

1	Checklist
2	Introduction
3	Community Needs Assessment Narrative
4	Written Assurances
5	Strategic Plan
6	Customer Satisfaction Survey
7	Agency Budget
8	Board Member List
9	Board Meeting Schedule
10	Agency Tripartite Board By-Laws

1	Logic Models
2	Affirmative Action Plan
3	Module 2 Expenditures
4	Module 3 Community Level
5	Module 4 Individual & Family Services
6	Partnership Listing
7	Public Review Notice
8	Indirect Cost Allocation Plan
9	
10	

**Community Service Block Grant (CSBG)
Plan and Budget Proposal SFY 2022 Cover Sheet**

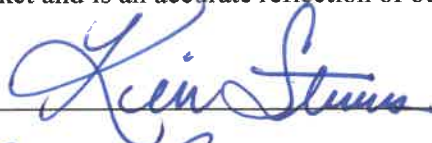
This cover sheet is to be completed and submitted with your agency's plan and budget proposal.

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

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

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

CSBG Director Signature



DATE

3-30-21

Executive Director



DATE

3/30/21

1. Introduction to the Agency

- a. Describe the type of agency and include the agency's qualifications, both the agency's mission *and* vision, values, and role the agency plays in the community. Explain the designation of the agency as public or private; state, county, or city government; and profit or non-profit**

Daniel Boone Community Action Agency (DBCAA) began on June 1, 1972 as a Community Action Agency under the Economic Opportunity Act of 1964 and served two counties, Jackson and Clay. In October of 1978, DBCAA expanded its service area to include Laurel and Rockcastle Counties. Daniel Boone Community Action Agency is a non-profit 501(c) (3) corporation. Federal and state government funding as well as private contributions, enable the agency to provide a comprehensive range of services to residents of the Cumberland region located in southeastern Kentucky.

The mission of the Daniel Boone Community Action Agency is to promote sustainable economic self-sufficiency, DBCAA strives to accomplish this mission by eliminating the causes of poverty through partnerships and programs to improve the standard of living of low-income individuals and families. Over the years DBCAA has achieved this purpose by offering a range of services designed to identify and address community needs. Our goal is to meet needs and change lives. Once needs are identified, DBCAA plans, organizes and involves various stakeholders. Daniel Boone strives to ensure that citizens have access to and knowledge of our programs and then to be given an equal opportunity in receiving assistance.

During the past 48 years, DBCAA has administered programs for low-income youth, adults, the elderly, disabled, and other disadvantaged residents. DBCAA has either met or exceeded the performance standards required by various funding sources in doing so.

The Executive Director holds a degree in Business Administration and has more than 22 years of experience with the agency. The Chief Financial Officer has a Bachelor's of Business Administration Degree in Accounting and over 17 years of experience with the agency. The CSBG director has a Bachelor's of Social Work and a Nationally Certified Roma Trainer and been with the agency for over 12 years. The CSBG Director administers the CSBG, LIHEAP and other Emergency Service programs.

The agency is governed by a board of directors with 24-members which includes one-third elected officials, one-third low-income citizens, and one-third community representatives for the private sector. The Tri-Partite Board of Directors establishes policy and approves operating budgets. The Executive Director implements policy and manages personnel and programs. The agency manages the following 14 programs:

Community Services Block Grant (CSBG): This program provides funds for direct services and programs that indirectly and directly address the needs of the low-income and elderly not met by other area organizations. Direct input from the low-income segment of the population stems from a needs survey conducted in the four-county area. Through an active community organization and "needs assessment", Daniel Boone Community Action Agency strives to

ensure that citizens have access to, knowledge of, and equal opportunity in the programs/services offered.

Daniel Boone Child Care Center: The center is a licensed, fee-for-service center that serves children from birth through age twelve, offering enrollment for the full day or after school. The DBCAA Child Care Center participates in STARS for Kids NOW, a statewide voluntary effort to achieve increasing levels of quality in childcare programs. The Child Care Center achieved a 3-Star rating in the Stars program this year.

Daniel Boone Transit: DBCAA Transit is tailored to a client's needs for specific services. The program provides public transportation for a nominal fee, and serves the counties of Clay, Jackson, Lee, Owsley and Wolfe. The transit program provides access to educational facilities, places of employment, medical facilities, shopping centers, employment agencies and other sites.

Emergency Food and Shelter Program (EFSP): EFSP funds are used to purchase food for local food pantries to which eligible clients are referred. It also provides assistance to families in emergency situations such as delayed K-TAP or food stamp assistance, job loss, loss of home through fire and flood, or various other circumstances.

Emergency Solutions Grant: ESG funds are used to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are homeless. Also, these grants are used for the operational costs of maintaining our homeless shelter in Rockcastle County.

Low-Income Home Energy Assistance Program (LIHEAP): Through federal funds, energy assistance is offered to low-income individuals and families through two components: "subsidy" and "crisis". Subsidy provides a one-time payment for heating costs. The Crisis component serves clients who have received "disconnect within five days" notices. Family size, income, and primary source of heat determine payments. Payments are made directly to the vendors.

Low-Income Housing: This program is funded through Kentucky Housing Corporation and USDA Rural Development. DBCAA's housing program constructs new homes for eligible clients and arranges affordable financing for the homebuyer.

Adult/Dislocated Worker and Trade Program: The Workforce Investment Opportunity Act (WIOA) funds this program. It provides assistance with locating employment and training, including Self-help, Core Services, and Intensive Services. Adult, Youth Dislocated Worker training, and Work Experience monies are available to eligible clients. Note: Employment and training are designed to correspond with occupations in demand throughout the service area.

Weatherization: The Weatherization Assistance Program serves individuals and families by making cost effective, energy conserving home improvements to their homes. The program was created to reduce energy waste, lower utility costs and ensure the health and safety of low-income residents across our service area and beyond.

Wintercare: Wintercare is a statewide energy assistance fund supported by private donations. This fund provides utility cost assistance to the low-income, disabled and elderly who are ineligible for federal assistance, yet fall below the poverty line.

WIOA Youth Program: The Workforce Investment Opportunity Act (WIOA) Youth Program is for specifically disadvantaged youth offenders, ages 18–24 in Clay and Jackson County. It is designed to help youth successfully transition into adulthood by providing them with knowledge and skills to become productive members of society. It encourages school completion, academic enrichment, pre-employment skills, community service learning projects, and other development activities. It also helps with decision making skills, and developing a sense of team dynamics and community awareness. DBCAA has operated programs of this type for over 21 years with positive outcomes.

Tenant Based Rental Assistance: Administered through Kentucky Housing Corporation (KHC), Tenant Based Rental Assistance (TBRA) funds are used to provide security deposit and utility deposit assistance to low-income families in order to establish permanent housing.

Kentucky Utilities Home Energy Assistance Program (HEA): The program serves 1300 families in eligible Kentucky counties, whose primary heat is KU Electric. The program provides monthly subsidies throughout the winter and summer peak usage months.

Delta Gas Home Energy Assistance Program (DEAP): The program serves families in Eligible Kentucky Counties whose primary heat is Delta Natural Gas by providing monthly subsidies throughout the winter peak months.

- a. **Provide up-to-date information on CSBG contact information within the agency. Include the complete contact information (i.e., fax and phone number, mailing address, email address for the: (1) Executive Director, (2) Financial Director, and (3) CSBG Program Director and/or staff, who should be included on email correspondence or contacted for day-to-day CSBG programmatic or financial matters.**

Daniel Boone Community Action Agency

DBCAA Mailing address: 1535 Shamrock Road, Manchester, KY 40962

DBCAA Central Office (606)598-5127

DBCAA Fax Number: (606) 598-4330

Executive Director-Mike Buckles.

E-mail address: Mike.Buckles@danielboonecaa.org

CSBG Director-Kim Stevens

E-mail: Kim.Stevens@danielboonecaa.org

Chief Financial Officer-Robin Whitaker.

E-mail: Robin.Whitaker@danielboonecaa.org

c. Discuss the geographical area served by the Community Action Agency and distinguish the areas served by programs you provide. Describe your geographical/topical terrain, such as mountainous, remote roads for transportation in certain counties and lack of good infrastructure. Likewise, if you serve a more metropolitan area, you can demonstrate the segments of the city that are more densely populated by clients and distinguish how their issues relate to those locations. Please provide the most current information regarding the families in these counties and regions that may require services unique to the agency's client population. Include current poverty data(with documentation) on maps, tables, charts, etc. related to age, race/ethnicity, and gender specific to your service region (Org Standard 3.2). Counties and regions need to be named as well as any type of infrastructure problems that currently exist that explains the lack of industry and jobs, travel issues, and any problems unique to the area that illustrate how this affects the clients' standards of living.

DBCAA services a four county area which includes Clay, Laurel, Jackson, and Rockcastle counties.



These four counties are part of the Cumberland Region of the Appalachian Mountain range and located in the southeastern part of the state. The land area for the four counties is over fifteen hundred square miles and covers a portion of the Daniel Boone National Forest. Clay and Jackson Counties are rural communities with winding roads, surrounded by steep forested mountains. Clay County's major access highway is the Hal Rogers Parkway and Jackson County's is Hwy 30 and its access into Laurel County. Laurel County is located between I-75 and Hal Rogers Parkway. Rockcastle County also has access to I-75. Residents of these rural areas rely on infrastructure systems that were built 50 or more years ago. In general, the rural communities lack funding to replace or repair these systems. The region is frequently plagued by unsafe drinking water, roads in disrepair, and lack of internet access. Repairing or replacing these systems would be instrumental to providing our rural area with access to jobs and healthcare. There has been an increase in road infrastructure in the recent years. The recent work has allowed for better entry and exit corridors for each of our service counties. According to the American Community Survey in 2019 estimate the largest population for our service area is Laurel County with a population of 60,357, Clay County follows at 20,368, Rockcastle County at 16,820 and finally Jackson County with 13,369, of the combined population of Daniel Boone Community Action Agency (DBCAA) four county service area 110,914.

Population within the report area from 2000-2019 is shown below. During the sixteen-year period, total population estimates for the report area grew by 3.32 percent, increasing from 107,348 persons in 2000 to 110,914 persons in 2019.

Report Area	Total Population, 2019 ACS	Total Population, 2000 Census
Report Location	110,914	107,348
Clay County, KY	20,368	24,556
Jackson County, KY	13,369	13,495
Laurel County, KY	60,357	52,715
Rockcastle County, KY	16,820	16,582

Data Source: US Census Bureau, [American Community Survey](#). US Census Bureau, [Decennial Census](#). 2015-19. Source geography: Count

Based on the American Community Survey (ACS) shows that gender by the report area is about half male and half female with female population at 50.69% and male population at 49.31%.

Population by gender within the report area is shown below. According to ACS 2015-2019 5 year population estimates for the report area, the female population comprised 50.69% of the report area, while the male population represented 49.31%.

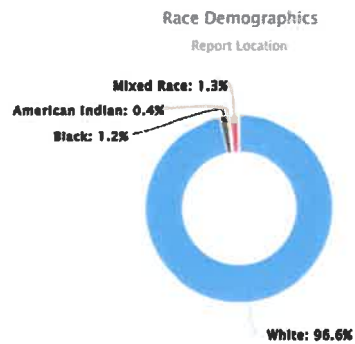
Report Area	0 to 4 Male	0 to 4 Female	5 to 17 Male	5 to 17 Female	18 to 64 Male	18 to 64 Female	Over 64 Male	Over 64 Female
Report Location	3,345	3,303	9,416	8,953	34,176	33,757	7,462	9,901
Clay County, KY	597	619	1,621	1,503	7,133	5,890	1,269	1,682
Jackson County, KY	418	396	1,152	1,044	4,042	4,043	937	1,254
Laurel County, KY	1,864	1,818	5,285	4,990	17,986	18,723	4,104	5,287
Rockcastle County, KY	466	470	1,358	1,416	5,015	5,101	1,152	1,678
Kentucky	140,962	133,630	377,214	357,500	1,359,502	1,370,106	287,964	396,894
United States	10,112,614	9,655,056	27,413,920	26,247,802	99,841,782	100,642,825	20,320,351	28,265,193

Data Source: US Census Bureau, [American Community Survey](#), 2015-19. Source geography: Tract

According to ACS 2015-2019 census data the large majority of our service area is white. The white race by county is Clay County with 94.2%, Laurel County 97.0%, Rockcastle County 98.4%, and Jackson County at 98.9%. The Black or African American race is the highest in Clay County with 4.2% of

respondents identified as Black or African American, Laurel County 0.7%, Rockcastle County with 0.1% and Jackson County at 0.1%.

Population by race within the report area is shown below. According to ACS 2015-2019 5 year population estimates, the white population comprised 96.64% of the report area, black population represented 1.18%, and other races combined were 0.9%. Persons identifying themselves as mixed race made up 1.28% of the population.

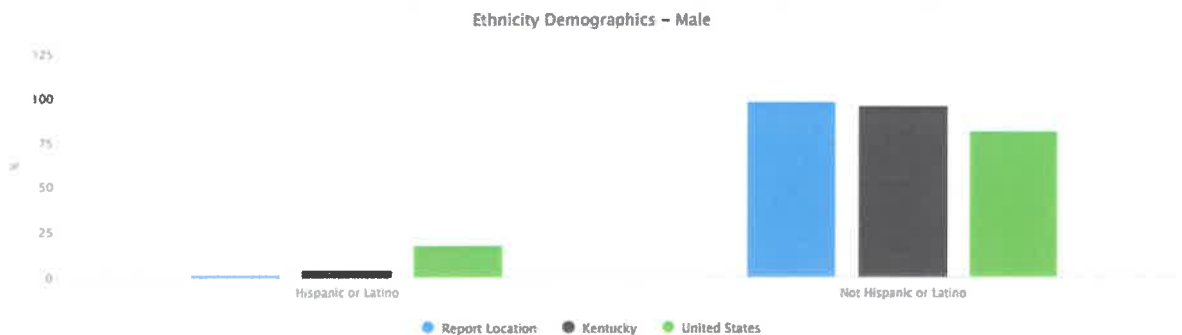


Data Source: US Census Bureau, American Community Survey. 2015-2019. Source geography: Tract

The ethnicity group is very small for the service area with Hispanic males for the report location 979 and Hispanic female population 672. The Hispanic male highest population in Clay County at 3.83% and Hispanic female highest population in Laurel County at 1.47%.

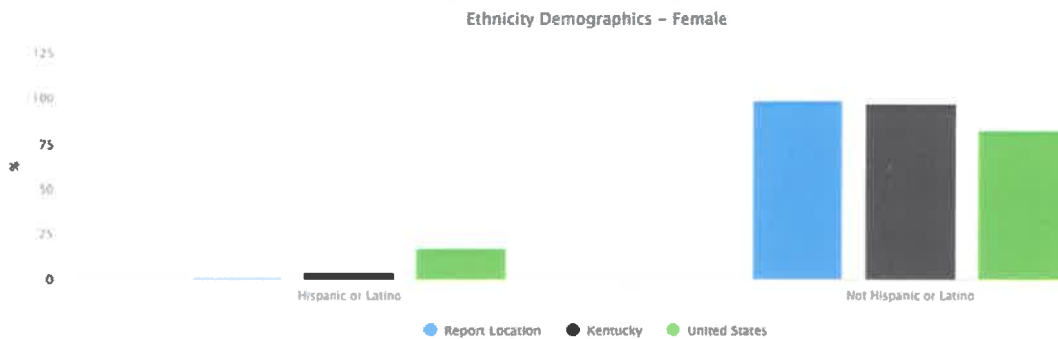
Ethnicity Demographics - Male

Report Area	Total Males Hispanic / Latino	Total Males Not Hispanic / Latino	Percent Males Hispanic / Latino	Percent Males Not Hispanic / Latino
Report Location	979	54,021	1.78%	98.22%
Clay County, KY	409	10,265	3.83%	96.17%
Jackson County, KY	1	6,631	0.02%	99.98%
Laurel County, KY	486	29,053	1.65%	98.35%
Rockcastle County, KY	83	8,072	1.02%	98.98%
Kentucky	88,092	2,102,830	4.02%	95.98%
United States	29,534,902	130,352,017	18.47%	81.53%



Ethnicity Demographics - Female

Report Area	Total Females Hispanic / Latino	Total Females Not Hispanic / Latino	Percent Females Hispanic / Latino	Percent Females Not Hispanic / Latino
Report Location	672	55,242	1.20%	98.80%
Clay County, KY	113	9,581	1.17%	98.83%
Jackson County, KY	32	6,705	0.47%	99.53%
Laurel County, KY	454	30,364	1.47%	98.53%
Rockcastle County, KY	73	8,592	0.84%	99.16%
Kentucky	74,902	2,183,228	3.32%	96.68%
United States	28,944,468	135,866,408	17.56%	82.44%



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

These counties have an above average percentage of people living in poverty compared to Kentucky's 16.7% according to 2019 Census data. In these communities there is a lack of jobs in general, but there especially a lack of jobs that pay a living wage. The effects of the COVID-19 pandemic on rural populations have been severe, with significant negative impacts on unemployment. The communities we serve still struggle while the overall economy is beginning to slowly improve. The citizens of Clay, Jackson, and Rockcastle Counties make less money per capita than other workers in the state. The geography and the people living within unprecedented economic challenges. As the nation has become more technologically advanced while tobacco and coal industries have declined with no other industries replacing them. As a result these counties have gotten further behind economically. Only Laurel County has had growth in the last few years, with many new industries locating there. Tourism plays a large part in the economy with Laurel Lake and Levi Jackson State Park and many other attractions located nearby. Laurel County is also one of the fastest growing counties in the state.

DBCAA was formed to help this population to become self-sufficient. In 2014 Clay County was designated one of eight southeastern counties that was announced as one of the first federal rural Promise Zones. With the Promise Zone designation, partners will engage the communities in a collaborative, comprehensive process aimed at improving the overall quality of life in the community. These efforts continue as The Zone's overall poverty rate is 30.41%. From the U.S. Census website report from the Small Area Income and Poverty Estimate chart below shows the highest poverty is in

Clay County currently at 32.6%. The county with the next highest poverty rate is Jackson County, at 27.8%, third highest is Laurel County, at 21.4%, and Rockcastle County fourth at 21.0%.

***Small Area Income and Poverty Estimate (SAIPE)
All Ages in Poverty
2019 - Selected State - Selected Counties***

Year	ID	Name	Poverty Universe	Number in Poverty	90% Confidence Interval	Percent in Poverty	90% Confidence Interval
2019	00000	United States	320,118,791	39,490,096	39,248,096 to 39,732,096	12.3	12.2 to 12.4
2019	21000	Kentucky	4,326,724	692,875	677,588 to 708,162	16.0	15.6 to 16.4
2019	21051	Clay County (KY)	18,103	5,905	4,547 to 7,263	32.6	25.1 to 40.1
2019	21109	Jackson County (KY)	13,149	3,655	2,911 to 4,399	27.8	22.1 to 33.5
2019	21125	Laurel County (KY)	59,880	12,793	10,931 to 14,655	21.4	18.3 to 24.5
2019	21203	Rockcastle County (KY)	16,321	3,425	2,740 to 4,110	21.0	16.8 to 25.2

Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [American Community Survey](#). US Census Bureau, [Decennial Census](#). 2015-19. Source geography: Count

The male and female population below poverty is also high among individual populations. In Clay County, the male population living below poverty level is 35.98% and female population at 37.20% below poverty level. The next highest levels are in Jackson County, with male population below poverty at 31.34% and their females at 32.69%. Both Laurel and Rockcastle County male and female population, have roughly the same poverty levels. The male population of Laurel County is 21.7% and Rockcastle County is 15.65%. The female population below poverty in Rockcastle County is 24.04% and Laurel County's female population is 25.04%.

This indicator reports the population in poverty in the report area by gender.

Report Area	Male	Female	Male, Percent	Female, Percent
Report Location	12,849	15,405	24.28%	27.92%
Clay County, KY	3,374	3,566	35.98%	37.20%
Jackson County, KY	2,056	2,184	31.34%	32.69%
Laurel County, KY	6,177	7,613	21.27%	25.04%
Rockcastle County, KY	1,242	2,042	15.65%	24.04%
Kentucky	330,248	416,762	15.65%	18.95%
United States	18,909,451	23,601,392	12.19%	14.61%

Note: This indicator is compared to the state average. Data Source: US Census Bureau, American Community Survey. 2015-19. Source geography: County

Based on 2015-2019 ACS census data the large majority of our service area is white. The white race by county is Clay County with 94.2%, Laurel County 97.0%, Rockcastle County 98.4%, and Jackson County at 98.9%. The Black or African American race is the highest in Clay County only 4.2% of

respondents identified as Black or African American, Laurel County 0.7%, Rockcastle County with 0.1% and Jackson County at 0.1%.

This indicator reports the percentage of population in poverty in the report area by race alone.

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	25.86%	35.43%	60.46%	39.00%	100.00%	34.67%	28.56%
Clay County, KY	36.93%	24.60%	0.00%	No data	100.00%	88.46%	10.78%
Jackson County, KY	31.80%	54.55%	No data	No data	No data	No data	42.13%
Laurel County, KY	22.72%	40.75%	98.17%	33.05%	No data	0.00%	29.46%
Rockcastle County, KY	19.71%	0.00%	24.37%	100.00%	No data	0.00%	43.04%
Kentucky	16.03%	27.84%	25.37%	14.25%	17.91%	31.15%	26.65%
United States	11.15%	23.04%	24.86%	10.94%	17.51%	21.04%	16.66%

Note: This indicator is compared to the state average. Data Source: US Census Bureau, American Community Survey. 2015-19. Source geography: County

The U.S. Census Bureau American Fact Finder statistics are especially alarming for Clay County, where children under 18 have the highest poverty rate of 47.2%. Jackson County follows with 40.9%, Laurel County at 33.3%, and Rockcastle County child poverty is at 25.2%. The poverty by gender in children are at high rates with Clay County with females at 45.43%, Jackson County females 37.40% and Laurel County females 36.13% and Rockcastle County females lowest with 32.83%. The male children population have higher poverty rates in Clay County at 48.96% and Jackson County at 44.13% and Laurel County male child poverty lower than the female poverty at 30.52% and Rockcastle male child poverty the lowest at 17.17%.

Children in Poverty by Gender: Age 0 - 17

Report Area	Total Male	Total Female	Percent Male	Percent Female
Report Location	4,222	4,539	33.58%	37.40%
Clay County, KY	1,086	964	48.96%	45.43%
Jackson County, KY	680	536	44.13%	37.40%
Laurel County, KY	2,155	2,426	30.52%	36.13%
Rockcastle County, KY	301	613	17.17%	32.83%
Kentucky	115,058	116,217	22.76%	24.22%
United States	6,799,287	6,578,491	18.43%	18.61%

Children in Poverty by Ethnicity Alone: Age 0 - 17

Report Area	Total Hispanic / Latino	Total Not Hispanic / Latino	Percent Hispanic / Latino	Percent Not Hispanic or Latino
Report Location	309	8,452	47.61%	35.13%
Clay County, KY	136	1,914	73.91%	46.05%
Jackson County, KY	0	1,216	No data	40.89%
Laurel County, KY	154	4,427	43.87%	32.98%
Rockcastle County, KY	19	895	16.67%	25.53%
Kentucky	21,730	209,545	35.87%	22.66%
United States	4,839,972	8,537,806	26.63%	15.79%

Children in Poverty by Race Alone, Percent: Age 0 - 17

Report Area	Non-Hispanic White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Report Location	35.57%	25.38%	0.00%	61.17%	No data	0.00%	28.12%
Clay County, KY	46.28%	45.24%	No data	No data	No data	0.00%	22.02%
Jackson County, KY	41.00%	100.00%	No data	No data	No data	No data	0.00%
Laurel County, KY	33.61%	9.49%	No data	50.00%	No data	0.00%	32.49%
Rockcastle County, KY	25.55%	No data	0.00%	100.00%	No data	No data	33.33%
Kentucky	20.43%	40.66%	23.16%	17.72%	19.93%	42.26%	29.81%
United States	11.13%	33.23%	32.23%	10.64%	24.13%	29.19%	18.78%

Note: This indicator is compared to the state average. Data Source: US Census Bureau, American Community Survey. 2015-19. Source geography: County

Covid-19 pandemic has caused for unprecedented effects for the workforce. The Kentucky Center for Statistics reported the national unemployment for 2020 jumped to 8.1% from the 3.7% in 2019. The state unemployment rates was up in 2020 to 6.6% from the 2019 rate of 3.7%. Currently the four county service area all have high unemployment rates. According to Kentucky Center for Statistics website the current unemployment statistics as of January 2021 show Clay County with the highest of the four counties at 7.4%. Second highest unemployment rate is in Jackson County with 7.1%. Following in third is Laurel County at 5.0% and Rockcastle County fourth with a rate of 5.6%.

https://kystats.ky.gov/Content/Reports/202101_County LAUSMaps.pdf?v=20210318020404

Looking at the housing occupancy within the service area statistics reveal home ownership is higher than rental occupied housing. Laurel County has the highest ownership rate with 15,788 owners and rental occupancy of 6693. Clay County has ownership of 5172 and rental occupancy of 2079. Rockcastle has home owners of 4984 and rental housing of 1560, Jackson County has 4123 owning homes and rental housing of 1315.

www.factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF

In the service area, the availability of homes does not meet the needs of the population. The area is also known for its high concentration of mobile homes, as well as homes using non-energy efficient sources of heat. According to 2019 ACS census data the total housing units in Laurel County has 26,007 of which 7608 are rental. Clay County has 9092 units 2450 are rental. Rockcastle County has 7861 units (of which 1560 are rental). Jackson has 6643 housing units (of which 1555 are rental).

www.factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF

Poverty limits opportunities for quality housing, healthy food, living wage jobs, and quality education. As poverty and related stress worsen, studies have shown health also worsens. The overall health statistics for this service area go hand in hand with the previously mentioned statistics, according to 2020 County Health Rankings (ranked based on health factors). Health factors represent how long and well people live, including health behaviors, clinical care, social and economic factors, and the physical environment. Out of Kentucky's 120 counties, Clay County ranked one of the worst county in the state at 117th. Next worst was Jackson County ranked 96th county with the worst health factors. Rockcastle County was right behind Jackson County as the 95th ranking. Laurel County was at 60th and lowest ranking for our service area.

<https://countyhealthrankings.org/app/kentucky/2020/rankings/outcomes/overall>

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

DBCAA maintains a close working relationship with other service organizations in its four (4) county service area. Interagency meetings with representatives from organizations such as Department of Community Based Services, County Health Departments, Family Resource and Youth Service Centers, are held to address needs and problems within the service area, to provide an opportunity to review current services offered and to discuss needs for new services and possible funding sources. Further, low income individuals are encouraged to participate in the needs assessment process. DBCAA has a tripartite board structure that also participates in the needs assessment and is designated to promote the participation of the entire community in the reduction or elimination of poverty. DBCAA also involves the community, including elected public officials, private sector representatives, and especially low-income residents, in assessing local needs and attacking the causes and conditions of poverty.

2. 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 DBCAA conducts ongoing community needs assessment to assess the needs in our four county service area. This year, about 500 needs assessments were distributed to residents, public and non-profit service agencies, as well as DBCAA's Board of Directors represented by the public and private sector. These surveys were created and made available through SurveyMonkey.com, an online survey tool that creates surveys, collects responses and analyzes data as well as in paper form for those who do not have computer access. Paper surveys were entered into SurveyMonkey.com for analysis. The survey is also available on the agency website. Only by identifying the needs of the areas served can DBCAA deliver targeted services or make program referrals. Survey "directions" and "scales" are evaluated periodically, as well. DBCAA plans outreach opportunities according to the survey results.

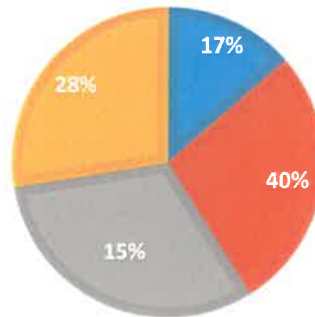
Please note: your needs assessment must include qualitative and quantitative data.

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

Needs assessments are distributed in various ways. Representatives of DBCAA use school resource centers, governmental offices, senior citizens centers and public meetings as points of distribution. The assessments are also available on the agency website. Our agency clientele also provide key input, as our client base is large and encompasses persons whose needs are varied. DBCAA asks that a majority of these clients complete needs assessments. Both the online and paper surveys provided respondents an opportunity to express any additional comments or suggestions they may have had that weren't included in the original survey questions. These questions were reviewed and were considered in the overall outcome of the survey. The most recent surveys was conducted from July 1, 2020 to February 29, 2021.

