0-4 | Age 5-17 | Age 18-24 | Age 25-34 | Age 35-44 | Age 45-54 | Age 55-64 | Age 65+ |
|----------------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Report Location | 3,374 | 9,814 | 4,000 | 6,452 | 6,608 | 7,117 | 8,048 | 10,497 |
| Bracken County, KY | 492 | 1,497 | 608 | 940 | 1,061 | 1,078 | 1,265 | 1,486 |
| Fleming County, KY | 1,040 | 2,628 | 1,192 | 1,801 | 1,691 | 1,960 | 2,093 | 2,816 |
| Lewis County, KY | 772 | 2,258 | 910 | 1,466 | 1,497 | 1,709 | 1,924 | 2,492 |
| Mason County, KY | 994 | 2,881 | 1,191 | 2,024 | 2,017 | 2,150 | 2,455 | 3,283 |
| Robertson County, KY | 76 | 550 | 99 | 221 | 342 | 220 | 311 | 420 |
| Kentucky | 267,363 | 755,383 | 409,822 | 588,640 | 565,525 | 560,696 | 595,301 | 767,995 |
| United States | 18,939,899 | 54,705,339 | 30,307,641 | 45,497,632 | 43,492,887 | 40,847,713 | 42,626,382 | 55,970,047 |

Data Source: US Census Bureau, [American Community Survey](#). 2019-23.

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 | Population, Total | Population with Income at or Below 125% FPL | Population with Income at or Below 125% FPL, Percent |
|----------------------|-------------------|---|--|
| Report Location | 55,202 | 15,048 | 27.26% |
| Bracken County, KY | 8,330 | 1,970 | 23.65% |
| Fleming County, KY | 15,176 | 4,648 | 30.63% |
| Lewis County, KY | 12,886 | 3,620 | 28.09% |
| Mason County, KY | 16,720 | 4,078 | 24.39% |
| Robertson County, KY | 2,090 | 732 | 35.02% |
| Kentucky | 4,382,816 | 915,528 | 20.89% |
| United States | 324,567,147 | 52,586,920 | 16.20% |

Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [American Community Survey](#), 2019-23



Population Below the Poverty Level, Percent by Tract, ACS 2018-22

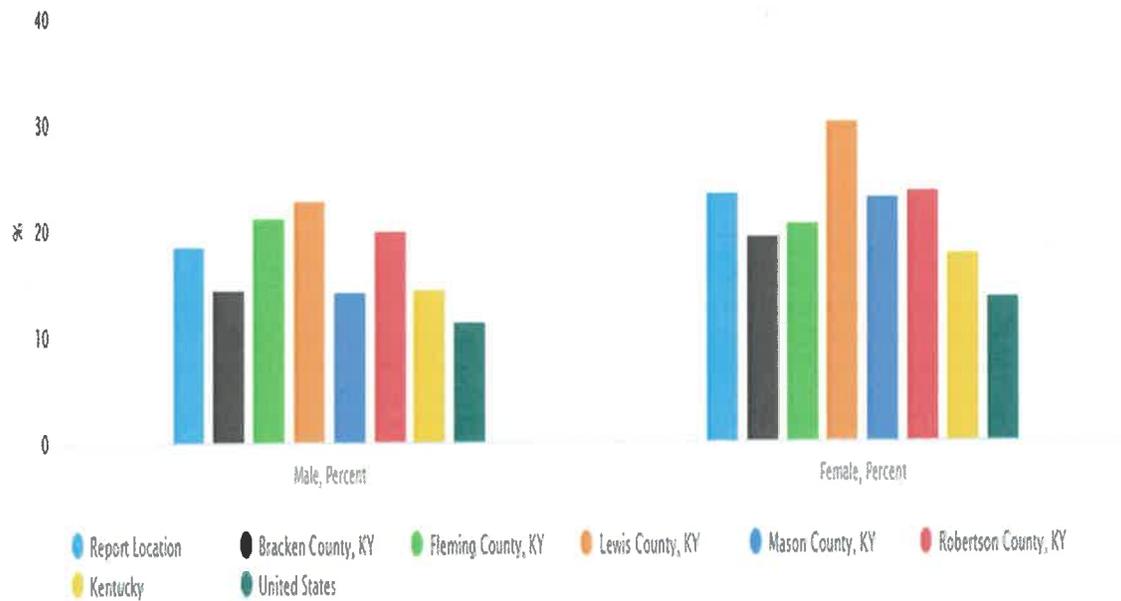


Population In Poverty By Gender

| Report Area | Male | Female | Male, Percent | Female, Percent |
|----------------------|------------|------------|---------------|-----------------|
| Report Location | 5,296 | 6,420 | 19.40% | 23.01% |
| Bracken County, KY | 686 | 989 | 16.38% | 23.87% |
| Fleming County, KY | 1,784 | 1,696 | 23.58% | 22.29% |
| Lewis County, KY | 1,316 | 1,599 | 20.55% | 24.67% |
| Mason County, KY | 1,280 | 1,793 | 15.59% | 21.07% |
| Robertson County, KY | 230 | 343 | 24.81% | 29.49% |
| Kentucky | 311,008 | 396,472 | 14.40% | 17.83% |
| United States | 18,016,757 | 22,373,288 | 11.26% | 13.60% |

Data Source: US Census Bureau, [American Community Survey](#), 2019-23.

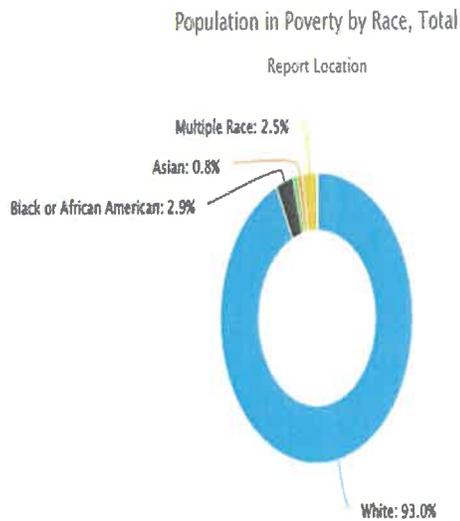
Population in Poverty by Gender



Population in Poverty by Race

| Report Area | Non-Hispanic White | Black or African American | American Indian or Alaska Native | Asian | Native Hawaiian or Pacific Islander | Some Other Race | Multiple Race |
|----------------------|--------------------|---------------------------|----------------------------------|-----------|-------------------------------------|-----------------|---------------|
| Report Location | 10,754 | 312 | 159 | 178 | 0 | 8 | 305 |
| Bracken County, KY | 1,646 | 19 | 0 | 0 | 0 | 0 | 10 |
| Fleming County, KY | 3,301 | 90 | 0 | 80 | 0 | 8 | 1 |
| Lewis County, KY | 2,859 | 0 | 0 | 0 | 0 | 0 | 56 |
| Mason County, KY | 2,405 | 203 | 159 | 98 | 0 | 0 | 208 |
| Robertson County, KY | 543 | 0 | 0 | 0 | 0 | 0 | 30 |
| Kentucky | 545,140 | 84,754 | 1,653 | 8,819 | 607 | 16,489 | 50,018 |
| United States | 20,312,310 | 8,404,656 | 617,308 | 1,884,376 | 104,976 | 3,933,913 | 5,132,506 |

Data Source: US Census Bureau, [American Community Survey](#). 2019-23

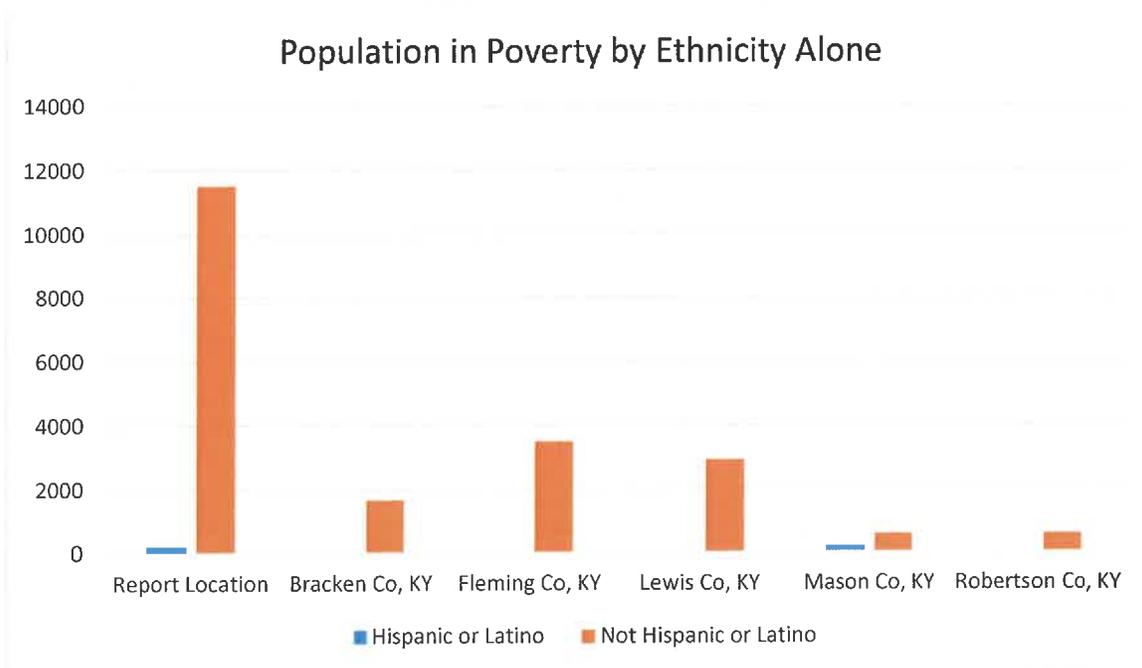


Population in Poverty by Ethnicity

| Report Area | Hispanic or Latino | Not Hispanic or Latino | Hispanic or Latino, Percent | Not Hispanic or Latino, Percent |
|----------------------|--------------------|------------------------|-----------------------------|---------------------------------|
| Report Location | 210 | 11,506 | 29.41% | 21.12% |
| Bracken County, KY | 23 | 1,652 | 29.49% | 20.02% |
| Fleming County, KY | 3 | 3,477 | 1.26% | 23.28% |
| Lewis County, KY | 0 | 2,915 | 0.00% | 22.63% |
| Mason County, KY | 184 | 2,889 | 47.92% | 17.68% |
| Robertson County, KY | 0 | 573 | 0.00% | 27.55% |
| Kentucky | 47,778 | 659,702 | 23.22% | 15.79% |
| United States | 10,467,411 | 29,922,634 | 16.89% | 11.39% |

Data Source: US Census Bureau, [American Community Survey](#), 2019-23

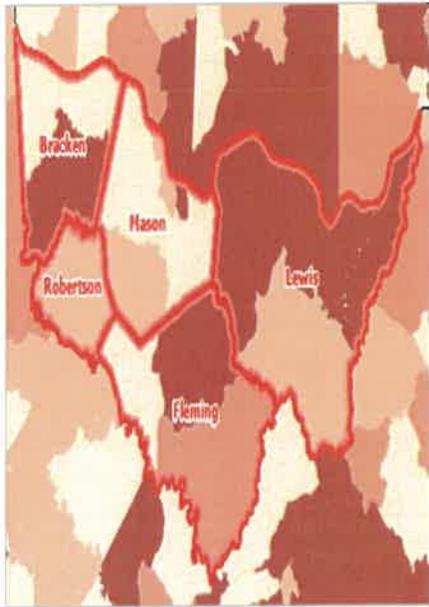
Population in Poverty by Ethnicity Alone



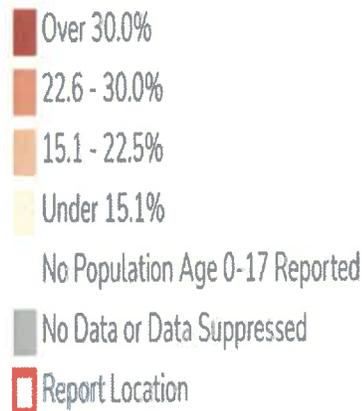
Children in Poverty

| Report Area | Ages 0-17 Total Population | Ages 0-17 In Poverty | Ages 0-17 Poverty Rate |
|----------------------|-------------------------------|-------------------------|---------------------------|
| Report Location | 13,000 | 3,551 | 27.3% |
| Bracken County, KY | 1,922 | 633 | 32.9% |
| Fleming County, KY | 3,668 | 1,074 | 29.3% |
| Lewis County, KY | 3,030 | 865 | 28.5% |
| Mason County, KY | 3,845 | 845 | 22.0% |
| Robertson County, KY | 535 | 134 | 25.0% |
| Kentucky | 1,002,012 | 209,028 | 20.9% |
| United States | 72,472,636 | 11,829,878 | 16.3% |

Data Source: US Census Bureau, [American Community Survey](#), 2019-23



Population Below the Poverty Level, Children (Age 0-17), Percent by Tract, ACS 2018-22



Current Unemployment

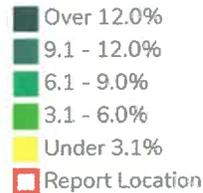
This indicator is relevant because unemployment creates financial instability and barriers.

| Report Area | Labor Force | Number Employed | Number Unemployed | Unemployment Rate |
|----------------------|-------------|-----------------|-------------------|-------------------|
| Report Location | 21,848 | 20,219 | 1,629 | 7.5% |
| Bracken County, KY | 3,832 | 3,577 | 255 | 6.7% |
| Fleming County, KY | 6,022 | 5,635 | 387 | 6.4% |
| Lewis County, KY | 4,537 | 4,067 | 470 | 10.4% |
| Mason County, KY | 6,659 | 6,189 | 470 | 7.1% |
| Robertson County, KY | 798 | 751 | 47 | 5.9% |
| Kentucky | 2,084,914 | 1,979,542 | 105,372 | 5.1% |
| United States | 168,968,103 | 162,449,481 | 6,518,620 | 3.9% |

Data Source: US Department of Labor, Bureau of Labor Statistics. 2024 - January.



