

# SECTION 1

## Checklist

**Community Service Block Grant (CSBG)  
Plan and Budget Proposal SFY 2023 Cover Sheet**

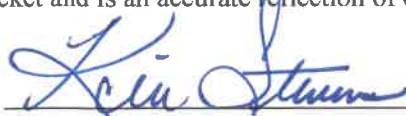
This cover sheet is to be completed and submitted with your agency's plan and budget proposal.

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

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

I affirm, the SFY 2023 CSBG Plan and Budget Proposal including Attachments follows the guidelines of the SFY 2023 CSBG Solicitation Packet and is an accurate reflection of our SFY 2023 projections.

**CSBG Director Signature**



**DATE**

4-8-22

**Executive Director**



**DATE**

4-8-22

# SECTION 2

## Introduction

## **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 DBCAA 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 49 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 Bachelor's of Business Administration in Accounting and has more than 19 years of experience with the agency. The Chief Financial Officer holds a Bachelor's of Business Administration in Accounting and over 12 years of experience with the agency. The CSBG director holds a Bachelor's of Social Work and a Nationally Certified Roma Trainer and been with the agency for over 13 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 democratically-selected representatives of the low-income community, 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 15 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.

**Workforce Investment Opportunity Act (WIOA) Adult/Dislocated Worker Program:** The program 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:** The program 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.

**Workforce Investment Opportunity Act (WIOA) Youth Program:** Serves specifically youth 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 22 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 (KU/HEA):** The program serves over 1000 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.

**Low Income Household Water Assistance Program (LIHWAP):** The Low Income Household Water Assistance Program (LIHWAP) helps low income households pay the cost of water and sewer services. The program can assist households who have past due bills (arrears) for water and sewer services. LIHWAP can help prevent household's water and sewer services from being shut off.

- b. Provide up-to-date information on CSBG contact information within the agency. Include the complete contact information (i.e., fax and phone number, mailing address, 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-Robin Whitaker**

**E-mail address: [Robin.Whitaker@danielboonecaa.org](mailto:Robin.Whitaker@danielboonecaa.org)**

**Chief Financial Officer-Ashley Sandlin**

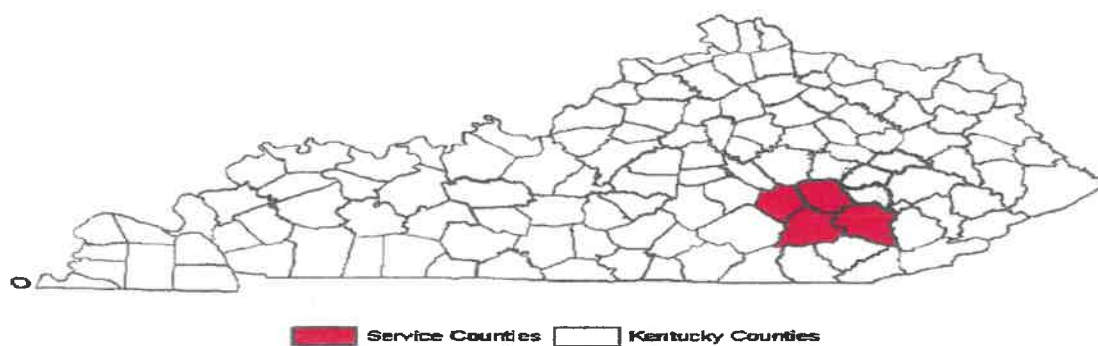
**E-mail: [Ashley.Sandlin@danielboonecaa.org](mailto:Ashley.Sandlin@danielboonecaa.org)**

**CSBG Director-Kim Stevens**

**E-mail: [Kim.Stevens@danielboonecaa.org](mailto:Kim.Stevens@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 plagued by unsafe drinking water, roads in disrepair, and lack of mobile and 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 U.S. Census Bureau Quickfacts in 2020 shows the largest population for our service area is Laurel County with a population of 62,613, Clay County follows at 20,345, Rockcastle County at 16,037 and finally

Jackson County with. 12,955. The combined population of Daniel Boone Community Action Agency (DBCAA) four county service area is 111,950.