COMMUNITY NEEDS ASSESSMENT RESPONDENTS

■ Rockcastle ■ Laurel ■ Clay ■ Jackson



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

Community leaders and interested citizens come together at interagency meetings to address needs and problems within the service areas. Examples of representatives are officials from government agencies, local leaders, health department staff, public school representatives, community-based services employees, faith-based groups, and the DBCAA Board of Directors.

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

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

Networking in the four counties of Clay, Jackson, Laurel and Rockcastle provides for non-duplication of services for low-income residents in these areas. Agencies working together provide the combined assistance that enables this segment of the population to overcome barriers to self-sufficiency. DBCAA has a huge range of services and activities, all coordinated to help the disadvantaged populations achieve incremental steps in their move toward self-reliance and sufficiency. The Office of Employment and Training moved to the DBCAA site in Manchester in August of 2000. Other community partners soon followed: Department for the Blind, Adult Education, and in the fall of 2001 the Clay County Kentucky Career Center/Job-sight officially opened at DBCAA. Partners for the Job-Sight include Office of Career Development, Department of Vocational Rehab, and Department of the Blind and WIOA programs for youth, adults, and dislocated workers.

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

1. To secure and retain meaningful employment;

CSBG staff at DBCAA work with customers to secure and retain meaningful employment via a number of direct services and referrals. Referrals and direct services are the primary means by which the DBCAA staff secures meaningful employment for its clients. Initially, DBCAA staff gather information from clients that helps determine their employment specific needs. DBCAA operates the Transit program which provides operating funds for transportation services to transport KTAP recipients and low-income individuals to and from jobs and activities related to their employment. Through this program transportation services have grown to include holidays, weekends and evening hours. All clients are able to utilize the system for employment opportunities. Further then our Job-Sight partners with numerous agencies including Office of Employment and Training, Adult Education, Kentucky Technical Colleges, Experience and the Workforce Investment Opportunity Board (WIOA), helping to secure employment for our customers is a priority. Additionally, referrals to DBCAA's WIOA Programs can provide customers with case management assessment, job referrals, support services, training, mentoring, comprehensive guidance/counseling, and follow up. Finally, the Senior Community Service Employment Program serves elderly, (55+) low-income persons by helping them obtain full or part-time employment.

2. To attain an adequate education;

As mentioned above, the WIOA Program, partnering with other services like Kentucky Career Center/Job-Sight, Career Development Office, Vocational Rehabilitation, Office of the Blind, etc. offer eligible students help in everything from paying tuition to other supportive services as needed. The Commonwealth Educational Opportunity Agency also comes on a weekly basis to meet with students who wish to seek higher education through the Kentucky Technical College System (KCTCS) and/or traditional college. As industries increase performance standards, DBCAA staff emphasizes the need for continuing education with all customers. In a combined effort with other community agencies and businesses, DBCAA assists people ready to seek employment in an ever-competitive job market. Clients may be enrolled in supportive services, tutoring, adult literacy, GED preparation or post-secondary classes as well. DBCAA operates the only licensed Child Care Center in Clay County. The Center currently employs eight (6) persons and is licensed for thirty-seven children. The employees provide educational activities and prepare the children for pre-school that are not of school age. Another component is DBCAA's WIOA Out-of-School Youth Program. This program is available in Clay and Jackson counties for youth offenders aged 18-24 who are no longer enrolled in school or have dropped out of high school. Once enrolled, eligible participants of the program will receive one-on-one support from an expert career advisor. Some of the services offered are assist them to obtain GED, long term career planning, work experience, and/or other supportive services. Adult mentoring and follow-up are also part of this comprehensive program for youth. Statistics from the 2015-2019 American Community Survey census data show the Clay County graduation rate is 64.7% and

Jackson County graduation rate is a little higher with 74.6%.

www.census.gov/quickfacts/fact/table/jacksoncountykentucky,claycountykentucky/PST045219

3. To make better use of available income;

A CSBG funded member assist with budget/counseling staff offers one-on-one “debt counseling” to all clients who are interested in learning to better manage their money and “work” themselves out of debt. Housing Program staff works with clients to re-establish good credit habits after suffering repercussions of bad credit histories. With so many families in poverty, it is important that they use what money they have to make wise choices.

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

DBCAA has operated a low-income housing program for more than twenty years. The program’s mission is to provide affordable safe, and decent housing for eligible residents of Clay, Jackson, Laurel and Rockcastle Counties. In fulfilling this mission, DBCAA homes are well built, reasonably sized and energy-efficient, all of which allow our clients to become and remain successful homeowners. Through homeownership-budget counseling and other support services, DBCAA places households into homes with affordable payments. The agency offers comprehensive homeownership services for low-income families in our service area. We not only arrange for and manage the construction of our homes, but also arrange and secure financing. The cost of each new home is subsidized based on the borrower’s income. In addition, we also provide support services such as mandatory homeownership, budget and credit counseling to our clients. Our counseling program prepares borrowers to identify and accept the responsibilities of homeownership, safely navigating them through the home buying process. DBCAA has one certified housing counselor whom works to help families improve credit, budget and save for their new home. This fiscal year DBCAA will build 4 new homes in the four county area. Customers who come to DBCAA for housing rental or eviction problems are referred to CSBG staff. CSBG staff determine the client’s need and make the appropriate referral to public housing and to Section 8 for subsidized rental assistance. The Tenant Based Rental Program (TBRA) helps displaced low-income families by providing them with security and utility deposit assistance. This program is often the first step in the process of securing Section 8 housing for families. DBCAA’s Weatherization and Rehabilitation programs provide assistance to those already housed. If customers have needs for non-energy related repairs CSBG Staff may refer them to USDA Rural Development for a 504 Loan Application (for minor repairs). DBCAA weatherization program uses energy efficiency and safety measures to improve clients’ existing dwellings. DBCAA owns and operates one full-service homeless shelter: Ashlee’s House in Rockcastle County. Funding for operating this shelter is provided through the Kentucky Housing Corporation’s Emergency Solutions Grant Program. DBCAA operates the Emergency Solutions Grant Programs for homeless and chronically homeless persons and can offer rental assistance for up to 24 months.

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;

The Remnant Bread of Life Food Bank provides direct emergency food assistance to the disadvantaged, senior citizens, homeless individuals and families. If an individual or family needs emergency assistance, either in the form of shelter or money, DBCAA is normally the first point of contact. Families often need help with food, clothing, utility bills, and emergency shelter as a result of fire, flooding, loss of a job, or domestic violence situations. DBCAA offers assistance in a variety of ways. DBCAA's Emergency Services Program provides case management and emergency services (e.g. shelter, rent or mortgage payments, transitional housing and utility payments). From July 1, 2020 to present, in excess of 15,000 applications were processed in our Emergency Services and LIHEAP Programs. During the past fiscal year, 11 families were placed in DBCAA's homeless shelter and approximately 6 for motel stays. Those assisted come from a variety of situations including displacement because of fire/flooding, transitional housing, loss of employment, evictions and domestic violence/elder abuse. For emergency services for victims of domestic violence, DBCAA makes referrals to the Cumberland Valley Domestic Violence Shelter in London, Kentucky. The Spouse Abuse Center provides a "safe house", food, counseling, and other types of support for abused women and children. DBCAA staff has meetings with such referral partners as Social Services, Child Support, Department of Community Based Services, School Resource Centers and other organizations. This cooperative network discusses problems and solutions, thereby preventing duplication of services. DBCAA currently provides emergency services through funding from the Emergency Food and Shelter Program (EFSP), Emergency Solutions Grant, Salvation Army, United Way and the Wintercare Energy Fund. Monies from Wintercare fund are privately donated and are used mainly to pay electric and gas bills. One of the most requested emergency services is the Low-Income Home Energy Assistance Program (LIHEAP). LIHEAP is a federally funded program that offers energy assistance to low-income individuals and families through two components normally a Subsidy and Crisis programs. "Subsidy" provides a one-time payment for heating costs. The "Crisis" component serves clients who have received disconnect notices and will be without heat within 48 hours. Payment for each component is determined by the family size, income, and primary source of heat used in the home, and is made directly to vendors. This past year due to the Covid-19 pandemic additional funding for LIHEAP made for two new LIHEAP programs, a Spring Subsidy and Summer Cooling Subsidy and Crisis programs. CSBG staff works directly with the LIHEAP programs to assist with application processing, this past year from June 2020 thru March 2021, DBCAA provided in excess of 15,000 services with a combination of all LIHEAP programs.

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

According to figures from the 2019 US Census Bureau, Small Area and Poverty Estimates of Kentucky's 120 counties, Clay County, is one of the most impoverished counties in the state, with 32.6% of its residents living below the poverty level (www.census.gov/data-tools/demo/saie/#/?map_geoSelector=aa_c&s_state=year=2019&s_county=21051). This translates into poor health due to obesity, heart disease and diabetes. According to Statistical Atlas Clay County has one of the highest rates 38.9% of the residents in the four county service

area receiving food stamps. Jackson County second at 31.8%, Laurel County third at 22.5% and Rockcastle County fourth, with those receiving food stamps at 24.5%.

(www.statisticalatlas.com/state/Food-Stamps#data-map/county). Both Rockcastle and Clay Counties DBCAA's receive Emergency Food and Shelter Program (EFSP) funding. Clay County agency allocates funds to the Remnant Bread of Life and Red Bird Mission food pantries within the area to provide food for emergency needs. Rockcastle County agency assist with funding the Christian Appalachian Project Grateful Breads food pantry and Feeding the Flock Ministries. Both DBCAA agencies also receives funds from the Emergency Food and Shelter Program for emergency rent, mortgage and utility payments.

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

DBCAA's Board of Directors has eight members that serve as representatives of low-income area residents. The "ROMA" targeted households are especially encouraged to participate in neighborhood advisory groups, PTO, town council meetings, and any gathering where they can share their points of view. DBCAA urges customers who are unemployed or lack marketable skills to participate in volunteer activities and projects. DBCAA encourages its clients to participate in achieving mutual goals by volunteering at partnering food pantries, and other volunteer activities within the service area. DBCAA works cooperatively with, and provides assistance, to local businesses, labor agencies, community organizations and officials in order to better serve low-income individuals and families. This includes efforts to reduce poverty through streamlining services offered and sharing information so that the neediest are served. As a result of the cooperative, community efforts, additional community and private resources become available to provide more opportunities to help those with low incomes to achieve the six federal goals.

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;

A family in poverty normally has not one but several different problems to contend with. It is more beneficial to the customer if he/she is treated "holistically." For this reason, no one agency or entity can solely help the person as a whole but must depend on others and their expertise. As such, each agency can help "parts" of the problem. For instance, if people come into DBCAA and we suspect that they have a drug problem, DBCAA may refer them to Comprehensive Care. We refer victims of spousal abuse to the Cumberland Valley Domestic Violence Shelter in London, Kentucky. The Center provides a safe house, food, counseling and other types of support for abused women and children. DBCAA's Emergency Services Program can step in with case management and emergency services (e.g. shelter, rent payments, transitional housing and utility payments). If the family needs permanent housing, they are referred to DBCAA's Housing Program. For adults and youth who want to work or go to school, DBCAA offers them WIOA programming in Clay and Jackson Counties. In addition, DBCAA "hosts" Employment Services and the Kentucky Career Center providing comprehensive employment/educational services. Thus, DBCAA is the link between potential employees and area employers/educators. Such linkages promote and encourage economic development. By developing and maintaining close working relationships with other service organizations in the

service area, DBCAA ensures the effective delivery of services to low-income individuals and families without duplication.

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.

In case a family has a food or shelter emergency, or sometimes both, DBCAA facilitates care through the Emergency Services Programs. Families can be housed in the homeless shelter Ashlee's House in Rockcastle County, other area homeless shelters, and area motels for overnight stay and be referred to one of the local food pantries for provisions. DBCAA's Housing Program will be contacted for additional services, if feasible. Also, The Daniel Boone Transit System operates in Clay, Jackson, Owsley, Lee and Wolfe Counties. It provides public, non-emergency medical and transportation for a nominal fee based on the client's specific need for services. In Clay County alone, the passenger list average between 4500 to 5000 customers monthly. In addition to medical transportation, the transit program provides access to educational facilities, places of employment, shopping centers, and other agencies and locations in Clay and Jackson Counties. Jackson County also operates the transit system for their senior citizens center. The buses are used to transport seniors free of charge to doctors' appointments, recreational facilities and grocery stores. The buses are also utilized in the centers' free meal delivery programs. DBCAA refers clients to Kentucky Homeplace and Community Connections to get assistance with health insurance plans and prescription medications to low income clients who don't have medical/prescription coverage.

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.)

By developing and maintaining close working relationships with other organizations in the service area, DBCAA ensures the effective delivery of services to low-income individuals and families without duplication. Normally there is interagency meetings with organizations like the Department of Community Based Services, Clay County Health Department, Christian Appalachian Project (CAP), and school resource centers, provide an opportunity to review current services offered and to discuss needs for new services and possible funding sources. DBCAA will continue to coordinate and establish linkages between governmental and other social programs via hosting the interagency service provider meetings, participating in Job-Sight staff meetings, and by having a continuing dialog with the staff of other agencies.

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);

DBCAA often seeks support funding, resources and volunteers from our partners in the private sector to meet the needs of our clients. The DBCAA office in Rockcastle County operates Ashlee's House Homeless Shelter providing individuals and families with temporary shelter. Homeless case managers work with clients to obtain counseling, training, jobs, and rental assistance so they can transition into safe affordable housing. Our community partners in the

private sector have helped assist families in the shelter and our low income clients by providing opportunities and financial assistance. Partners include Kiwanis, RTEC, Chamber of Commerce, Rockcastle County Development Board, Christian Appalachian Project, AmeriCorps, Goodwill, Salvation Army, and United Way. For example Kiwanis makes an annual donation to our shelter for food & other items residents cannot afford. The Kiwanis, RCHS Key Club comes to the shelter annually to help clean and paint the facility. Rockcastle County DBCAA participates with Christian Appalachian Project for the annual Hunger Awareness walk in September for awareness of hunger. The community supports the efforts in a food drive for non-perishable canned foods for the food pantry. DBCAA partners with Cap Operation Share in Corbin and receives donations of shampoo, toothpaste, deodorant, cleaning items, clothing, bedding & furniture etc. during the year to supplement our client's needs. RTEC also provides transportation, free of charge, if clients do not meet the qualifications with Medicaid. The Red Cross and Salvation Army are also there to help our clients with vouchers and shelter when our shelter is full. We have so many volunteers in the private sector that help us accomplish our goals and fulfill the needs of our low income clients.

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);

The Executive Director of DBCAA, in an effort to promote or otherwise encourage economic development activities that result in assisting low-income persons to become economically productive members of their community, serves as a liaison between DBCAA and the service area in the following ways:

1. Serves on the Cumberland's Workforce Development Board
2. Serves on CAK Board of Directors
3. Member Laurel/London Chamber of Commerce
4. Board member Kentucky Mountain Housing Development Corp
5. Member Laurel/London Optimist Club
6. Serves on CVADD Transportation Committee
7. Board member KY Public Transit Association
8. Board member Eastern KY Community Action Partnership
9. Kentucky Housing Corporation's Weatherization Advisory Council
10. Serves on the Promise Zone Economic Development Committee

Economic development is also encouraged through DBCAA's partnerships and networking within the communities it serves. Organizations working with DBCAA are: The Cumberland Workforce Investment Board; the Emergency Food and Shelter Program (EFSP); the KCEOC Head Start Policy Council; Clay Senior Citizens Board; Laurel/London, Clay and Rockcastle County Chambers of Commerce; the Clay County Board of Literacy; and the Christian Appalachian Project. Through WIOA several programs exist for adults and youth in Clay and Jackson Counties. In addition, DBCAA hosts Employment Services at the Clay County and

Jackson County Kentucky Career Center Job-Sight providing a link to comprehensive employment and educational services to area residents

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

DBCAA provides education, counseling and technical assistance for organizations, both public private by making “Fair Hearing Request” and “Fair Housing” laws available for review to customer to the public. Equal opportunity language will be made available to customers, the general public, and to other private entities. Customers will be notified during “Intake” of this legislation. Each client is asked to sign and receives a copy of the “Notice of Appeal. Also, fair housing and equal opportunities posters are posted in the lobby in each of the four county offices.

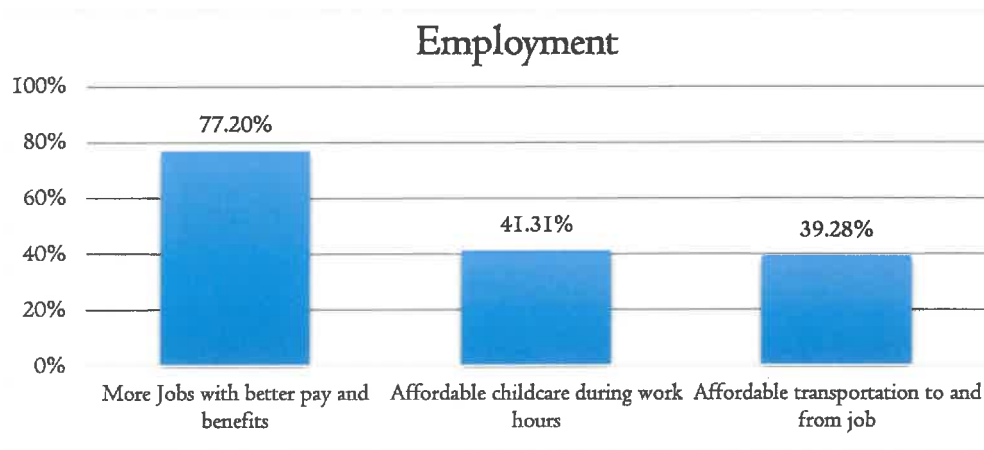
e. Describe the key findings identified in your community needs assessment based on the causes and conditions of poverty and the needs of the entire service area. The key findings should outline the prioritized needs, the level of need, as well as causes associated with the need.

DBCAA utilized a number of methods, tools and resources to determine the key findings in this year’s needs assessment priorities, as well as national and state wide statistics. Based on the responses from the “needs assessment” questionnaires distributed in Clay, Jackson, Laurel and Rockcastle Counties, the surveys were calculated from SurveyMonkey.com to determine the nine priorities as follows:

- (1) Employment**
- (2) Housing**
- (3) Education**
- (4) Health and Social/Behavioral Development includes Nutrition**
- (5) Income and Asset Building**
- (6) Support Services (Supporting Multiple Domains)**
- (7) Civic Engagement**
- (8) Linkages**
- (9) Agency Capacity Building**

According to the survey responses this year **Employment (Family)** is the number 1 priority from the needs assessment in the four county service areas. The top three needs in Employment that were identified are listed below:

1. More jobs with better pay and benefits
2. Affordable childcare during work
3. Affordable transportation to and from work



According to Kentucky Center for Statistics website the current unemployment statistics as of January 2021 show Clay County with the highest of the four counties at 7.4%. Second highest unemployment rate is in Jackson County with 7.1%. Following in third is Laurel County at 5.0% and Rockcastle County fourth with a rate of 5.6%.

https://kystats.ky.gov/Content/Reports/202101_County_LAUSMaps.pdf?v=20210318020404

Of the 110,914 population as of 2019 the total working population for the service area is 36,530 are included in the labor force.

https://data.census.gov/cedsci/table?g=0400000US21_0500000US21051,21109,21125,21203&tid=ACSDP5Y2019.DP03&moe=false&hidePreview=true

DBCAA is the operator of the Kentucky Career Center/Job-Sight Center and can provide the following employment services:

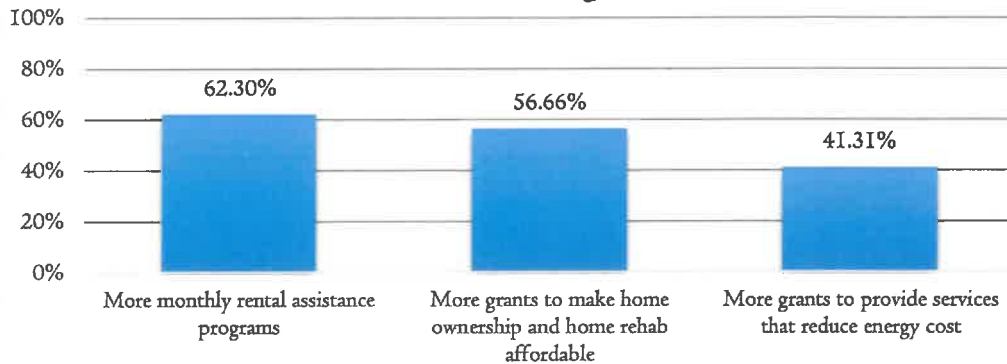
Referrals to other Career Center partners (i.e. CSBG; Job Corps; Senior Community Employment Program (SCSEP) aka Goodwill Program ; Office of Employment and Training; Adult Education; Department of Vocational Rehabilitation; KCTCS; Office of the Blind; WIOA Programs)

Referrals to use the Resource Room at the DBCAA Career Center (i.e. computer usage for resumes, job searches, to apply for financial aid for school, etc.; copy and fax machines; telephone; school catalogs; etc.

HOUSING is the number 2 priority. (FAMILY) Safe and affordable housing is needed for this area where incomes are low, and housing is limited. For many, substandard housing is all too often the only choice. Oftentimes, homeowners need help in making their homes safe and livable, DBCAA's Weatherization program can assist in this area. DBCAA offers housing assistance in a variety of ways. We can provide with case management and emergency services (e. g. shelter, rent or mortgage payments, transitional housing and utility payments). The top three needs that were identified for Housing from the survey are listed below:

1. More monthly rental assistance programs
2. More grants to make homeownership and home rehab affordable
3. More grants to provide services that reduce energy cost

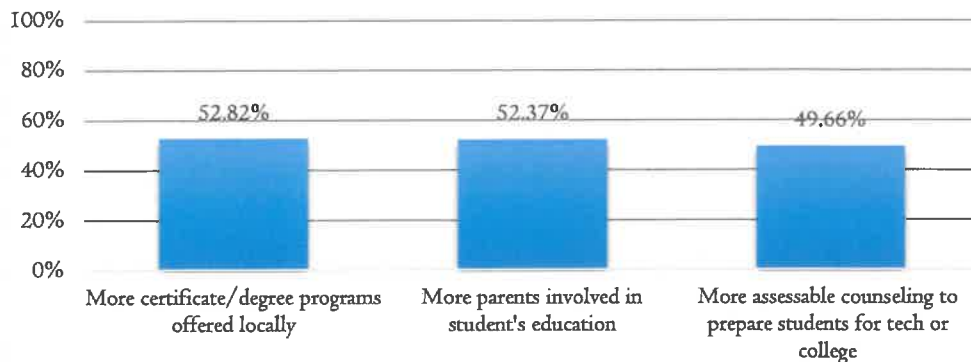
Housing



Education (FAMILY) is the **number 3** priority in this year's survey. Economic stability goes hand-in-hand with an educated population. This awareness leads DBCAA Staff to steer their customers into either learning the skills necessary to perform a job or to seek higher learning. Referrals for tutoring to improve basic education are made on a daily basis. WIOA Programs for youth, adults, and dislocated workers are available to provide training (with "education" providers approved by EKCEP) to eligible customers. Adult Literacy and GED programs are both available on the DBCAA site, as well. This past year several participants earned their GED as a result of these classes. An educational counselor makes a stop at the DBCAA site weekly to help students apply for financial aid. The top three responses that were identified are as follows:

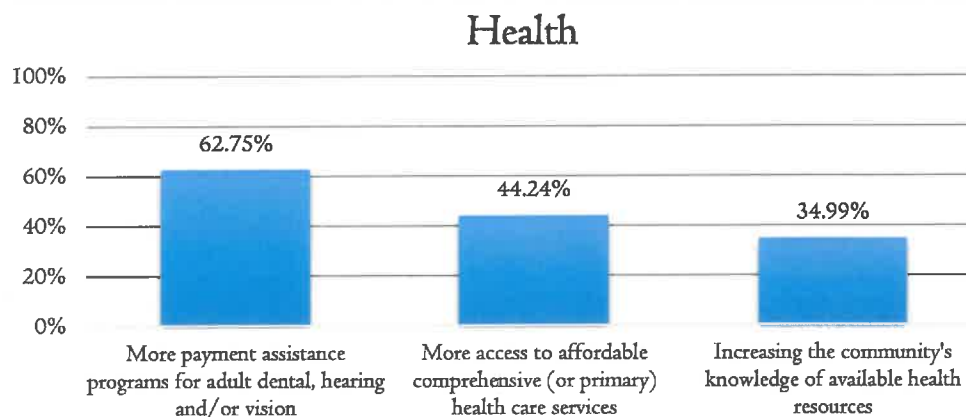
1. More certificate/degree programs offered locally
2. More parents involved in student's education
3. More accessible counseling to prepare students for technical school or college

Education



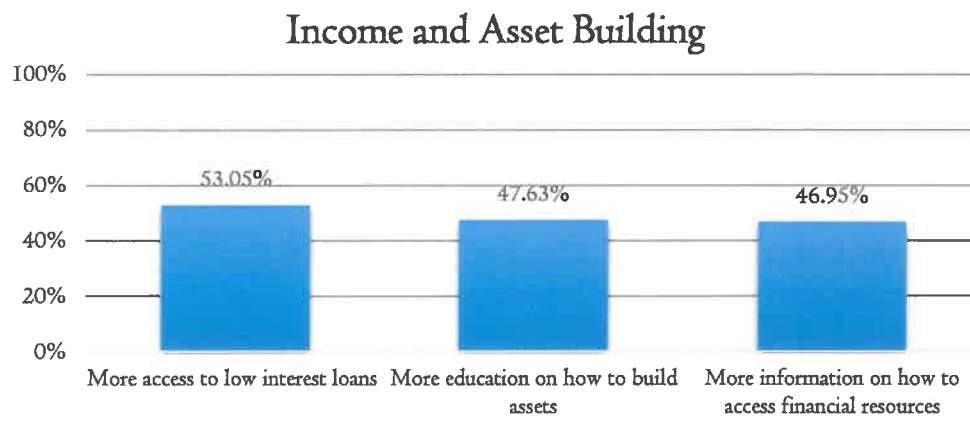
The number 4 priority in this year's survey is Health which includes Nutrition. (FAMILY) The greatest health care issues facing those served by Daniel Boone Community Action Agency is the prescription drug abuse. The negative impacts of drug abuse span a broad spectrum including health care cost, public safety, economic development, social services and nutrition. The Emergency Food and Shelter Program (EFSP) allocates monies to the local food pantries within the area to provide food boxes for emergency needs. The top three needs that were identified from the survey are listed below:

1. More payment assistance programs for adult dental, hearing and/or vision
2. Affordable transportation for health care services
3. More community focus on preventative healthcare



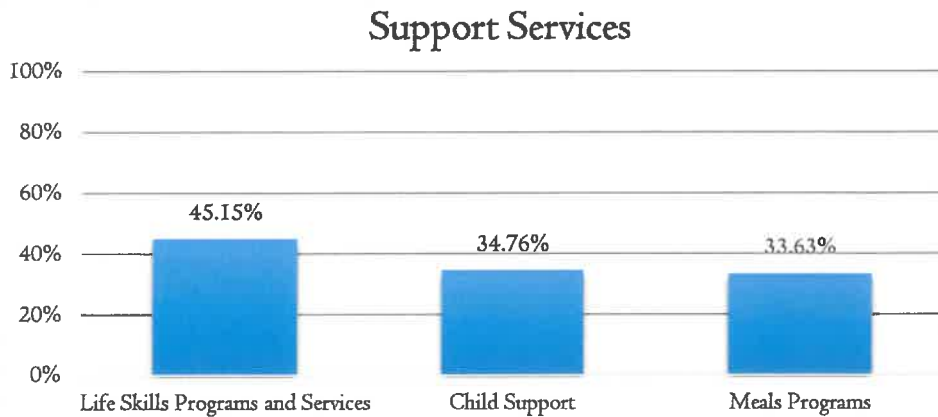
Income and Asset Building is the number 5 priority (AGENCY). The CSBG staff offers one-on-one credit and budget counseling to all interested customers. DBCAA has one certified housing budget/counselor on staff that assist people in establishing good credit habits. DBCAA staff works with clients to appraise the goals and obstacles in their lives, and map out a step-by-step plan for reaching self-sufficiency. Direct services and referrals are part of the overall program. Also, DBCAA provides EITC Income tax awareness and prepares tax returns for clients that are eligible for the refund, we find that many clients aren't aware of this service or that they are eligible for a refund. As an ongoing service, this program year we have assisted more than 5 individuals with EITC tax preparation. The top three needs that were identified are listed below:

1. More access to low interest loans
2. More education on how to build assets
3. Information on how to access free credit counseling



Services Supporting Multiple Domains (AGENCY) in this year's survey is the number 6 priority, whether the need be for Housing, Education, Employment, Emergency Services etc. Self-reliance is also a goal our clients quest to be independent, financially and in other ways. Caseworkers help clients appraise the goals and obstacles in their lives, and map out a step-by-step strategy for reaching self-sufficiency. Direct services and referrals are part of the overall program. The Daniel Boone Transit System operates in Clay, Jackson, Owsley, Lee and Wolfe Counties. It provides public, non-emergency medical and Medicaid transportation for a nominal fee based on the client's specific need for services. In addition to medical transportation, the transit program accesses educational facilities, places of employment, shopping centers, and other agencies and locations in Clay and Jackson Counties. Jackson County operates the transit system for their senior citizens center. The buses are used to transport seniors free of charge to doctors' appointments, recreational facilities and grocery stores. The buses are also utilized in the centers' free meal delivery programs. The top three needs that were identified are as follows:

1. Life skills and programs
2. Child Support
3. Youth services



Civic Engagement and Community Involvement came in as the 7th priority (COMMUNITY) DBCAA works cooperatively with and utilizes volunteers from local businesses, labor agencies, community organizations and officials in order to better serve low-income individuals/families. This includes efforts to reduce poverty through focusing on the streamlining of services offered and the sharing of information so that the neediest are served. As a result of the cooperative community efforts, additional community and private resources become available to develop more opportunities to help those with low incomes to achieve to become self-sufficient. The top three needs that were identified from the survey are as follows:

1. Increasing the community's skills and knowledge for leadership development
2. More education on how to join neighborhood associations, community boards, advisory groups
3. More knowledge on civic activities



Linkages (AGENCY) - are encouraged on every level at "DBCAA". Also, the "NASCS" targeted households are especially encouraged to participate in neighborhood advisory groups, town council meetings, and any other type of gathering where they can share their particular points of view. DBCAA urges customers who are unemployed or lack marketable skills to participate in volunteer activities and projects. Also, DBCAA encourages our customers to pursue a seat on DBCAA's Board of Directors.