Unemployment, Rate by County, BLS 2024 - January



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.

2025-2026 Community Needs Assessment Narrative



Bracken

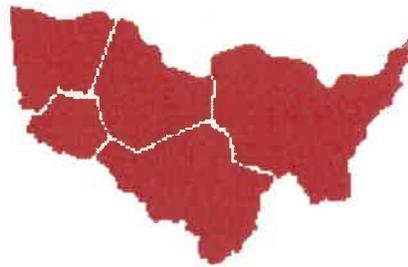
*Fighting the War
On Poverty*



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, 2024 until February 19, 2025. 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 121 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 | 103 |
| Faith Based Organization Representative | 2 |
| Private Sector Representative/Community Member | 2 |
| Community Organization/Partner | 1 |
| Educational Institution Faculty/Staff | 1 |
| Health Care Agencies | 0 |

| | |
|--|------------|
| Board Member of Community Action Agency | 0 |
| Staff or Volunteer of Community Action Agency | 12 |
| Local Politician/Government/Public Sector Representative | 0 |
| Total | 121 |

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

| Question 2 Responses | |
|----------------------|---------------------|
| Answer Choice | Number of Responses |
| Bracken | 22 |
| Fleming | 35 |
| Lewis | 29 |
| Mason | 23 |
| Robertson | 12 |
| Total | 121 |

Question 3 asked respondents to identify their gender.

| Question 3 Responses | |
|----------------------|---------------------|
| Answer Choice | Number of Responses |
| Male | 24 |
| Female | 95 |
| Total | 121 |

Question 4 asked the respondents to identify their age.

| Question 4 Responses | |
|----------------------|---------------------|
| Answer Choice | Number of Responses |
| Under 18 | 0 |
| 18-24 | 1 |
| 25-44 | 15 |
| 45-54 | 17 |
| 55-59 | 13 |
| 60-64 | 22 |
| 65-74 | 34 |
| 75+ | 19 |
| Total | 121 |

Question 5 asked respondents to identify their race.

| Question 5 Responses | |
|--|---------------------|
| Answer Choice | Number of Responses |
| American Indian or Alaska Native | 0 |
| Asian | 0 |
| Black or African American | 5 |
| Native Hawaiian and Other Pacific Islander | 0 |
| White | 116 |
| Multi-Race | 0 |
| Other | 0 |
| Total | 121 |

Question 6 asked respondents to identify their ethnicity.

| Question 6 Responses | |
|---|---------------------|
| Answer Choice | Number of Responses |
| Hispanic, Latino or Spanish Origins | 0 |
| Not Hispanic, Latino or Spanish Origins | 121 |
| Total | 121 |

Question 7 asked respondents to identify their education level.

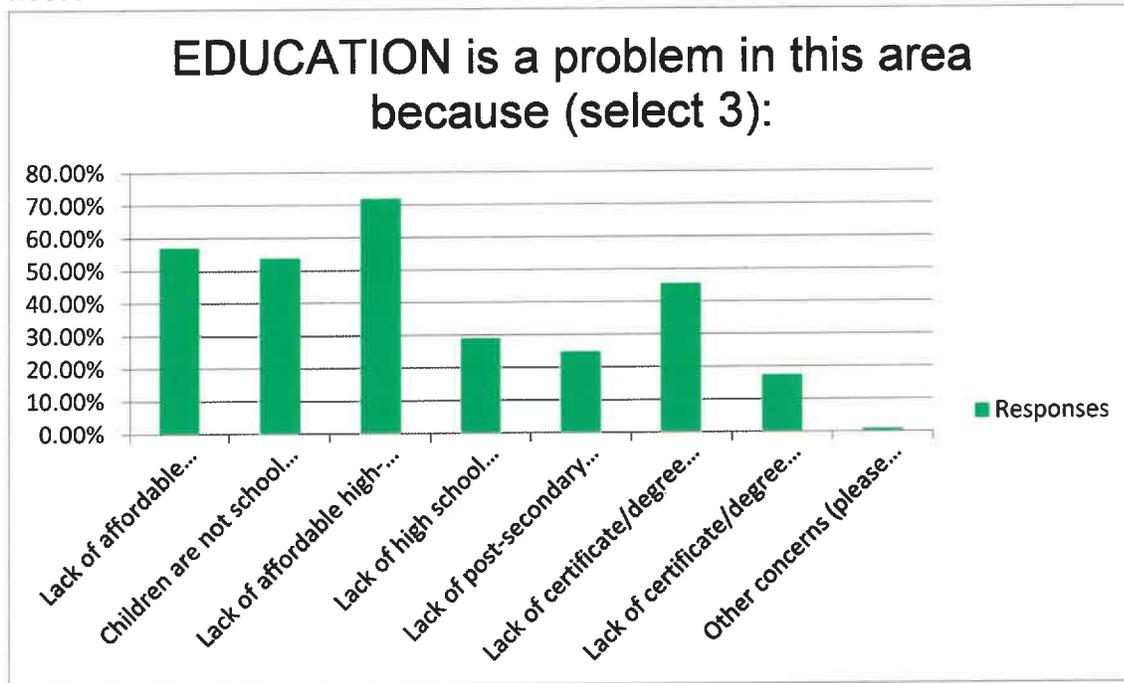
| Question 7 Responses | |
|--|---------------------|
| Answer Choice | Number of Responses |
| Grades 0-8 | 0 |
| Grades 9-12/Non-Graduate | 17 |
| High School Graduate/Equivalency Diploma | 71 |
| 12 th Grade + Some Post-Secondary | 20 |
| 2 or 4 Years College Graduate | 10 |
| Graduate of Other Post-Secondary School | 3 |
| Total | 121 |

Question 8 asked respondents to identify their Military Status.

| Question 8 Responses | |
|----------------------|---------------------|
| Answer Choice | Number of Responses |
| Veteran | 3 |
| Active Military | 0 |
| N/A | 118 |
| Total | 121 |

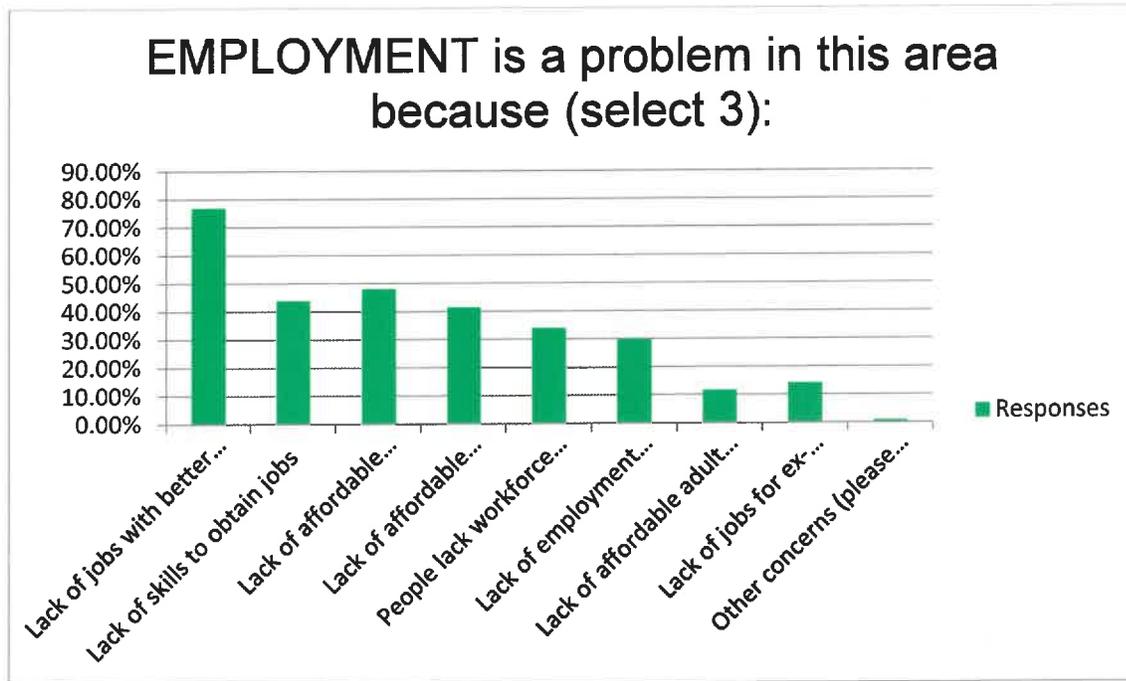
The next few questions asked respondents to consider the most important community needs across targeted domains including Education, Employment, Income and Asset Building, Supportive Services, Health, Housing, Civic Engagement, Youth Services, Senior Services and Overall Need.

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.



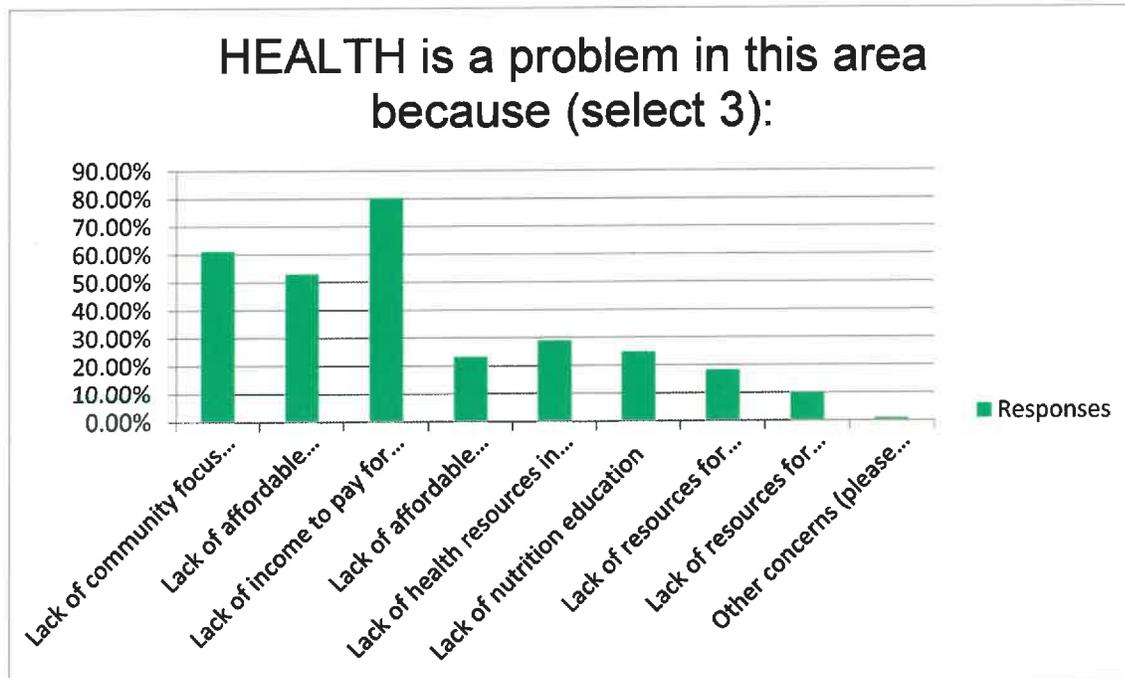
| Responses | |
|--|---------------------|
| Answer Choice | Number of Responses |
| Lack of affordable transportation to and from school | 69 |
| Children are not school ready | 65 |
| Lack of affordable high-quality childcare | 87 |
| Lack of high school diploma/GED | 35 |
| Lack of post-secondary education (vocational skills/college education) | 30 |
| Lack of education resources in the community | 55 |
| Lack of certificate/degree programs offered locally | 21 |
| Other | 0 |

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.