Population change within the report area from 2010-2020 is shown below. During this ten-year period, total population estimates for the report area grew by 0.74 percent, increasing from 111,129 persons in 2010 to 111,950 persons in 2020.

<b>Report Area</b>	<b>Total Population, 2010 Census</b>	<b>Total Population, 2020 Census</b>	<b>Population Change, 2010-2020</b>	<b>Population Change, 2010-2020, Percent</b>
Report Location	111,129	111,950	821	<b>0.74%</b>
Clay County, KY	21,730	20,345	-1,385	-6.37%
Jackson County, KY	13,494	12,955	-539	-3.99%
Laurel County, KY	58,849	62,613	3,764	6.40%
Rockcastle County, KY	17,056	16,037	-1,019	-5.97%
Kentucky	4,339,370	4,505,836	166,466	3.84%

[U.S. Census Bureau QuickFacts: Rockcastle County, Kentucky; Laurel County, Kentucky; Clay County, Kentucky; Kentucky, Jackson County, Kentucky](#)

The American Community Survey (ACS) five year reporting 2015-2019 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%.

<b>Report Area</b>	<b>0 to 4 Male</b>	<b>0 to 4 Female</b>	<b>5 to 17 Male</b>	<b>5 to 17 Female</b>	<b>18 to 64 Male</b>	<b>18 to 64 Female</b>	<b>Over 64 Male</b>	<b>Over 64 Female</b>
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 with 0.7%, Rockcastle County with 0.1% and Jackson County with 0.1%.

Population by race within the report area is shown below. According to ACS 2015-2019 five 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.



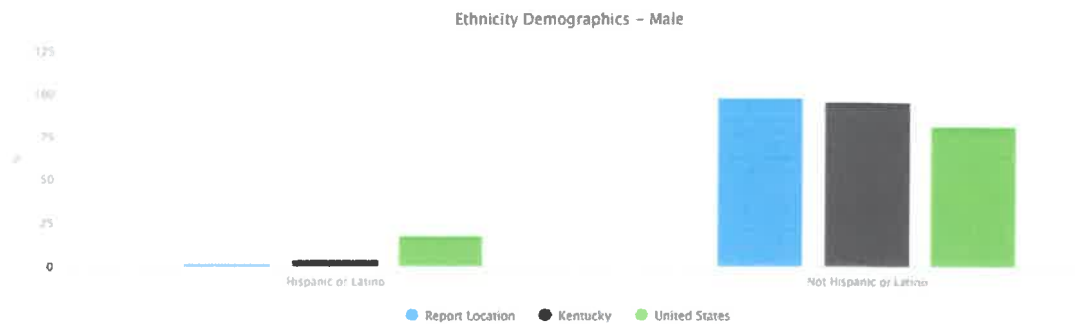
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Data Source: US Census Bureau, American Community Survey. 2015-2019.

The Hispanic 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 is in Clay County at 3.83% and Hispanic female highest population is in Laurel County at 1.47%.

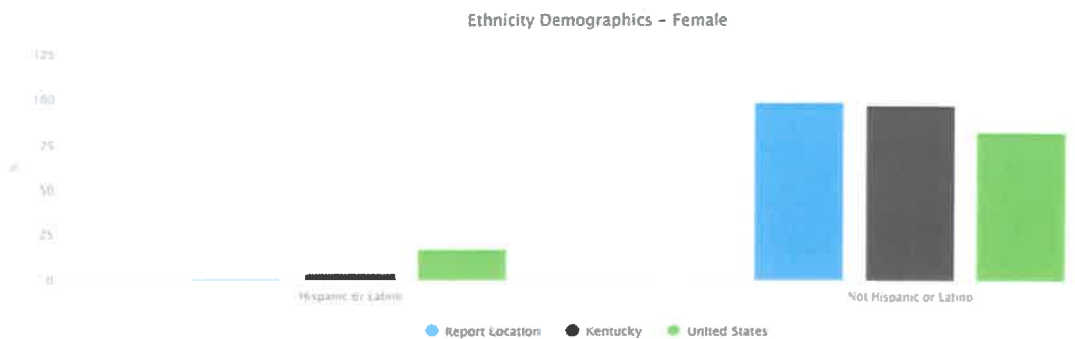
## Ethnicity Demographics - Male

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 17% according to 2020 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 overall households in poverty is 26.89%. From the U.S. Census website report from the Small Area Income and Poverty Estimate chart shows the highest poverty is in Clay County currently at 37.3%. The county with the next highest poverty rate is Jackson County, at 24%, third highest is Rockcastle County, at 22.4% and fourth is Laurel County at 17.9%. 2020 poverty estimates show a total of 24,353 households living below the poverty level in the report area.