Agency Capacity Building (AGENCY) – Over the years DBCAA has achieved this purpose offering a large range of services designed to identify and address community needs. Once needs are identified, DBCAA plans, organizes and involves various partners so that needs are met and lives are changed. DBCAA strives to ensure that citizens have access to knowledge of, and equal opportunity in programs directed toward low-income individuals and families. DBCAA uses both primary and secondary data to gain a better understanding of the conditions of the community, especially in relation to poverty barriers. DBCAA's strengths, weaknesses, opportunities and threats were reviewed along with our results from the community needs assessments. We surveyed board members, staff and the community for their insights on community needs and ideas to address them.

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.

The following plans are adopted as general guidelines for DBCAA employees assisting clients in completion of needs assessment number one through five:

(1) Employment: If a customer is seeking help to obtain a job, first he/she completes a Jobsight application. Once needs are identified by trained staff, a caseworker will assist in outlining a service plan for that individual (resume, job skills, job listings, referrals, financial aid assistance etc.) The client will make contact with the referral(s) which might be a representative of The Department of Employment Services, a Workforce Investment representative, or a Department for Vocational Rehabilitation employee. If the worker requires further skills training or a degree, he will pursue the "prescription" outlined by the case manager for completing his goal. Once obstacles to employment are overcome, the client hopefully obtains a job. Follow-up is required for at least nine to twelve months in the adult, youth, and dislocated worker program. DBCAA has three certified Global Career Development Facilitators (GCDF) on staff to assist customers with basic career decisions such as how to complete a resume, interviewing etc.

(2) Housing: A family or individual seeking housing assistance first checks in by receptionist. Receptionist will check in for seeing CSBG staff for housing services. The staff then refers the client to one of DBCAA's Housing Programs. A CSBG assessment is done, which determines the basic needs of the family and their housing situation. The applicant will then receive services or be placed on the agency waiting list. Also, if the applicant is in need of assistance due to loss of fire, domestic violence, or homelessness will be assisted with Emergency Services that covers such emergencies as paying for transportation needs such as gas or an overnight stay in a hotel.

(3) Education: DBCAA strives to take an undereducated, low-income individual, and through a series of incremental steps have that individual reach what is generally determined a “self-sufficient” stage in life. If a person comes into DBCAA seeking a job, he/she is referred to a career advisor in the Workforce Investment Opportunity Act (WIOA) program who then determines if that individual is income-eligible. If so, jobs are then investigated. In other instances, customers wish to attend school. If this is the case, tests are administered to determine the client’s reading and math levels. The career advisor helps the customer to discover job and/or educational opportunities that are available to their particular interests and skills.

The requirements of the WIOA program mandate that a student apply for financial aid such as the Pell Grant, and that he/she graduate in two years or less. If the student cannot get the amount of money needed through the grant process, then WIOA covers the remainder of the tuition. A student must maintain a 2-point GPA to remain on the WIOA Program. After graduation, DBCAA staff help the student to find employment; follow-up is maintained for the first 12 months. The student must work up to four quarters to meet performance standards.

(4) Health: A family or individual seeking assistance for healthcare issues will complete a CSBG intake. After the assessment is done, the individual or family will be referred to the appropriate agency or staff. DBCAA offers assistance with medical or non-medical transportation. The Daniel Boone Transit System operates in Clay, Jackson, Owsley, Lee, and Wolfe Counties. It provides public, emergency medical and Medicaid transportation for a nominal fee based on the clients specific need for services. Along with basic health needs, DBCAA has taken an active role in fighting the drug epidemic in southeastern Kentucky by partnering with several area agencies such as Operation Unite, Whole Person Recovery and Cumberland Valley Comprehensive Care. Clients are referred to the proper agency where they receive help with mental health issues, drug counseling, and rehabilitation.

(5) Linkages: A joint effort between Clay and Rockcastle Counties DBCAA’s and the Emergency Food and Shelter Program (EFSP) provides money to The Remnant Bread of Life Food Pantry, Red Bird Mission Food Pantry, Feeding the Flock and Christian Appalachian Project Grateful Bread food pantries. Local resources like the Christian Appalachian Project (CAP), Red Bird Ministry, etc. help to provide “emergency” needs for food, utility payments, and Section 8 rental assistance. Additionally, funds from sources like the Winter Care, Tenant Based Rental Assistance (TBRA) and Emergency Solutions Grant (ESG) are utilized.

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.

It is estimated that **1%** of the funds will be used for activities designed to assist participants to secure and retain meaningful **employment**. CSBG funds will be utilized along with WIOA work experience, on-the-job training programs, and referrals to the Office of Employment and Training, etc. to assist clients in securing and holding on to jobs.

Approximately **9%** of the funds will be used for assisting clients in getting a **better education**. CSBG funds will be used in conjunction with WIOA programs, referrals to

adult Education, etc. to assist participants in pursuit of a higher education.

Health and Social/Behavioral Development includes Nutrition will require approximately 2% of the funds available to assist in the fight against drug abuse. Staff will collaborate with other agencies such as Operation Unite, Lifeline, and etc. Funds will be used for emergency medical and counseling services. DBCAA also makes pamphlets available on nutrition and other health related issues. Topics include subjects from children's nutrition to eating for a healthy pregnancy to diabetes news.

The Housing Program will require approximately 61% of the available funds. These funds will assist customers in obtaining and maintaining adequate housing in a suitable living environment. CSBG funds will be used in conjunction with programs like Weatherization and emergency shelters. Funds will also be used to shelter the homeless, victims of drug abuse, those burned or flooded out of their homes.

Linkages will require 4% of the total funds. These funds will be used to provide customers with resources and referrals to Emergency Services programs, Office of career Development, Department of Community Based Services, and Housing programs in order to gain self-sufficiency.

Approximately 1% of the funds will be used for **Income, Infrastructure and Asset/ Building**. These funds will be used to provide budget credit counseling to our clients. Also, direct services and referrals are part of the overall program. Any individual trying to survive a poverty-level income will need to gain skills in income management. DBCAA staff can provide one-on-one counseling and group opportunities to help customers learn to manage their resources more effectively. In addition, DBCAA Staff will also make clients aware of ways to stretch resources with things like childcare subsidies and housing subsidies.

Approximately 5% of the funds will be used to in **Service's Supporting Multiple Domains** for our customers by providing services and referrals. Once the referral agency has been contacted a plan is written for helping the family reach self-sufficiency and it is monitored through case management. Other resources might include community outreach and/or onsite counseling for the family or individuals.

Approximately 1% will be used in **Civic Engagement and Community Involvement** to provide program participants to increase skill and knowledge to work with Community Action to improve conditions in the community.

Approximately 1% will be used in **Agency Capacity Building** to provide new program and A yearly updated Strategic Planning.

Approximately 15% of the funds will be used to cover **Administrative** expenditures for general management and oversight of all agencies programs.

h. Please give a detailed explanation if your allocation of funds does not align with your community needs assessment due to the leveraging of other funding streams, or private

donations, etc. For example, if you have other funding to supplement a category or if the services are provided by another organization, please be specific and explain why less or no funding is allocated to a particular category.

The following is justification for the differences between the priorities from the narrative based on the needs assessment survey and the amounts allocated in the budget.

The priorities based on budget are as follows: Based on the needs assessment survey:

- | | |
|---|---|
| 1. Housing | 1. Employment |
| 2. Education and Cognitive Development | 2. Housing |
| 3. Services Supporting Multiple Domains | 3. Education & Cognitive Development |
| 4. Linkages | 4. Health & Social Behav. Development |
| 5. Health and Social Behav. Development | 5. Income Infrastructure & Asset Building |
| 6. Agency Capacity Building | 6. Services Supporting Multiple Domains |
| 7. Employment | 7. Civic Eng. & Community Involvement |
| 8. Civic Engagmnt and Comm. Involvement | 8. Linkages |
| 9. Income Infrastructure & Asset Building | 9. Agency Capacity Building |

According to the needs assessment survey the number one priority is lack of employment. Employment is number seven in the budget. Daniel Boone Community Action Agency, Inc. (DBCAA) already addresses this priority and meets much of this need through a combination of several other programs or services: Workforce Investment Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth. Additionally, our Clay County office is the host agency for the Kentucky Career Center/Jobsight. This is another way that employment is being addressed for our clients. Our Kentucky Career Center houses 5 mandated partners who work with our clients to help them find employment and or obtain job training and or an education. These partners are the Office of Career Development, Office of Vocational Rehabilitation, Office for the Blind, WIOA, and Adult Education. We also operate Job Clubs through our WIOA program which assists our clients in finding and obtaining jobs.

Housing is number two on the needs assessment survey and number one on the budget. DBCAA's Housing Program has minimal administrative dollars. DBCAA will have completed 4 new homes for the low-income population by June 30, 2021. For the 2021-2022 fiscal year, our housing program projects completing an additional 5 new homes. Housing dollars must be used to provide subsidies for our very-low income families who cannot afford traditional mortgages. For these reasons, CSBG funds are allotted in great proportion to housing so they may be utilized to be able to continue our housing program. Additionally, some programs provide direct services in the form of rental or mortgage assistance to clients who are in emergency situations. Therefore, DBCAA will work to alleviate some of these problems within our community. We also operate a homeless shelter in Rockcastle County that utilizes staff time. We provide emergency services in the form of shelter, rent, etc.

Education is number three in the needs assessment survey and number 2 in the budget. As discussed above, we have our WIOA Adult, Dislocated Worker, and Youth programs which strongly address not only employment but also education and job training. Additionally, we

have the Kentucky Career Centers JobSight and our 5 mandated partners – of which several work closely with our clients on education.

Health and Social Behavioral Development is number four according to the needs assessment survey and number five in the budget. We have developed our plan accordingly, with some ideas to assist in fighting the drug epidemic in our area. We plan to collaborate with several agencies in our communities such as Operation UNITE, Lifeline, Comprehensive Care, etc. Additionally, in our four county service area, we are able to make referrals to several locations for the health benefit exchange called Kynector that is a result of the Affordable Care Act. We can provide Christmas food baskets and a food drive for needy community residents. We also plan to use these funds for emergency food vouchers. Since other organizations in our community also operate food pantries, we don't need as much funding placed this priority.

Income Infrastructure & Asset Building is number five in the needs assessment survey and number nine in the budget. Our housing program does several functions with our clients to help them budget their money, pay their bills, and clean up their credit. CSBG funds plays a very important role to our housing program in providing these services. We also provide limited income tax preparation services to our low-income clients.

Services Supporting Multiple Domains is number six in the needs assessment survey and number three in the budget. We provide case management to clients for various topics. Additionally, we operate a licensed day care center that has limited operating funds since it's based strictly on fees. CSBG funding is vital to keeping these services available.

Civic Engagement & Community Involvement ranked number seven according to the needs assessment survey and number eight in the budget. Several staff participate on boards and in meetings throughout the community to provide information and obtain input.

Linkages is number eight in the needs assessment survey and number four in the budget. Staff spend a great deal of time in this service category. They are continually phoning, emailing, faxing, and advocating for our clients with other local agencies and making referrals to them. DBCAA staff work closely with other agencies in the community to ensure that our clients take advantage of every resource and opportunity available to them.

Agency Capacity Building ranked number nine according to the needs assessment survey and number six in the budget. We placed only the amount of funds in this category needed for staff trainings, board meetings, etc.

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

Daniel Boone Community Action Agency is one of the 23 organizations designated as an "eligible entity" which uses CSBG funds to support activities designed to assist low-income, elderly, disabled or homeless persons in Kentucky in becoming more self-sufficient. DBCAA services and programs provided under the CSBG umbrella include LIHEAP, Wintercare,

Weatherization, Housing, Emergency Assistance, Transportation, Case Management, and WIOA

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

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

The DBCAA staff works hard to communicate effectively with all state-operated offices in order to avoid duplication of services and/or benefits. Participation in interagency meetings and CFS enables the staff to stay informed of what is being offered, allowing them to only step in to fill gaps in services. Presently DBCAA's staff holds inter-agency on-site meetings monthly to develop new strategies for assisting those in need by assessing those social services currently being provided. Legal documents are kept and information is shared among agencies. DBCAA strives to do everything possible to ensure that the needs of its customers are kept and discretion is maintained.

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;

A joint effort between DBCAA in Clay and Rockcastle Counties and the Emergency Food and Shelter Program (EFSP) provides money to local food pantries for food distribution. DBCAA is the designated Comprehensive Kentucky Career Center for Clay County. One-stop partners include: Career Development Center, Adult Education, Vocational Rehabilitation, Experience Works, CSBG, Housing, Job Corps, and the Workforce Investment Opportunity Act (WIOA) staff. DBCAA contracts with the WIOA program for Clay and Jackson counties from EKCEP. The CSBG staff can make an immediate referral and the customer can get the assistance he/she needs, without leaving the area.

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

If a family in crisis is visited by a social worker, that worker could call a family team meeting to include different service providers within the Community Based Services family and the school resource centers. This collection of providers would prepare a self-sufficiency plan for the family. The SRA's for DBCAA's service area; both agree to refer to and receive referrals from other agencies.

DBCAA has a distinct advantage over those community action agencies residing in metropolitan areas. Employees from Social Services, DBCAA, schools, and other agencies often know one another and feel comfortable discussing a family case openly and honestly. Whether the family needs housing, transportation, credit counseling, jobs or daycare assistance, these interagency meetings, allow us to decide the best plans for the family in their quest for self-sufficiency, and which resources can best meet their needs and ensure delivery of services

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.

DBCAA's staff works cooperatively with the Workforce Investment (WIOA) staff to educate and/or employ youth in various year-round activities. The school dropout rate is very high in this area and DBCAA is doing everything possible to ensure that our youth (our greatest resource) adopt a new attitude about how education can affect their future. To that end, dropout prevention strategies have been instigated in the forms of tutoring, study skills training, and instruction, leading to completion of secondary school. These services are currently offered by Daniel Boone Community Action Agency, Inc., through Clay County Adult Education with offices on-site, and at Eastern Kentucky University. Other providers include DBCAA Kentucky Career Center/Jobsight, Clay County Board of Education, and Jackson County Board of Education (at the Transitional School, Area Technology Center or Alternative School). The participant will be referred to/served by the provider that is best able to meet his or her needs. Students also have a need for "hands-on" work experiences, and this is met through DBCAA's a WIOA Youth Program. The program provides summer employment opportunities for youngsters in cooperation with various local agencies/businesses or special projects. Approximately 65 businesses in Clay and Jackson Counties are committed to giving these young people an opportunity to obtain insight into a particular career area and a chance to learn a new skill. Another component of the WIOA Youth Program involves paid and unpaid work experiences, including internships and job shadowing. By definition, this element refers to the acquiring of the personal attributes, knowledge and skills needed to obtain a job and advance in employment while at the worksite "Hands-on learning" in the form of occupational skills training will be provided through referral to the appropriate entity that offers the short-term training. Potential sites include local technical colleges or community colleges approved by Eastern Kentucky Concentrated Employment Program, Inc. (EKCEP). Many of these at-risk youth are from severely dysfunctional families, and they need, as role models, successful, productive, educated adults. The proposed solution for this is found in the "Adult Mentoring Element." This program enables at-risk youth to receive one-on-one attention for not less than 12 months from concerned members of the community who are partnered with youths according to common interests. Mentors will be trained/educated on goal setting, career exploration assistance and social skills improvement. Other opportunities for youth through the WIOA Youth Program include leadership development opportunities, field trips, guest speakers, life skills training, and work simulation activities. The youth involved in DBCAA's WIOA programs make positive contributions to their local, respective communities. DBCAA is convinced that its efforts have prevented high school

dropouts, and reduced the rate of youth crime. Youth are also encouraged to participate in in-school and out-of-school activities sponsored by DBCAA in cooperation with numerous community partners. DBCAA will be partnering with KCEOC Community Action Partnership, a designated Safe Sitter Site, to conduct training for employment opportunities for youth in the agency's service area. It will also provide an additional child care resource for parents. Older siblings (ages 11+) will be properly trained to care for younger siblings while parents are working or are in vocational training or post-secondary classes. The mission of Safe Sitter is to provide life skills, safety skills and child care training to all youth in order to build safer communities.

I. 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.

DBCAA's vision statement and purpose for 47 years has been to assist area residents in acquiring or gaining self-sufficiency." DBCAA has worked to provide jobs and skills training for those needing work, and to provide adequate housing, nutrition, and counseling to others who are poor, disabled or elderly. DBCAA's main thrust has been to eliminate the many poverty "pockets" of eastern Kentucky, and replace the loss of self-esteem and independence with a productive, educated, and self-sufficient workforce. DBCAA administers the Low Income Home Energy Assistance Program as well as other Emergency Services Programs to meet the rising utility costs of our customers. Were it not for linkages to other community agencies working toward the same goal, it would be extremely hard to accomplish. The staff member who carries out coordination and linkage functions is the Executive Director. DBCAA's Executive Director serves on the board/council of the following ten organizations:

1. Serves on the Cumberland's Workforce Development Board
2. CAK Board of Directors
3. Member Laurel/London Chamber of Commerce
4. Board member Kentucky Mountain Housing Development Corp
5. Member Laurel/London Optimist Club
6. Serves on CVADD Transportation Committee
7. Board member KY Public Transit Association
8. Board member Eastern KY Community Action Partnership
9. Kentucky Housing Corporation's Weatherization Advisory Council
10. Promise Zone Economic Development Committee

All of these groups work to enhance collaboration of business organizations and individuals to promote economic development. The main office of DBCAA has been designated as the WIOA affiliate one-stop career center for Clay County. Workforce Investment Opportunity Act

(WIOA) mandatory partners have staff at this office daily. By having these -resources in-house, DBCAA's CSBG staff has the opportunity to make an immediate referral and the customer can make use of that referral without leaving the building. This smooths the way for coordination of services and provides for closer case management.

m. Describe how the agency analyzed the SFY 2021 ROMA and Customer Satisfaction data to assist in developing the SFY 2022 plan to improve service delivery.

The activities of the ROMA cycle are used in the process. With the results of the current year reporting and the Customer Satisfaction data, the agency CSBG Director/ROMA Trainer meets with County Coordinators, Department Heads and the tripartite board to assess and plan for the needs. The mission statement will be revisited and the ROMA outcomes and results will be used for the current fiscal year to identify improvements, results, to be achieved in the communities we serve. There will be adjustments to the new plan based on the previous year's outcomes. The process will continue to organize and implement programs, services, and strategies within the agency and among partnering organizations to achieve anticipated results.

Community Needs Assessment Questionnaire

The following questionnaire will only take a few minutes to complete and it will assist in helping people, meeting the community needs, and providing hope. All information will be kept confidential and your name is not required on the questionnaire. **THANK YOU FOR YOUR TIME!**

EVERY QUESTION IS TO BE COMPLETED OR THIS QUESTIONNAIRE WILL BE REMOVED FROM THE RESULTING POOL. Please check the appropriate answer for each question.

Basic Demographic Information

1. What is your role in the community? (Please select the best choice which fits your role when completing this survey)
 - ☐ Community Action Client/Low-Income Resident
 - ☐ Faith Based Organization Representative (Church/Faith Based groups, clubs, councils, associations, etc.)
 - ☐ Private Sector Representative/Community Member (for profit, small business, private citizen, etc.)
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 - ☐ Staff or Volunteer of Community Action Agency
 - ☐ Local Politician/Government/Public Sector Representative (non-profit, government regulated, funding sources, etc.)
2. In which county do you live or represent? ☐ Clay ☐ Jackson ☐ Laurel ☒ Rockcastle
3. What is your gender? ☒ Male ☐ Female
4. What is your age? ☐ Under 18 ☐ 18-24 ☐ 25-44 ☐ 45-54 ☐ 55-59 ☐ 60-64 ☒ 65-74 ☐ 75+
5. What is your race?
 - ☐ American Indian or Alaska Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Native Hawaiian and Other Pacific Islander
 - ☒ White
 - ☐ Multi-race (two or more of the previous)
 - ☐ Other
6. What is your ethnicity? ☐ Hispanic, Latino or Spanish Origins ☒ Not Hispanic, Latino or Spanish Origins
7. What is your education level?
 - ☐ Grades 0-8
 - ☐ Grades 9-12/Non-Graduate
 - ☐ High School Graduate/Equivalency Diploma
 - ☐ 12th Grade + Some Post-Secondary
 - ☒ 2 or 4 years College Graduate
 - ☐ Graduate of Other Post-Secondary School
8. What is your Military Status? ☐ Veteran ☐ Active Military ☒ N/A

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7. What is your education level?
 - ☐ Grades 0-8
 - ☐ Grades 9-12/Non-Graduate
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8. What is your Military Status? ☐ Veteran ☐ Active Military ☒ N/A

Community Needs Assessment Questionnaire

The following questionnaire will only take a few minutes to complete and it will assist in helping people, meeting the community needs, and providing hope. All information will be kept confidential and your name is not required on the questionnaire. **THANK YOU FOR YOUR TIME!**

EVERY QUESTION IS TO BE COMPELTED OR THIS QUESTIONNAIRE WILL BE REMOVED FROM THE RESULTING POOL. Please check the appropriate answer for each question.

Basic Demographic Information

1. What is your role in the community? (Please select the best choice which fits your role when completing this survey)
 - ☐ Community Action Client/Low-Income Resident
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Clay County Community Partner Meeting
November 9, 2020
Held at 1:00p via Zoom

In attendance were the following persons:

Helen Baker, FSOS
Jill Hacker, Second Mile
Stacey Adkins, DCBS SSS
Kiley Adkins, DCBS SSS
Karrie Ann Gay, FSOS for DCBS Family Support
Chasity Kemp, DBCAA
Debra Ballard, AOC
Felicia Neal, SSWI for DCBS
Laurie Johnson, with New Hope
Tammy Pennington, CCHD
Randy Craft, Advent Health

1. Introductions and everyone describing who they work for and what services they offer.
2. FSOS Baker discussed the services for DCBS in Clay County: Second Mile, New Hope, Bouncing Back, and Comprehensive Care and also to include our local health department in Clay County Kentucky.
3. Tammy Pennington and Helen Baker: Discussed the fact, there are not a lot of community events occurring in Clay County at this time due to Covid19. CCHD is in Phase B with 70 years and older ; first responders, medical providers, and law enforcement. Next phase is 1C for 60 years and older and medically complex
4. Update in regards to Covid19 for Clay County, per Randy Craft, Hospital was given 400 vaccines, 330 were used at the hospital and they gave the health department 70 of the immunizations.
5. Discussion of the economy and our new way of life to move forward as the new normal. Stay Calm, and learn to live with new things; be patient.
6. Chasity Kemp states that there has been mail or email of their agency Community Needs Assessment that needs to be returned if not done so. Have funds for rent and utilities at this time. DBCAA is operating virtually.
7. Discussion of side effect of the vaccine, usually last about 24 hours on average.
8. DCBS Clay County office continuing services; new ways to do business, we remain doing home visits and initiation of investigations and high-risk situations. We are now working with virtual visits as well.
9. Second mile: opening in clay county, doing in person services; telehealth also offered, one full time and one part time employee case managers in court now, going into the home to help families, looking for office space in Clay County; They work with the entire family, APS, CPS, etc.
10. Biometric screenings by Tammy Pennington. Will be doing the living well promise also.
11. Randy Craft: Opening new surgery wing in May of 2021; better health care; ground breaking on Rural Health Building coming soon, 50th Anniversary this year for our hospital.

12. New Hope: Offers in person and virtual via zoom; IOP in the mornings; DUI classes offered; making arrangement for in-person services.

Clay County Community Partner Meeting was adjourned and the next meeting will be February 10, 2021 at 1:00p.m. Zoom invites will be sent out today by Helen Baker, Clay County FSOS

Goose Rock FRC
Advisory Council
Agenda
8-31-2020

- I. **Welcome & call meeting to order**
- II. **Introduce new council members & elect new Advisory Council Chairperson**
Vote in new council members & chair
- III. **Past Events**
 1. Meal Delivery & Pick-up through Covid-19. Served approximately 85-100 kids per day
 2. Back to School & supplies bought
 3. Home Visits & Welfare phone calls
- IV. **Upcoming Events**
 1. Current Meal Program
 2. FRYSC Friday Virtual Programming
 3. Collaboration with Save the Children for drive through event
 4. Backpack Program
 5. Painting Class
- V. **Budget**
 1. This year GRE FRC received more money than the past two years due to a rise in enrollment and free and reduced lunch count.
 2. Spending some funds on FRYSC Friday Virtual Programming
 3. Donations for Backpack Program
 4. Spent the \$114.72 from 2019-2020 School year on re-stocking clothing and hygiene items for the Family Resource Center.
- VI. **Method of Contact**
 1. Facebook group, text group chat, or email?
- VII. **Other News**

Food Pantry across from IGA # 2 in the old CBS Building
- VIII. **Schedule next meeting & adjourn**

Goose Rock Elementary
Family Resource
Advisory Council
Minutes
2-29-2020

Caitlyn welcomed everyone to the meeting. Chairperson Heather Fultz and Parent Bobby Morgan called the meeting to order. Council reviewed meeting from last meeting in December.

FRC reviewed past and upcoming events. Around 100 kids for Holiday Assistance and Stand Strength Team did a program and gave a substantial clothing donation. Upcoming events include free painting class in March, Hope for Appalachia (donations for students), Relatives Raising Relatives event with Save the Children, and possible Color Run.

Discussed next meeting which will be community Family Resource Picnic on 4-16-20.

Discussed budget for rest of the year. Budget remains the same, around \$114.00. FRC is planning a Walmart trip to spend on items the center is lacking.

FRC read action components and needs assessment data for 20-22 CPP. Chairperson Heather Fultz made a motion to accept the action components. Community Member Kim Stevens seconded the motion. Reading of updated by-laws followed. Chairperson Heather Fultz made a motion to accept these by-laws. School staff member Rhonda Smith seconded the motion.

Kim Stevens from Daniel Boone (community member) gave info for new programs. They include rides for Medicaid patients, Youth program for offenders to find jobs, and the winterization program with Daniel Boone and Red Bird Mission.

School staff member Lisa Thompson made motion to adjourn meeting and Kim Stevens seconded the motion.

COOPERATIVE EXTENSION



4-H PAINTING KITS

Pick-up: Clay County Extension Office

October 5th-9th

8:00 am-4:00 pm

Age: Youth 5-18



You must call to register & schedule a pick-up time by September 29th at 598-2789.

Note: You will be responsible for purchasing your own paint!

Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties Cooperating.

LEXINGTON, KY 40548





Representatives from all the county fire department's were in attendance at the recent local court meeting.

CLOSING

From A1

"There's not a lot you can do with ice," he said. "We've been out salting county road ways and clearing fallen trees and limbs."

District 11 state highway road crews have been out working 16-hour shifts, according to public information officer Les Dixon.

"We've had crews out all over our district including Manchester and Clay County," he said. "We've pretreated the roads when possible and spread a large amount of salt to combat the icy road conditions."

Icy road conditions led to numerous accidents on the Hal Rogers Parkway Sunday night leaving it closed for a period of time.