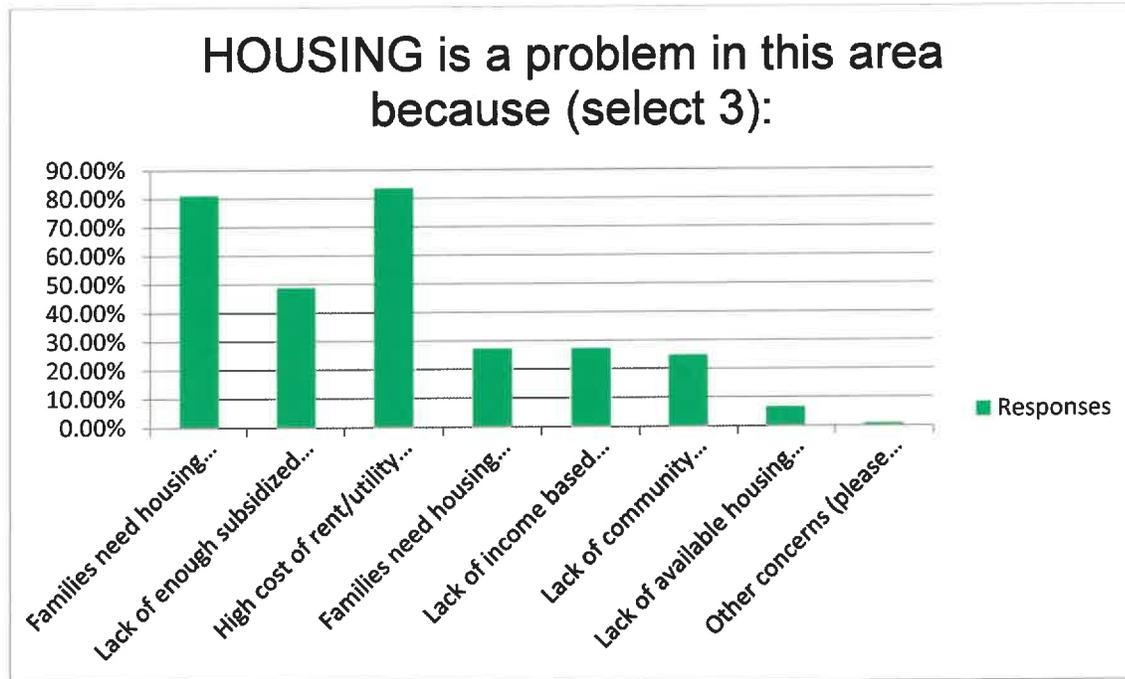
| Responses | |
|--|---------------------|
| Answer Choice | Number of Responses |
| Lack of jobs with better pay and benefits | 93 |
| Lack of skills to obtain jobs | 53 |
| Lack of affordable transportation to and from job | 58 |
| Lack of affordable childcare during work hours | 50 |
| People lack workforce values and readiness skills | 41 |
| Lack of affordable resources in the community | 36 |
| Lack of affordable adult daycare during work hours | 14 |
| Lack of jobs for ex-offenders reentering the workforce | 17 |
| Other concerns | 1 |
| Other | 1 |

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



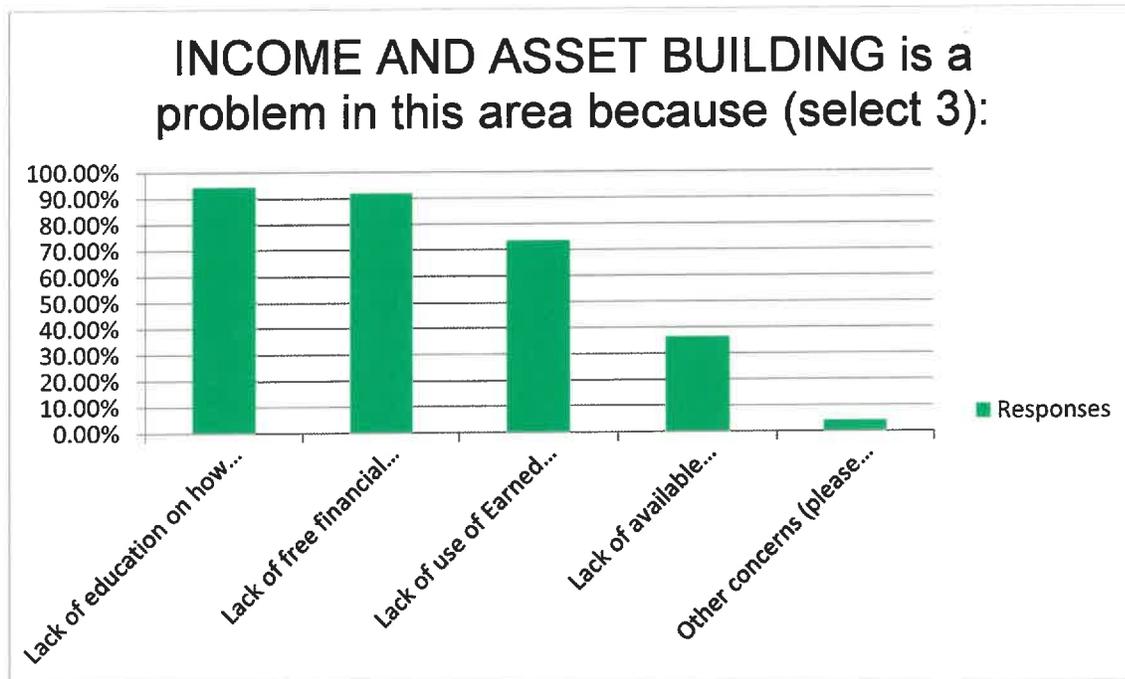
| Responses | |
|---|---------------------|
| Answer Choice | Number of Responses |
| Lack of community focus on preventative healthcare | 74 |
| Lack of affordable transportation for health care services, grocery, | 64 |
| Lack of income to pay for adult dental, hearing, and/or vision services | 97 |
| Lack of affordable comprehensive (or primary) health care services | 28 |
| Lack of health resources in the community | 35 |
| Lack of nutrition education | 30 |
| Lack of resources for victims of elderly abuse | 22 |
| Lack of resources for victims of domestic violence | 12 |
| Other concerns | 1 |
| Other | 1 |

We asked respondents to identify the most important community needs in Housing. Respondents had 7 choices or could choose other and explain what they felt our community needs in Housing.



| Responses | |
|--|---------------------|
| Answer Choice | Number of Responses |
| Families need housing they can afford/lack of affordable housing | 98 |
| Lack of enough subsidized housing | 59 |
| High cost of rent/utility deposits | 101 |
| Families need housing repairs that reduce energy cost | 33 |
| Lack of income based rental housing for disabled and seniors | 46 |
| Lack of community supports for homeless families | 47 |
| Lack of available housing for ex-offenders | 57 |
| Other concerns | 39 |
| Other | 1 |

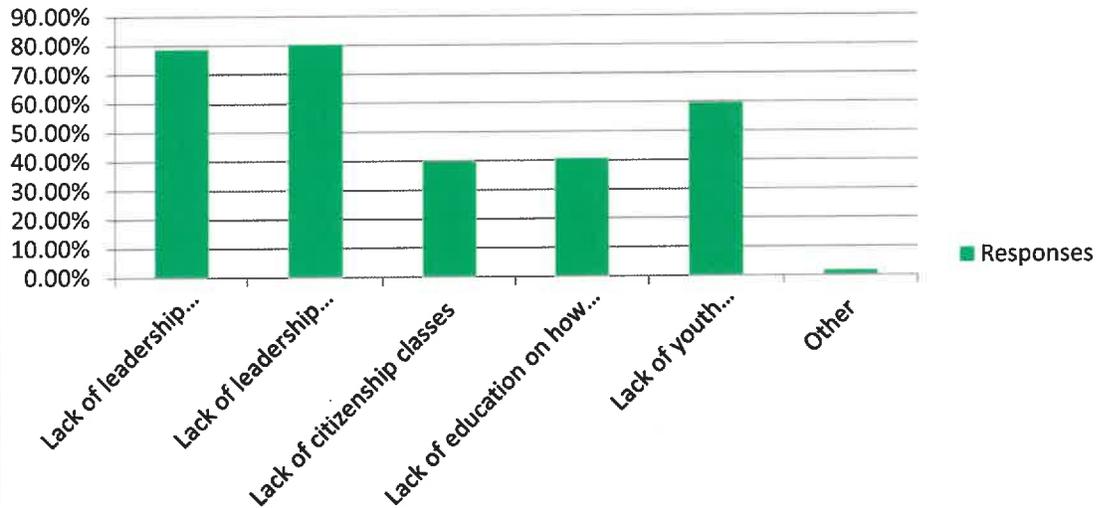
We asked respondents to identify the most important community needs in Income and Asset Building Respondents had 4 choices or could choose other and explain what they felt our community needs in Income and Asset Building.



| Question 17 Responses | |
|--|---------------------|
| Answer Choice | Number of Responses |
| Lack of education on how to budget assets | 114 |
| Lack of free financial counseling resources/service | 111 |
| Lack of use of Earned Income Tax Credit | 89 |
| Lack of available mainstream financial resources (banking options) | 44 |
| Other concerns | 5 |
| Other | 2 |

We asked respondents to identify the most important community needs in Civic Engagement. Respondents had 5 choices or could choose other and explain what they felt our community needs in Civic Engagement.

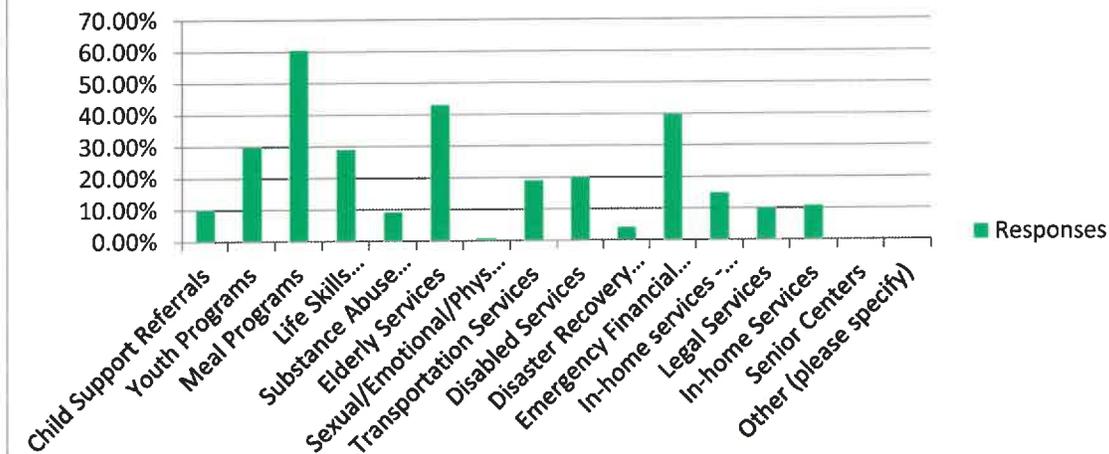
CIVIC ENGAGEMENT is a problem in this area because (select 3):



| Responses | |
|---|---------------------|
| Answer Choice | Number of Responses |
| Lack of leadership development for volunteer and civic engagement (seniors) | 123 |
| Lack of leadership development for volunteer and civic engagement | 54 |
| More education on how to join neighborhood associations, community boards, advisory groups or similar organizations | 115 |
| More youth programs/activities | 114 |
| Other | 2 |

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

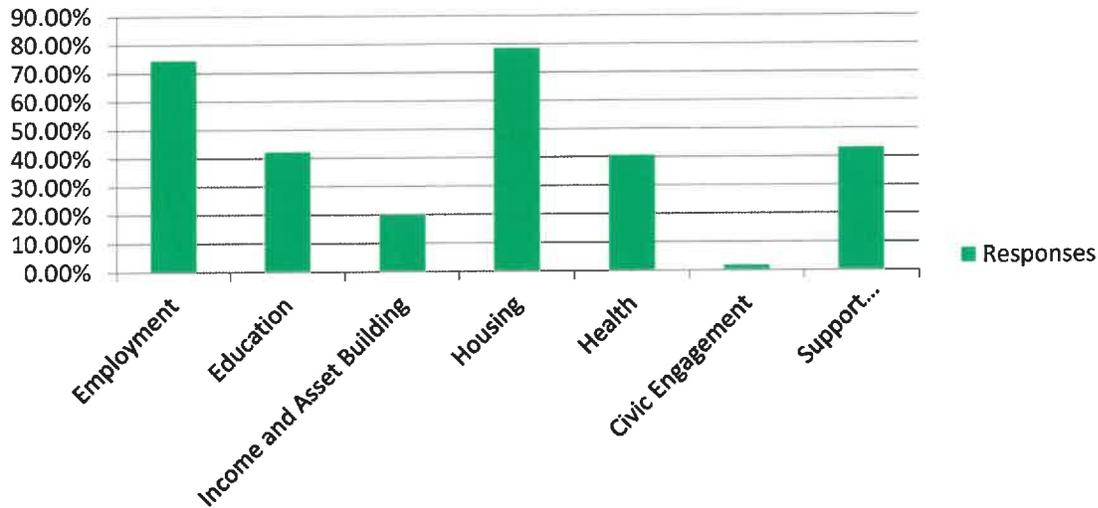
SUPPORT SERVICES/EMERGENCY - Mark the three (3) most important services needed in this area.



| Responses | |
|---|---------------------|
| Answer Choice | Number of Responses |
| Child support | 12 |
| Youth Service | 36 |
| Meal Programs | 73 |
| Life Skills (budgeting/bill paying) | 35 |
| Substance abuse Resources | 11 |
| Elderly services | 52 |
| Sexual/emotional /physical abuse services | 1 |
| Transportation services | 23 |
| Disabled services | 24 |
| Disaster Recovery Services | 5 |
| Emergency Financial Assistance Services | 48 |
| In-home Services-Seniors | 18 |
| Legal Services | 12 |
| In-home Services | 13 |
| Senior Centers | 0 |
| Other | 0 |

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.