Poverty information in chart below is at 100% of the federal poverty income guidelines.

Report Area	All Ages No of Persons	All Ages Poverty Rate	Age 0-17 No of Persons	Age 0-17 Poverty Rate	Age 5-17 No of Persons	Age 5-17 Poverty Rate
Report Location	24,353	<b>22.56%</b>	7,241	30.22%	4,942	28.43%
Clay County, KY	6,711	37.3%	1,837	47.5%	1,233	45.1%
Jackson County, KY	3,166	24%	990	33.8%	667	31.9%
Laurel County, KY	10,807	17.9%	3,452	25.1%	2,411	24.1%
Rockcastle County, KY	3,669	22.4%	962	28.2%	631	24.7%

*Note: This indicator is compared to the state average.*

*Data Source: US Census Bureau, [Small Area Income and Poverty Estimates](#). 2020.*



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 with 0.7%, Rockcastle County with 0.1% and Jackson County with 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 47.5%. Jackson County follows with 33.8%, Laurel County at 25.1%, and Rockcastle County child poverty is at 28.2%. 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

The Covid-19 pandemic has caused for unprecedented effects on the workforce. The Kentucky Center for Statistics reported the national unemployment for 2020 jumped to 8.1% from 3.7% in 2019. Currently, the four county service area unemployment rate has improved. According to the Kentucky Center for Statistics website, the current unemployment statistics as of March 2022 show Jackson County with the highest of the four counties at 6.2%. Second highest unemployment rate is in Clay County with 6.1%. Following in third is Rockcastle County at 4.9%, and Laurel County fourth with a rate of 4.1%. [202201\\_CountyLAUSMaps.pdf \(ky.gov\)](#)

According to the National Low Income Housing Coalition across Kentucky, there is a shortage of rental homes affordable and available to extremely low income households, whose incomes are at or below the poverty guideline or 30% of their area median income (AMI). Many of these households are severely cost burdened, spending more than half of their income on housing. Severely cost burdened poor households are more likely than other renters to sacrifice other necessities like healthy food and healthcare to pay the rent and to experience unstable housing situations like evictions.

Looking at the housing occupancy within the service area 2019 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](http://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 of which 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](http://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. 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 counties in the state at 111th. Next worst was Jackson County ranked 99<sup>th</sup> with the worst health factors. Rockcastle County was right behind Jackson County as the 90<sup>th</sup> ranking. Laurel County was at 61<sup>st</sup> and lowest ranking for our service area.

<https://countyhealthrankings.org/app/kentucky/2021/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 the 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 representatives in assessing local needs and attacking the causes and conditions of poverty.

# **SECTION 3**

## **Community Needs Assessment Narrative**

## **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 year round community needs assessment to assess the needs in our four county service area. This year, more than 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.**

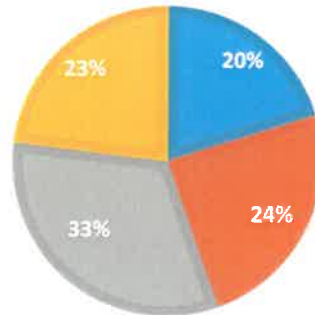
**b. Describe the methodology utilized to assure information is gathered from key sectors of the community to include: community-based organizations, faith-based organizations, private sectors, public sectors and educational institutions. Please provide copies of surveys, survey summaries, minutes of 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, faith-based organizations, 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, 2021 to February 28, 2022.