Accidents were reported all over the county and kept volunteer fire department members busy throughout much of the night. No serious injury accidents were reported.

The second wave of the storm hit Monday afternoon and left nearly 150 residences without power in the Burning Springs and Goose Rock areas.

AdventHealth shuttered their clinics on Thursday, Monday and Tuesday, an event unheard of in the past due to the road conditions.

Other agencies like Family Health Care and Grace Health also closed their doors due to the weather.

Several businesses, such as government agencies, were already closed Monday due to President's Day. First National Bank reopened Tuesday morning on a delayed basis.

Many others followed that lead and also opened later in the day.

Fast food restaurant McDonald's also closed their doors early on Monday due to road conditions.

BOARD MEETING

Daniel Boone Community Action Agency, Inc. will be having a Board of Directors meeting on Tuesday, February 23 at 10:00 a.m. @ the central office. The public is invited to attend. The meeting will be viewed thru Zoom in the conference room. DBCAA is an equal housing opportunity provider.

FIRE

From A1

tremendous help in keeping all these departments going each year."

County judge-executive Johnny Johnson and the magistrates have requested a meeting with the nine fire chiefs to create guidelines on the possibility of adding the fee to property tax bills.

County attorney Joe White has created a first draft of the policy. The court and fire chiefs will work from the draft to finalize the proposal.

Johnson said he wanted to stress the fact that property owners will have the option, if passed by the court, to opt out of paying their fire dues if they choose.

The proposal is expected to be discussed in the coming week.

STORM

From A1

and continue to respond to calls for service. They are responding in fires, car accidents, EMS calls, downed power lines, traffic control, and assisting in whatever way needed to help."

At noon Tuesday, over 4,000 customers on Jackson Energy in Clay County were without power. Due to the number, the warming shelter in downtown Manchester was opened and Jackson says other locations may be opened soon.

"With this large of a number without power and temperatures below freezing, we are working to open some more shelters throughout the county," he said.

As the county tries to recover from this storm, the forecast calls for another one later in the week.

"We are monitoring another winter storm potentially hitting our county Wednesday-Friday. We strongly encourage you to be prepared for the possibility of power outages and hazardous conditions continuing with this event," Jackson said. "People need to refill any medications, oxygen, medical equipment etc if needed to get through this event. Ensure you have an adequate heat source and propane tanks are replenished if needed."

You can find more information about the shelters and how the county is combating the storm at themanchesterenterprise.com.



As you can see, the surgery center at AdventHealth will be identical to the artist rendition in the ad below.



When surgery is the answer, we are here.

You deserve to approach your surgery with comfort and confidence. That's why we're dedicated to easing your mind and boosting your spirit.

Our expert surgeons stand ready to help you Feel Whole.



Dr. Desai / Urology



Dr. Gupta / Ortho



Dr. Gordon / OB/GYN



Dr. Hinchton / OB/GYN



Dr. Wilkins / Surgery

Clay Co.

Chang Co.

BOARD MEETING ANNOUNCEMENT

Daniel Boone Community Action Agency, Inc. will be having a Board of Directors meeting on Tuesday, October 27th at 10:00 a.m. @ the central office. The public is invited to attend. The meeting will be viewed thru Zoom in the conference room. DBCAA is an equal housing opportunity provider.

VOTING

From A1

Craft said. "We are providing voters with a safe environment to come and cast their vote."

The clerk says voters are also being exposed to the new voting machines that utilize a paper ballot.

"The voter will insert the paper ballot into the machine and make their selections," Craft said. "The voter will navigate through various screens and races making their choices. There are also constitutional amendments for this election and voters will have to navigate through several screens to read those. Once they've completed their selections, they will take their ballot to the machine counter and insert it to be counted. The card will stay inside the machine once that step is completed."

The new machines will also be utilized at all 20 county precinct locations on November 3rd. As with anything that changes, the

"This is a different procedure than what's been used in the past," she said. "Once their ballot is inserted to be counted the voting process will be completed."

The clerk also announced precinct location changes at three places for the upcoming Nov. 3rd election. Those changes are:

- Horse Creek- The new location is City of Hope Church at the old Horse Creek Elementary.
- Pigeon Roost- The new location will be the Fellowship Hall at Horse Creek Baptist Church.
- Greenbriar- The new location will be at Clay County High School.

Signs will be placed at each precinct to show voters the locations, Craft said.

In-person early voting will continue at the county administration building through November 3rd. You can cast your ballot Monday-Friday from 8

 SOUTHERN STATES

STOP WINTER GOLD!

E-mail submissions to editor@sentinel-echo.com

All applicants will be required to

Monday, November 30

• **LONDON CHRISTMAS LIGHT DRIVING TOUR** — Hang some Christmas lights and be a part of

• **BLOOD DRIVE** — Giving the gift of life just got more meaningful. Donating blood with Kentucky Blood Center is always good for the community, since blood donations stay local. Now, all donations are tested for COVID-19 antibodies, meaning you may be able to help a neighbor battling COVID-19 with your dona-

• **DANIEL BOONE COMMUNITY ACTION AGENCY** — Daniel Boone Community Action Agency, Inc. will

be having a Board of Directors meeting on Tuesday, December 8 at 9 a.m. at the central office. The public is invited to attend. The meeting will be viewed thru Zoom in the conference room. DECAA is an equal housing opportunity provider.

Laurel
Co.

The staff of Cash Express appreciates everyone who will donate items for this worthy cause and to help be a blessing to others in the community. For more information, contact them at (606) 330-0816.



Community Calendar

• AMERICAN ROSIE THE RIVETER ASSOCIATION — American Rosie the Riveter Association is trying to locate women who worked on the home front during WWII. Thousands of women worked to support the war effort as riveters, welders, electricians, inspectors in plants, sewing clothing and parachutes for the military, ordnance workers, rolling bandages, clerical, farming, and many other jobs such as volunteer workers collecting scrap metals and other critical materials. These women have stories of their WWII experiences that are of historical value and perhaps have never been told. American Rosie the Riveter Association would like to acknowledge these women with a certificate and have their stories placed in our Archives.

American Rosie the Riveter Association is a patriotic/non-profit organization whose purpose is to recognize and preserve the history and legacy of working women during WWII. This organization was founded in 1998 by Dr. Frances Carter, Birmingham, Alabama and now has almost 7000 members nationwide. Current elected officers: Immi Connerthut, Maryland, Minnesota, Texas, Oklahoma and Alabama all serve on a volunteer basis. If you are a woman (or descendant of a woman) who worked during WWII, or if you are just interested in more information, please check our web site www.rosiethe Riveter.net or call the toll free number 1-888-557-6743 or e-mail americanrosiethe Riveter2@yahoo.com.

• TOYS FOR TOTS — The US Marine Corps TOYS FOR TOTS CAMPAIGN is now open. Registration for low income families is available on our website <https://southcentralky.toysfortots.org/>. Click on APPLY FOR TOYS and complete the application. Our purpose is to provide A LITTLE CHRISTMAS, for every child. DONATIONS can also be made on the site and 100% of every dollar donated helps us provide toys and books for the children in Whitley, Knox & Laurel Counties. If you would like to help us at our warehouse, click on VOLUNTEER and complete the application.

Friday, October 16
• TERROR SQUAD — London-Laurel Rescue Squad will open its doors every Friday and Saturday night. Tickets are \$10 per guest. They plan to open every Friday and Saturday night at 8 p.m. at the rescue squad building right behind the city fire department.

With COVID-19 being a concern the

London-Laurel Rescue Squad spoke with the health department and formulated some guidelines to follow, allowing the haunted house to have an endorsement from the health department.

There will be reduced seating in the waiting room and additional seating outside. Everyone that can wear a mask is recommended to do so. All of the staff will be using Halloween masks this year instead of make-up effects.

This has been the biggest fundraiser for the London-Laurel Rescue Squad for over 20 years and helps to pay for equipment used in emergencies.

Saturday, October 17

• OPTIMIST BASKETBALL — Optimist Basketball signups will be held at the Optimist Complex on Saturdays from 10 a.m. - 2 p.m. until the deadline of November 14.

Please bring your child's birth certificate, and the fee of: 1 child - \$50, 2 children \$70, 3 children \$80 must all be siblings.

You can also visit our webpage at www.londonlaureloptimistfoundation.org to print an application and mail it to the address on the application.

The playing ages are as follows: 6 & 7 yr old will be instructional league, 7 - 18 yr old will be competitive league (7 yrs old can do both if they desire)

For more information please call 606-862-7027. CDC Guidelines will be used.

• GOSPEL BARN — Williamsburg Gospel Barn invites you to an evening of gospel music with the Lear Family of Richmond, KY on Saturday, Oct 17 at 7 p.m. Admission is free. Doors open at 5 PM with open mic and early matinee featuring John Hesson of Saint Albans, WV. CDC guidelines will be followed.

• BLOOD DRIVE — Kentucky Blood Center needs area residents to donate blood and help ensure an adequate blood supply. Patients at the 7th Kentucky hospitals served by KBC rely on donors to roll up their sleeves and save a neighbor with regular blood donations.

Blood products are often used to help cancer patients, trauma patients, women in childbirth and individuals with chronic illnesses like sickle cell anemia. Blood donors who regularly donate at local blood drives ensure that that blood is on the shelf to help these patients in times of need.

Donors at this upcoming Kentucky Blood Center blood drive will receive

our limited-edition #SaveANeighbor Kentucky snacks. The Creek Church will host the blood drive Saturday, October 17, Sunday, October 18 from 8 a.m.-noon and 1-5 p.m. at 75 Capital Drive, London.

Blood donors must be 17-years-old, weigh at least 110 pounds, be in general good health, show a photo I.D. and meet additional requirements. Sixteen-year-olds can donate with a signed parental permission slip, which can be found at kybloodcenter.org.

To schedule a donation, visit kybloodcenter.org or call 800.775.2522.

• WALK FOR LIFE — The Laurel County Life Center presents the Walk for Life and 5K run on Saturday. Run registration begins at 8 a.m. with the run to begin at 8:30 a.m. The walk registration is at 10 to 11 a.m. with the walk beginning at 11 a.m. Admission for all participants is \$25 and all will receive a T-shirt. There will be trophies and medals for winners of the 5k. All walk participants will be entered to win one of three gift cards. Call 606-877-1717 or go to lclifecenter.org for registration forms.

Saturday, October 24

• OPTIMIST BASKETBALL — Optimist Basketball signups will be held at the Optimist Complex on Saturdays from 10 a.m. - 2 p.m. until the deadline of November 14.

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Tuesday, October 27

• BOARD OF DIRECTORS MEETING — Daniel Boone Community Action Agency, Inc. will be having a Board of Directors meeting on Tuesday, October 27 at 10 a.m. at the central office. The public is invited to attend. The meeting will be viewed thru Zoom in the conference room. DBCAA is an equal housing opportunity provider.

Saturday, October 31

• TRICK OR TREAT — The City of London will host residential trick or treating on Halloween from 6-8 p.m.

Turn your porch light on to participate.

• OPTIMIST BASKETBALL — Optimist Basketball signups will be held at the Optimist Complex on Saturdays from 10 a.m. - 2 p.m. until the deadline of November 14.

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Saturday, November 7

• OPTIMIST BASKETBALL — Optimist Basketball signups will be held at the Optimist Complex on Saturdays from 10 a.m. - 2 p.m. until the deadline of November 14.

Please bring your child's birth certificate, and the fee of: 1 child - \$50, 2 children \$70, 3 children \$80 must all be siblings.

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For more information please call 606-862-7027. CDC Guidelines will be used.

Saturday, November 14

• OPTIMIST BASKETBALL — Optimist Basketball signups will be held at the Optimist Complex on Saturdays from 10 a.m. - 2 p.m. until the deadline of November 14.

Please bring your child's birth certificate, and the fee of: 1 child - \$50, 2 children \$70, 3 children \$80 must all be siblings.

You can also visit our webpage at www.londonlaureloptimistfoundation.org to print an application and mail it to the address on the application.

The playing ages are as follows: 6 & 7 yr old will be instructional league, 7 - 18 yr old will be competitive league (7 yrs old can do both if they desire)

For more information please call 606-862-7027. CDC Guidelines will be used.

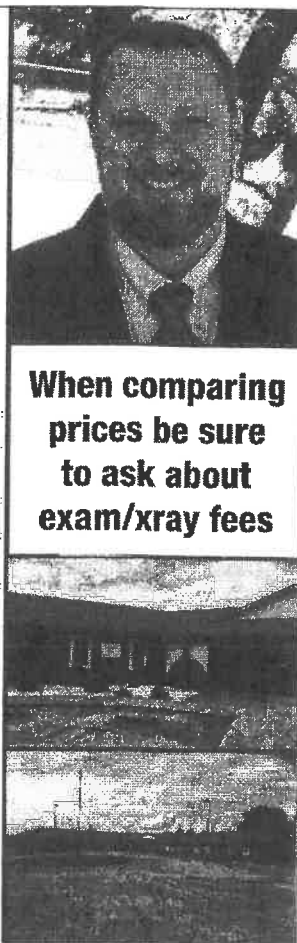
Laurel Co.

HELPING YOU TAKE BETTER CARE OF YOUR SMILE

William T Petrey DMD Located 2.7 miles from the state police barracks on North 25 in East Bernstadt KY in the back building of East Bernstadt Medical Clinic.

- We have free consultations for all services and very good prices compared to other dental offices. We recommend you to compare prices.
- Simple extractions are \$125 including exams/x-rays. Surgical Extractions are \$225 including all exams/x-rays. Fillings are \$125 per tooth including all surfaces.
- Dentures and Partial made here with the very best materials available
- All private insurances accepted. Medicaid accepted
- For more information (including fee schedule) check us out and like us on Facebook Petrey Family Dentistry of London, KY. Or call our office at 606-843-6476.

William T Petrey DMD



They are painted

and clean.

NO application fee.

Fast, friendly

service. Check with us.

Your rent could be

cheaper at the

Housing Authority of

McKee (Rocky Hill

Heights Apts.) Laun-

dry on site. Two play-

grounds and

basketball court. Rent

based on income.

Call today.

(606) 287-8777

Housing Authority of

McKee, Rocky Hill

Heights, 1405 Roberts

Ct., Ofc., McKee, Ky

40447

NOW TAKING

APPLICATIONS

housing for the elderly.

Must be 65 or over. 1

bedroom apts. Rent

based on income less

allowable medical de-

ductions. On site man-

agement. We pay the

electric, water, sewage

and garbage bills. Stop

by or call today and ask

us about our specials.

Call 606-287-8980

TDD 1-800-247-2510

EHO tm

HELP WANTED

Annville Adult Day

Health Care Center is

hiring for in home at-

tendant care positions.

Start pay is at least 9.00

hour, pay based upon

LEGAL

Daniel Boone Commu-

nity Action Agency, Inc.

will be having a Board

of Directors meeting

on Tuesday, August

25th at 10:00 a.m. @

the central office. The

public is invited to at-

tend. The meeting will

be viewed thru Zoom in

the conference room.

DBCAA is an equal

housing opportunity

provider.

Jackson County Dis-

trict Court. All persons

having claims against

the estate of Charley

Lainhart are request-

ed to present same,

verified according to

law, to said Executor

within six months from

8/12/2020. All persons

indebted said estate

are notified to pay said

indebtedness to the

Executor.

Attorney: Hon Brian

McCoy

Case # 20-P-000106

Jackson Valley Apartments is now accepting

applications for 1 bdr, 2 bdr and 3 bdr apart-

ments. Rent is based on income. Garbage

and water included. On site laundry and

playground area. Units available for immediate

move in

upon approval. Applications may be picked

up at the

office Monday, Tuesday, Thursday and Friday.

Hours 9-12 and 1-4

Office closed on Wednesdays

1-806-287-7677

(TTY) 1-800-648-6056

Hearing/Speech Impaired Only)

Equal Housing Opportunity

from 9:00 a.m. to 7:00 p.m. at the office of Melissa Jan Williamson, 140 Water Street McKee. Anyone who is unable to leave their vehicle due to physical limitations or COVID-19 concerns may call 287-5223 during these hours and will be met at their vehicle by masked personnel to enable them to vote. Due to the COVID-19 global pandemic and concern for JCWA members, personnel, and the citizens of Jackson County, the annual meeting will be attended by Board members and essential personnel only. Any member who wishes the annual financial information given at the annual meeting will be provided that information upon request.

a.28

See and talk with your

VA doctor at America's 1st

Virtual Living Room located inside

the Jackson County Public Library.

EASY, PRIVATE, PROFESSIONAL

Services include: Primary Care,

Nutrition, Smoking Cessation,

Mental Health Care and more!

Schedule an appointment with

your VA doctor today.

The Virtual Living Room is sponsored in

part by PVEC and operates using

PVEC's telehealth broadband system!

In accordance with Chapter 65A and 424 of the Kentucky Revised Statutes, the financial information listed below may be inspected by the general public at the Jackson County Extension Service, 1408 Main Street South, McKee, KY on Tuesday, August 25 between the hours of 8:00 a.m. and 4:30 p.m.

- FY20 Year-End Budget Summary
- FY21 Budget Summary

Your ad here!
Call today!
287.7197

The Next Step donations

The Next Step is accepting donations of any kind (monetary, beds, linens, dishes, furniture, etc.) Please feel free to contact Alyssa Baker at 606-215-9175 or visit the GofundMe page at www.gofundme.com/sober-living-house-for-women.

Matthew Ministry

The Matthew Ministry is open on Tuesdays from 10 a.m. until noon. Free clothing is available. It is located at the corner of 4th and Poplar streets in Corbin.

Whitley Adult Education

Let the people at Whitley County adult education assist in earning a GED diploma, prepare for college, earn an NCRC, improve job skills, and more. Call to make an appointment to get started at the Williamsburg Center at 606-549-1989. All services free.

Laurel Co. Adult Education

Laurel County Adult Education, with offices in London and Corbin, can help you earn your GED, increase career opportunities with a National Career Readiness Certificate, prepare for college entrance tests, or improve skills. Classes, online study, practices tests, and one-on-one help are all free. Start any Monday. Call 606-878-9134 or 606-528-0379 for more information.

TOPS Program (Corbin)

The Corbin Presbyterian Church on Master Street is welcoming new members for its TOPS (Take Off Pounds Sensibly) Program. Members meet each Thursday at 5 p.m. for weigh-in with a meeting beginning at 6 p.m. For more information, contact Sandra at 606-261-7182.

TOPS Program

TIPS

Continued from page 2

nable at least three feet away from heating equipment, like the furnace, fireplace, wood stove, or portable space heater.

- Have a three-foot "kid-free zone" around

(Williamsburg)

Let us help you take off those unwanted pounds. New members are welcome and the first visit is free. Weigh-in is at 5:30 p.m. and program starts at 6 p.m. Every Tuesday night at Hope House in Williamsburg. Any questions, call Arlene at 304-3342.

Long Term Care Ombudsman

The Cumberland Valley District Long Term Care Ombudsman Program is seeking volunteers and friendly visitors to enrich the lives of seniors in long term care facilities. It could be reading with them, playing a game, discussing the day's events or just watching a little TV with a local senior. If you are interested, call Arlene Gibson at 606-864-7391 ext. 119.

Alzheimer's Association Support Group

Alzheimer's Association Support Group meets the second Tuesday of each month at 2 p.m. at Village Heights, 212 W. 12th St., London. For more information, call Kimberly Croley, PharmD, at 606-878-0761. All caregivers and families of persons with dementia-related illness are welcomed to attend.

Celebrate Recovery

Celebrate Recovery at Immanuel Baptist Church is a 12-step faith-based recovery meeting for all hurts, habits and hang-ups. The two-hour meetings are every Tuesday from 6:30-8:30 p.m. A meal is available at 6 p.m. Celebration Place for children K-5th grade is available at the same time for your children. Call 521-4980 for additional information. Everyone is welcome.

Free internet

St. Paul's Anglican Church has recently opened free access to students at Lynn Camp and Corbin schools due to at-home learning. For those who do not have inter-

net or whose internet is down, we welcome them to use ours. They can simply park and locate the Netgear login. St. Paul's Anglican Church is located across from the Gray post office on South 233.

Homeless Prevention Services

KCEOC Community Action Partnership now has funding available for Homeless Prevention Services. Households must live in Bell, Harlan, Knox, or Whitley Counties. Households must also be below 50% of area median income, must not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or other place, and must meet one of the following "At-Risk" Factors:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, state, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

For more information, please contact Brittany Maynes at 606-546-3152, extension 0102 or by email at bsmaynes@kceoc.com.

per kit (The kit includes a canvas, palette knives, and 12 acrylic paints). The value of the kit is \$20.

Kit pick-up is February 17 and February 18. Video will be posted to social media on February 22. Video is free to everyone. For more information call 549-7373 or FB Messenger: whitley-countyfinearts

CHURCH FEBRUARY 18

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London will meet via Zoom at noon. The guest speaker will be Jill Hamlin, who is the Assistant Director of Fine Arts for Big Sandy Community and Technical College and the Mountain Arts Center in Prestonsburg. Her program will focus on the first Appalachian Arts and Entertainment Awards, scheduled for March 20, of which she is the Director.

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per kit (The kit includes a canvas, palette knives, and 12 acrylic paints). The value of the kit is \$20.

CHURCH FEBRUARY 18

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CHURCH FEBRUARY 18

Minutes
Clay County Extension District Board Meeting
January 22, 2021
12:00 pm

The meeting was called to order by Johnny Johnson. Those present were: JoAnn Nolan, Tammy Pennington, Will Bowling, Dwight Harris, Johnny Johnson, Judi O'Bryan, Lora Howard, and Alissa Ackerman.

Johnny Johnson swore in new board members JoAnn and Dwight.

Election of Chairperson; Johnny made motion for Tammy to be Chair; Will seconded. Motion carried. Election of Officers by Tammy. JoAnn made a motion for Will to be Vice-Chair. Johnny seconded. Motion carried. Motion was made for JoAnn to be Secretary. Motion carried. Motion was made for Kathy Smith to be Treasurer. Motion carried.

JoAnn read the minutes from last meeting. Will made motion to accept minutes, Johnny seconded. Motion carried.

Tammy introduced New Area Extension Director Judi O'Bryan. Daniel Wilson, Regional Director, spoke about hiring a new Agriculture/Natural Resources Agent for Clay County. Daniel informed the board they need to discuss and decide what they want to do. JoAnn made a motion to hire an ANR Agent in Clay County and Johnny seconded. Motion carried.

Tammy asked for motion to be made for a Screening Committee. Johnny made motion and JoAnn seconded. Motion carried.

Alissa gave the Financial Report and called for approval of the report. Will made a motion to approve and Johnny seconded. Motion carried.

Lora mentioned the hiring of a janitor for the Extension Office. The Extension office will be doing new contracts for janitor, mowing and handyman.

Alissa gave the Audit report.

Lora gave a report on refinancing the loan for the EXCEL Building currently financed to 2044. Ask for approval for board to refinance or not. Tammy asked for approval to refinance upon finding out about fees. Board decided to meet with Financial Officer via Zoon to explain fees. (Tabled)

Lora reported on Your Duty Under the Law: members signed proof of receipt.

Tammy called for motion to adjourn. JoAnn made motion and Will seconded. Meeting was adjourned.

Submitted by:

JoAnn Nolan, Secretary

***CCMS Youth Service Center
Advisory Council Minutes
December 14th, 2020***

The Clay County Middle School Youth Service Center held its regularly scheduled Advisory Council Meeting on December 14th, 2020. Michael Marcum Co- Chair called the meeting to order. He opened the meeting by welcoming everyone in attendance.

Old Business

The minutes of the October minutes were read and approved. Edna Dean made a motion to approve the October minutes as written. Motion seconded by Liana Hensley. All in favor.

New Business

Mrs. Curry talked to the council about Thanksgiving baskets that was provided by the Family Resource Youth Services Centers and also talked about Back Pack Program. Mrs. Curry reported to the council that Jackson Energy gave money for Clay County Middle School and Clay County High School students to shop for Christmas at Walmart. Mrs. Curry discussed the 2020-2021 Budget.

With no further business of the council *a motion was made by Liana Hensley and seconded by Michael Marcum to adjourn the meeting. All in favor.*

***CCMS Youth Service Center
Advisory Council Minutes
August 31st, 2020***

The Clay County Middle School Youth Service Center held its regularly scheduled Advisory Council Meeting on August 31st, 2020. This being the first meeting of the new council Susan Curry, Coordinator, called the meeting to order. The meeting opened with everyone in attendance being introduced and identifying whether they were representing as a parent, student, CCMS school personnel or a collaborating agency.

NEW BUISINESS

Mrs. Curry addressed the council about the need to elect new officers for the 2020-2021 YSC Advisory Council. After discussion of the council, Edna Dean nominated Renee Hacker to serve as CCMS Advisory Chair and Liana Hensley seconded it. All in favor. Renee Hacker nominated Larry Michael Marcum as Co- Chair on the CCMS Advisory Council. Seconded by Joann Nolan. All in favor. Renee Hacker nominated Cindy Lipps to serve as secretary for the Advisory Council and seconded by Edna Dean. All in favor. The 2020-2021 budget was reviewed and discussed. Next order of business was the Impact Report which replaced the I&R, but I&R still was discussed. Mr. Burchfield talked with the council about the possibility of in person school starting on September 28th.

Leslie Davis from GEAR UP spoke to the council about things they will be doing for CCMS students.

With no further business to discuss a motion was made by Renee Hacker to adjourn the meeting and seconded by Edna Dean. All in favor

Next Advisory Meeting October 2020

***CCMS Youth Service Center
Advisory Council Minutes
October 22nd, 2020***

The Clay County Middle School Youth Service Center held its regularly scheduled Advisory Council Meeting on October 22nd, 2020. Renee Hacker Chair called meeting to order. She opened the meeting by welcoming everyone in attendance.

The August minutes were read and Leslie Davis made a motion to approve the August Minutes and seconded by Larry Michael Marcum. All in favor.

Mrs. Curry addressed the council about what we have planned for students when they get back in person for RED RIBBON WEEK but letting them know we have been having a different virtual videos on-line each week such as self-defense class, oil changing class, Fitness class and CPR and First Aid class. Gear up talked about some things they are partnering with the Youth Service Center for some parent engagement ideas.

Mrs. Curry discussed the 2020-2021 budget and possible cut.

With no further business to discuss a motion was made by Renee Hacker to adjourn the meeting and seconded by Larry Michael Marcum. All in favor

Alesia Brewer

Subject: FW: Daniel Boone Opportunity Youth Program Meeting
Location: <https://zoom.us/j/98290240944?pwd=WIU2MkNINVg2cm5MbS91UTRJb0x2Zz09>
Start: Tue 1/12/2021 10:00 AM
End: Tue 1/12/2021 11:30 AM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: OYP Zoom

-----Original Appointment-----

From: Google Calendar [<mailto:calendar-notification@google.com>] **On Behalf Of** OYP Zoom
Sent: Wednesday, January 6, 2021 2:17 PM
To: OYP Zoom; mona.whitaker@danielboonecaa.org; alesia.brewer@danielboonecaa.org; Imeade@ekcep.org; phillip.arnett@danielboonecaa.org; jessica.thorpe@danielboonecaa.org; jonathan.marcum@danielboonecaa.org
Subject: Daniel Boone Opportunity Youth Program Meeting
When: Tuesday, January 12, 2021 10:00 AM-11:30 AM (UTC-05:00) Eastern Time (US & Canada).
Where: <https://zoom.us/j/98290240944?pwd=WIU2MkNINVg2cm5MbS91UTRJb0x2Zz09>

You have been invited to the following event.

Daniel Boone Opportunity Youth Program Meeting

When

Tue Jan 12, 2021 10am – 11:30am Eastern Time - New York

Where

<https://zoom.us/j/98290240944?pwd=WIU2MkNINVg2cm5MbS91UTRJb0x2Zz09> ([map](#))

Calendar

mona.whitaker@danielboonecaa.org

Who

- eweems@ekcep.org - creator
- alesia.brewer@danielboonecaa.org
- Imeade@ekcep.org

Alesia Brewer

Subject: Opportunity Youth
Location: <https://zoom.us/j/95425705120?pwd=MmNvUWx3b1ZpVnpuWEpMcWg0ZTNxZz09>
Start: Tue 3/16/2021 2:00 PM
End: Tue 3/16/2021 2:45 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: OYP Zoom

You have been invited to the following event.