OVERALL AREAS OF CONCERN (select 3)



| Responses | |
|---|---------------------|
| Answer Choice | Number of Responses |
| Employment | 90 |
| Education | 51 |
| Income and Asset Building | 24 |
| Housing | 95 |
| Health | 49 |
| Civic Engagement | 2 |
| Support Services/Emergency Supports or Services | 52 |

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

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 affordable childcare during work hours.

Housing (Family)

- ❖ Survey respondents identified housing 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 more monthly rental assistance programs.
- ❖ The second area in housing that survey respondents identified that our community needs is more programs to provide free home repair.
- ❖ The third area in housing that survey respondents identified that our community needs is more income based rental housing for disabled and seniors.

Education (Family)

- ❖ Survey respondents identified education 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 parents involved in student's education.
- ❖ The second area identified by survey respondents is our community needs is more affordable high quality childcare options for parents that would like to continue their education.
- ❖ The third area that survey respondents identified that our community needs are ways to increase the community's knowledge of available and affordable education resources.

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 focus on preventative healthcare..

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 anonymous and confidential budget counseling.
- ❖ The third area that survey respondents identified that our community needs to increase the community's knowledge of available mainstream financial resources (banking options).

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 education on how to join neighborhood associations, community boards, advisory groups or similar organizations.
- ❖ The third area that respondents identified that our community needs is more youth programs and activities.

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.

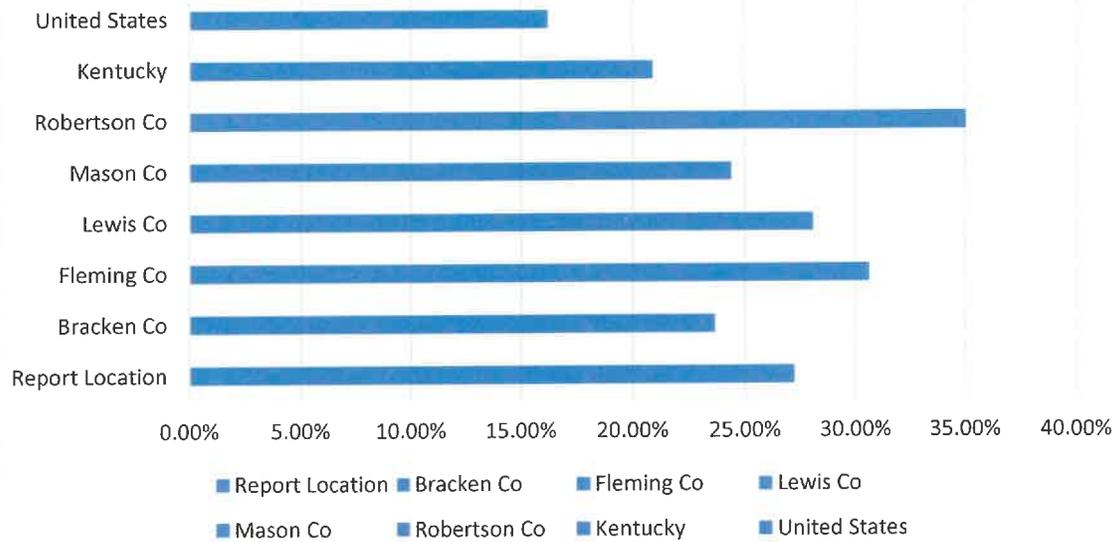
Population In Poverty

| Report Area | Total Population | Population in Poverty | Population in Poverty, Percent |
|------------------------|-------------------------|------------------------------|---------------------------------------|
| Report Location | 55,202 | 15,048 | 27.26% |
| Bracken Co, KY | 8,330 | 1,970 | 23.65% |
| Fleming Co, KY | 15,176 | 4,648 | 30.63% |

| | | | |
|-------------------------|--------------------|-------------------|---------------|
| Lewis Co, KY | 12,886 | 3,620 | 28.09% |
| Mason Co, KY | 16,720 | 4,078 | 24.39% |
| Robertson Co, KY | 2,090 | 730 | 35.02% |
| Kentucky | 4,382,816 | 915,528 | 20.89% |
| United States | 324,567,147 | 52,586,920 | 16.20% |

Data Source: US Census Bureau, [American Community Survey](#), 2019-23

Percent of Population in Poverty



Households in Poverty

| Report Area | Total Households | Households in Poverty | Percent Households in Poverty |
|-----------------|------------------|-----------------------|-------------------------------|
| Report Location | 21,665 | 4,627 | 21.36% |

| | | | |
|-------------------------|--------------------|-------------------|--------------|
| Bracken Co, KY | 3,263 | 574 | 17.6% |
| Fleming Co, KY | 5,779 | 1,379 | 23.9% |
| Lewis Co, KY | 4,905 | 1,042 | 21.2% |
| Mason Co, KY | 6,927 | 1,450 | 20.9% |
| Robertson Co, KY | 791 | 182 | 23.0% |
| Kentucky | 1,791,991 | 294,236 | 16.4% |
| United States | 127,482,865 | 15,880,048 | 12.5% |

Data Source: US Census Bureau, [American Community Survey](#). 2019-23.

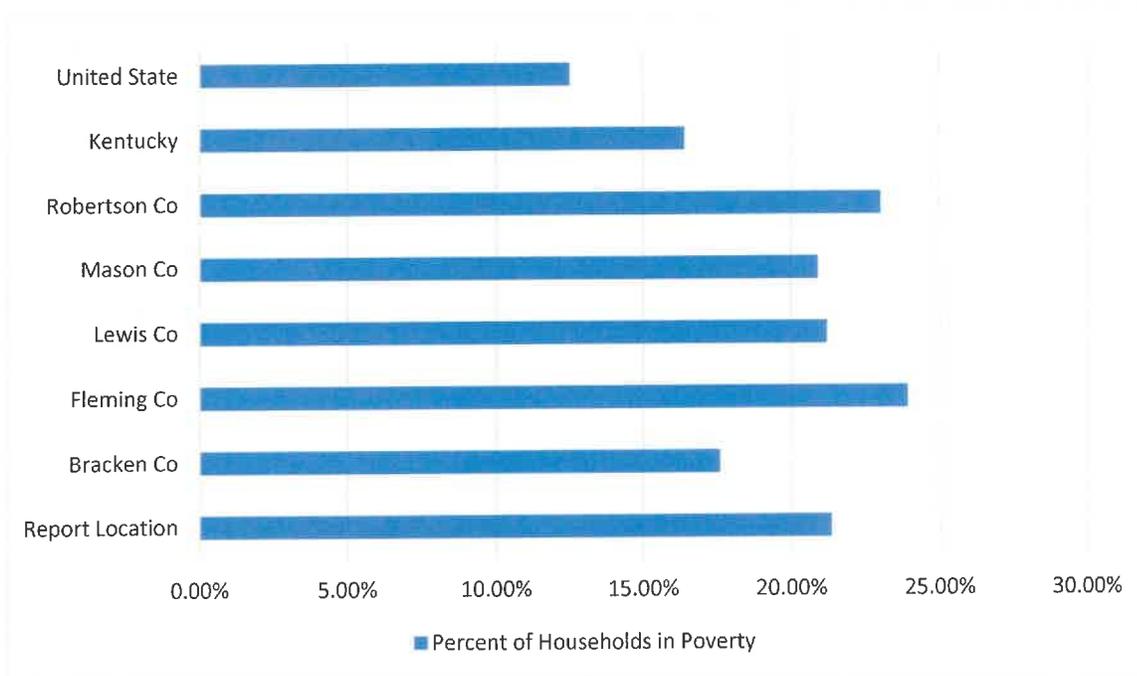


Figure 1 Family Poverty Rate 125%

Family Poverty Rate 125%

| Report Area | Family Households, Total | Families with Income at or Below 125% FPL | Families with Income at or Below 125% FPL, Percent |
|-------------------------|-------------------------------------|--|---|
| Report Location | 14,589 | 3,028 | 20.76% |
| Bracken County, KY | 2,420 | 438 | 18.10% |
| Fleming County, KY | 4,005 | 955 | 23.85% |
| Lewis County, KY | 3,249 | 679 | 20.90% |
| Mason County, KY | 4,379 | 813 | 18.57% |
| Robertson County, KY | 536 | 143 | 26.68% |
| Kentucky | 1,149,829 | 181,982 | 15.83% |
| United States | 82,220,165 | 9,735,584 | 11.84% |

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 | 10,754 | 312 | 159 | 178 | 0 | 8 | 305 |
| Bracken County, KY | 1,646 | 19 | 0 | 0 | 0 | 0 | 10 |
| Fleming County, KY | 3,301 | 90 | 0 | 80 | 0 | 8 | 1 |
| Lewis County, KY | 2,859 | 0 | 0 | 0 | 0 | 0 | 56 |
| Mason County, KY | 2,405 | 203 | 159 | 98 | 0 | 0 | 208 |
| Robertson County, KY | 543 | 0 | 0 | 0 | 0 | 0 | 30 |
| Kentucky | 545,140 | 84,754 | 1,653 | 8,819 | 607 | 16,489 | 50018 |
| United States | 20,312,310 | 8,404,656 | 617,308 | 1,884,376 | 104,976 | 3,933,913 | 5,132,506 |

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

Population in Poverty by Race

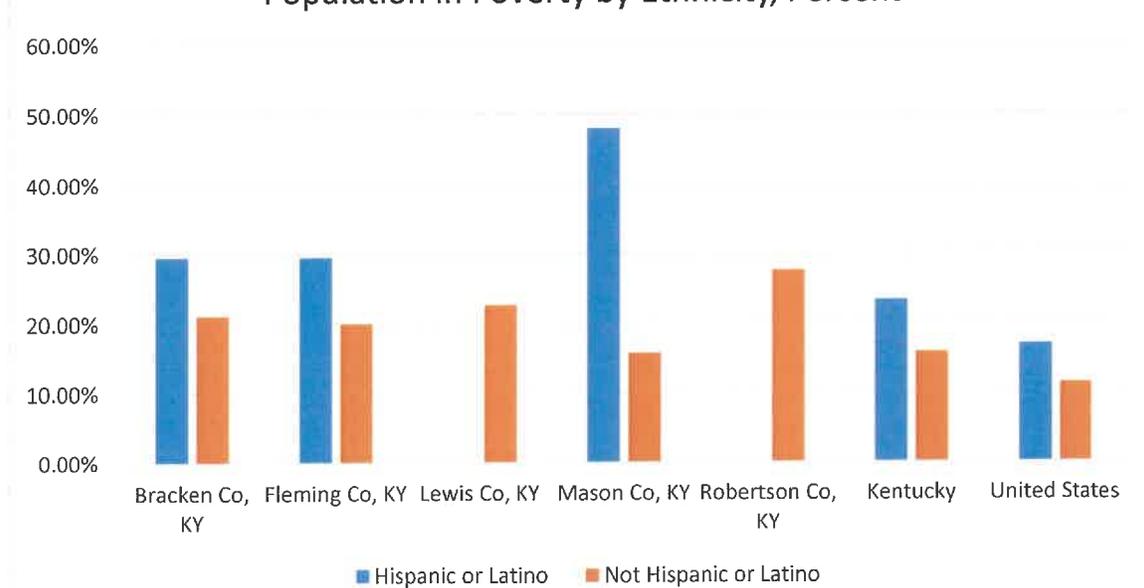


Population in Poverty by Ethnicity

| Report Area | Hispanic or Latino | Not Hispanic or Latino | Hispanic or Latino, Percent | Not Hispanic or Latino, Percent |
|------------------|--------------------|------------------------|-----------------------------|---------------------------------|
| Report Location | 210 | 11,506 | 29.41% | 21.12% |
| Bracken Co, Ky | 23 | 1,652 | 29.49% | 20.02% |
| Fleming Co, KY | 3 | 3,477 | 1.26% | 23.28% |
| Lewis Co, KY | 0 | 2,915 | 0.00% | 22.63% |
| Mason Co, KY | 184 | 2,889 | 47.92% | 17.68% |
| Robertson Co, KY | 0 | 573 | 0.00% | 27.55% |
| Kentucky | 47,778 | 659,702 | 23.22% | 15.79% |
| United States | 10,467,411 | 29,922,634 | 16.89% | 11.39% |