## 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. Food assistance through Supplemental Nutrition Assistance Program (SNAP) benefits for the low income population we serve has become more difficult over the past few years to get due to bureaucratic barriers. Some of the barriers have been work reporting requirements, drug trafficking on a client's record, back pay child support, and other deterrents layering to the red tape in being eligible for SNAP benefits. Food insecurity has been on the increase due to the rising food prices. When clients have a need for food CSBG staff are able to be refer to a local food pantry. Also all offices can supplement client needs with food and supplies that are received with the Christian Appalachian Project (CAPS) in which the

agency is allowed a bimonthly pickup of food and supplies to give to clients we serve. If for any reason a client does not receive SNAP benefits they will be referred to their local Department of Community Based Services. Also, employment has always been a need in the region and jobs having an up to living wage jobs are greater. The Career Development Center 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/JobSight officially opened at DBCAA. Partners for the Job-Sight include Career Development Center, and Department of the Blind and WIOA programs for youth, adults, and dislocated workers. As of March 2022 Department of Vocational Rehabilitation has a full time representative in the Clay County office and assist with employment services with Clay and Jackson County clients.

**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 specific employment needs. Then our Job-Sight partners with numerous agencies including Career Development Center, Adult Education, Kentucky Technical Colleges, Goodwill and the Workforce Investment Opportunity (WIOA), helping to secure employment for clients. 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 Goodwill Industries of Kentucky 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 Center, 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 will 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 six (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 aged 16-24 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 assisting 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 2016-2020 American Community Survey census data show the Clay County graduation rate is 66.6% and Jackson County graduation rate is a little higher with 72.1%.

[www.census.gov/quickfacts/fact/table/jacksoncountykentucky,claycountykentucky/PST045219](https://www.census.gov/quickfacts/fact/table/jacksoncountykentucky,claycountykentucky/PST045219)

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

A CSBG funded staff assists with budget/counseling and 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 work 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 7 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 Assistance (TBRA) program helps displaced low-income families by providing them with security and utility deposit assistance and/or rental assistance up to 24 months. This program is often the first step in the process of securing Section 8 housing for families. DBCAA’s Weatherization program provides 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 Program 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, literally homeless or domestic violence situations. DBCAA offers assistance in a variety of ways. To assist with clothing, household items, etc. clients can be given a Goodwill voucher in which they use at the local Goodwill store. 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, 2021 to present, in excess of 20,000 applications were processed in our Emergency Services, LIHEAP and LIHWAP programs. During the past fiscal year, 13 families were placed in DBCAA's homeless shelter and approximately 8 for motel stays. Those assisted come from a variety of situations including displacement because of fire/flooding, transitional housing, loss of employment, evictions, literally homeless 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, 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 a Subsidy and Crisis. "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. The past two years due to the Covid-19 pandemic additional funding for LIHEAP made for three 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 July 2021 thru March 2022, DBCAA provided in excess of 20,000 services with a combination of all LIHEAP programs. Also this past year, a first of its kind water program was administered in partnership with the Cabinet for Health and Family Services. The water program

(LIHWAP) Low-Income Household Water Assistance Program is a federally funded grant to the state of Kentucky to provide water and wastewater assistance to eligible low-income families. There has been over 2,000 low-income households received assistance thru the program.

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

According to figures from the 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, and has increased from 2019 poverty rate 32.6% of its residents living below the poverty level to 38.4% in 2020. The other counties also have a higher than average poverty rate compared to the state poverty rate of 14.9%. Jackson County had the next highest poverty rate with 31.5%, Rockcastle County with 22.6% poverty rate and Laurel County at 22.6%. This translates into poor health due to obesity, heart disease and diabetes. According to Statistical Atlas, Clay County has one of the highest percentage rates at 31.1% of the residents in the four county service area receiving food stamps. Jackson County was second at 25.4%, Rockcastle County is third at 19.4% and Laurel County was fourth, with those receiving food stamps at 17.6%. ([www.statisticalatlas.com/state/Food-Stamps#data-map/county](http://www.statisticalatlas.com/state/Food-Stamps#data-map/county)). Both Rockcastle and Clay Counties receive Emergency Food and Shelter Program (EFSP) funding. The 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. The Rockcastle County agency assist with funding the Christian Appalachian Project Grateful Breads food pantry and Feeding the Flock Ministries. Both DBCAA agencies also receive funds from the Emergency Food and Shelter Program for emergency rent, motel stay, 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 for 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” Career Development Center 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. Clients can receive a Goodwill voucher for clothing and household items when these items are needed by the household/individual. 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 and non-emergency medical transportation for a nominal fee based on the client’s specific need for services. In Clay County alone, the passenger list average nearly 1000 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 low-income clients to Kentucky Homeplace and Community Connections to get assistance with health insurance plans and prescription medications to 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 to 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 CAK Board of Directors
2. Board member Eastern KY Community Action Partnership
3. Member of CAK Finance 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, and Goodwill Industries. Clay and Rockcastle County Chambers of Commerce; the Clay County Board of Education; and the Christian Appalachian Project. Through WIOA several programs exist for adults and youth in Clay and Jackson Counties. In addition, DBCAA hosts various 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 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.