Opportunity Youth

When

Tue Mar 16, 2021 2pm – 2:45pm Eastern Time - New York

Where

<https://zoom.us/j/95425705120?pwd=MmNvUWx3b1ZpVnpuWEpMcWg0ZTNxZz09> ([map](#))

Calendar

alesia.brewer@danielboonecaa.org

Who

- eweems@ekcep.org - creator
- tony.sweatt@teachforamerica.org
- lmeade@ekcep.org
- alesia.brewer@danielboonecaa.org
- cheryl.brumley@sesccoop.org
- mona.whitaker@danielboonecaa.org
- jonathan.marcum@danielboonecaa.org

[more details »](#)

Opportunity Youth is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/95425705120?pwd=MmNvUWx3b1ZpVnpuWEpMcWg0ZTNxZz09>

Meeting ID: 954 2570 5120

Passcode: 451667

One tap mobile

+16465588656,,95425705120#,,,*451667# US (New York)

+13017158592,,95425705120#,,,*451667# US (Washington DC)

*Paces Creek Family Resource Center
Advisory Council
Agenda
February 26th, 2021*

Welcome:

Minutes: Review minutes from the last Advisory Council meeting.

Coordinators Report:

Here are some of our programs we have done/are going to do:

- Food Box Friday's- Extended at least throughout the month of March
 - Crawdad building, led by Save the Children (Approx. 1,200 food boxes each week)
- Food bag distributions/deliveries (Focused on an entire meal for families)
 - 40 Families
- Backpack Food- 35 students
- Lunchroom food deliveries- Every Tuesday for ~22 students
- FRYSC Friday Virtual Programming
 - Bryan Roberts- Karate/Self-Defense
- Valentine's day Craft- from CCPL
- \$2000 grant for hygiene/clothing assistance from Berea
- Hope for Appalachia- Bringing coats and supplies for students around Easter
- Dr. Seuss week
 - March 1st-March 4th
 - M- "My Many-Colored Monday", T- "Top Hat Tuesday", W- "Wacky Wednesday", TH- "Thing 1& Thing 2"
 - Craft from CCPL
- 4-H Chefs in Training Kits (March 15-19th)- Partnership with CC Extension Office

Financial Report: (YTD):

- *See Attached Spreadsheet

Adjournment: The next meeting will be in April

Shirley Davidson

From: Swafford, Danny <danny.swafford@clay.kyschools.us>
Sent: Tuesday, August 25, 2020 9:17 AM
To: Lewis, Sandra; Howard, Michelle; Gray, James; Howard, Lora; Shirley Davidson; Adams, Stacy; Kellie Gray
Subject: Advisory Meeting

Hello everyone,

We will have our August Advisory meeting on Friday, August 28th at 12:00 here at PCE. I realize it is short notice and everyone is busy this time of year, so I understand if you cannot make it. I'm including the highlights for anyone who cannot make it:

Major Purchases since the last meeting:

- Baskets for our students (Backpacks are not allowed this year, therefore we purchased baskets for our students to store their work in)
- Headphones for our students to use with their devices
- School Supplies (including Graph Paper & Composition Notebooks)
- Office Supplies
- Backpack Food

Here are some of our programs we have done/are going to do:

- Daily food delivery/pick up (in the spring & summer and now in the fall)
- Milk pickup with STC
- Backpack food

We are going to have FRYSC Friday's featuring community members doing Zoom/Facebook videos...the lessons are going to be as follows:

1. Self Defense – Bryan Roberts – Monthly for 10 months
2. Beginners Karate – Bryan Roberts – Monthly for 10 Months
3. Basic Auto Maintenance – Martin Bowling – 1 class
4. Basic CPR and First Aid – Tammy Jones – 1 class
5. Fitness Classes – Clay Fitness – weekly (?)
6. Literacy and Craft – Library – Monthly
 - a. Science Project – 1 class (?) in October (?)
7. Financial Literacy – Extension Office – Monthly with rotating age groups

*Paces Creek Family Resource Center
Advisory Council
Agenda
October 30th, 2020*

Welcome:

Minutes: Review minutes from the last Advisory Council meeting.

Coordinators Report:

Major Purchases since the last meeting:

- Red Ribbon Week Anti-Drug Videos

Here are some of our programs we have done/are going to do:

- Food distribution on Mondays (Clay County Community Building)

We are in the process of having FRYSC Friday's featuring community members doing Zoom/Facebook videos...the lessons are going to be as follows:

1. Self Defense – Bryan Roberts – Monthly for 10 months
2. Beginners Karate – Bryan Roberts – Monthly for 10 Months
3. Basic Auto Maintenance – Martin Bowling – 1 class
4. Basic CPR and First Aid – Tammy Jones – 1 class
5. Fitness Classes – Clay Fitness – weekly (?)
6. Literacy and Craft – Library – Monthly
 - a. Science Project – 1 class (?) in October (?)
7. Financial Literacy – Extension Office – Monthly with rotating age groups
8. Home Safety- Patrick Robinson (1 class)

Financial Report: (YTD):

- *See Attached Spreadsheet

New Business: Approve Budget

Adjournment: The next meeting will be in December

Alesia Brewer

From: Mona Whitaker <Mona.Whitaker@DanielBooneCaa.org>
Sent: Tuesday, December 8, 2020 10:00 AM
To: Jesscia Thorpe; 'Joann Nolan'; 'Alesia Brewer'; 'Shirley Davidson'; Jonathan Marcum
Subject: FW: Contractor Call for Wednesday, December 9, 2020 2:00pm

Importance: High

FYI

From: Bridget Back [mailto:bback@ekcep.org]
Sent: Tuesday, December 8, 2020 9:08 AM
To: Janet Jackson <jjackson@bellwhitley.com>; Erica Ash <eash@bsacap.org>; Mona Whitaker <Mona.Whitaker@danielboonecaa.org>; Wendy Crain-Lawson <wendy.crain-lawson@gatewaycaa.org>; Jill Blevins <jblevins@harlancountycap.org>; Becky Miller <bmillier@kceoc.com>; Allison Brown <a.brown@lklp.net>; Brian Fields <b.fields@lklp.net>; mkwloadirector@mkcap.org; Bonnie Conn <bonnie.conn@nkcaa.net>; 'Jeff Whitehead' <jwhitehead@ekcep.org>; 'Owen Grise' <ogrise@ekcep.org>; 'Michael Cornett' <mcornett@ekcep.org>; 'Joyce Wilcox' <jwilcox@ekcep.org>; 'Trish Adams' <tadams@ekcep.org>; 'Tonya Collins' <tcollins@ekcep.org>; 'Ernestine Weems' <eweems@ekcep.org>; 'Lisa Meade' <lmeade@ekcep.org>; 'Melissa Williams' <mwilliams@ekcep.org>; 'Karen Wright' <kwright@ekcep.org>; 'Melissa Quillen' <mquillen@ekcep.org>; 'Dottie Nolan' <dnolan@ekcep.org>; 'Vanessa Collier' <vcollier@ekcep.org>; 'Crissy Sexton' <csexton@ekcep.org>; 'Kendra Sexton' <ksexton@ekcep.org>; 'Michelle Whitlock' <mwhitlock@ekcep.org>; 'Michelle Feltner' <mfeltner@ekcep.org>
Subject: Contractor Call for Wednesday, December 9, 2020 2:00pm
Importance: High

All:

I just wanted to take a quick minute and remind everyone of our contractor meeting tomorrow, Wednesday, December 9, 2020 at 2:00pm. Not everyone could open the calendar invite, so I am sending an email, as well.

This is a very important meeting, as we will be kicking off our new virtual Career Advisor Academy. This will be our mode of training going forward. I'm very pleased with this platform and how everything has turned out. There's so much useful content within these modules, that it's not just for the new career advisor. This is useful for seasoned staff, as well as EKCEP staff. You will find the link to join below. Please forward this on to any staff you feel should see this. We will also be recording this meeting and can send that recording out later.

Please find below the link to the Zoom meeting tomorrow.

Join Zoom Meeting
<https://us02web.zoom.us/j/86004582434?pwd=dE5oWHNwWW41N1RBdVJlVWx2TUgZz09>

Meeting ID: 860 0458 2434
Passcode: 596377
One tap mobile
+13126266799,,86004582434#,,,,0#,,596377# US (Chicago)
+16468769923,,86004582434#,,,,0#,,596377# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)

Assurances

_____ Daniel Boone Community Action Agency _____

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

*Daniel Boone Community
Action Agency, Inc.*



Strategic Plan
2020 - 2025

Introduction

Daniel Boone Community Action Agency, Inc. (DBCAA) is a private, nonprofit 501 (c)(3) corporation that opened on June 1, 1972 with the intention of eliminating poverty in Clay and Jackson Counties. In October 1978, DBCAA extended its service area to include Laurel and Rockcastle Counties. The overall purpose of DBCAA is to assist area residents in gaining self-sufficiency. Over the years DBCAA has achieved this purpose by offering a range of services designed to identify and address community needs. Once needs are identified, DBCAA plans, organizes, and involves various partners so that needs are met and lives are changed. DBCAA strives to ensure that citizens have access to, knowledge of, and equal opportunity in programs directed toward low-income individuals and families.

Mission Statement

The mission of Daniel Boone Community Action Agency is to promote sustainable economic self-sufficiency by eliminating the causes of poverty through partnerships and programs to improve the standard of living of low-income individuals and families.

The Strategic Planning Process

The organizational standards, as presented by the Office of Community Services (OCS), ensures that all eligible Community Services Block Grant (CSBG entities) have the appropriate organization capacity to be effective administrators of the programs to provide services to low-income individuals and families. The information gathered via the required reporting will enable OCS to gauge accountability and performance management in individual agencies. Strategic Planning is one of the nine organizational standards categories; five of the 58 standards deal directly with strategic planning:

Standard 6.1. The organization has an agency-wide strategic plan in place that has been approved by the governing board within the last five years.

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

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

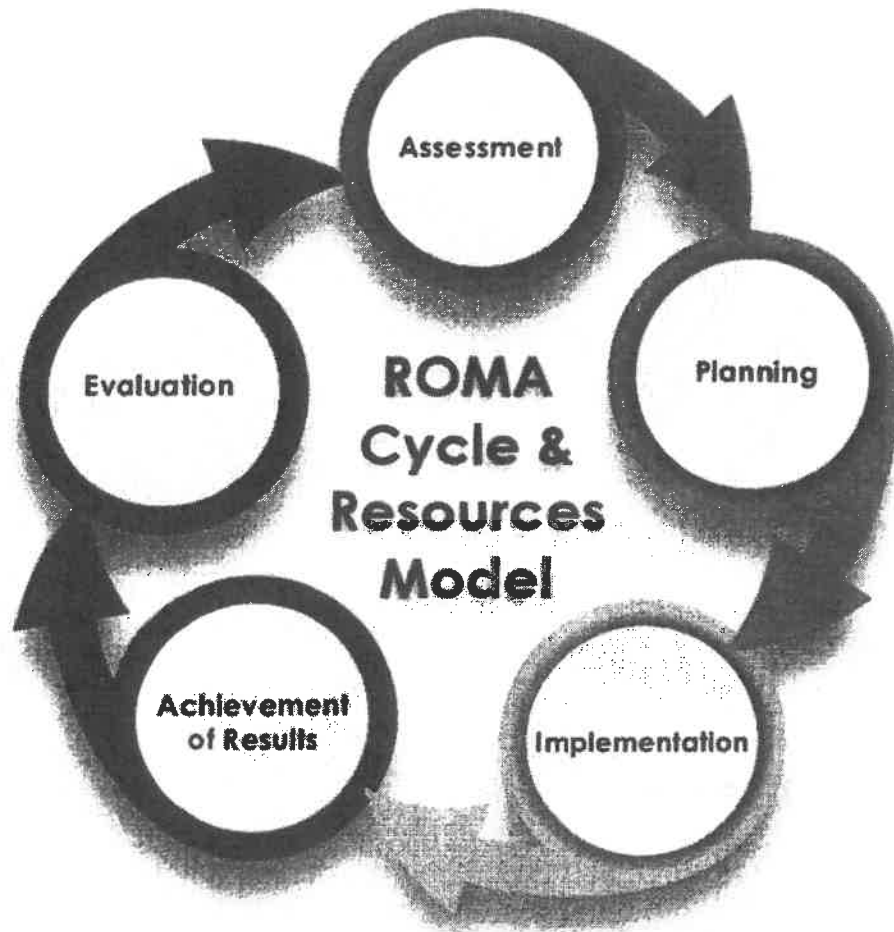
Standard 6.4. Customer satisfaction data and customer input collected as part of the community assessment is included in the strategic planning process.

Standard 6.5. The governing board has received an update on progress meeting the goals of the strategic plan within the past twelve months.

The DBCAA strategic plan illustrates the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle, comparable system assessment, planning implementation, achievement or results, and evaluation. As a recommended Best Practice, the development, implementation, and maintenance of an agency's strategic plan should be overseen by a National Certified ROMA Trainer (NCRT). Kim Stevens, DBCAA CSBG Director and NCRT, participated in the development of DBCAA's strategic plan. The DBCAA Board of Directors, leadership, and selected staff also participated in the development of this plan.

In this strategic plan, community needs are outlined and will guide the agency's anti-poverty programming over the next five years. The objectives presented in this plan focus on improving DBCAA's overall effectiveness and efficiency toward serving those in need.

The following illustration shows the ROMA cycle, where each phase leads logically into the next one, until the cycle is complete and starts again.



The development of this plan was guided by our Community Needs Assessment results. DBCAA's most recent Community Needs Assessment was completed in March 2020. DBCAA collected over 1,500 surveys, which were used in conjunction with a vast array of demographic information, interviews, analysis, most recent U.S. Census date, and other means to determine the greatest needs. The final report, which was approved by the DBCAA Board of Directors in June 2020, listed all identified needs and the accompanying demographic information for those completing the surveys. These surveys were completed by DBCAA clients, staff, board members, and other community partners. Questions asked participants to identify needed services, as well as the major causes of poverty in our rural communities.

Strategic Needs Identified

The process of conducting a community needs assessment resulted in identifying the top five needs within the agency's service area are outlined below.

- Employment
- Housing
- Education
- Health
- Income and Asset Building

From the list of community-identified needs, administrators, program managers, and Board members prioritized the list yielding the top five concerns to be addressed in this strategic plan which are as outlined below.

- Goal 1: Increase employment opportunities for people with low-income (family goal)
- Goal 2: Increase housing activities to improve the conditions in which low-income people live (community goal)
- Goal 3: Increase educational resources for people with low-income (family goal)
- Goal 4: Promote self-sufficiency by providing comprehensive, coordinated, and individualized services (family goal)

Strengths, Weaknesses, Opportunities, and Challenges

Strengths (internal):

- Variety of services
- Well-trained, experienced, and compassionate staff
- Fiscal responsibility and accountability
- Well-established community and state partnerships
- Programmatic policies, procedures, and internal controls
- Safety and continuous educational training for staff
- Ownership of agency facilities
- Fiscally sound
- Updated technology system software

Weaknesses (internal):

- Rising costs of doing business (e.g.—cost of providing health insurance, retirement)
- Demand exceeds resources
- Communication between all levels of employees and employees at different sites
- Limited face-to-face contact with clients due to COVID-19

Opportunities (external):

- Furthering partnerships with other agencies
- Expand client base with CARES Act funding
- S.O.A.R. (Shaping Our Appalachian Region) initiatives
- Promise Zone designation
- Website/social media utilization

Threats (external):

- Stigma of people asking for help or participating in our programs
- Political uncertainty with changing administrations
- Generational poverty
- Increased competition for federal and state grant funds
- Population declines in service area
- Cyber threats or other catastrophes (pandemic)

Goals and Objectives

Goal 1: Increase employment opportunities for people with low-income

Objectives:

- Assist clients in obtaining vocational skills which will increase their capacity to obtain employment
- Assist clients through career advising, education, and work experience to prepare them for employment
- Assist clients in completing GED and other training requirements necessary for employment
- Provide employment supportive services and case management
- Assist youth offenders with employment opportunities

Goal 2: Increase housing activities to improve the conditions in which low-income people live

Objectives:

- Offer clients access to housing supportive services (including budget, credit, and financial counseling) to improve their capacity for homeownership
- Construct energy-efficient affordable housing units
- Reduce housing costs through weatherization assistance
- Provide rental and security/utility deposit assistance for those seeking safe, affordable rental housing.
- Provide case management for those receiving rental assistance

Goal 3: Increase educational resources for people with low-income

Objectives:

- Provide GED, job training, and basic life skills instruction to our service population
- Provide increased education opportunities (including training and testing) with the goal of job placement
- Assist youth offenders with educational opportunities

Goal 4: Promote self-sufficiency by providing comprehensive, coordinated, and individualized services (family goal)

Objectives:

- Enhance program accessibility and client services
- Evaluate and evolve services based on client needs
- Provide services that reduce barriers to stability for vulnerable populations
- Provide an array of housing services that includes rental assistance, weatherization, new home construction, and homeownership counseling
- Provide heating/energy assistance and other emergency assistance
- Provide reliable, affordable transportation services
- Provide programs and services that help create and promote healthy families and communities

Customer Satisfaction Survey 2021 Results

Published: 3/24/2021

SURVEY OVERVIEW **3**

DESCRIPTION 3

INSTRUCTIONS PROVIDED TO RESPONDENTS 3

RESPONDENT METRICS 3

RESPONDENTS **4**

SORTED BY NAME 4

SURVEY RESULTS **22**

SECTION - SURVEY QUESTIONS 22

INSTRUCTIONS PROVIDED TO RESPONDENTS 22

1. In which county did you receive customer service today? 22

2. I was served by more than one person or agency today? 23

3. The services I received were easy to access? 24

4. All DBCAA staff treated me with respect and courtesy? 25

5. All services I received met my expectations? 26

6. I feel that the services I received will help me as I pursue my goals? 27

7. I will use DBCAA services in the future? 28

8. I would recommend DBCAA services to my friends and family? 29

9. Please circle all the services that you received today. 30

10. What did you like most about the DBCAA services? 32

11. What did you like least about the DBCAA services? 39

Survey Overview

Description

Customers express their opinions on the customer service they received from Daniel Boone Community Action Agency.

Instructions Provided To Respondents

Answer questions as they relate to you. Please check which best expresses your opinions on the following questions, also circle all services that you received today. THANK YOU!

Respondent Metrics

Respondents: 503

First Response: 2/28/2021 04:05 PM

Last Response: 3/22/2021 07:49 PM

Count **Percent** **Response** (Optimal responses indicated with bold text)

3/29/2021

1. In which county did you receive customer service today?

111	32.20%	Clay
136	27.20%	Laurel
103	20.60%	Rockcastle
100	20.00%	Jackson

2. I was served by more than one person or agency today?

301	60.08%	No
200	39.92%	Yes

3. The services I received were easy to access?

388	77.14%	Strongly Agree
77	15.31%	Agree
20	3.98%	Disagree
18	3.58%	Strongly Disagree

4. All DBCAA staff treated me with respect and courtesy?

351	69.78%	Strongly Agree
120	23.86%	Agree
28	5.57%	Disagree
4	0.80%	Strongly Disagree

5. All services I received met my expectations?

368	73.60%	Strongly Agree
113	22.60%	Agree
16	3.20%	Disagree
3	0.60%	Strongly Disagree

6. I feel that the services I received will help me as I pursue my goals?

366	72.91%	Strongly Agree
116	23.11%	Agree
16	3.19%	Disagree
4	0.80%	Strongly Disagree

7. I will use DBCAA services in the future?

377	75.25%	Strongly Agree
115	22.95%	Agree
6	1.20%	Disagree
3	0.60%	Strongly Disagree

8. I would recommend DBCAA services to my friends and family?

382	76.10%	Strongly Agree
111	22.11%	Agree
6	1.20%	Disagree
3	0.60%	Strongly Disagree

Count **Percent** **Response** (Optimal responses indicated with bold text)

3/29/2021

9. Please circle all the services that you received today.

2	56.29%	CSBG Program (Emergency Services)
271	54.09%	Other
64	12.77%	Home Programs (home building & weatherization)
63	12.57%	WIOA Adult or Dislocated Work Programs
52	10.38%	Transportation
32	6.39%	Unemployment/Employment Services
7	1.40%	WIOA Youth Program
6	1.20%	Adult Education & Literacy
2	0.40%	Career Resource Center

Survey Results

The following is a graphical depiction of the responses to each survey question. Additional comments provided by respondents, if any, are included after each graph.

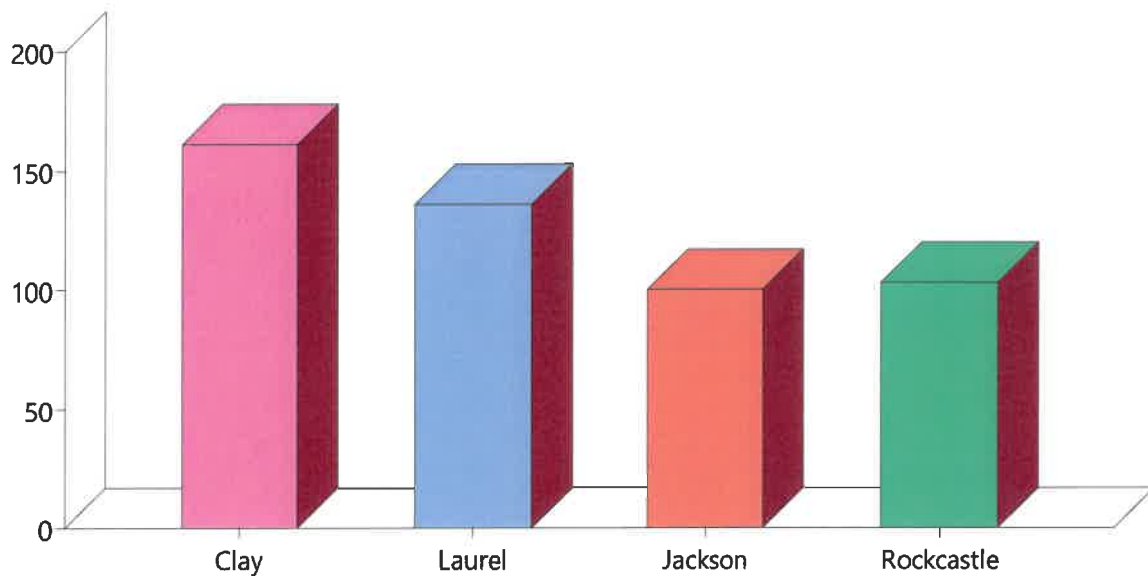
Section - Survey Questions

Instructions Provided To Respondents

Please check which best expresses your opinion on the following questions so that we can improve our services. Thank You!

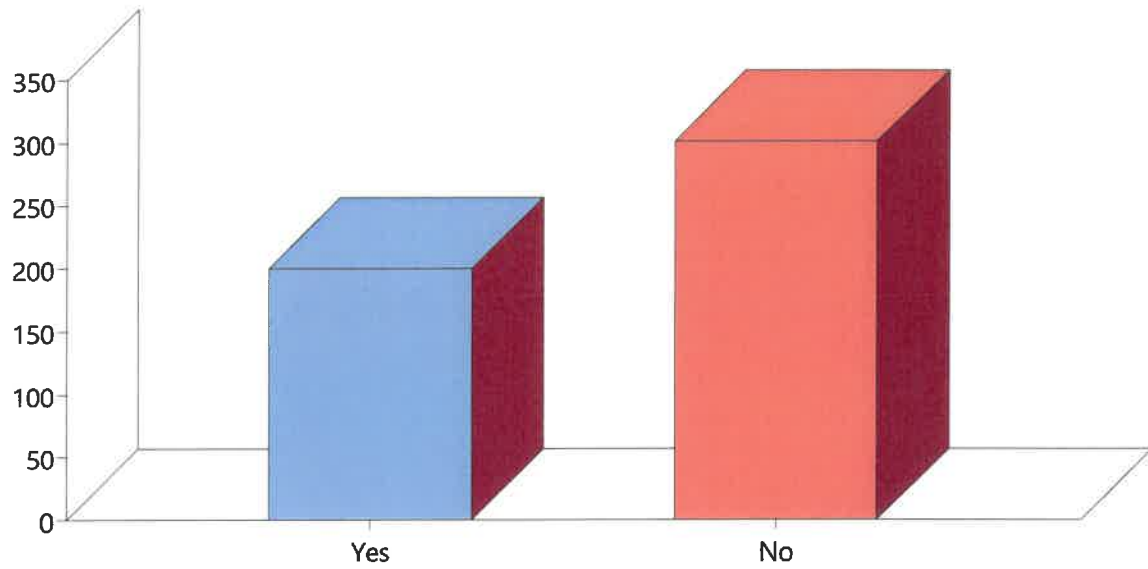
1. In which county did you receive customer service today?

Min: 1.00 Max: 4.00 Mean: 2.29 Mode: 1.00 Median: 2.00 Std Dev: 1.12



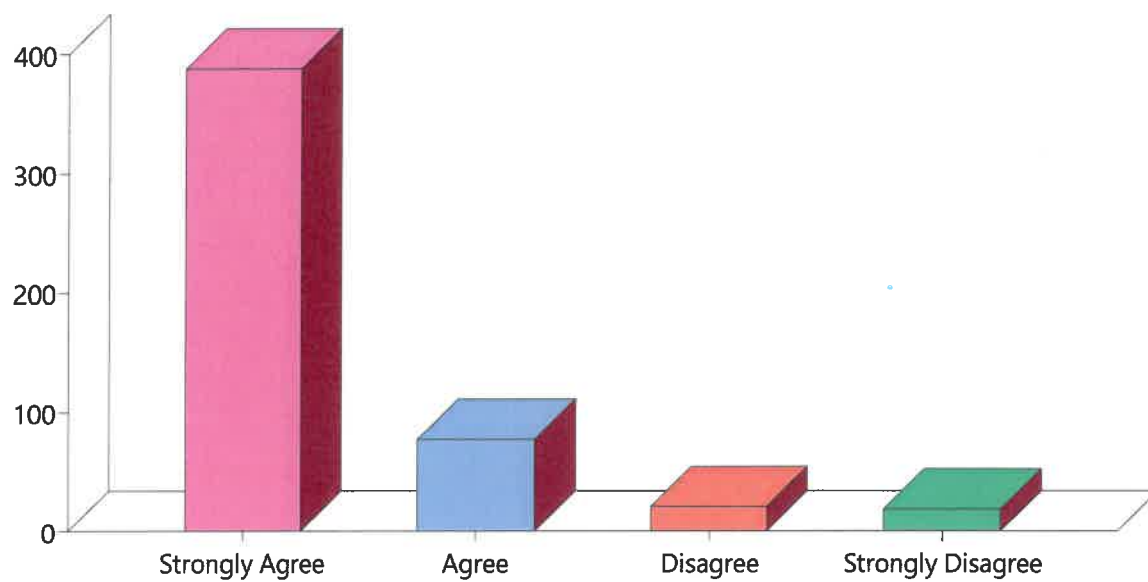
2. I was served by more than one person or agency today?