Data Source: US Census Bureau, [American Community Survey](#), 2019-23

Population in Poverty by Ethnicity, Percent

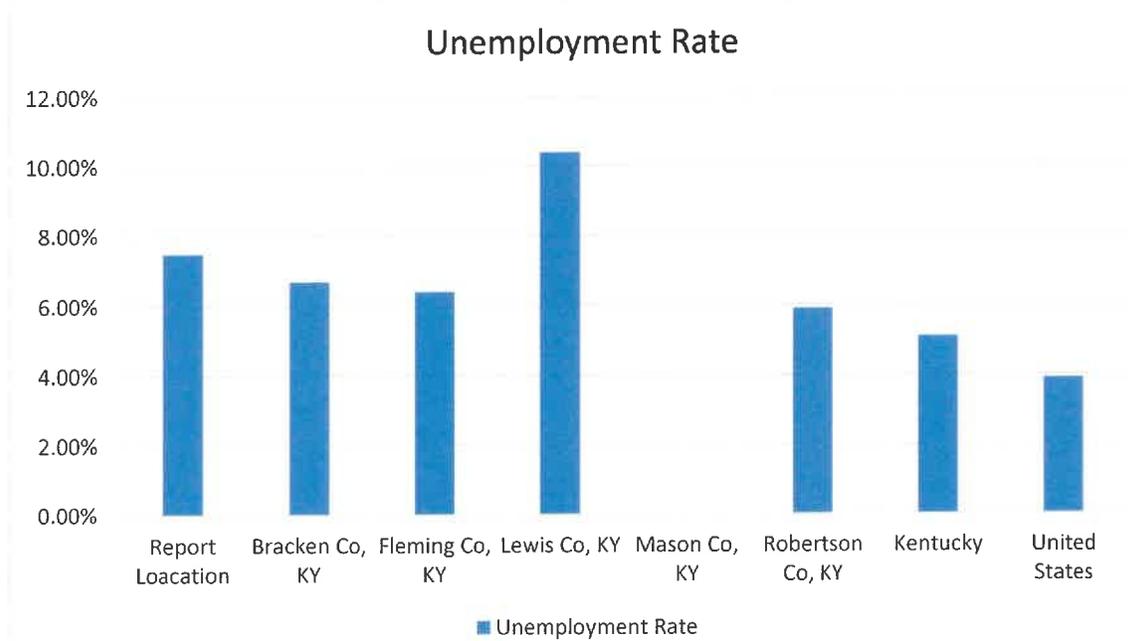


Unemployment Rate

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

| Report Area | Labor Force | Number Employed | Number Unemployed | Unemployment Rate |
|----------------------|-------------|-----------------|-------------------|-------------------|
| Report Location | 21,848 | 20,219 | 1,629 | 7.5% |
| Bracken County, KY | 3,832 | 3,577 | 255 | 6.7% |
| Fleming County, KY | 6,022 | 5,635 | 387 | 6.4% |
| Lewis County, KY | 4,537 | 4,067 | 470 | 10.4% |
| Mason County, KY | 6,659 | 6,189 | 470 | 7.1% |
| Robertson County, KY | 798 | 751 | 47 | 5.9% |
| Kentucky | 2,084,914 | 1,979,542 | 105,372 | 5.1% |
| United States | 168,968,103 | 162,449,481 | 6,518,620 | 3.9% |

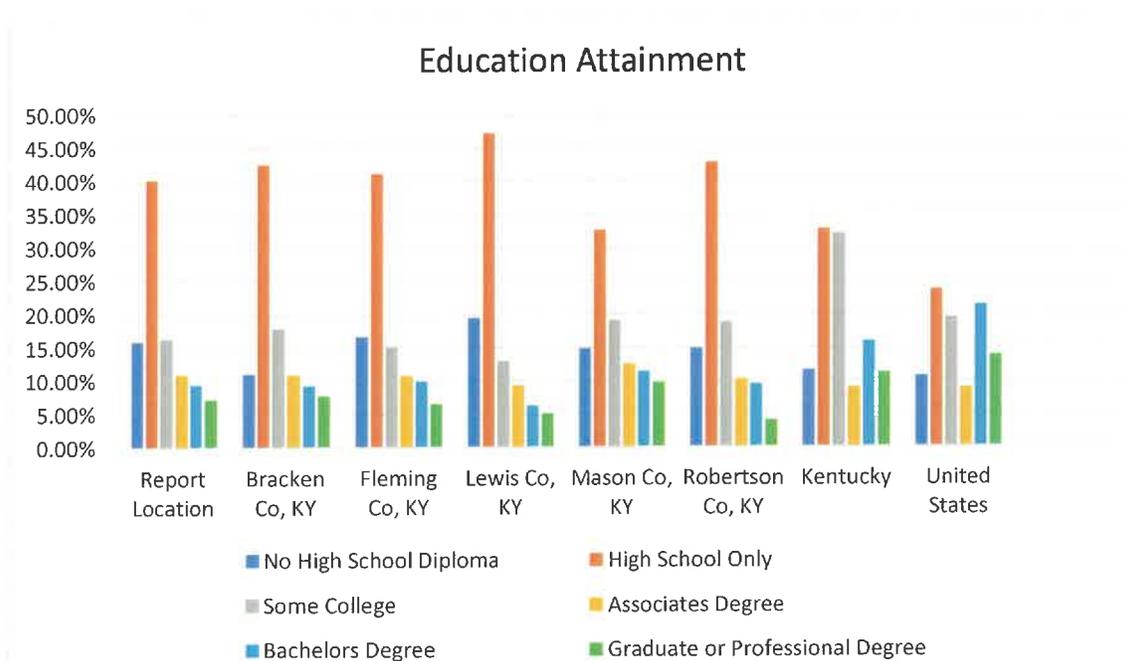
Note: This indicator is compared to the state average. Data Source: US Department of Labor, [Bureau of Labor Statistics](#), 2024



Education Attainment

| Report Area | No High School Diploma | High School Diploma | Some College | Associates Degree | Bachelor's Degree | Graduate or Professional Degree |
|------------------|------------------------|---------------------|--------------|-------------------|-------------------|---------------------------------|
| Report Location | 15.91% | 40.19% | 16.33% | 10.96% | 9.42% | 7.18% |
| Bracken County | 11.0% | 42.5% | 17.8% | 10.9% | 9.3% | 7.7% |
| Fleming County | 16.6% | 41.1% | 15.1% | 10.8% | 9.9% | 6.5% |
| Lewis County | 19.4% | 47.2% | 12.9% | 9.3% | 6.3% | 5.0% |
| Mason County | 14.8% | 32.6% | 19.0% | 12.5% | 11.4% | 9.7% |
| Robertson County | 14.8% | 42.8% | 18.7% | 10.2% | 9.5% | 4.0% |
| Kentucky | 11.5% | 32.7% | 20.0% | 8.9% | 15.9% | 11.1% |
| United States | 10.6% | 26.2% | 19.4% | 8.8% | 21.3% | 13.7% |

Data Source: US Census Bureau, [American Community Survey](#), 2019-23



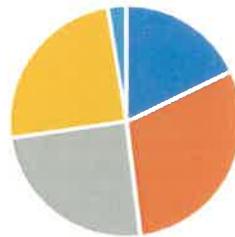
Young People Not in School and Not Working

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 | 2,534 | 341 | 13.46% |
| Bracken Co, KY | 456 | 16 | 3.51% |
| Fleming Co, KY | 762 | 155 | 20.34% |
| Lewis Co, KY | 626 | 103 | 16.45% |
| Mason Co, KY | 622 | 61 | 9.81% |
| Robertson Co, KY | 68 | 6 | 8.82% |
| Kentucky | 230,936 | 17,928 | 7.76% |
| United States | 17,415,920 | 1,187,439 | 6.82% |

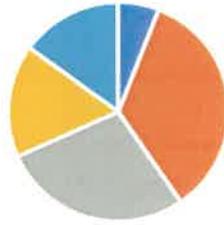
Data Source: US Census Bureau, [American Community Survey](#), 2019-23

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

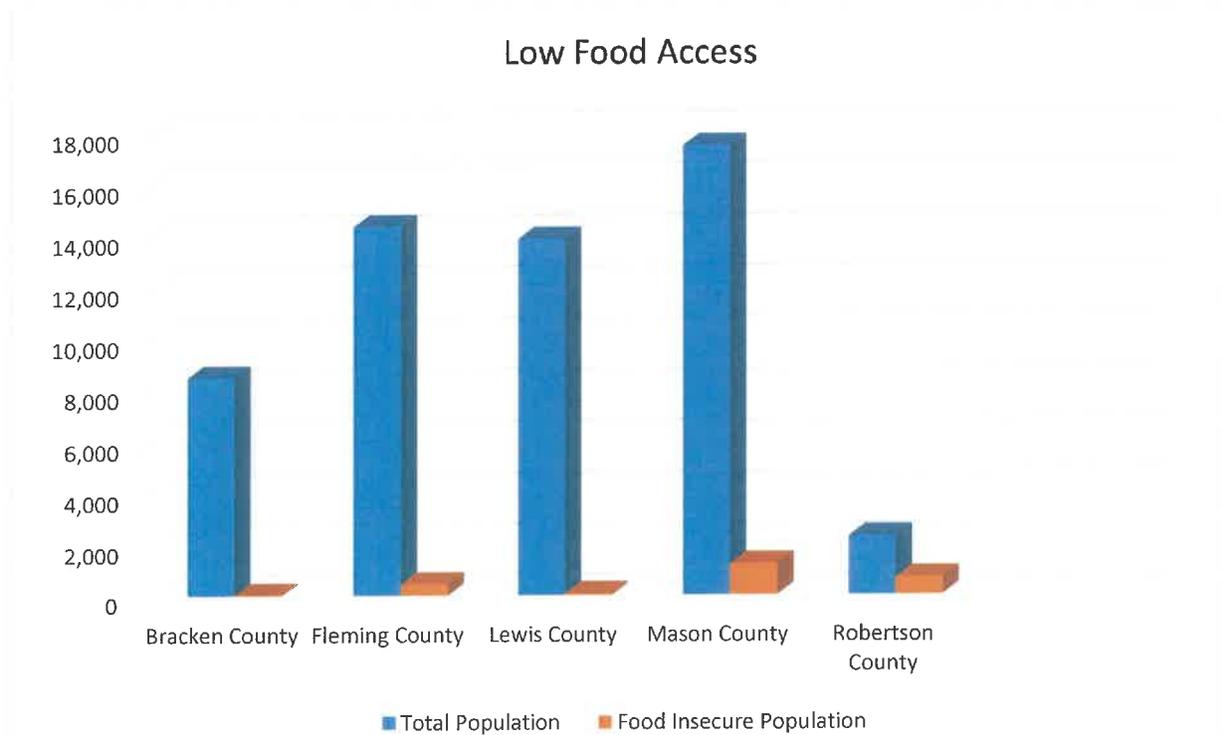


■ Bracken County ■ Fleming County ■ Lewis County ■ Mason County ■ Robertson County

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



- 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 2025 ROMA and Customer Satisfaction data to assist in developing the SFY 2026 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



Date



Licking Valley

**Community
Action**®

Helping People & Changing Lives.

Strategic Plan

2024

Our Mission

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.

Our Vision

To provide essential programs that assist individuals, families, and our communities to reach their fullest potential through direct services and partnership connections. Our dedicated staff are committed to providing high quality programs and services to enhance the quality of life within our communities

Table of Contents

| | |
|---|-----------|
| Introduction | 4 |
| Process | 5 |
| ROMA Statement | 6 |
| Goal1 Comprehensive Services | 8 |
| Goal2 Promote Self-Sufficiency | 11 |
| Goal3 Building Opportunities Within Our Community | 14 |

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 February of 2024. 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 and was defined as "a performance-based initiative designed to preserve the anti-poverty focus of community action and to promote effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds." Throughout the strategic plan, strategies, goals, and objectives will be directly linked to one of the six ROMA goals. The six national ROMA goals are:

Goal 1: Low-income people become more self-sufficient.

Goal 2: The conditions in which low-income people live are improved.

Goal 3: Low-income people own a stake in their community.