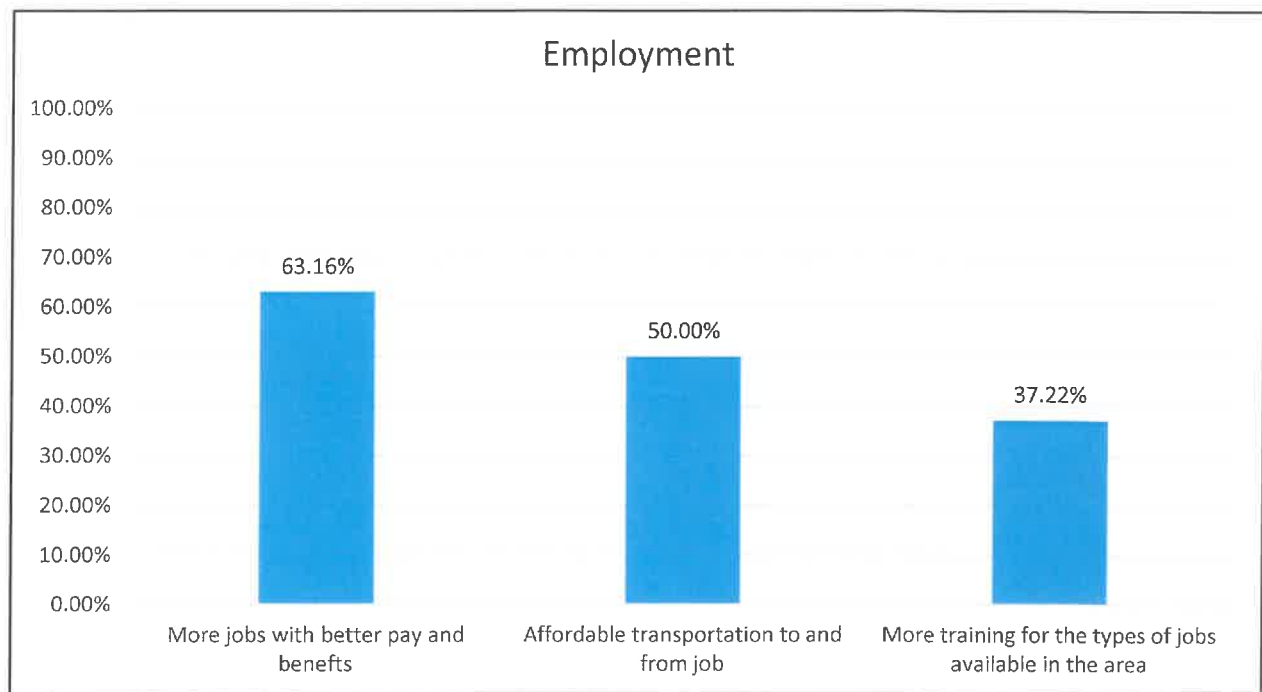
**e. Describe the key findings identified in your community needs assessment based on the causes and conditions of poverty and the needs of the entire service area. The key findings should outline the prioritized needs, the level of need, as well as causes associated with the need.**

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 categories as follows:

- (1) **Employment**
- (2) **Housing**
- (3) **Income and Asset Building**
- (4) **Education**
- (5) **Health and Social/Behavioral Development includes Nutrition**
- (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 transportation to and from job
3. More training for the types of jobs available in the area



According to the 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 Rockcastle County at 5.6% and Laurel County fourth with a rate of 5.0%.