Min: 1.00 Max: 2.00 Mean: 1.60 Mode: 2.00 Median: 2.00 Std Dev: 0.49



3. The services I received were easy to access?

Min: 1.00 Max: 4.00 Mean: 1.34 Mode: 1.00 Median: 1.00 Std Dev: 0.72

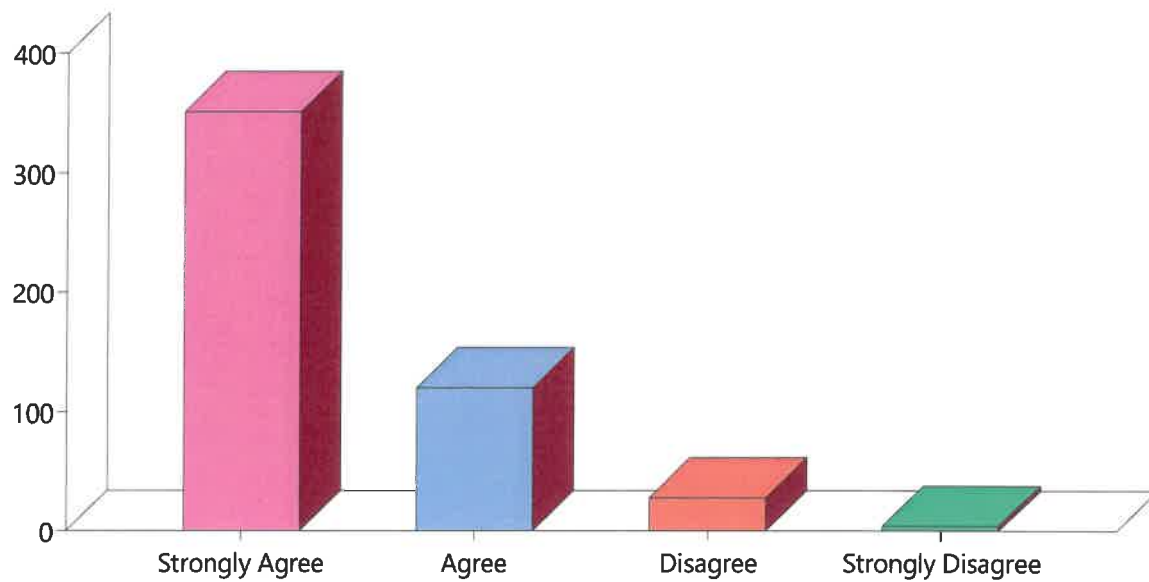


Comments/Notes for "Strongly Agree":

] (0000000946 Anonymous) 3/22/2021

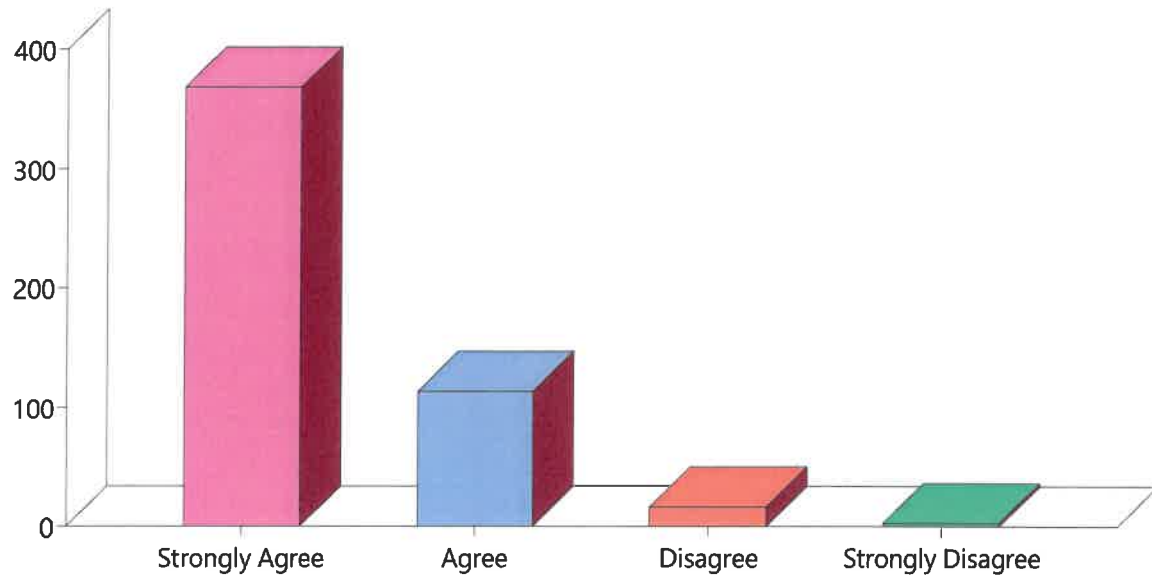
4. All DBCAA staff treated me with respect and courtesy?

Min: 1.00 Max: 4.00 Mean: 1.37 Mode: 1.00 Median: 1.00 Std Dev: 0.63



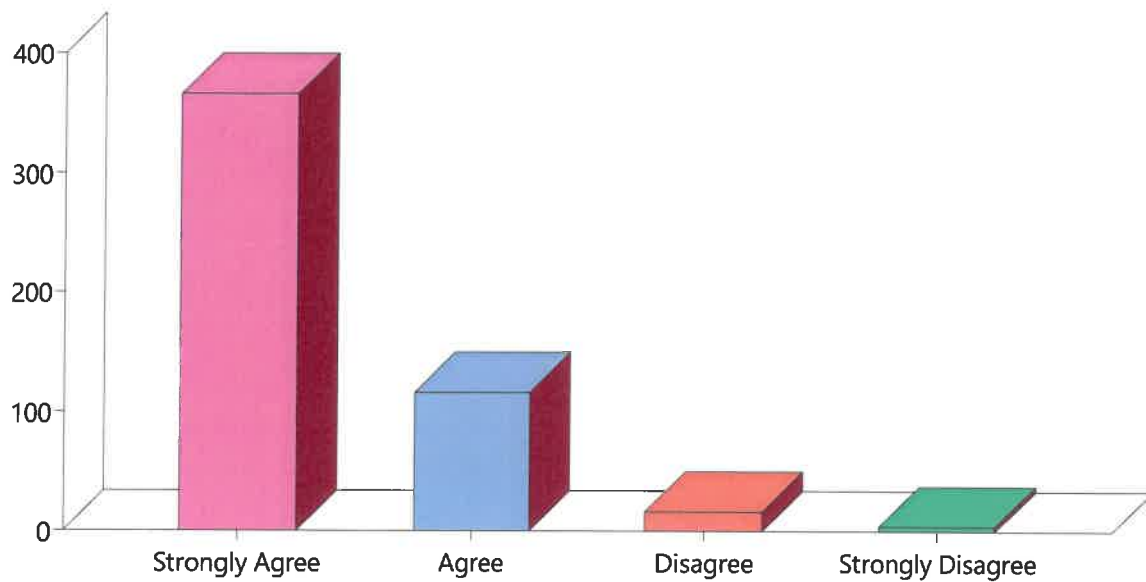
5. All services I received met my expectations?

Min: 1.00 Max: 4.00 Mean: 1.31 Mode: 1.00 Median: 1.00 Std Dev: 0.56



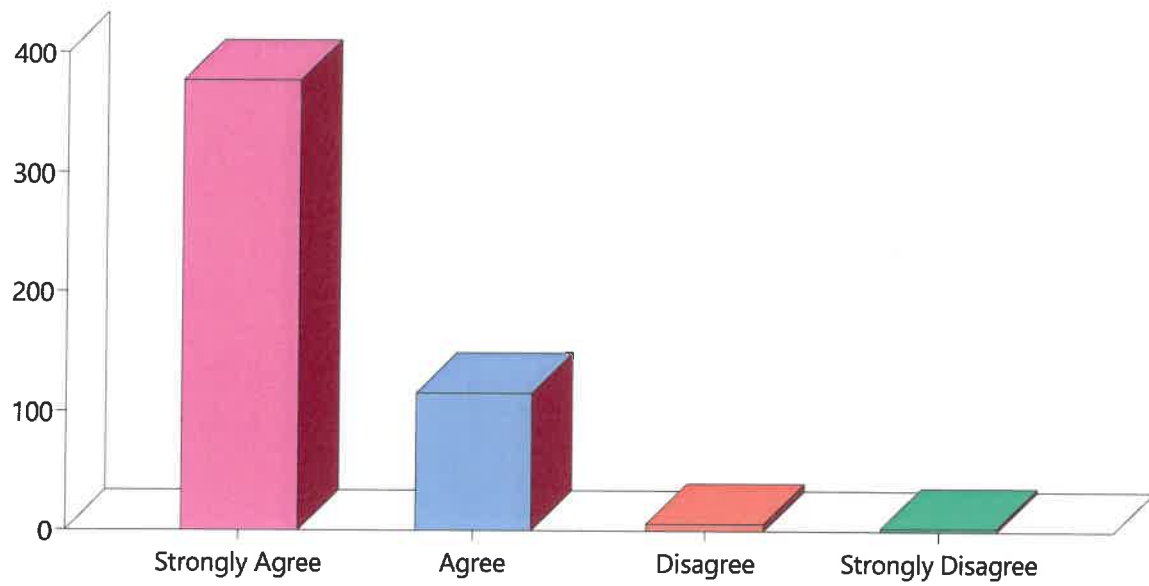
6. *I feel that the services I received will help me as I pursue my goals?*

Min: 1.00 Max: 4.00 Mean: 1.32 Mode: 1.00 Median: 1.00 Std Dev: 0.57



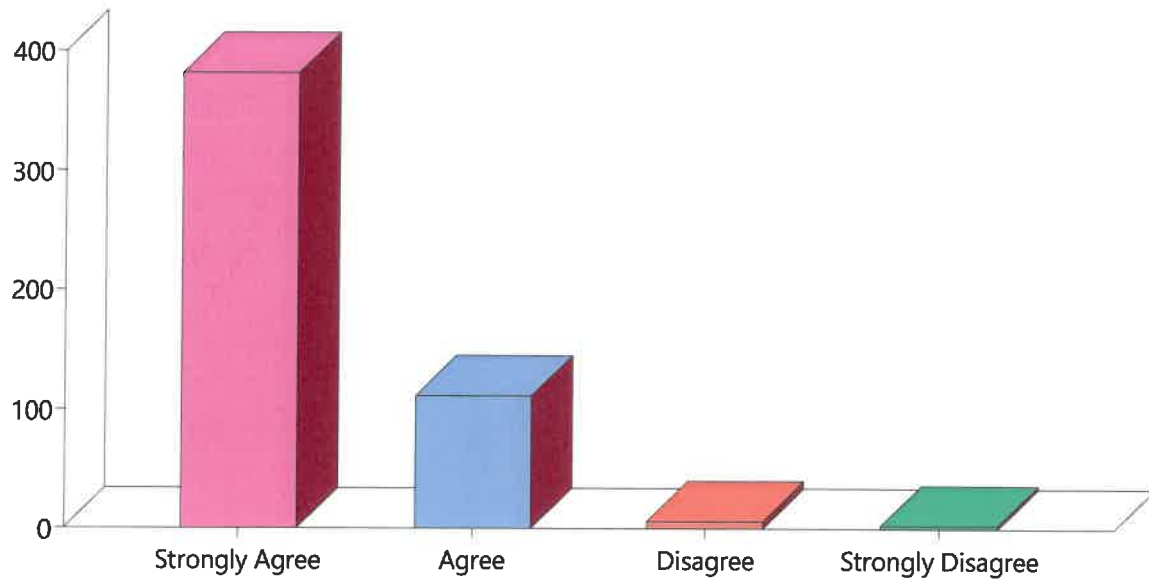
7. I will use DBCAA services in the future?

Min: 1.00 Max: 4.00 Mean: 1.27 Mode: 1.00 Median: 1.00 Std Dev: 0.51



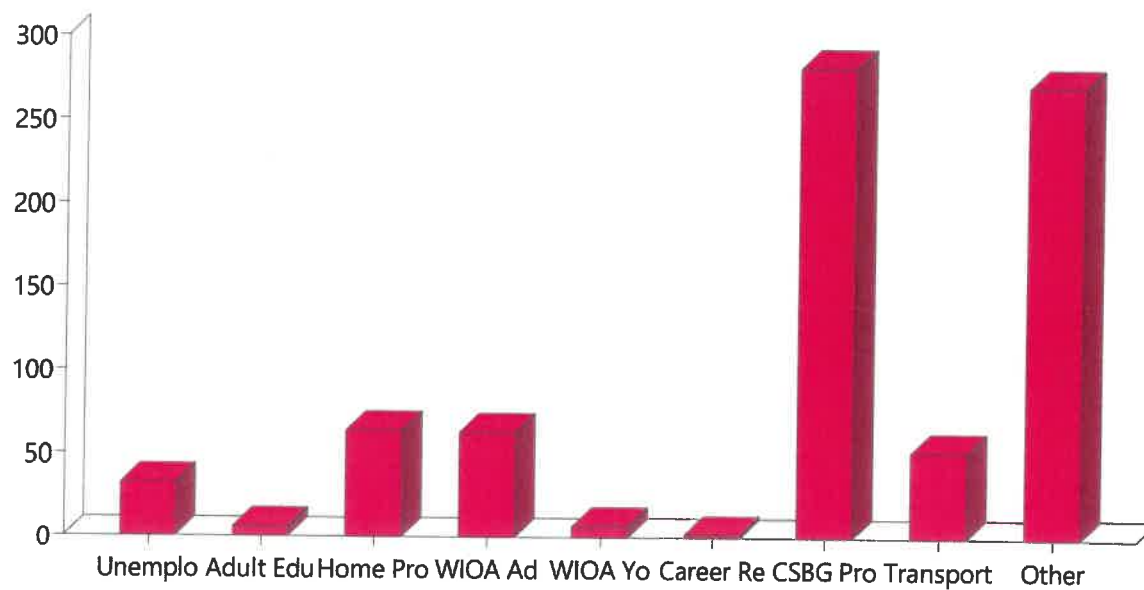
8. *I would recommend DBCAA services to my friends and family?*

Min: 1.00 Max: 4.00 Mean: 1.26 Mode: 1.00 Median: 1.00 Std Dev: 0.50



9. Please circle all the services that you received today.

Min: 1.00 Max: 13.00 Mean: 10.61 Mode: 11.00 Median: 11.00 Std Dev: 2.98



COMMON
CABINET FOR HEALTH AND FAMILY SERVICES
CSBG SFY 2022

ATTACHMENT B1

Agency Name: Daniel Boone Community Action Agency, Inc.
Address: 1535 Shamrock Road
Manchester, KY 40662

Invoice Period: July 1, 2021 thru June 30, 2022

Complete if Carryover is Included
SFY 2022 Allocation: \$
Carryover amount: \$
Carried from SFY: \$
Total: \$

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

Contract Number:
Vendor Number:

New 2022
CSBG
Expenditures Domains

BUDGET / COST CATEGORIES	APPROVED BUDGET	CSBG ADMINISTRATION	EMPLOYMENT	EDUCATION and COGNITIVE DEVELOPMENT	INCOME INFRASTRUCTURE and ASSET BUILDING	HOUSING	HEALTH AND SOCIAL BEHAVIORAL DEVELOPMENT (includes Nutrition)	CIVIC ENGAGEMENT SUPPORTING MULTIPLE COMMUNITY DOMAINS	SERVICES SUPPORTING MULTIPLE DOMAINS	LINKAGES	AGENCY CAPACITY BUILDING	CURRENT MONTH EXPENDITURES	TOTAL EXPENSES YEAR-TO-DATE	AVAILABLE BALANCE
I. PERSONNEL:														
A. SALARIES / WAGES	281,131.03	41,272.00	1,336.00	25,320.00	250.00	172,811.03	8,007.00	1,500.00	15,970.00	12,565.00	2,100.00	281,131.03	281,131.03	0.00
B. FRINGE BENEFITS	120,402.29	21,206.00	628.00	7,800.00	78.00	73,549.29	2,696.00	700.00	7,296.00	5,900.00	690.00	120,402.29	120,402.29	0.00
C. CONSULTANT / CONTRACT SERVICE	2,610.00	695.00	10.00	600.00	0.00	1,100.00	80.00	25.00	25.00	75.00	20.00	2,610.00	2,610.00	0.00
II. NON-PERSONNEL:														
A. SPACE COSTS	14,541.00	3,962.00	293.00	1,493.00	0.00	7,855.00	652.00	25.00	150.00	180.00	27.00	14,541.00	14,541.00	0.00
B. EQUIPMENT	11,297.00	362.00	80.00	340.00	0.00	10,232.00	100.00	5.00	103.00	70.00	5.00	11,297.00	11,297.00	0.00
C. CONSUMABLE SUPPLIES	5,652.00	1,180.00	40.00	275.00	0.00	3,933.00	100.00	10.00	64.00	75.00	5.00	5,652.00	5,652.00	0.00
D. UTILITIES	10,627.00	404.00	485.00	300.00	0.00	8,495.00	105.00	126.00	72.00	985.00	60.00	10,627.00	10,627.00	0.00
E. TRANSPORTATION / TRAVEL	4,398.00	60.00	25.00	50.00	0.00	1,384.00	30.00	5.00	27.00	100.00	2,717.00	4,398.00	4,398.00	0.00
F. CLIENT SERVICES	750.00	0.00	0.00	0.00	0.00	630.00	0.00	0.00	150.00	0.00	0.00	750.00	750.00	0.00
G. STAFF DEVELOPMENT	575.00	250.00	50.00	50.00	25.00	50.00	50.00	25.00	25.00	25.00	25.00	575.00	575.00	0.00
H. OTHER COSTS	16,318.00	854.00	250.00	4,200.00	0.00	8,140.00	450.00	150.00	250.00	734.00	1,250.00	16,318.00	16,318.00	0.00
III. INDIRECT COSTS:														
TOTALS	468,301.32	70,248.00	3,155.00	40,418.00	333.00	288,119.32	12,182.00	2,812.00	24,132.00	20,189.00	6,899.00	468,301.32	468,301.32	0.00
APPROVED BUDGET	468,301.32													

SFY 2022 Allocation

Executive Director:

Date:

3/29/21

Carryover Amount

CSBG Director:

Date:

3-29-21

Total

CFO:

Date:


3-29-2021

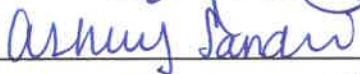
**Cabinet For Health and Family Services
Community Services Block Grant
Local In-Kind Match Certification**


Attachment B2
SFY 2022

CODE	BUDGET/COST CATEGORIES	PROJECTED EXPENDITURES BY BUDGET/COST CATEGORIES BY THE SFY (FROM ATTACHMENT B1)	AGENCY CERTIFICATION OF IN-KIND EXPENDITURES
1	SALARIES/WAGES	\$ 281,131.03	
2	FRINGE BENEFITS	\$ 120,402.29	
3	CONSULTANT/CONTRACT SERVICE	\$ 2,610.00	
4	SPACE COSTS	\$ 14,541.00	
5	EQUIPMENT	\$ 11,297.00	
6	CONSUMABLE SUPPLIES	\$ 5,652.00	
7	UTILITIES	\$ 10,627.00	
8	TRANSPORTATION/TRAVEL	\$ 4,398.00	
9	CLIENT SERVICES	\$ 750.00	\$ 93,660.26
10	STAFF DEVELOPMENT	\$ 575.00	
11	OTHER	\$ 16,318.00	
12	INDIRECT	\$ -	
	TOTAL PROJECTED EXPENDITURES	\$ 468,301.32	\$ 93,660.26

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

CSBG Director  Date 3-29-21

CFO  Date 3-29-2021

Executive Director  Date 3/29/21

DANIEL BOONE COMMUNITY ACTION AGENCY, INC.
BUDGET NARRATIVE
COMMUNITY SERVICES BLOCK GRANT PROGRAM
JULY 1, 2021 THROUGH JUNE 30, 2022

CATEGORY:

1. PERSONNEL:

\$404,143.32

A.) SALARIES / WAGES		<u>\$ 281,131.03</u>
B.) FRINGE BENEFITS		<u>\$ 120,402.29</u>
FICA		
KY Unemployment		
Workers' Compensation		
Retirement		
Health & Dental Insurance		
Life Insurance		
C.) CONSULTANT / CONTRACT SERVICES		<u>\$ 2,610.00</u>
Audit	2510.00	
Tax preparation fee, legal fees, etc.	100.00	

2. NON-PERSONNEL:

\$64,158.00

A.) SPACE COSTS		<u>\$ 14,541.00</u>
Space costs for Clay, Laurel, Jackson, & Rockcastle County offices.		
B.) EQUIPMENT		<u>\$ 11,297.00</u>
Usage / Rental / Lease / Purchase of:		
Computers, faxes, telephone equipment, postage machines,		
copy machines, or any office equipment deemed necessary to do the job.		
Repairs of Equipment		
C.) CONSUMABLE SUPPLIES		<u>\$ 5,652.00</u>
Estimated assorted office supplies, board meeting food & supplies, staff meeting supplies, postage, registered mail, & minor supplies for (4) four county outreach offices.		
Assorted cleaning supplies, bathroom supplies, needed for general cleaning maintenance of offices or equipment for (4) county offices.		
Office supplies such as adding machines, calculators, etc.		
Computer supplies, software, & modification to programs. Agency computer networking supplies. Software & updates deemed necessary to keep the computers virus free, up-to-date, and licensed.		
Supplies needed for general building maintenance, example: light bulbs, carpet cleaner, exterminator, etc.		
D.) UTILITIES		<u>\$ 10,627.00</u>
Estimated for phone bill, utilities (electric, water, garbage haul, etc.) for Clay, Jackson, Laurel, & Rockcastle county offices.		

E.) TRANSPORTATION / TRAVEL

\$ 4,398.00

Per Diem and Mileage:

Trips to Frankfort / Lexington / Louisville / etc. and out-of-state travel for CAK, SEACAA, CAPLAW and CSBG meetings. Mileage plus overnight lodging, food expense, airline travel, parking fees, taxi, tickets, etc.

Estimated costs of mileage for travel to and from Laurel, Rockcastle, Clay, and Jackson Counties to monitor area offices or gas in company vehicles.
Other miscellaneous local travel. Mileage reimbursement will correspond to the state reimbursement rate.

Travel for Board Members to board meetings.

F.) CLIENT SERVICES

\$ 750.00

For transportation, emergency transportation, emergency clothing, etc. to relieve an emergency where there is no other source available.

200.00

Emergency Food / Medicine Vouchers - make healthcare services available

50.00

Utility payment assistance, emergency rent or mortgage assistance, emergency car or home repair, emergency temporary shelter, etc.

500.00

G.) STAFF DEVELOPMENT

\$ 575.00

Estimated cost of staff development & training fees

H.) OTHER COSTS

\$ 16,318.00

Insurance & Bonding

7,661.00

General liability, property insurance,
Board of Directors insurance, fidelity bond,
vehicle insurance, etc.

CASTINET 3 Annual Maintenance

7,657.00

Miscellaneous

1,000.00

Estimated cost of drug & alcohol tests, criminal & driving record checks, fees & permits, dues & subscriptions, advertising, marketing, & printing, miscellaneous, other, etc.

TOTAL CSBG BUDGET

\$468,301.32

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

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

Staff Title	Program Duties	Administration	Employment	Education and Cognitive Development	Income Infrastructure and Asset Building	Housing	Health and Social Behavioral Development (including Nutrition)	Civic Engagement and Community Involvement	Services Supporting Multiple Programs	Linkages	Agency Capacity Building
CSBG Director	Directly responsible to the Executive Director. Monitors & supervises CSBG activities in the four (4) county areas. Maintains CASTiNET. Compiles all programmatic reporting such as ROMA reports. Does intake & applications. Is responsible for LIHEAP program service delivery & other duties as assigned by the Executive Director.	1	3	2	3	29	3	5	5	11	8
County Coordinators /County Program Manager (LC, JC, RC)	Is directly responsible to the CSBG Director/Deputy Dir. Oversees county intake / outreach workers. Is responsible for the overall agency management in their respective counties. Does intake & applications. Other duties as assigned by the CSBG Director.		5 1 1	5 1 1	1 1 1	5 36 60	1 2 1	1 5 1	1 12 1	12 17 3	1 1 1

Signatures:

CSBG Director

Date 3-29-21

CFO

Date 3-29-2021

Executive Director

Date 3/29/21

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
Receptionist (CC,LC,JC,RC)	Is directly responsible to the Exec. Dir./County Coord./County Prog Mgr. Answers phone, greets customers, directs calls, opens mail, & maintains mail & postage logs.		10	5	1	50	1	1	1	1	
Program Developer / Weatherization Director	Is directly responsible to the Executive Director. Responsible for the Housing Program marketing & development, & oversight of WX program. Other duties as assigned by the Executive Director.		10	4	1	33	1	1	1	1	
Assistant Weatherization Director	Is directly responsible to the WX Director. Responsible for oversight of the WX program. Maintains files, counsels clients. Other duties as assigned by the WX Director.					5					

Signatures:

CSBG Director



Date

3-29-21

CFO



Date

3-29-2021

Executive Director



Date

3/29/21

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
Case Managers / Homeless Case Manager (CC(2), JC, LC, RC)	Provides direct services to the clients per procedures. Other duties as assigned by Supervisor.		3	1	1	57	1	1	1	1	1
			3	1	1	57	1	1	1	1	1
			3	1	1	57	1	1	1	1	1
Housing Inspector	Is directly responsible to the Program Developer. Is responsible for the inspection & evaluation of homes. Other duties as assigned by the Program Developer.					33					
						33					
						1					

Signatures:CSBG Director *Ken Jones* Date 3-29-21CFO *Anthony Sanders* Date 3-29-2021Executive Director *Mike Buckner* Date 3/29/21

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
Child Care Director	Is directly responsible to the Deputy Director. Is responsible for oversight and direction of Daniel Boone Child Care Center.			50					50		
Child Care Cook	Is directly responsible to the Child Care Director. Is responsible for obtaining and preparing meals and snacks for the children at the center.						100				
Child Care Aides	Is directly responsible to the Child Care Director. Is responsible for child care services and activities with children.			100							

Signatures:CSBG Director *[Signature]* Date 3-29-21CFO *[Signature]* Date 3-29-2021Executive Director *[Signature]* Date 3/29/21

Attachment C 2021 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:
David Westerfield 101 South Main London, Ky 40741 (606) 864-4640 Title of Public Official: County Judge	Patricia Miller 102 Back Lane London, Ky 40741 (606) 8642960 Lesli Gill 3008 Springs Branch Rd. London, Ky 40744 (606) 309-7397	Doug Harris 2560 Philpot Rd. London, Ky 40744 (606) 878-7668 Rose Brown 1455 Richmond St. Mt. Vernon, Ky 40456 (606) 308-3876
Roger Schott P.O. Box 1798 London, Ky 40741 (606) 864-2863 Title of Public Official: Circuit Court Clerk	Keith Gabbard P.O. Box 94 McKee, Ky 40447 (606) 287-7101	Everett Harper 229 Silver Street Brodhead, Ky 40409 (606) 308-5131
Howell Holbrook P.O. Box 755 Mt. Vernon, Ky 40456 (606) 256-2856 Title of Public Official: County Judge	Charlotte Bullock Box 496 Ottawa School Rd. Brodhead, Ky 40409 (606) 758-8123	Tim Bingham P.O. Box 159 McKee, Ky 40447 (606) 287-7101

Total Number of Seats 24 Number of Vacancies (Attach explanation of vacancies) 0 CFO Signature [Signature]
 Executive Director Signature [Signature] CSBG Director or Designee Signature [Signature]
 Board Chair Signature [Signature] Date 3-31-21

Attachment C 2021 MEMBERS OF THE BOARD OF DIRECTORS

<u>REPRESENTATIVES OF THE ELECTED</u> <u>PUBLIC SECTOR</u> (1/3 of the members) Names, addresses and phone numbers :	<u>REPRESENTATIVES OF LOW-INCOME</u> <u>INDIVIDUALS AND FAMILIES</u> (at least 1/3 of the members) Names, addresses and phone numbers:	<u>REPRESENTATIVES OF THE PRIVATE</u> <u>SECTOR</u> (the remainder of the members) Names, addresses, and phone numbers:
Johnny Johnson 102 Richmond Rd. Ste. 201 Manchester, Ky 40962 (606) 598-2071 Title of Public Official: County Judge	Darnell Hispher 140 Potter Lane Manchester, Ky 40962 (606) 594-7470	Kevin Chestnut P.O. Box 368 Manchester, Ky 40962 (606) 598-8641
Joe White 303 Main Street Manchester, Ky 40962 (606) 598-7000 Title of Public Official: County Attorney	Christine Gregory P.O. Box 256 Manchester, Ky 40962 (606) 598-5006	John Ed Pennington 347 Railroad Ave. Manchester, Ky 40962 (606) 598-2970
Shane Gabbard P.O. Box 175 McKee, Ky 40447 (606) 287-7634 Title of Public Official: County Judge	Henry Smith 132 Harry Smith Lane Annville, Ky 40402 (606) 364-3161	Larry Gabbard P.O. Box 473 McKee, Ky 40447 (606) 438-1699
Paul Rose P.O. Box 101 Annville, Ky 40447 (606) 287-7634 Title of Public Official: PVA	Buzz Carloffis 13855 S. Wilderness Rd. Livingston, Ky 40445 (606) 843-9028	Kenneth Ledford P.O. Box 577 London, Ky 40743 (606) 813-1619

Total Number of Seats 24 Number of Vacancies (Attach explanation of vacancies) 0 CFO Signature Arthur Sanders

Executive Director Signature Mike Bunch

Board Chair Signature Ray H. Schott

CSBG Director or Designee Signature Kim Thomas

Date 3-31-21

Daniel Boone Community Action Agency, Inc.

MIKE BUCKLES, EXECUTIVE DIRECTOR

1535 Shamrock Road
Manchester, KY 40962

Daniel Boone Community Action Agency, Inc. Board of Directors

2021 Tentative Board Meeting Schedule

Location: Virtual/Conference Call or DBCAA Board Meeting Room

- **February 23, 2021**
- **April 27**
- **June 22**
- **August 24**
- **October 26**
- **December TBA**

Phone: (606) 598-5127
Fax: (606) 598-4330

TTY 711



DANIEL BOONE COMMUNITY ACTION AGENCY, INC.

INDEX TO BY-LAWS

ARTICLE

- I. NAME AND DESCRIPTION**
- II. PURPOSE**
- III. BOARD OF DIRECTORS**
- IV. MEMBERSHIP OF THE BOARD**
- V. OFFICERS OF THE BOARD**
- VI. BOOKS AND RECORDS**
- VII. AMENDMENT OF BY-LAWS**
- VIII. SUPERIORITY OF BY-LAWS**
- IX. DISSOLUTION OF CORPORATION**

MISSION STATEMENT

The mission of the Daniel Boone Community Action Agency is to promote sustainable economic self-sufficiency by eliminating the causes of poverty through partnerships and programs to improve the standard of living of low-income individuals and families.