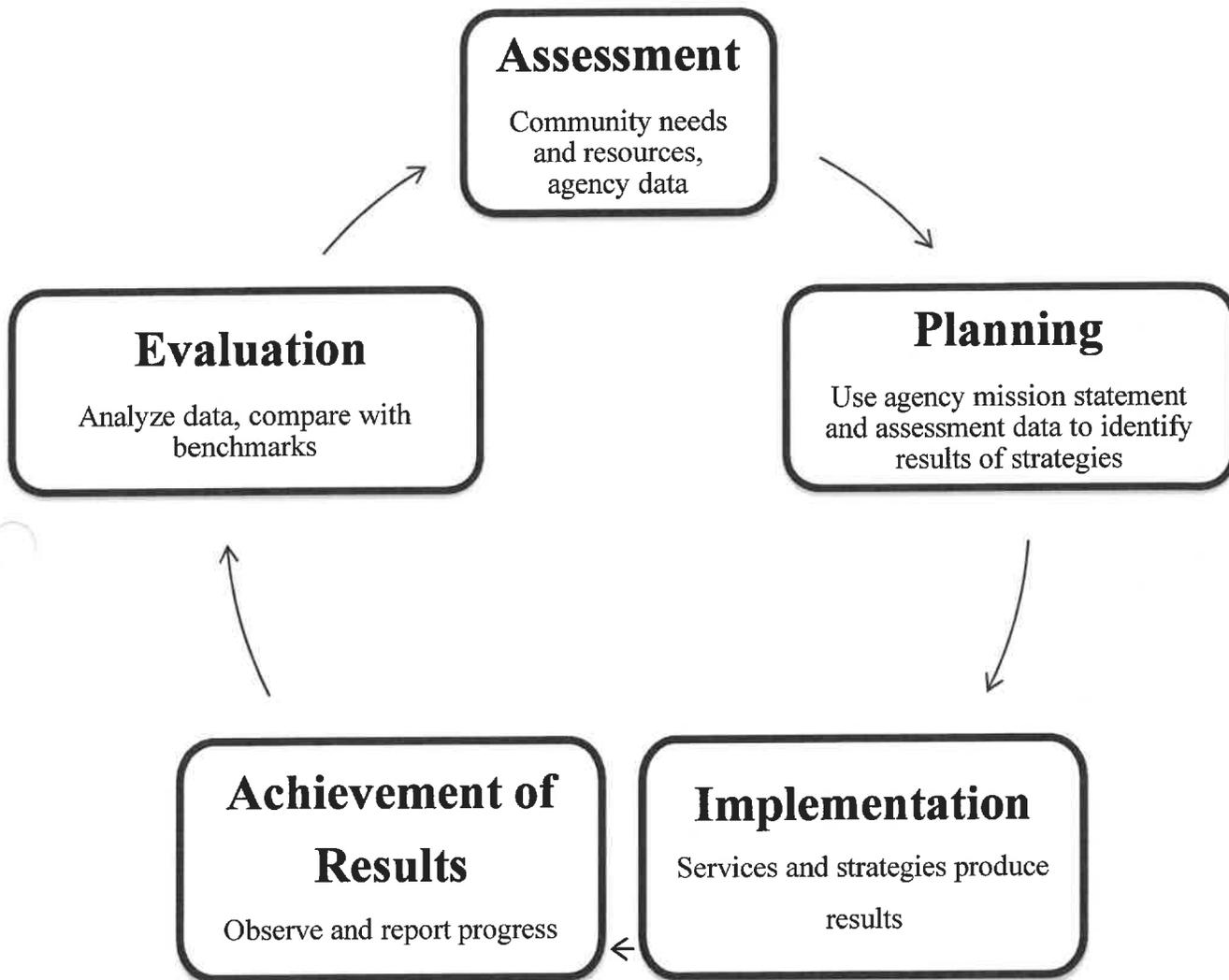
Goal 4: Partnerships among supporters and providers of service to low- income people are achieved.

Goal 5: Agencies increase their capacity to achieve results.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

ROMA Goals and Outcome Indicators

THE RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY CYCLE





STRATEGIC GOAL I: 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, *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 considers 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: Kynector 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, | 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 | 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.
- Explore housing rehabilitation and development programs
- 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.
- Enhance client follow-up to ensure ongoing support to vulnerable populations to promote self-sufficiency and overcome poverty.
- 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

| Internal Assessment | | | |
|----------------------------|--|--|--|
| Topic | Issues-Strengths | Issues- Weaknesses | Options in utilizing strengths or overcome weaknesses |
| Programs and Services | <ul style="list-style-type: none"> • Wide range of programs and services that address various needs facing our clients and communities • Services are mission focused • Experienced in delivering programs and adhering to stringent program guidelines | <ul style="list-style-type: none"> • Limited capacity to take on new programs • Programs are single service focused more often than bundling to focus on self-sufficiency • Limited capability for customer follow-up to measure impact of programs • Limited programs addressing community level initiatives • Lack of programs that address gaps in services. | <ul style="list-style-type: none"> • Explore the addition of new staff to help address program/ client follow-up • Explore the addition of programs focused supervisors to administer new programs • Utilize the Community Needs Assessment to identify service gaps, work with community partners to address and explore flexible funding • Review various community level and community development initiatives and explore opportunities to play a role in this |

| | | | |
|-----------------|---|---|--|
| | | | |
| Financial | <ul style="list-style-type: none"> • Agency is in a strong financial position with substantial savings • Funding supporting the agency is diversified • Annual Audits have reflected fiscal integrity in agency spending • Strong internal financial controls | <ul style="list-style-type: none"> • High reliance on government funding • Staffing largely contingent upon funding | <ul style="list-style-type: none"> • Increase donor solicitation and explore fundraising opportunities • Explore private funding opportunities |
| Human Resources | <ul style="list-style-type: none"> • Human Resource Director on staff • Strong internal recordkeeping and confidentiality controls | <ul style="list-style-type: none"> • No cross training or back-up personnel • Cost of ongoing training development | <ul style="list-style-type: none"> • Explore the feasibility of adding or cross training a Human Resource Backup |
| Leadership | <ul style="list-style-type: none"> • Experienced organization leadership • Board of Directors and agency staff have a strong working relationship • Supportive work environment | <ul style="list-style-type: none"> • Expected transitions of key personnel in leadership positions in the agency | <ul style="list-style-type: none"> • Establish transition committees at Board level to help with the expected transition of leadership personnel |

| External Assessment | | | |
|---------------------|---|--|--|
| Topic | Strengths | Weaknesses | Options to Address |
| Economic Climate | <ul style="list-style-type: none"> • Compliance with all current funding sources • Strong fiscal position | <ul style="list-style-type: none"> • Economic position based upon funding available • Rate of unemployment | <ul style="list-style-type: none"> • Continue to evaluate and address community needs to ensure we are prioritizing changing needs of service area • Explore funding diversification |

| | | | |
|-------------------|--|--|--|
| Political Climate | <ul style="list-style-type: none"> • Strong agency support from local government officials • Active participation of local government officials on Board of Directors | <ul style="list-style-type: none"> • Political divide has never been greater • Presidential election uncertainty | <ul style="list-style-type: none"> • Continue to foster relationships with local government officials |
| Social | <ul style="list-style-type: none"> • Strong sense of community support • Agency is partnership focused | <ul style="list-style-type: none"> • Drug addiction • Crime • Childcare | <ul style="list-style-type: none"> • Look to expand agency personnel being involved in different boards and coalitions to keep current on social needs in our community • Expand social media frequency |
| Legal | <ul style="list-style-type: none"> • Good relationship with agency lawyer • Meticulous and proper record keeping that ensures federal tax-exemption • Compliance with employment laws | <ul style="list-style-type: none"> • Cost of legal fees | <ul style="list-style-type: none"> • Periodically review legal representation to ensure fair cost representation • Keep up to date on CAP Law as they are on forefront of legal issues for CAAs • Attend CAP Law Conference |

| | | | |
|------------|---|--|--|
| Technology | <ul style="list-style-type: none"> Contracted IT services ensure up to date security | <ul style="list-style-type: none"> Continual changes in technology is challenging Security with rising cyber crime | <ul style="list-style-type: none"> Maintain communication with IT provider to ensure adequate cyber protection Institute 2-factor authentication |
|------------|---|--|--|

Summary of Key Strategic Issues

1. Increasing program outcomes
 - Improve customer follow-up
 - Continual program improvement based on evaluation of results
 - Maintain at least one staff with National ROMA certification
2. Increase agency personnel's ability to effectively serve our clients
 - Improve orientation and training programs to improve ability to serve clients
 - Increase focus on customer service
 - Increased emphasis on initial client intake to assess customer needs and make program referrals more effectively
 - Increase customer follow-up to address service impact and improve customer relations
3. Increase agency personnel cross-training
 - Improve internal communications
 - Continue monthly staff meetings
 - Increase interagency training to increase external program awareness
4. Increase agency awareness and presence in the community
 - Expand social media presence and postings
 - Improve community outreach through increased presence at community events
 - Increase outreach efforts within our communities
5. Funding uncertainty, limited funding sources and financial sustainability in the event of funding cuts
 - Explore fundraising opportunities
 - Explore more private funding opportunities
6. Improve agency information technology
 - Work with IT professionals to continually stay up to date on cyber protection
 - Continue to work with CAK on client tracking software
7. Expand housing rehabilitation and development programs
 - Explore housing repair programs for Senior and Disabled households

- Explore future housing rehabilitation programs
 - Explore the continual development of Weatherization Program
 - Explore future housing development opportunities to increase safe and affordable Senior housing in our service area
8. Expand transportation services to address community needs
- Explore NEMT stretcher transport expansion of services
 - Pursue funding for 3 NEMT stretcher transport vehicles
 - Explore additional areas within service area for transportation program enhancements

Licking Valley Community Action Program, Inc.
Customer Satisfaction Survey
2024/2025

1. In which county do you receive services?
 - Bracken
 - Fleming
 - Lewis
 - Mason
 - Robertson
2. Did you receive 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 your 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?
 - 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, or assistance?
 - Yes
 - No
9. Would you like to be contacted?
 - Yes Name: _____ Phone: _____
 - No

**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 | \$ 134,542.61 | \$ 26,908.52 |
| 2 | FRINGE BENEFITS | \$ 57,541.49 | |
| 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 | \$ 15,476.20 | |
| 12 | INDIRECT | \$ 20,000.00 | |
| | TOTAL PROJECTED EXPENDITURES \$ | \$ 254,535.30 | \$ 27,508.52 |

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 | <u>Melissa Reed</u> | <u>4/24/25</u> |
| CFO: | <u>Shelby Gray</u> | <u>4/24/25</u> |
| Executive Director: | <u>[Signature]</u> | <u>4/24/2025</u> |

Budget Justification Narrative

Personnel:

Licking Valley Community Action Program is proposing to spend \$134,542.61 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 outlined in the staffing budget (Attachment B3).

Total Personnel: \$134,542.61

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), unemployment insurance.

FICA- \$9,114.81

Unemployment Insurance- \$3,216.99

Health Insurance- \$23,595.35

Life Insurance- \$286.18

Retirement- \$20,926.76

Worker's Compensation- \$401.40

Total Fringe: \$57,541.49

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: \$1975.00

Space Cost:

Licking Valley Community Action Program is proposing to spend \$2,000.00 to rent needed space for staff.

Total Space Cost: \$2000.00

Equipment:

Licking Valley Community Action Program is proposing to spend \$8,000.00 for computers, printers, and other office equipment that is needed.

Total Equipment Cost: \$8,000.00

Consumable Supplies:

Licking Valley Community Action Program is proposing to spend \$4,000.00 for office supplies, such as paper products, office supplies, and other expenditures, as well as general expenses incurred in daily business activities. Postage and printing/copying are also included in this.

Total Consumable Supplies: \$4,000.00

Utilities:

Licking Valley Community Action Program is proposing to spend \$5,000.00 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 Cost: \$2,000.00

Client Services:

Client Services-For clients of self-sufficiency, emergency, and housing in instances when other emergency funds are 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 and food pantry, security & utility deposits, rental & mortgage assistance, cleaning product assistance, hygiene products 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.

Staff Development Training; \$1,000.00

Other Costs:

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

Liability Insurance \$2839.17
Drug Testing \$86.27
Background Checks \$15.62
Software Maintenance Fees \$3608.71
Telephone/Internet \$3288.46
Subscriptions/Memberships \$1341.75
Building Maintenance \$350.00
Advertising Expenses \$125.00
Legal Fees \$20.00
Postage \$25.00
Other \$3801.22

Total Other Cost: \$15,476.20

Client Services:

Client Services-For clients of self-sufficiency, emergency, and housing in instances when other emergency funds are 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 and food pantry, security & utility deposits, rental & mortgage assistance, cleaning product assistance, hygiene products 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.

Staff Development Training; \$1,000.00

Other Costs:

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

Total Other Cost: \$15,476.20

*Revised
- broke down-*

Indirect Costs:

The agency is proposing an indirect cost rate of 12.40%. 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 \$26,908.52 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 a spreadsheet.

Melissa Reid 4/24/25

CSBG Director

Date

[Signature] 4/24/2025

Executive Director

Date

CHFS Date Stamp Received

| | |
|----------------------|-------|
| CHFS USE ONLY | |
| eMARS PRC #: | _____ |
| DATE INPUT/INITIALS: | _____ |

**KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES
SFY26 REIMBURSEMENT REQUEST**

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

Contact: Melissa Reid
Billing: Sidney Stephens Sstephens@lvcap.com
Phone: 606-845-0081
Mreid@lvcap.com

Program Name: CSBG
Contract Number: PON3 736 2500000061
Vendor Number: KY0035405
Contract Amt: \$254,363.54
Contract Period: 7/1/25 - 6/30/26
DO#: 2600001998

Invoice Period: (example Jan 1-31, 2022)
Invoice Number: _____

- Reimbursement**
 Final Invoice

| Program Code (CHFS only) | Accounting Template | Approved Budget | Current Month Expenditures | Total Expenditures To Date | Available Balance |
|--------------------------|---------------------|---------------------|----------------------------|----------------------------|---------------------|
| | ZFBR | \$254,363.54 | \$0.00 | \$0.00 | \$254,363.54 |
| Totals: | | \$254,363.54 | \$0.00 | \$0.00 | \$254,363.54 |

Contractor Certification: I certify that the costs incurred are taken from the books of account and that such costs are valid and consistent with the terms of the contract, that costs are actual expenses and are not estimated, and that all backup documentation is maintained in this office.

Contractor/Authorized Signature _____ Date _____ **\$0.00** is hereby being requested for payment.

Contractor/Authorized name printed _____

DCBS.Contracts@ky.gov

Allysa Cook, Budget Specialist I
 Cabinet for Health and Family Services
 Department for Community Based Services
 Division of Administration and Financial Management
 Policy and Program Administration Branch
 275 East Main Street, 3W-B
 Frankfort, Kentucky 40621

Return Invoice To:

CHFS USE ONLY:

 Allysa Cook (Budget Specialist I) Date _____

 Nancy Rowland (Public Assistance Program Specialist) Date _____

 Joseph Case (Budget Specialist II) Date _____

7/23/2025

CHFS Date Stamp Received

| | |
|----------------------|-------|
| CHFS USE ONLY | |
| eMARS PRC #: | _____ |
| DATE INPUT/INITIALS: | _____ |

**KENTUCKY CABINET FOR HEALTH AND FAMILY SERVICES
SFY26 REIMBURSEMENT REQUEST**

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

Program Name: CSBG
Contract Number: PON3 736 2500000061
Vendor Number: KY0035405
Contract Amt: \$373,577.00
Contract Period: 7/1/25 - 6/30/26
DO#: 2600001998

Contact: Melissa Reid
Billing: Sidney Stephens Sstephens@lvcap.com
Phone: 606-845-0081
Mreid@lvcap.com

Invoice Period: (example Jan 1-31, 2022)
Invoice Number: _____

- Reimbursement**
 Final Invoice

| Program Code (CHFS only) | Accounting Template | Approved Budget | Current Month Expenditures | Total Expenditures To Date | Available Balance |
|--------------------------|---------------------|---------------------|----------------------------|----------------------------|---------------------|
| | ZFBR | \$373,577.00 | \$0.00 | \$0.00 | \$373,577.00 |
| Totals: | | \$373,577.00 | \$0.00 | \$0.00 | \$373,577.00 |

Contractor Certification: I certify that the costs incurred are taken from the books of account and that such costs are valid and consistent with the terms of the contract, that costs are actual expenses and are not estimated, and that all backup documentation is maintained in this office.

Contractor/Authorized Signature _____ Date _____ **\$0.00** is hereby being requested for payment.

Contractor/Authorized name printed _____

DCBS.Contracts@ky.gov

Allysa Cook, Budget Specialist I
 Cabinet for Health and Family Services
 Department for Community Based Services
 Division of Administration and Financial Management
 Policy and Program Administration Branch
 275 East Main Street, 3W-B
 Frankfort, Kentucky 40621

Return Invoice To:

| | | | |
|-----------------------|--|-------|-----------|
| CHFS USE ONLY: | | | |
| _____ | Allysa Cook (Budget Specialist I) | _____ | Date |
| _____ | Joseph Case (Budget Specialist II) | _____ | Date |
| _____ | Nancy Rowland (Public Assistance Program Specialist) | _____ | Date |
| | | | 12/3/2025 |

**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 | \$ 174,524.61 | |
| 2 | FRINGE BENEFITS | \$ 87,271.39 | |
| 3 | CONSULTANT/CONTRACT SERVICE | \$ 1,975.00 | |
| 4 | SPACE COSTS | \$ 2,000.00 | |
| 5 | EQUIPMENT | \$ 8,000.00 | |
| 6 | CONSUMABLE SUPPLIES | \$ 6,000.00 | |
| 7 | UTILITIES | \$ 7,000.00 | |
| 8 | TRANSPORTATION/TRAVEL | \$ 4,000.00 | |
| 9 | CLIENT SERVICES | \$ 35,331.00 | |
| 10 | STAFF DEVELOPMENT | \$ 3,000.00 | |
| 11 | OTHER | \$ 24,475.00 | |
| 12 | INDIRECT | 20,000.00 | |
| | TOTAL FUND | 373,577.00 | \$ - |
| | EXPENDITURES | | |

I Certify that the total amount of funds that are eligible for local in-kind match is:

designated in the categories above is from local in-kind match.

Roll over

CSBG Director

:

Date:

[Signature]

7-18-25

CFO:

[Signature]

7-18-25

Executive Director

[Signature]

7/15/2025

Budget Justification Narrative

Personnel:

Licking Valley Community Action Program is proposing to spend \$174,542.61 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 outlined in the staffing budget (Attachment B3).

Total Personnel: \$174,542.61

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), unemployment insurance.

| | |
|-------------------------|-------------|
| FICA- | \$16,114.81 |
| Unemployment Insurance- | \$8,216.99 |
| Health Insurance- | \$30,595.35 |
| Life Insurance- | \$2,286.18 |
| Retirement- | \$28,656.58 |
| Worker's Compensation- | \$1401.48 |
| Total Fringe: | \$87,271.39 |

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: \$1975.00

Space Cost:

Licking Valley Community Action Program is proposing to spend \$2,000.00 to rent needed space for staff.

Total Space Cost: \$2000.00

Equipment:

Licking Valley Community Action Program is proposing to spend \$8,000.00 for computers, printers, and other office equipment that is needed.

Total Equipment Cost: \$8,000.00

Consumable Supplies:

Licking Valley Community Action Program is proposing to spend \$6,000.00 for office supplies, such as paper products, office supplies, and other expenditures, as well as general expenses incurred in daily business activities. Postage and printing/copying are also included in this.

Total Consumable Supplies: \$6,000.00

Utilities:

Licking Valley Community Action Program is proposing to spend \$7,000.00 in utility expense. Utility cost are allocated by using a percentage of the square footage CSBG utilizes.

Total Utilities: \$7,000.00

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 Cost: \$4,000.00

Client Services:

Client Services-For clients of self-sufficiency, emergency, and housing in instances when other emergency funds are 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 and food pantry, security & utility deposits, rental & mortgage assistance, cleaning product assistance, hygiene products assistance, financial aid assistance such as books and supplies for college students and school supply assistance for grades k-12.

Total Client Services: \$35,331.00

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.

Staff Development Training; \$3,000.00

Other Costs:

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

| | |
|---------------------------|------------|
| Liability Insurance | \$3,339.17 |
| Drug Testing | \$86.27 |
| Background Checks | \$30.62 |
| Software Maintenance Fees | \$4608.71 |
| Telephone/Internet | \$3788.46 |
| Subscriptions/Memberships | \$1840.75 |
| Building Maintenance | \$500.00 |
| Advertising Expenses | \$625.00 |
| Legal Fees | \$20.00 |
| Postage | \$25.00 |
| Other | \$9611.02 |

Total Other Cost: \$24,475.00

Indirect Costs:

The agency is proposing an indirect cost rate of 12.40%. 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 \$41,774.89 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 a spreadsheet.

 7-18-25

CSBG Director

Date

 7/18/2025

Executive Director

Date

Melissa Reid

From: Melissa Reid
Sent: Wednesday, December 17, 2025 11:50 AM
To: Sidney Gray
Subject: FW: LICKING VALLEY- CSBG invoice template with FY25 Carryover
Attachments: CSBG Licking Valley.xls

From: Cook, Allysa B (CHFS DCBS DAFM) <Allysa.Cook@ky.gov>
Sent: Wednesday, December 17, 2025 10:51 AM
To: Melissa Reid <mreid@lvcap.com>
Subject: LICKING VALLEY- CSBG invoice template with FY25 Carryover

Good morning,

Please see attached, updated invoice template to reflect FY25 Carryover amounts. Please delete old templates and replace with this version. You can start using this template moving forward. Thank you.

Allysa B. Cook
Budget Specialist I
Cabinet for Health and Family Services
Division of Administration and Financial Management
FAX: 502-564-0328
275 E Main St 3W-B
Frankfort, KY 40601

COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES

| A | | B | C | D | E | F | H | I | J | K | L | M | N | O | P | |
|--------------------------|------------------------------------|-----------------|---------------------|------------|-------------------------------------|--|-----------|---|--|--------------------------------------|----------|--------------------------|----------------------------|----------------------------|------------|--|
| BUDGET / COST CATEGORIES | | APPROVED BUDGET | CSBG ADMINISTRATION | EMPLOYMENT | EDUCATION and COGNITIVE DEVELOPMENT | INCOME INFRASTRUCTURE and ASSET BUILDING | HOUSING | HEALTH AND SOCIAL BEHAVIORAL DEVELOPMENT (includes Nutrition) | CIVIC ENGAGEMENT and COMMUNITY INVOLVEMENT | SERVICES SUPPORTING MULTIPLE DOMAINS | LINKAGES | AGENCY CAPACITY BUILDING | CURRENT MONTH EXPENDITURES | TOTAL EXPENSES | AVAILABLE | |
| | | | | | | | | | | | | | | YEAR- TO- DATE | BALANCE | |
| | | | | | | | | | | | | | | This should be left blank. | | |
| 21 | II. PERSONNEL: | | | | | | | | | | | | | | | |
| 23 | A.) SALARIES / WAGES | 134,542.61 | | 21,526.82 | 21,526.82 | 18,835.97 | 21,526.82 | 21,526.82 | 3,383.58 | 18,835.94 | 3,695.92 | 3,695.92 | 134,542.61 | 0.00 | 134,542.61 | |
| 24 | B.) FRINGE BENEFITS | 57,541.49 | | 9,206.64 | 9,206.64 | 8,055.80 | 9,206.64 | 9,206.64 | 1,438.64 | 8,055.81 | 1,692.39 | 1,692.39 | 57,541.49 | 0.00 | 57,541.49 | |
| 25 | C.) CONSULTANT / CONTRACT SERVICES | 1,975.00 | 1,975.00 | | | | | | | | | | 1,975.00 | 1,975.00 | 0.00 | |
| 26 | III. NON-PERSONNEL: | | | | | | | | | | | | | | | |
| 27 | A.) SPACE COSTS | 2,000.00 | | 320.00 | 320.00 | 280.00 | 320.00 | 320.00 | 50.00 | 280.00 | 55.00 | 55.00 | 2,000.00 | 2,000.00 | 0.00 | |
| 28 | B.) EQUIPMENT | 8,000.00 | | 1,280.00 | 1,280.00 | 1,120.00 | 1,280.00 | 1,280.00 | 200.00 | 1,120.00 | 220.00 | 220.00 | 8,000.00 | 8,000.00 | 0.00 | |
| 29 | C.) CONSUMABLE SUPPLIES | 4,000.00 | | 640.00 | 640.00 | 560.00 | 640.00 | 640.00 | 100.00 | 560.00 | 110.00 | 110.00 | 4,000.00 | 4,000.00 | 0.00 | |
| 30 | D.) UTILITIES | 5,000.00 | | 800.00 | 800.00 | 700.00 | 800.00 | 800.00 | 125.00 | 700.00 | 137.50 | 137.50 | 5,000.00 | 5,000.00 | 0.00 | |
| 31 | E.) TRANSPORTATION / TRAVEL | 2,000.00 | | 320.00 | 320.00 | 280.00 | 320.00 | 320.00 | 50.00 | 280.00 | 58.00 | 58.00 | 2,000.00 | 2,000.00 | 0.00 | |
| 32 | F.) CLIENT SERVICES | 3,000.00 | | 480.00 | 480.00 | 420.00 | 480.00 | 480.00 | 75.00 | 420.00 | 82.50 | 82.50 | 3,000.00 | 3,000.00 | 0.00 | |
| 33 | G.) STAFF DEVELOPMENT | 1,000.00 | | 180.00 | 180.00 | 140.00 | 180.00 | 180.00 | 25.00 | 140.00 | 27.50 | 27.50 | 1,000.00 | 1,000.00 | 0.00 | |
| 34 | H.) OTHER COSTS: | 15,475.20 | | 2,475.19 | 2,475.19 | 2,106.67 | 2,475.19 | 2,475.19 | 386.90 | 2,106.67 | 425.60 | 425.60 | 15,475.20 | 15,475.20 | 2,000.00 | |
| 35 | III. INDIRECT COSTS: | 20,000.00 | | | | | | | | | | | 20,000.00 | 20,000.00 | 0.00 | |
| 36 | TOTALS | 254,535.30 | 1,975.00 | 37,209.65 | 37,209.65 | 32,358.44 | 37,209.65 | 37,209.65 | 6,614.02 | 32,358.42 | 6,306.41 | 6,306.41 | 254,535.30 | 254,535.30 | 0.00 | |
| 37 | APPROVED BUDGET | 254,535.30 | | | | | | | | | | | | | | |
| 38 | SFY 2026 Allocation | | | | | | | | | | | | | | | |
| 39 | Executive Director: | | | | | | | | | | | | | | | |
| 40 | CSBG Director: | | | | | | | | | | | | | | | |
| 41 | Finance Director: | | | | | | | | | | | | | | | |
| 42 | Carryover Amount | | | | | | | | | | | | | | | |
| 43 | Total | | | | | | | | | | | | | | | |

Invoice Period:

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

Complete if Carryover is Included
SFY 2026 Allocation: 254,535.30
Carryover amount: \$
Carried from SFY:
Total: \$

New 2026
CSBG
Expenditures Domains

Date:

11/14/25

Executive Director:

Melissa Rupp

CSBG Director:

Shelley Gray

Finance Director:

Shelley Gray

Date:

11/24/25

Percentage (%) of staff time projected to be spent in each CSBG service category

(This should reflect only staff positions providing direct delivery of CSBG services and paid with CSBG funds for those services. This includes information delivery, referrals, and direct services)

| Staff Title | Program Duties | Administration | Employment | Education and Cognitive Development | Income Infrastructure and Asset Building | Housing | Health and Social Behavioral Development (including Nutrition) | Civic Engagement and Community Involvement | Services Supporting Multiple Programs | Linkages | Agency Capacity Building |
|----------------------------------|---------------------|----------------|------------|-------------------------------------|--|---------|--|--|---------------------------------------|----------|--------------------------|
| County Coordinator (5) | See Job Description | | 16% | 16% | 14% | 16% | 16% | 2.50% | 14% | 2.75% | 2.75% |
| County Coordinator Assistant (2) | 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% | 14% | 16% | 2.50% | 14% | 2.75% | 2.75% |