ARTICLE I. NAME AND DESCRIPTION

1. The name of this Community Action Agency is Daniel Boone Community Action Agency, Inc., (hereinafter DBCAA) a private, non-profit 501(c)(3) corporation that has heretofore been incorporated under the laws of the Commonwealth of Kentucky as the proper body to carry out the purposes and functions set forth in these by-laws.
2. The Central Office of the DBCAA is 1535 Shamrock Road, Manchester, Kentucky 40962.

ARTICLE II. PURPOSE

The purpose and function of DBCAA shall include, but not be limited to the following:

- a. To administer and provide services to low-income, elderly or disadvantaged persons in the counties of Clay, Jackson, Laurel, and Rockcastle. DBCAA may provide services in other areas at the request of funding sources and in accordance with its mission and the guidance of the Board of Directors;
- b. To actively develop resources for the purpose of administering a wide variety of programs to meet the needs of the area's low-income citizens;
- c. To demonstrate propriety in fiscal matters and vigorously adhere to all transparency and appropriateness of management of funding resources;
- d. To systematically plan and effectuate an effective community action program, in alignment with the mission of the Agency;
- e. To provide planning and technical assistance to agencies, including state, quasi-state, private and public entities;
- f. To make efforts to reduce poverty and to help provide employment opportunities to low-income individuals for regular employment;
- g. To foster effective consultation and cooperation with low-income area residents in the creation and implementation of programs;
- h. To provide support for efforts by low-income and service entities in securing available assistance for worthy projects from public and private sources;
- i. To foster public/private and other partnership ventures and official support of programs with the CAP which may result in the additional use of private resources and capabilities;

- j. To work with and learn from neighborhood based organizations composed of residents of the area or individual members of the groups served by the agency to assist the agency in the planning and evaluation of components of the community action program;
- k. To make an effort to provide safe housing opportunities to low-income area residents.
- l. To partner with entities in the community and across the state to further the mission.

Various committees or programs within DBCAA may have separate bylaws or Boards of Directors as such may be required by state or federal law or the organizations rules of the funding entity.

ARTICLE III. BOARD OF DIRECTORS

- 1. The principal representative body of this corporation shall be its Board of Directors, which shall be comprised in accordance with the terms of this article and in accordance with Kentucky law.
- 2. General Powers. The Board shall have the same legal powers and responsibilities granted under its state charter as the Board of Directors of any private, nonprofit corporation incorporated in the Commonwealth of Kentucky including the power to enter into legally binding agreements with any federal, state, or local agency, or with any private funding organization for the purpose of administering programs or providing services.
- 3. Specific Program and Policy Powers. In addition to these general corporate powers which all private, nonprofit corporations possess, the following are specific powers, which this Board possesses:
 - (a) To appoint and remove the Executive Director; A majority vote of the full Board of Directors is required to remove the Executive Director;
 - (b) To create and implement major personnel, organization, fiscal, and program policies;
 - (c) To determine overall program goals and priorities for the agency, including provisions for evaluating progress against performance;
 - (d) To provide approval of financial reports and budgets;
 - (e) To enforce compliance with all conditions of all grant contracts, state and federal law;

(f) To oversee the extent and the quality of the participation of the low-income residents in the programs of the agency;

(g) To determine rules and procedures for the governing board.

4. Specific Financial and Operational Powers.

(a) Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instruments in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. This grant of authority should be written or contained in the officer's job duties or job description or in this Board's records.

(b) Loans. No loans shall be contracted on behalf of the corporation, and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances. The Executive Director has the authority to authorize access to the established line of credit for cash flow as needed.

(c) Checks, drafts, orders, etc. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall require two signatures of people authorized by a resolution of the Board.

(d) Deposits. All funds of the corporation shall be deposited regularly to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

5. Number, tenure, and qualifications

The number of directors of the corporation shall not be less than 15 nor more than 24, but may be increased or decreased by amendment of this by-law or as necessary based on need and circumstance, in the determination of the Board.

The Board of Directors shall be seated and chosen as provided herein below. Each director shall serve as a director until the earlier of (1) his removal as provided for herein below; or (2) the expiration of term of office as described herein below.

Former DBCAA employees may be nominated as Board members after 36 months have expired since they left the agency employment unless the termination of employment was due to cause, in which case the former employee is not eligible for nomination.

6. Vacancies

Should a vacancy occur on the Board before completion of a term, such vacancy shall be filled in the same manner as the board member was seated such that the procedures applicable for public officials, representatives of the low-income, and representatives from the private sector shall be applied as appropriate.

7. Regular Meetings

The Board of Directors shall meet bi-monthly or as deemed necessary by the board; no less than (4) meetings will be held in a calendar year.

Directors must participate in voting by person; voting by proxy is not permitted. The designate of a County Judge Executive stands in the shoes of that official and is not considered a proxy vote.

If the Board meets via electronic means, a vote where the member voting can be both seen and heard via video, or is otherwise identified as being a member to the satisfaction of the Board officers, can vote via that means – phone, video, zoom, or other platform.

Ability for public access to meetings, via whatever medium is used to support the meeting, will be provided where possible. The public may be muted during electronic or telephonic meetings and able to participate in “listen only” mode. Where possible, a short public comment session shall be held at the end of the regular or special meeting.

8. Special Meetings

Special meetings of the Board of Directors may be called by the Board Chair or a majority of the Board of Directors. Unless the notice of the call of the special meeting shall specify otherwise, all special meetings shall be held in Manchester, Kentucky at the Central office.

Special meetings may also be called as per these bylaws, and held via electronic means previously agreed upon by DBCAA, including zoom, skype or other platforms. Where Board members are in regions without sufficient internet access to support such video appearance, the Board may elect to hold the meeting telephonically.

9. Notice

Notice of any special meeting shall be given at least five days prior thereto by written notice delivered personally or mailed to each director at his business address. Electronic service is permissible. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with first class postage thereon prepaid. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such

meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Any notice required hereunder shall state the date, time and place of the meeting.

Notice regarding a special meeting shall describe the business to be transacted at and the purpose of the special meeting and the meeting shall be limited to the purposes so described.

10. Delivery of and Contents of Agenda

For every meeting, whether it is regular or special, an agenda shall be delivered personally or mailed to each director at his business or personal address. Electronic service is permissible. This shall be done not less than 5 business days prior to the date of the meeting. If the agenda pertains to a special meeting, it shall be sufficient if the agenda is delivered with the notice of the special meeting as required herein above.

The agenda of each regular meeting and each special meeting shall be arranged as follows and include the following headings. Special Meetings may be held on a narrow scope of issues and the Agenda may be limited to reflect the specific purpose of such meeting:

1. Roll call to determine presence of a quorum
2. Call meeting to order (assuming a quorum)
3. Consideration of minutes of previous meeting
4. Old business
5. New business
6. Financial Report
7. Citizens Forum
8. Adjournment

11. Quorum

A majority of the membership of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

12. Manner of Acting

The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

13. Compensation

No director shall receive compensation for his/her services as director. Directors may be reimbursed for reasonable and usual expenses incident to meeting attendance, including travel and meals, where applicable.

From time to time or as needed, the Board may request that members attend training sessions or other education events. The Board may be reimbursed for reasonable costs for such enrollment or attendance.

No part of DBCAA's funds shall be used for the benefit of any member, founder, contributor, or individual. The Board may require that members sign an annual Conflict of Interest form reflecting ownership or financial relationships between any Director and any business or entity which might become involved in DBCAA services as a vendor or otherwise. Members with a conflict on any specific issue or project must abstain from participation in discussion or voting on such issue or project.

14. Board Training. The Board shall receive bi-annual training in Board governance, procedures and duties. Such training may be provided in one session, or throughout the year. Training may be provided by an outside expert, via electronic or recorded online trainings, agency staff, a Board member, or a third party selected by the Board.

15. Confidentiality: Board members are trained such that they understand the need for confidentiality of personal information relating to beneficiaries of services, compliance with HIPAA and HITECH, protection of PHI where healthcare services are rendered by the Agency, IDEA and FERPA where educational services are provided, and limitations of disclosure of non-public information held by DBCAA. Confidentiality may also apply to various steps in the procurement process used by the entity.

16. Orientation. All new Board members shall receive an orientation from a member of the Executive Committee and a printed or electronic packet of the bylaws, Board policies, sample minutes from a recent Board meeting containing any open issues or items which will be addressed in the next Board meeting, and any other information that will help ensure that new member is ready to fully participate and vote at the first meeting that member attends.

14. Removal of Director

All members of the Board of Directors shall serve at the discretion of the Board of Directors, except for the Board Members who are County Judge Executives of the counties of the CAA. Such officials serve under statutory authority and their term is concomitant with their service as elected officials. Where an elected official member is suspended or placed on leave, that Director will be placed on leave from the CAA Board until such time as the suspension or leave from elected office terminates. County Judge Executives may delegate an individual from that office or county to serve in the stead of the elected official where there is a conflict affecting meeting attendance or participation.

Where a Director is removed from service, the Board may replace that Director in the manner typically used to fill that role.

15. Meetings open to public

DBCAA operates its meetings in accordance with the Kentucky Open Meetings Act where required by law. All meetings of the Board of Directors shall be open to the public subject to closed meetings or executive sessions during an open meeting. Such exceptions are limited to cases where the Board is dealing with sensitive matters such as litigation, personnel matters, or other matters which pertain to issues which the Board considers appropriate for closed session. No final action will be taken in a closed or executive session. The Board must affirmatively vote to go into closed session and state the purpose for the closed session. At the conclusion of the closed session, the Board shall return to open meeting to take any final action deemed appropriate.

16. Conduct of meetings

All meetings shall be conducted in compliance with state and federal law where applicable and shall follow Roberts Rules of Order.

17. Minutes from Meetings

The Board shall delegate the Secretary-Treasurer or a DBCAA staff person to take attendance and to keep records of the activities of the Board of Directors in meetings. Such minutes shall be maintained for a period of five (5) years and shall be available to the public for review.

Meetings may be recorded for the purpose of Secretary-Treasurer or staff notes. The recordings do not serve as the minutes of the meeting but may be used to create minutes.

ARTICLE IV. MEMBERSHIP OF THE BOARD

REPRESENTATIVES OF THE PUBLIC SECTOR

1. Approximately one third (1/3) of the total membership of the Board, but not less than five (5) members shall be comprised of public officers, including elected public officials or their representatives, unless the number of public officers reasonably available or willing to serve is less than one third (1/3) of the membership of the Board. The Public Sector shall include the County Judge Executive of each county or their designated representatives. In addition, each County Judge Executive shall name one (1) elected officials from his/her county, with such elected official being any individual holding a county wide constitutional office. Each member of the public sector shall serve during the time s/he is the holder of such elective office, unless suspended or removed for cause. Such members must serve personally and shall not name a designate. If the selected individual does not wish to serve, a new Director should be named by the County Judge Executive.

If the County Judge Executive does not nominate a county representative, the Board of Directors shall select a member from each county in the same manner and shall notify the County Judge Executive of the selection.

2. In the event that such elected public official chooses to designate a representative, such designation shall be in writing and served upon the Chairman of the Board. Such designation may be either full time or sporadic, at the discretion of the County Judge Executive.

REPRESENTATIVES OF THE LOW-INCOME SECTOR

1. One third (1/3) of the members of the board shall be low-income representatives. These representatives shall be selected as follows: Two (2) representatives per Laurel, Rockcastle, Clay and Jackson County shall be selected. Low-income representatives do not have to be low-income individuals but must be engaged in active advocacy and awareness on behalf of the low-income citizens in the county.

2. DBCAA shall seek nominations by advertising the low-income election in the local newspaper with the largest circulation in each respective county. Nominations must be received two (2) weeks prior to the set election date.

3. The selection and election of the 2 members from each county shall involve a two stage process of nomination and election. Four dates and times for a county wide election in each county served by the agency will be selected. This election shall be for the purpose of electing the (2) representatives for the low-income from each county. Such election shall take place at each respective county office of DBCAA or other location deemed by the board.

After establishing a date, time and place for the election in each county, the agency shall cause to be published in the county-wide newspaper a REQUEST FOR NOMINATIONS AND NOTICE OF ELECTION OF REPRESENTATIVES OF THE LOW-INCOME TO DANIEL BOONE COMMUNITY ACTION AGENCY, INC. BOARD OF DIRECTORS. This notice shall not be less than 30 days of the date of the scheduled election.

4. A ballot shall be prepared for each of the four counties. Voters may select two candidates on each ballot. The two receiving the most votes shall be considered the elected member to the Board of Directors.

If a low-income representative ceases to or becomes unable to serve, this process will be repeated.

5. These provisions may be altered or amended upon written determination of the Board.

6. The term and office of low-income representatives shall be 3 years.

REPRESENTATIVES OF THE PRIVATE (COMMUNITY) SECTOR

1. The remainder of the Board shall be comprised of representatives from private community groups and organizations. The private sector of the Board shall not constitute more than one third of its total membership.

2. Private community groups and organizations shall be defined as any members of business, industry, labor, religious, welfare, education, or other major groups interested in the community services of this agency and whose group purpose is not inconsistent with the stated purposes of this agency. The members of the Board from this sector shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the sector, as set forth below.

3. Laurel, Rockcastle, Clay and Jackson counties shall each have 2 seats on the Board of Directors to be filled by a person chosen from organizations and interest groups specified in paragraph 2.

4. After establishing a date for nominations to cease, an advertisement will be placed in a county-wide newspaper soliciting nominations to the Private Sector of the DBCAA Board of Directors. A date and time will be established for the election. The DBCAA Board of Directors will elect (2) members from each county represented.

5. The term of office for private sector members of the Board of Directors shall be 3 years from the date of their election.

6. At the conclusion of the term of these Board Members, the nominating and selection process shall be repeated.

BOARD COMMITTEES

The Board of Directors shall have authority to establish, dissolve, or amend such committees as it may consider necessary or convenient for the conduct of its business. The Board of Directors may establish an Executive Committee in accordance with and subject to the restrictions set out in the statutes of the Commonwealth of Kentucky.

Standing Committees: The Board shall elect such standing committees, as the Board will deem necessary to include, but not be limited to, the following:

1. Personnel and Grievance Committee: The committee shall review personnel matters related to DBCAA activities and make recommendations to the Board of Directors. This committee shall also serve as the grievance committee of DBCAA.

2. **Audit, Budget & Fiscal Committee:** The committee shall be responsible for reviewing and approving the original annual budget. All budget amendments and changes to the original annual budget will be disclosed in the financial report to the full Board at each regular meeting for approval. This committee will also review and approve all Requests for Proposals (RFPs) for auditors and/or tax preparers.
3. **Policy Committee:** The committee shall review the Personnel Policies and Procedures, the by-laws, and other related policies the Board deems necessary for the corporation and make recommendations to the Board.
4. **Special Committees:** The Board Chair may appoint special committees from time to time depending upon the needs of the Board. Such standing committees may include, or may retain for the purposes of guidance, various third parties who are not members of the Board, including but not limited to financial or legal professionals.
5. **Executive Committee:** The Executive Committee of the Board shall be composed of the Chairman, Vice-Chairman and Secretary-Treasurer of this Board, the County Judge Executives from each county, and at least one member of the representatives of the low-income sector from each county (so as to constitute a one third (1/3) presence on such Committee).

The Executive Committee will transact routine and ordinary business between meetings of the full Board. Such interim meetings may be held via telephone or other electronic means.

Meetings of the Executive Committee shall be called by its Chairman and shall have a written agenda just as a regular Board meeting except that such meetings may be called upon twenty-four hour notice to its members, if necessary.

Minutes or an agenda of such meetings shall be kept by the members.

The acts of the committees must be reviewed and rejected or ratified by the full Board of Directors at the scheduled meeting of that body to be effective.

Committee meeting attendance may be via telephone, webinar, or other face-to-face equivalent technology at the discretion of the Board. Such attendance shall be noted in the minutes and provisions shall be made to allow public participation in the same manner.

ARTICLE V. OFFICERS OF THE BOARD

1. All officers of this corporation shall be duly elected members of the Board at the Annual meeting and shall be as follows:

(A) Chairman of the Board

The Chairman of the Board shall in general supervise the business of the corporation. The Chairman of the Board shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Board of Directors from time to time.

(B) Vice-Chairman

In the absence of the Chairman or in the event of his/her inability or refusal to act, the Vice-Chairman shall perform the duties of the Chairman and, when so acting, shall have all of the powers and be subject to all of the restrictions upon the Chairman. Any Vice-Chairman shall perform such other duties as from time to time may be assigned by the Chairman or by the Board of Directors.

(C) Secretary-Treasurer

This officer shall (1) keep the minutes of the members and the Board of Directors meetings in one or more books provided for that purpose (the Board may designate this function to a DBCAA staff person); (2) see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; (3) ensure that a financial report is provided to the board at each scheduled meeting, that a proposed annual budget is submitted to the board before the annual meeting, and that the agency has an audit completed each year. The agencies records and minutes shall be stored at DBCAA's central office location. The Secretary-Treasurer shall serve without bond, unless the Board deems such bond necessary.

2. Term of office. Each officer shall serve for a period of one year or until a successor is elected at the regularly scheduled annual elections for the Agency. An officer may succeed himself in office.

3. Removal

Any officer elected by the Board of Directors may be removed by the Board of Directors pursuant to a simple majority vote of a quorum of the board, with or without cause, whenever in its judgment the best interest of the corporation would be served thereby.

Personnel actions to remove the Chairman of the corporation take a majority vote of the full Board of Directors.

4. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the Board of Directors for the unexpired portion of the term. A vacancy shall be filled by a special election conducted by the Executive Committee from within its members. The newly elected officer shall serve out the unexpired term of the officer s/he succeeds.

BOARD MEETING ATTENDANCE POLICY

Attendance is key to the effective management of DBCAA. Board members will be removed for missing three consecutive meetings (for reasons other than sickness or emergency situations) or four out of six meetings in any twelve-month period.

ARTICLE VI. BOOKS AND RECORDS

Corporate records, including Minutes of Board meetings, shall be retained by the entity for five (5) years or as otherwise required by law. The records are available for review upon request. Physical custody and possession of the records shall be at the DBCAA main office or such other location as designated by the Board.

ARTICLE VII. AMENDMENT OF BY-LAWS

These by-laws may be amended, altered, changed, added to, or repealed by the affirmative vote of a majority of the Board of Directors upon notice of such proposed amendment in the meeting Agenda. Additionally, the Board has discretion to amend the by-laws without notice if circumstances so dictate, with approval of a quorum of the Board.

ARTICLE VIII. SUPERIORITY OF BY-LAWS

These by-laws shall be superior to any and all resolutions of the Board of Directors such that if there is any conflict between such a resolution and these by-laws, these by-laws shall control.

ARTICLE IX. DISSOLUTION OF CORPORATION

This corporation can be dissolved in compliance with laws of the Commonwealth of Kentucky regarding private not-for-profit corporation, federal and IRS mandates regarding dissolution of a non-profit entity, and any pertinent requirements and regulations of funding sources.

These revised by-laws have been approved by the Board of Directors of Daniel Boone Community Action Agency, Inc. and are intended to and do replace and supersede any previous by-laws.

Roger L. Schott, Board Chairman

This the ____ day of _____, 2020.

Program/Services: Education

Program/Services: Education			<input checked="" type="checkbox"/> Family	<input type="checkbox"/> Agency	<input type="checkbox"/> Community	Frequency of Data Collection and Reporting
Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	Measurement Tool	Data Source, Collection Procedure, Personnel
	Identify the timeframe, Identify the # of clients served or the # of units offered.		<u>Projected # and % of clients who will achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved</u>	<u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u>		
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability
Dislocated workers need training to pursue employment opportunities		Dislocated workers will obtain certificate completion of training program			OutPUT Measurement Tool:	Who does it?
					OutCOME Measurement Tool:	What is the process?
						Where is data stored?
Mission: To help dislocated workers receive training for employment			Targeting Success Rate:		Proxy Outcome: N/A	

Logic Model

Program/Services: Weatherization Program

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	<input checked="" type="checkbox"/> Family <input type="checkbox"/> Agency <input type="checkbox"/> Community	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Families homes need to be energy efficient	Identify the timeframe, Identify the # of clients served or the # of units offered.	Families homes get weatherization services	<u>Projected # and % of clients who will achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved</u>	<u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u>	Measurement Tool	Who does it? What is the process? Where is data stored?	Frequency of data collection: Frequency of reporting:
Mission: To ensure families homes are energy efficient					Proxy Outcome: N/A		
Targeting Success Rate:							

Logic Model

Program/Services: Emergency Housing

☒ Family ☐ Agency ☐ Community

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

Mission: To ensure families have access to emergency shelter

Targeting Success Rate:

Proxy Outcome: N/A

Logic Model

Program/Services: Youth Employment

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
				<input checked="" type="checkbox"/> Family <input type="checkbox"/> Agency <input type="checkbox"/> Community			
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Youth need employment	Identify the timeframe, Identify the # of clients served or the # of units offered.	Youth obtain employment	<u>Projected # and % of clients who will achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved</u>	<u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u>	OutPUT Measurement Tool:	Who does it?	Frequency of data collection:
					OutCOME Measurement Tool:	What is the process?	Frequency of reporting:
						Where is data stored?	
Mission: To ensure youth obtain employment				Targeting Success Rate:			Proxy Outcome: N/A

Logic Model

Program/Services: Adult Employment Services

☒ Family
 ☐ Agency
 ☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator Projected # and % of clients who will achieve each outcome. or Projected # and % of units expected to be achieved	Action Results Actual # and % of clients who achieve each outcome. or Actual # and % of units achieved.	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Unemployed adults need employment	Identify the timeframe, Identify the # of clients served or the # of units offered.	Participants will obtain employment	Participants will maintain employment for 90 days		Output Measurement Tool:	Who does it?	Frequency of data collection:
		Participants will maintain employment for 180 days			Outcome Measurement Tool:	What is the process?	Frequency of reporting:
						Where is data stored?	

Mission: To ensure individuals obtain employment

Targeting Success Rate:

Proxy Outcome: N/A

**Daniel Boone Community Action Agency, Inc.
1535 Shamrock Road
Manchester, Ky. 40962**

An Equal Opportunity Employer

Telephone (606) 598-5127

**DANIEL BOONE COMMUNITY ACTION AGENCY AFFIRMATIVE ACTION
ADA DISABILITY FORM**

TO: ALL APPLICANTS AND EMPLOYERS:

DBCAA has for many years followed a policy of nondiscrimination in all phases of its personnel practices, including the recruiting of employees without regard of race, color, religion, sex, age or national origin. The Agency has also had in effect Affirmative Action Programs for minorities and females and legislative changes have resulted in the development of Affirmative Action Programs for the handicapped (physically and mentally), Vietnam Era Veterans and disabled veterans.

Under the regulations a:

Handicapped Individual is defined as any person who is (i) a physical or mental impairment substantially limits one or more of such person's major life activities; (ii) has a record of such impairment (iii) is regarded as having such impairment. A handicapped individual is "substantially limited" if he or she is advancing in employment because of a handicap.

Disabled Veteran means a person entitled to disability compensation under the laws administered by the veterans Administration for disability rated at thirty (30%) or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated on the line of duty.

Veteran of the Vietnam War means a person (i) who (a) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and (b) was discharged or released from active duty was performed between August 5, 1964 and May 7, 1975; and (ii) who was discharged or released within forty-eight months preceding the alleged violation of the Vietnam Era Veterans readjustment Assistance Act regulations issued pursuant to the Act.

If you qualify for inclusion under our Affirmative Action Programs we would like to include you. Information obtained concerning you shall be kept confidential as provided by the applicable regulations.

In order to assure proper placement of all employees, we request you answer the following questions. If you have a disability which might affect your performance or create a hazard to yourself or others in connection with the job for which you are applying, please state the following:

1. The skills and procedures you use or intend to use to perform the job withstanding disability.

2. Accommodations which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodation.

PRINT NAME _____ DATE _____

RETURN WITH EMPLOYMENT APPLICATION TO AGENCY'S PERSONNEL OFFICER

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

Name of CSBG Eligible Entity Reporting: Daniel Boone Community Action Agency, Inc.

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

A.2. CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	\$3,908
A.2b. Education and Cognitive Development	\$31,409
A.2c. Income, Infrastructure, and Asset Building	\$1
A.2d. Housing	\$312,974
A.2e. Health and Social/Behavioral Development (includes nutrition)	\$10,238
A.2f. Civic Engagement and Community Involvement	\$2,021
A.2g. Services Supporting Multiple Domains	\$27,587
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$20,036
A.2i. Agency Capacity Building (detailed below in Table A.4)	\$5,837
A.2j. Other (e.g. emergency management/disaster relief)	\$0
A.2k. Total CSBG Expenditures (auto calculated)	\$414,011

A.3. Of the CSBG funds reported above, report the total amount used for Administration. For more information on what qualifies as Administration, refer to IM37.	61868
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A.4. Details on Agency Capacity Building Activities Funded by CSBG:
<p>1. Please identify which activities were funded by CSBG under Agency Capacity in Table A.2. Please check all that apply.</p> <p> <input checked="" type="checkbox"/> Community Needs Assessment <input checked="" type="checkbox"/> Data Management & Reporting <input type="checkbox"/> Other* </p> <p> <input checked="" type="checkbox"/> Strategic Planning <input checked="" type="checkbox"/> Training & Technical Assistance </p> <p>*Below please specify Other Activities funded by CSBG under Agency Capacity:</p>

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

Name of CSBG Eligible Entity: Daniel Boone Community Action

Agency

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

B.2. Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
B.2a. Hours of Board Members in capacity building activities	24
B.2b. Hours of Agency Staff in capacity building activities	1194

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	3514
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	3307

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	1
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	6
B.4g.1. Number of Energy Auditors	1
B.4g.2. Number of Retrofit Installer Technicians	5
B.4g.3. Number of Crew Leaders	3
B.4g.4. Number of Quality Control Inspectors (QCI)	1
B.4h. Number of LEED Risk Certified assessors	2
B.4i. Number of Building Performance Institute (BPI) certified professionals	1
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	5
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other (Please specify others below):	

B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
B.5a. Non-Profit	32
B.5b. Faith Based	7
B.5c. Local Government	9
B.5d. State Government	12
B.5e. Federal Government	2
B.5f. For-Profit Business or Corporation	29
B.5g. Consortia/Collaborations	2
B.5h. School Districts	4
B.5i. Institutions of Post-Secondary Education/Training	6
B.5j. Financial/Banking Institutions	5
B.5k. Health Service Organizations	15
B.5l. Statewide Associations or Collaborations	2

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

Name of CSBG Eligible Entity: Daniel Boone Community Action Agency, Inc.

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

C.2. Amount of FY 20XX CSBG allocated to reporting entity \$ 468,301

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

C.3a. Weatherization (DOE) (include oil overcharge \$\$) C.3a. \$ 285,539

C.3b. Health and Human Services (HHS)

C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge \$\$)			C.3b.1. \$ 3,217,174
C.3b.2. LIHEAP - Weatherization (include oil overcharge \$\$)			C.3b.2. \$ 457,370
C.3b.3. Head Start			C.3b.3.
C.3b.4. Early Head Start			C.3b.4.
C.3b.5. Older Americans Act			C.3b.5.
C.3b.6. Social Services Block Grant (SSBG)			C.3b.6.
C.3b.7. Medicare/Medicaid			C.3b.7.
C.3b.8. Assets for Independence (AFI)			C.3b.8.
C.3b.9. Temporary Assistance for Needy Families (TANF)			C.3b.9.
C.3b.10. Child Care Development Block Grant (CCDBG)			C.3b.10. \$ 8,325
C.3b.11. Community Economic Development (CED)			C.3b.11.

C.3b.12. Other HHS Resources

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

C.3b.13. Total Other HHS Resources (autocalculated)

C.3b.13. \$ -

C.3c. Department of Agriculture (USDA)

C.3c.1. Special Supplemental Nutrition for Women, Infants, and Children (WIC)			C.3c.1.
C.3c.2. All USDA Non-Food programs (e.g. rural development)			C.3c.2.
C.3c.3. All other USDA Food programs			C.3c.3.

C.3d. Department of Housing and Urban Development (HUD)

C.3d.1. Community Development Block Grant (CDBG) - Federal, State, and Local			C.3d.1.
C.3d.2. Section 8			C.3d.2.
C.3d.3. Section 202			C.3d.3.
C.3d.4. Home Tenant-Based Rental Assistance (HOME TBRA)			C.3d.4. \$ 148,500
C.3d.5. HOPE for Homeowners Program (H4H)			C.3d.5.
C.3d.6. Emergency Solutions Grant (ESG)			C.3d.6. \$ 85,000
C.3d.7. Continuum of Care (CoC)			C.3d.7.
C.3d.8. All other HUD programs, including homeless programs			C.3d.8. \$ 694,178

C.3e. Department of Labor (DOL)

C.3e.1. Workforce Innovation and Opportunity Act (WIOA) *previously WIA			C.3e.1. \$ 705,214
C.3e.2. Other DOL Employment and Training programs			C.3e.2. \$ 563,533
C.3e.3. All other DOL programs			C.3e.3.

C.3f. Corporation for National and Community Service (CNCS) programs

C.3f.

C.3g. Federal Emergency Management Agency (FEMA)

C.3g.

C.3h. Department of Transportation

C.3h. \$ 4,556,765

C.3i. Department of Education

C.3i.

C.3j. Department of Justice

C.3j.

C.3k. Department of Treasury

C.3k.

C.3l. Other Federal Resources

C.3l.i. Dept. of Homeland Security - Emergency Food and Sh	CFDA #:	97.024	C.3l.i. \$ 16,503
C.3l.ii. Appalachian Regional Commission - Appalachian Regi	CFDA #:	23.001	C.3l.ii. \$ 30,316
C.3l.iii.	CFDA #:		C.3l.iii.
C.3l.iv.	CFDA #:		C.3l.iv.

C.3m. Total Other Federal Resources (autocalculated)

C.3m. \$ 46,819

C.3n. Total: Non-CSBG Federal Resources Allocated (autocalculated)

C.3.n. \$ 10,768,417

C.4. State Resources Allocated

C.4a.	State appropriated funds used for the same purpose as Federal CSBG funds	C.4a.	
C.4b.	State Housing and Homeless programs (include housing tax credits)	C.4b.	
C.4c.	State Nutrition programs	C.4c.	
C.4d.	State Early Childhood Programs (e.g. Head Start, Day Care)	C.4d.	\$ 11,713
C.4e.	State Energy programs	C.4e.	
C.4f.	State Health programs	C.4f.	
C.4g.	State Youth Development programs	C.4g.	
C.4h.	State Employment and Training programs	C.4h.	
C.4i.	State Senior programs	C.4i.	
C.4j.	State Transportation programs	C.4j.	
C.4k.	State Education programs	C.4k.	
C.4l.	State Community, Rural and Economic Development programs	C.4l.	
C.4m.	State Family Development programs	C.4m.	
C.4n.	Other State Resources		
C.4n.i.		C.4n.i.	
C.4n.ii.		C.4n.ii.	
C.4n.iii.		C.4n.iii.	
C.4n.iv.		C.4n.iv.	
C.4o.	Total Other State Resources (autocalculated)	C.4o.	\$ -

C.4p. Total: State Resources Allocated (autocalculated)**C.4p. \$ 11,713****C.4q. If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.****C.4q.****C.5. Local Resources Allocated**

C.5a.	Amount of unrestricted funds appropriated by local government	C.5a.	
C.5b.	Amount of restricted funds appropriated by local government	C.5b.	
C.5c.	Value of Contract Services	C.5c.	\$ 2,050,638
C.5d.	Value of in-kind goods/services received from local government	C.5d.	

C.5e. Total: Local Resources Allocated (autocalculated)**C.5e. \$ 2,050,638****C.5f. If any of these resources were also reported under Item C.3n. or C.4p. (Federal or State Resources), please estimate the amount.****C.5f.****C.6. Private Sector Resources Allocated**

C.6a.	Funds from foundations, corporations, United Way, other nonprofits	C.6a.	\$ 537,674
C.6b.	Other donated funds	C.6b.	\$ 3,765
C.6c.	Value of other donated items, food, clothing, furniture, etc.	C.6c.	\$ 651,035
C.6d.	Value of in-kind services received from businesses	C.6d.	
C.6e.	Payments by clients for services	C.6e.	\$ 318,197
C.6f.	Payments by private entities for goods or services for low income clients or communities	C.6f.	\$ 3,725

C.6g. Total: Private Sector Resources Allocated (autocalculated)**C.6g. \$ 1,514,396****C.6h. If any of these resources were also reported under Item C.3n., C.4p. or C.5e. (Federal, State or Local Resources), please estimate the amount.****C.6h.**

C.7. Total Non-CSBG Resources Allocated: (Federal, State, Local & Private) (autocalculated)	C.7.	\$ 14,345,164
C.8. Total Resources in CSBG Eligible Entity (including CSBG) (autocalculated)	C.8.	\$ 14,813,465

Note : * All totals are autocalculated

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individual and Families with low incomes are stable and achieve economic security.
Employment Indicators

Name of CSBG Eligible Entity Reporting:

DANIEL BOONE CAA

FY 2021-2022

Employment	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I-IV] (%)	V.) Performance Target Accuracy [III/II-V] (%)
1a The number of unemployed youth who obtained employment to gain skills or income.		25		#DIV/0!	0%
1b The number of unemployed adults who obtained employment (up to a living wage).		100		#DIV/0!	0%
1c The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).		70		#DIV/0!	0%
1d The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).		60		#DIV/0!	0%
1e The number of unemployed adults who obtained employment (with a living wage or higher).				#DIV/0!	#DIV/0!
1f The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).				#DIV/0!	#DIV/0!
1g The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).				#DIV/0!	#DIV/0!
Employment	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I-IV] (%)	V.) Performance Target Accuracy [III/II-V] (%)
1h The number of employed participants in a career-advancement related program who <u>entered or transitioned</u> into a position that provided increased income and/or benefits.	Auto-counted from 1h(1), 1h(2) and 1h (3)	Auto-counted from 1h(1), 1h(2) and 1h (3)	Auto-counted from 1h(1), 1h(2) and 1h (3)	#VALUE!	#VALUE!
1h(1) Of the above, the number of employed participants who increased income from employment through wage or salary amount increase .		2		#DIV/0!	0%
1h(2) Of the above, the number of employed participants who increased income from employment through hours worked increase .		10		#DIV/0!	0%
1h(3) Of the above, the number of employed participants who <u>increased benefits</u> related to employment.		25		#DIV/0!	0%

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

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form

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

Education and Cognitive Development Indicators

Name of CSBG Eligible Entity Reporting:

DANIEL BOONE CAA

FY 2021-2022

Education and Cognitive Development	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/I=V] (%)
2a The number of children (0-5) who demonstrated improved emergent literacy skills.				#DIV/0!	#DIV/0!
2b The number of children (0-5) who demonstrated skills for school readiness.				#DIV/0!	#DIV/0!
2c The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills.	Auto-counted from 2c(1), 2c(2) and 2c(3)	Auto-counted from 2c(1), 2c(2) and 2c(3)	Auto-counted from 2c(1), 2c(2) and 2c(3)	#DIV/0!	#DIV/0!
2c(1) Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
2c(2) 1st grade - 8th grade				#DIV/0!	#DIV/0!
2c(3) 9th grade - 12 grade				#DIV/0!	#DIV/0!
2d The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills).	Auto-counted from 2d(1), 2d(2) and 2d(3)	Auto-counted from 2d(1), 2d(2) and 2d(3)	Auto-counted from 2d(1), 2d(2) and 2d(3)	#DIV/0!	#DIV/0!
2d(1) Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
2d(2) 1st grade - 8th grade				#DIV/0!	#DIV/0!
2d(3) 9th grade - 12 grade				#DIV/0!	#DIV/0!
2e The number of parents/caregivers who improved their home environments.				#DIV/0!	#DIV/0!
2f The number of adults who demonstrated improved basic education.		25		#DIV/0!	0%
2g The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.		6		#DIV/0!	0%
2h The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.		30		#DIV/0!	0%
2i The number of individuals who obtained an Associate's degree.		2		#DIV/0!	0%
2j The number of individuals who obtained a Bachelor's degree.				#DIV/0!	#DIV/0!
Other Education and Cognitive Development Outcome Indicator	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/I=V] (%)

2z.1 The number of individuals

_____.

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Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individual and Families with low incomes are stable and achieve economic security.
Income and Asset Building Indicators

Name of CSBG Eligible Entity Reporting: DANIEL BOONE CAA FY 2021-2022

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

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form

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

Housing Indicators

Name of CSBG Eligible Entity Reporting:

DANIEL BOONE CAA

FY 2021-2022

Housing	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
4a The number of individuals experiencing homelessness who obtained <u>safe temporary shelter</u> .		15		#DIV/0!	0%
4b The number of individuals who obtained <u>safe and affordable housing</u> .		150		#DIV/0!	0%
4c The number of individuals who maintained safe and affordable housing for <u>90 days</u> .		50		#DIV/0!	0%
4d The number of individuals who maintained safe and affordable housing for <u>180 days</u> .		30		#DIV/0!	0%
4e The number of individuals who <u>avoided eviction</u> .		10		#DIV/0!	0%
4f The number of individuals who <u>avoided foreclosure</u> .		3		#DIV/0!	0%
4g The number of individuals who <u>experienced improved health and safety</u> due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc.).		35		#DIV/0!	0%
4h The number of individuals with <u>improved energy efficiency and/or energy burden reduction</u> in their homes.		35		#DIV/0!	0%
Other Housing Outcome Indicator	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
4z.1 The number of individuals with improved living conditions due to improvements within their home (issues affecting the structure, access, handicap accessibility, sanitary conditions, space and security, etc.)				#DIV/0!	#DIV/0!

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individual and Families with low incomes are stable and achieve economic security.
Health and Social/Behavioral Development Indicators

Name of CSBG Eligible Entity Reporting:

DANIEL BOONE CAA

FY 2021-2022

Health and Social/Behavioral Development	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
5a The number of individuals who demonstrated <u>increased nutrition skills</u> (e.g. cooking, shopping, and growing food).		15		#DIV/0!	0%
5b The number of individuals who demonstrated <u>improved physical health</u> and well-being.				#DIV/0!	#DIV/0!
5c The number of individuals who demonstrated <u>improved mental and behavioral health and well-being</u> .				#DIV/0!	#DIV/0!
5d The number of individuals who <u>improved skills</u> related to the adult role of parents/ caregivers.		10		#DIV/0!	0%
5e The number of parents/caregivers who <u>demonstrated increased sensitivity and responsiveness</u> in their interactions with their children.		10		#DIV/0!	0%
5f The number of <u>seniors (65+)</u> who maintained an independent living situation.				#DIV/0!	#DIV/0!
5g The number of <u>individuals with disabilities</u> who maintained an independent living situation.				#DIV/0!	#DIV/0!
5h The number of <u>individuals with a chronic illness</u> who maintained an independent living situation.				#DIV/0!	#DIV/0!
5i The number of individuals with <u>no recidivating event</u> for six months.	Auto-counted from 5i(1) and 5i(2)	Auto-counted from 5i(1) and 5i(2)	Auto-counted from 5i(1) and 5i(2)		
5i(1) Youth (ages 14-17)				#DIV/0!	#DIV/0!
5i(2) Adults (ages 18+)				#DIV/0!	#DIV/0!
Other Health and Social/Behavioral Development Outcome Indicator	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
5z.1 The number of individuals				#DIV/0!	#DIV/0!

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individual and Families with low incomes are stable and achieve economic security.
Civic Engagement and Community Involvement Indicators

Name of CSBG Eligible Entity Reporting:

DANIEL BOONE CAA

FY 2021-2022

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

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individual and Families with low incomes are stable and achieve economic security.
Outcomes Across Multiple Domains

Name of CSBG Eligible Entity Reporting: DANIEL BOONE CAA FY 2021-2022

Outcomes Achieved Across One or More Multiple Domains	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [(III/I=IV) (%)	V.) Performance Target Accuracy [(III/I=V) (%)
7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domains.		300		#DIV/0!	0%
Other Outcome Indicator Outcome Indicator	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [(III/I=IV) (%)	V.) Performance Target Accuracy [(III/I=V) (%)
7z.1 The number of individuals				#DIV/0!	#DIV/0!

Community Partnerships

Anti-poverty	Purpose of Partnership	Sector	Organization Name	Program(s)	Contact Person	Contact Email	Contact Phone	Office Address	Office Phone
N	Referrals	Community Based	Advent Health Manchester		Arlene Baker			210 Marie Lenajon Drive Manchester, Ky	506-598-5104
N	Referrals	Public Sector	Cabinet for Health & Family		Danny Owens			429 Memorial Drive Manchester, Ky	506-287-4475
N	Referrals	Private Sector	Cedar Crain Apartments		Connie				506-598-3382
N	Referrals	Public Sector	CHFS/DCBS/Family Support		Tasha Valentine				506-256-2175
N	Referrals	Faith Based	Christian Appalachian Project		Linda Smallwood			67 Shamrock Road Manchester, Ky	506-598-2133
N	Referrals	Public Sector	Clay County Detention Center		Lora Howard			69 Jameson Road Manchester, Ky	506-598-2789
N	Referrals	Community Based	Clay County Extension Office		Tammy Pennington				
N	Referrals	Community Based	Clay County Health Department		Janine Morgan			330 Shamrock Road Manchester Ky	506-598-2425
N	Referrals	Educational	Clay County High School Resource Center					415 Manchester Square Manchester, Ky	506-598-3737
N	Referrals	Community Based	Clay County Public Library					211 Bridge Street Manchester, Ky	506-598-2617
N	Referrals	Community Based	Community Connections		Jennifer Jackson			2718 US 421 Manchester, Ky	506-658-2276
N	Referrals	Community Based	Community Cooperative Care		Linda Lykins				
N	Referrals	Faith Based	Cumberland River Behavioral Health		Melanie Yeager			1203 American Greeting Card Rd Corbin, Ky	506-528-7010
N	Referrals	Community Based	Cumberland River Comp Care		Ashlie Doan			565 Muddy Gap Road Manchester, Ky	506-598-5172
N	Referrals	Private Sector	Cumberland Valley Domestic Violence Shelter		Sherrie Bell				1-800-755-5348
N	Referrals	Educational	EKU/Adult Education/Skills U LAB		Ann Sibert			50 University Drive Manchester, Ky	506-598-8122/506-598-5727
N	Referrals	Faith Based	God's Closet		Ken Bolin			310 Main Street Manchester, Ky	506-598-5285
N	Referrals/Case Management	Private Sector	Good Samaritan House					220 East 4th Street London, Ky	506-862-2872
N	Referrals/Vouchers	Community Based	Goodwill		Sonya Johnson			829 South Main Street London, Ky	506-877-1138
N	Referrals	Educational	Goose Rock Elementary Resource Center					364 Highway 1524 Manchester, Ky	506-598-3740
N	Referrals	Educational	Hacker/Manchester Resource Ctr.		Katie Cornett			84 Hooker Road Manchester, Ky/1908 N Hwy 421 Manchester, Ky	506-598-3338/506-598-3444
N	Referrals/Parent Classes	Community Based	Heart & Soul		Rachel Sims			769 Muddy Gap Road Manchester, Ky	506-598-8283
N	Referrals	Community Based	Highlands Housing Corporation					362 Old Whitley Road London, Ky	506-729-0215
N	Referrals	Private Sector	Housing Authority of London/Manchester		Judy Hammack/Donna Philphot			306 Town Branch Road Manchester, Ky/100 Scott Street London, Ky	506-598-3884
N	Referrals	Private Sector	Housing Authority of Mckee		Sandy Creech			1405 Roberts Court Mckee, Ky	506-287-8777
N	Home Loans	Private Sector	Jackson County Bank		Kendall			123 N Main Street Mckee, Ky	506-287-8484
N	Referrals	Educational	Jackson County Board of Education					Hwy 421 South Mckee, Ky	506-287-7181
N	Referrals	Public Sector	Jackson County Child Support Office		Angie			PO Box 906 Mckee, Ky	506-287-5230
N	Referrals	Community Based	Jackson County Extension Service		Kim			1408 S Main Street Mckee, Ky	506-287-7693
N	Referrals	Community Based	Jackson County Food Bank					1257 McCammon Ridge Road Mckee, Ky	506-287-8336
N	Referrals	Community Based	Jackson County Health Department		Christie Green			Hwy 421 South Mckee, Ky	506-287-8421
N	Board Members/Referrals	Educational	Jackson County High School Resource Center		Julie McCowans			560 Educational Mountain Dr. Mckee, Ky	506-287-7155
N	Referrals	Community Based	Jackson County Home Health					40 Lakewood Drive Mckee, Ky	506-287-8424
N	Referrals/Board Member	Community Based	Jackson County Judge Executive		Shane Gabbard			PO Box 175 Mckee, Ky	506-287-8562

Community Action Council Community Partnerships

Anti-poverty	Purpose of Partnership	Sector	Organization Name	Program(s)	Contact Person	Contact Email	Contact Phone	Office Address	Office Phone
N	Referrals	Educational	Jackson County Middle School Family Resource Center		Tammy Morgan			139 Hwy 587 McKee, Ky	606-287-8351
N	Referrals	Private Sector	Jackson Valley Apartments					1201 Jackson Valley Road McKee, Ky	606-287-7677
N	Referrals	Community Based	KCEOC Community Action Partnership					329 Sycamore Drive Barbourville, Ky	606-546-3152
N	Referrals	Community Based	Kentucky Mountain Housing Development Corporation, Inc.		Lindsay Westerfield			113 Main Street Manchester, Ky	606-598-5128
N	Referrals	Educational	Laurel County Adult Education		Tina Cook			90 Bennett Circle London, Ky	606-878-9134
N	Referrals	Community Based	Laurel County Section 8 Housing		Sandra McCowans			194 County Extension Road London, Ky	606-878-0512
N	Referrals	Educational	McKee Elementary Family Resource Center		Heather Neeley			1005 Hwy 89 N McKee, Ky	606-287-7157
N	Referrals	Private Sector	Red Bird Mission		Tracy			Hwy 66 Beverly, Ky	606-598-0520
N	Referrals	Community Based	Remnant Bread of Life		Sherrie Day			1 Fayette Properties Road Manchester, Ky	606-598-8888
N	Referrals	Community Based	Rockcastle Circuit Court Clerk					205 E Main Street Mt. Vernon, Ky	606-256-2581
N	Legal Advice/Referrals for shelter clients.	Community Based	Rockcastle County Attorney's Office					PO Box 1250 Mt. Vernon, Ky	606-256-2730
N	Referrals	Community Based	Rockcastle County Chamber of Commerce					445 Richmond Street Mt. Vernon, Ky	606-256-0070
N	Referrals	Private Sector	Rockcastle County Development Board		Lynn Tatum				606-256-8007
N	Referrals	Community Based	Rockcastle County Health Department		Melinda			120 Richmond Street Mt. Vernon, Ky	606-256-2242
N	Referrals	Private Sector	Rockcastle County Kiwanis Club		Tamara Cox				859-351-4700
N	Referrals	Community Based	RRJ Solutions		Rebecca Bray			1114 Reuben Street London, Ky	606-877-3109
N	Transportation/Referrals	Private Sector	Rural Transit Enterprises RTEC		Shirley Cummins			409 S Main Street London, Ky	606-864-7300
N	Referrals	Faith Based	Saint Williams Catholic Church					521 W 5th Street London, Ky	606-864-7500
N	Referrals	Educational	Sand Gap Elementary Resource Center		Brooke Bellamy			6783 Hwy 421 N Sand Gap, Ky	606-956-3171
N	Referrals	Community Based	Second Mile Behavioral Health					280 Levi Jackson Mill Road #A London, Ky	606-657-5504
N	Referrals	Community Based	UK Cooperative Extension Office						859-257-4302
N	Referrals	Community Based	UK Kentucky Homeplace		Frances			313 E Central Street Harlan, Ky	606-574-0239
N	Referrals	Community Based	United Way		Judy Nicholson			610 Sublimity School Road London, Ky	606-330-0702
N	Referrals	Private Sector	Warm Souls for Worn Soles		Charles Dobber Weaver			110 Town Branch Road Manchester, Ky	606-594-2116
N	Referrals	Community Based	Whole Person Recovery		Anita Cornett			509 Memorial Drive Suite 2 Manchester, Ky	606-598-4538
N	Transportation/Referrals	Community Based	Horizon Adult Health Care		Stephanie Goins			110 Clay County Shopping Center Manchester, Ky	606-596-0601
N	Referrals	Community Based	Raintree Apartments		Buffy Reihmeyer			600 Town Branch Road Manchester, Ky	606-598-8342
N	Referrals	Community Based	Church Street Apartments					30 Church Street Manchester, Ky	606-598-8313
N	Referrals	Community Based	Daniel Boone Child Care					420 Richmond Road Manchester, Ky	606-598-5093
N	Referrals	Educational	Clay County Middle School Resource Center					239 Richmond Road Manchester, Ky	606-598-1810
N	Referrals	Community Based	Clay County Senior Citizens					144 Old Timer Road Manchester, Ky	606-598-5754
N	Referrals	Educational	Paces Creek Elementary Resource Center		Danny Swafford			1983 S Hwy 421 Manchester, Ky	606-598-6333
N	Referrals	Community Based	Manchester Heights Apartments		Billie Unthian			17 Phillips Hill Drive Manchester, Ky	606-598-3191

**Community Action Council
Community Partnerships**

[illegible]

Daniel Boone Community Action Agency, Inc.



Cost Allocation Plan

Cost Allocation Plan Topics

- 1. Purpose Statement**
- 2. Direct and Indirect Costs**
- 3. Cost Objectives and Cost Centers**
- 4. Cost Allocation Methods**
- 5. Allocation of Administrative Costs**
- 6. Examples**

cannot be readily identified with a particular final cost objective, etc.).

3. Cost Objectives and Cost Centers

DBCAA uses a fund accounting system for recording, documenting, and tracking all financial information by program, grant, etc. For each program, an appropriate set of general ledger accounts (or account segments) shall be established in the chart of accounts to reflect the categories of allowable costs identified in the award or the award budget.

Each invoice shall be coded with the appropriate account number reflecting which program received direct benefit from the expenditure.

Time sheets and personnel activity reports (PARs) are submitted bi-weekly, reflecting employees' work and which programs directly benefited from their effort. Time sheets and PARs shall serve as the basis for charging salaries and wages directly to federal awards and non-federal functions.

Equipment purchased for exclusive use on a federal award and reimbursed by a federal agency shall be accounted for as a direct cost of that award.

As required by 2 CFR Part 200, DBCAA only charges costs that are allowable, reasonable, and allocable to a federal award. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to federal awards.

The general approach of DBCAA in allocating costs to particular programs, grants, activities, etc. is as follows:

- Allowable direct costs are charged directly to programs, grants, activities, etc. as they relate to a specific cost objective/cost center.
- Allowable joint costs that can be identified to more than one cost objective/cost center are prorated individually as direct costs to each program, grant, etc. using a base most appropriate to the particular cost being prorated.
- Allowable indirect costs (costs that benefit all programs and cannot be identified to a specific cost objective/cost center) are allocated to programs, grants, activities, etc. using a base most appropriate to the particular cost being prorated that results in an

DBCAA will use cost pools to accumulate costs that need to be allocated out based on a measure of activity. Pooled costs will be allocated directly to benefiting programs using a base most appropriate to the particular cost being prorated.

DBCAA shall utilize the following methods of charging specific elements of cost to federal and non-federal awards:

Salaries and Wages – Salaries and wages shall be charged directly based on the functions performed by each employee, as documented on each employee's PAR. PARs will be utilized to determine the cost objectives which have benefited from the work of each employee. The cost of salaries and wages for employees whose work has benefited only one cost objective in a pay period will be charged to that cost objective. The cost of salaries and wages for employees whose work has benefited more than one cost objective in a pay period will be allocated to the benefiting cost objectives directly based on PARs. The cost of salaries and wages for employees whose work has benefited all cost objectives will be charged to a cost pool and allocated based on methods described in Section 5 titled "Allocation of Administrative Costs".

The following are examples of staff that may charge a portion of their salary/wage costs to General Administration:

- Executive Director
- Deputy Director
- Administrative Assistant
- Chief Financial Officer
- Assistant Financial Officer
- Accounting Department staff
- IT Specialist
- Receptionist
- Program Developer
- Others as applicable

Compensated Absences – Compensated absences such as annual leave, sick leave, holiday pay, etc. are considered part of salary/wage costs. DBCAA's financial accounting system records salaries/wages associated with compensated absences in the same proportion that each employee's salary/wage costs are recorded.

Fringe Benefits – DBCAA incurs costs for the following statutory and non-statutory employee benefits:

the grant or program/function that benefits from the postage based on requisitions and receipts from UPS, FedEx, etc.

Copying – Copying costs include toners, staples, copier maintenance and the actual lease cost of the copier. Copying costs shall be charged directly to the benefitting grant or program/function based on copier codes/logs and/or to the appropriate cost pool.

Insurance and Bonding – Insurance and bonding required by or benefitting a specific grant or program/function is charged directly to the program requiring or benefitting from the coverage. Insurance costs that benefit all cost objectives will be charged to the appropriate cost pool and allocated based on methods described in Section 5 titled “Allocation of Administrative Costs”.

Telephone and Communications – Telephone and communications costs include the costs of local & long-distance telephone charges, facsimile transmissions, cellular charges, and internet services. These costs are charged directly based on location, phone codes, and/or PARs. Telephone and communications costs required by or benefitting a specific grant or program/function is charged directly to the program requiring or benefitting from the service. Joint telephone and communications costs will be allocated to the benefitting cost objectives directly based on percentages of FTEs allocated to each program as documented through PARs. Telephone and communications costs related to general administration activities are charged to the appropriate cost pool and allocated based on methods described in Section 5 titled “Allocation of Administrative Costs”.

Facilities and Maintenance Costs – Facilities and maintenance costs that benefit a specific grant or program/function will be charged directly to the benefitting grant or program/function. Joint facilities and maintenance costs will be allocated to the benefitting cost objectives directly based on percentages of FTEs allocated to each program as documented through PARs. Facilities and maintenance costs related to general administration activities are allocated to programs based upon the methods described in the later section titled “Allocation of Administrative Costs”.

Trainings and Conferences – Training and conference costs are charged directly to the cost objective for which the training or conference was incurred. Joint training and conference costs will be allocated to the benefitting cost objectives directly based on percentages of FTEs allocated to each program as documented through PARs. Training and conference costs that benefit all cost objectives will be allocated using the methods described in the later section titled “Allocation of Administrative Costs”.

Accounting Department Costs – Accounting Department costs that benefit a specific grant or program/function will be charged directly to the benefitting

Costs charged to the administrative cost center will be allocated to specific cost objectives utilizing the following methods:

1. Staff performing administrative functions will be required to describe the activities they perform in each pay period on their PAR. Activities for general administration will be charged to the line item for the administrative cost center. Then, monthly journal entries will be done to allocate the salaries/wages and fringe among all cost centers based on the computation of the percentage of total full time equivalents (FTEs) attributed to each program as determined from analysis of PARs for the previous month.
2. The remaining general administration and general expenses that have been charged to the administrative cost center (i.e., travel, supplies, telephone, etc.) will be allocated among all cost centers based on the following analysis:
 - Accounts Payable related time will be allocated based on the percentage of transactions processed for each cost objective.
 - Insurance and bonding costs will be allocated as follows:
 - *General Liability, Errors & Omissions, EPLI, Crime, and Fidelity* – Number of employees by program
 - *Auto Liability and Auto Physical Damage* – Number of vehicles by program
 - *Property* – Value of locations
 - *Worker's Compensation* – Class code for each individual employee or work experience participant
 - *Pollution Insurance* – Specific to Weatherization
 - *Motor Fuels Tax Refund Bond* – Specific to Transit
 - *Federal Excise Tax Refund* – Percentages based on charges by program
 - The remaining general administration and general expenses will be allocated based on the percentage of total FTEs attributed to

Fund	Square Footage	%	Amount Allocated	GA Allocated	Total Amount Allocated
CSBG	300	30%	\$ 390	\$ 43.34	\$ 433.34
LIHEAP	100	10%	\$ 130	\$ 14.44	\$ 144.44
Transit	200	20%	\$ 260	\$ 28.89	\$ 288.89
Weatherization	200	20%	\$ 260	\$ 28.89	\$ 288.89
WIOA	100	10%	\$ 130	\$ 14.44	\$ 144.44
General Admin	100	10%	\$ 130	\$ 0	\$ 0
Total	1,000	100%	\$ 1,300	\$ 130.00	\$ 1,300.00

Example 3

Example Expenditure Amount = \$500

Costs related to the performance of Accounts Payable that benefit multiple programs are most fairly allocated through the computation of the percentage of transactions processed for the benefit of each program.

Fund	# of A/P transactions	%	Amount Allocated
CSBG	20	20%	\$ 100
LIHEAP	5	5%	\$ 25
Transit	21	21%	\$ 105
Weatherization	30	30%	\$ 150
WIOA	24	24%	\$ 120
Total	100	100%	\$ 500

Example 4

Example General Administration Expenditure Amount = \$10,000

Costs such as salaries/wages for general administration related to the performance of administrative functions that benefit all programs are charged to the General Administration cost center each pay period through the payroll process. Then, monthly journal entries will be used to allocate salaries/wages each program their fair share based on the percentage of total FTEs attributed to each program.