Signatures:

CSBG Director *Melvin Reed* Date 4/24/25
 CFO *Sally D. ...* Date 4/24/25
 Executive Director *B. ...* Date 4/24/2025



Attachment C 2025 MEMBERS OF THE BOARD OF DIRECTORS

| <u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u> (1/3 of the members) Names, addresses and phone numbers : | <u>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</u> (at least 1/3 of the members) Names, addresses and phone numbers: | <u>REPRESENTATIVES OF THE PRIVATE SECTOR</u> (the remainder of the members) Names, addresses, and phone numbers: |
|---|---|--|
| 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 | Sheila Lucas 78 Workman Dr. Brooksville, KY 41004 606-217-1291 |
| John Sims JR. 100 Court Square Flemingsburg, KY 41041 606-748-1839 Title of Public Official: Fleming County Judge Executive | Van Alexander 140 Electric Ave Flemingsburg, KY 41041 606-845-5951 | 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 PO Box 398 Garrison, KY 41141 606-202-1128 | Mary Mason 96 Keith Way Tollesboro, KY 41189 606-798-3411 |

| | | |
|---|---|--|
| <p>Owen McNeill 1580 E Algonquin Drive Maysville, KY 41056 606-584-6534</p> | <p>Kim Muse 31 W Third Street Maysville, KY 41056 606-584-5427</p> | <p>Marilyn Commodore 819 Navaho Drive Maysville, KY 41056 606-584-1294</p> |
| <p>Title of Public Official: Mason County Judge Executive Valerie Grigson 26 Court Street Mt. Olivet, KY 41064 606-782-3430</p> | <p>Janice Shepherd 3903 Kentontown Road Mt. Olivet, KY 41064 606-842-0831</p> | <p>Doris Meece 5200 Kentontown Rd Mt. Olivet, KY 41064 859-640-2402</p> |

Total Number of Seats 15 Number of Vacancies (Attach explanation of vacancies) 0 CFO Signature _____

Executive Director Signature _____ CSBG Director or Designee Signature _____

Board Chair Signature _____ Date _____



**Board of Directors
2025 Meeting Schedule**

January 28, 2025

February 25, 2025

March 25, 2025

April 22, 2025

May 27, 2025

June 24, 2025

July 22, 2025

August 26, 2025

September 23, 2025

October 28, 2025

November 25, 2025

December 23, 2025

* All meetings will be held at the Fleming County Senior Center at 12 pm.

**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



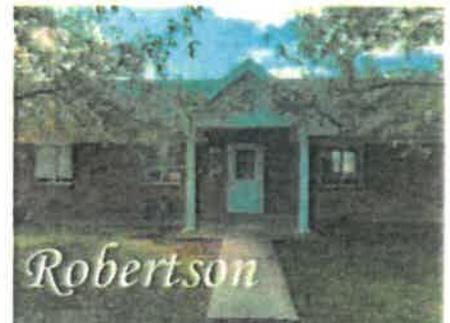
*Fighting the War
On Poverty*



Lewis



Mason



Robertson



Office

*Since
1965*



Fleming

BYLAWS
of the
Licking Valley Community Action Program, INC

Article I

Introduction

A. FORM

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

B. AREA

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

C. OFFICES

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

Article II

A. GENERAL

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

1. More effective self-help efforts by the poor, individually and in organizations through which they can participate in planning, conducting, and evaluating programs affecting their lives.
2. Greater private and voluntary involvement, by which not only the poor, but business, labor, service agencies, and civic and religious, organizations are 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.

B. SPECIFIC

More particular, 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 members 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 or 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 representatives shall be elected at a meeting of low-income persons whose date, time, and place have been adequately publicized. The meeting shall be located in the county seat of each county and shall not be 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 the low-income persons.

3. REPRESENTATIVES OF PRIVATE ORGANIZATIONS

- a. The remainder of the Board of Directors shall consist of 5 representative 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.

5. 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.

6. 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.

7. TERMS OF OFFICE

- a. There shall be no limitations on the number of years a County Judge Executive, or his/her 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.

8. 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 the 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 meeting 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.

9. 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 held every fourth (4th) Tuesday of the following months, February, April, June, August, October, and December 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 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 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 Chairperson of the Executive Committee.
- D. The Board of Directors shall establish a Personnel Committee which shall consist of five (5) members chosen 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 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.

I. 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 of the organization.
3. He/she may suggest alternatives 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 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 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 forgoing is true and correct copy of the bylaw of said Corporation, as amended by The Directors of the Corporation at a meeting on the 25th day of October 2022.

Licking Valley Community Action Program, INC

By: *Dina K. Jefferies*
President

And: *James A. McNeill*
Secretary

Program/Services: Goodwill Program

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 Individuals lack clothing. | (2) Intervention Identify the timeframe, Identify the # of clients served or the # of units offered. | (3) Intervention Individuals will receive clothing. | (4) Intervention Projected # and % of clients who <u>will</u> achieve each outcome. or Projected # and % of units <u>expected</u> to be achieved. | (5) Impact Actual # and % of clients who <u>achieve</u> each outcome. or Actual # and % of units <u>achieved</u> . | (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: |

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 Individuals lack improved home environments. | (2) Intervention Individuals obtain improved home environments. | (3) Intervention Individuals obtain improved home environments. | (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: |

Targeting Success Rate:

Proxy Outcome: None

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 | 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 Individuals lack energy efficient housing. | (2) Intervention | (3) Intervention Individuals obtain energy efficient housing. | (4) Intervention | (5) Impact | (6) Accountability | (7) Accountability | (8) Accountability |
| Mission: To help families obtain energy efficient housing. | | | | Targeting Success Rate: | OutPUT Measurement Tool: OutCOME Measurement Tool: | Who does it? What is the process? Where is data stored? | Frequency of data collection: Frequency of reporting: |

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 Individuals lack adequate nutrition. | (2) Intervention Identify the timeframe, Identify the # of clients served or the # of units offered. | (3) Intervention Individuals will obtain adequate nutrition. | (4) Intervention <u>Projected # and % of clients who will achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved.</u> | (5) Impact <u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u> | (6) Accountability | (7) Accountability | (8) Accountability |
| Targeting Success Rate: | | | | | OutPUT Measurement Tool: OutCOME Measurement Tool: Where is data stored? | Who does it? What is the process? Frequency of reporting: | Frequency of data collection: Frequency of reporting: |

Mission: To assist clients in obtaining adequate nutrition.

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 Seniors lack physical activity. | (2) Intervention Identify the timeframe, Identify the # of clients served or the # of units offered. | (3) Intervention Seniors will obtain more physical activity. | (4) Intervention Projected # and % of clients who will achieve each outcome. or Projected # and % of units expected to be achieved. | (5) Impact Actual # and % of clients who achieve each outcome. or Actual # and % of units achieved. | (6) Accountability | (7) Accountability | (8) Accountability |
| Targeting Success Rate: | | | | | 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 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.1. CSBG Eligible Entity Reporting Period | "X" |
| B.1a. July 1 - June 30 | <i>auto-populated from Module 2, Section A</i> |
| B.1b. October 1 - September 30 | |
| B.1c. January 1 - December 31 | |

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

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

| | |
|--|---------------|
| B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following: | Number |
| B.4a. Number of Nationally Certified ROMA Trainers | |
| B.4b. Number of Nationally Certified ROMA Implementers | |
| B.4c. Number of Certified Community Action Professionals (CCAP) | |
| B.4d. Number of Staff with a child development certification | |
| B.4e. Number of Staff with a family development certification | |
| B.4f. Number of Pathways Reviewers | |
| B.4g. Number of Staff with Home Energy Professional Certifications | * |
| B.4g.1. Number of Energy Auditors | * |
| B.4g.2. Number of Retrofit Installer Technicians | |
| B.4g.3. Number of Crew Leaders | * |
| B.4g.4. Number of Quality Control Inspectors (QCI) | * |
| B.4h. Number of LEED Risk Certified assessors | |
| B.4i. Number of Building Performance Institute (BPI) certified professionals | |
| B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals | |
| B.4k. Number of Certified Housing Quality Standards (HQ5) Inspectors | |
| B.4l. Number of American Institute of Certified Planners (AICP) | |
| B.4m. Other (<i>Please specify others below</i>): | |
| | |
| | |

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

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 July 11, 2025.

| Partner Name | Reason for Partnership | MOU | Vendor Agreement | Anti-Poverty Agency |
|---|--|-----|------------------|---------------------|
| American Electric Power | Utility Vendor | | Yes | |
| Amerigas Propane | Propane Vendor | | Yes | |
| Arricks Propane | Propane Vendor | | Yes | |
| Ashby Stevens | Wood Vendor | | Yes | |
| Billy Clark | Wood Vendor | | Yes | |
| Billy Kegley | Wood Vendor | | Yes | |
| Bluegrass Energy | Utility Vendor | | Yes | |
| Bracken County Health Department | Referral Agent | | | Yes |
| Bracken Creek Apartments | Referral Agent | | | |
| Brookville Court Apartments | Referral Agent | | | |
| Brookville Farm Supply | Garden Seed Vendor | | | |
| Buffalo Trace Area Development District | Provides services for senior citizens | Yes | | Yes |
| Cameron McDowell | Wood Vendor | | Yes | |
| Christian Community Center | Referral Agent | | | Yes |
| City of Augusta | Utility Vendor | | Yes | |
| City of Brooksville | Utility Vendor | | Yes | |
| City of Flemingsburg | Utility Vendor, Use of facilities for events, recycling services | Yes | Yes | |
| Clark Propane Gas | Propane Vendor | | Yes | |
| Columbia Gas | Utility Vendor | Yes | Yes | |
| Commodity Supplemental Food Program | Provides monthly commodities for senior citizens | | | Yes |
| Comprehend INC Flemingsburg | Referral Agent | | | |
| Cox Gas Company | Propane Vendor | | Yes | |
| Crumps Logging Service | Wood Vendor | | Yes | |
| D & F Building Supply | Propane Vendor | | Yes | |

| | | | | | |
|---|---|-----|-----|--|-----|
| Delta National Gas | Utility Vendor | | Yes | | Yes |
| Department of Community Based Service-Bracken County | Referral Agent | | | | Yes |
| Department of Community Based Service-Fleming County | Referral Agent | | | | Yes |
| Department of Community Based Service-Lewis County | Referral Agent | | | | Yes |
| Department of Community Based Services-Mason County | Referral Agent | | | | Yes |
| Department of Community Based Services-Robertson County | Referral Agent | | | | Yes |
| Electric Plant Board | Utility Vendor | Yes | 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 Mart | Kerosene Vendor | | Yes | | |
| Fleming County Ministerial Association | Referral Agent | | | | |
| Fleming Mason Energy | Utility Vendor | Yes | Yes | | |
| Fleming Trace Apartments | Referral Agent | | | | |
| Flemingsburg Southern States | Propane Vendor | | Yes | | |
| Garrison Shortstop | Kerosene Vendor | | Yes | | |
| Ginn Hardware | Propane Vendor | | Yes | | |
| Goodwill | Assist Families with clothing, furniture, and household supplies | Yes | | | Yes |
| Grayson Electric | Utility Vendor | | Yes | | |
| Housing Authority of Flemingsburg | Referral Agent | Yes | | | Yes |
| JK Gasoline | Kerosene Vendor | | Yes | | |
| KY Power Company | Utility Vendor | | Yes | | Yes |

2025-2026 PUBLIC REVIEW NOTICE

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

You can review the plan at www.lvcap.com under the resources tab through 4/30/2025. Comments or questions may be forwarded to Melissa Reid, Licking Valley Community Action Program, 203 High Street, Flemingsburg, KY 41041; phone: 606-845-0081; or email mreid@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.

****LVCAP is an Equal Opportunity Employer and Equal Housing Provider****

NONPROFIT RATE AGREEMENT

EIN: 1610660543A1
ORGANIZATION:
Licking Valley Community Action Program, Inc. *
203 High Street
Flemingsburg, KY 41041

Date: 01/29/2024
FILING REF.: The preceding
agreement was dated
01/18/2022

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

SECTION I: INDIRECT COST RATES

| RATE TYPES: | FIXED | FINAL | PROV. (PROVISIONAL) | PRED. (PREDETERMINED) | |
|-------------|-------------------------|------------|---------------------|-----------------------|----------------------|
| | <u>EFFECTIVE PERIOD</u> | | | | |
| <u>TYPE</u> | <u>FROM</u> | <u>TO</u> | <u>RATE(%)</u> | <u>LOCATION</u> | <u>APPLICABLE TO</u> |
| FINAL | 07/01/2020 | 06/30/2021 | 17.50 | All | All Programs |
| FINAL | 07/01/2021 | 06/30/2022 | 12.40 | All | All Programs |
| PROV. | 07/01/2022 | 06/30/2025 | 12.40 | All | All Programs |

*BASE

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