[https://kystats.ky.gov/Content/Reports/202101\\_County\\_LAUSMaps.pdf?v=20210318020404](https://kystats.ky.gov/Content/Reports/202101_County_LAUSMaps.pdf?v=20210318020404)

Of the 111,950 population as of 2020 the total working population for the service area as of January 2022 reported by the Bureau of Labor Statistics is 41,691 are included in the labor force. DBCAA is the operator of the Kentucky Career Center/Job-Sight Center and can provide the following employment services:

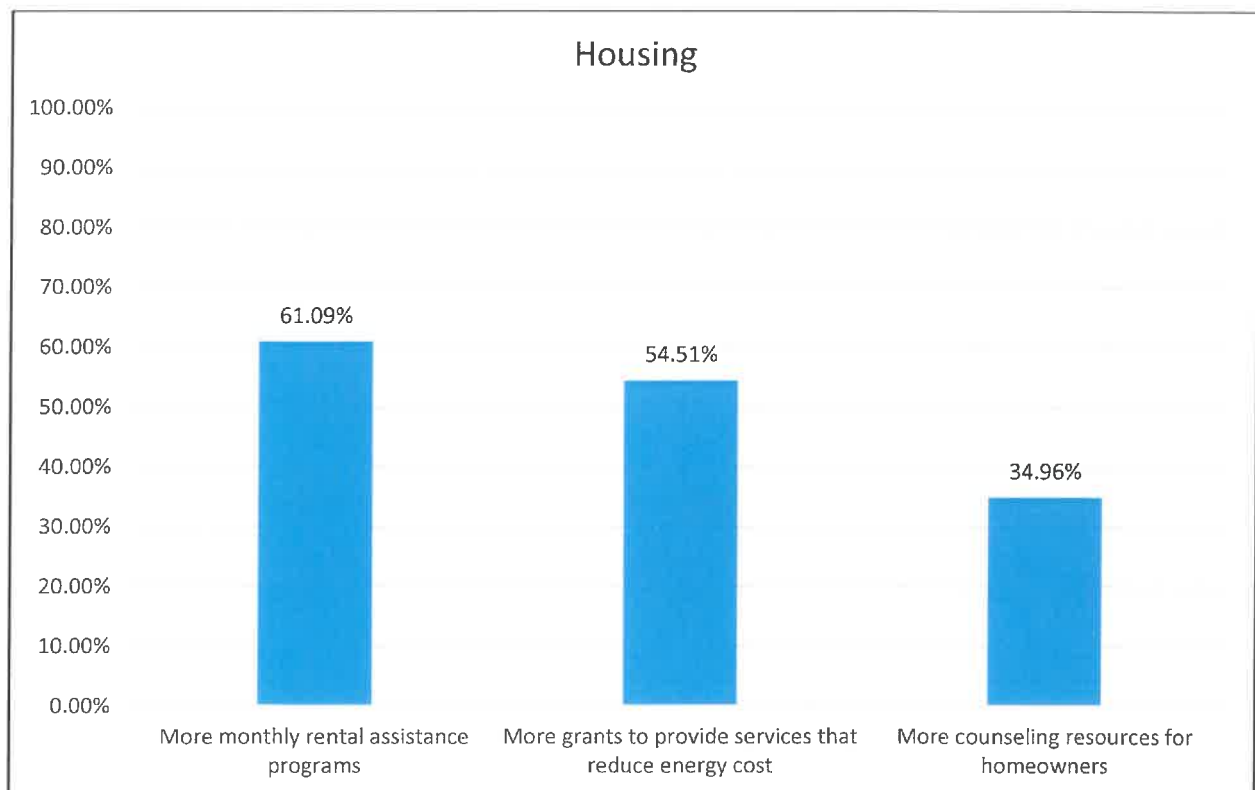
Referrals to other Career Center partners (i.e. CSBG; Job Corps; Senior Community Employment Program (SCSEP) aka Goodwill Program ; Career Development Center and;

Adult Education; Vocational Rehabilitation Department; 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 case management and emergency services (e. g. shelter, rent or mortgage payments, transitional housing and utility payments, and home building). The top three needs that were identified for Housing from the survey are listed below:

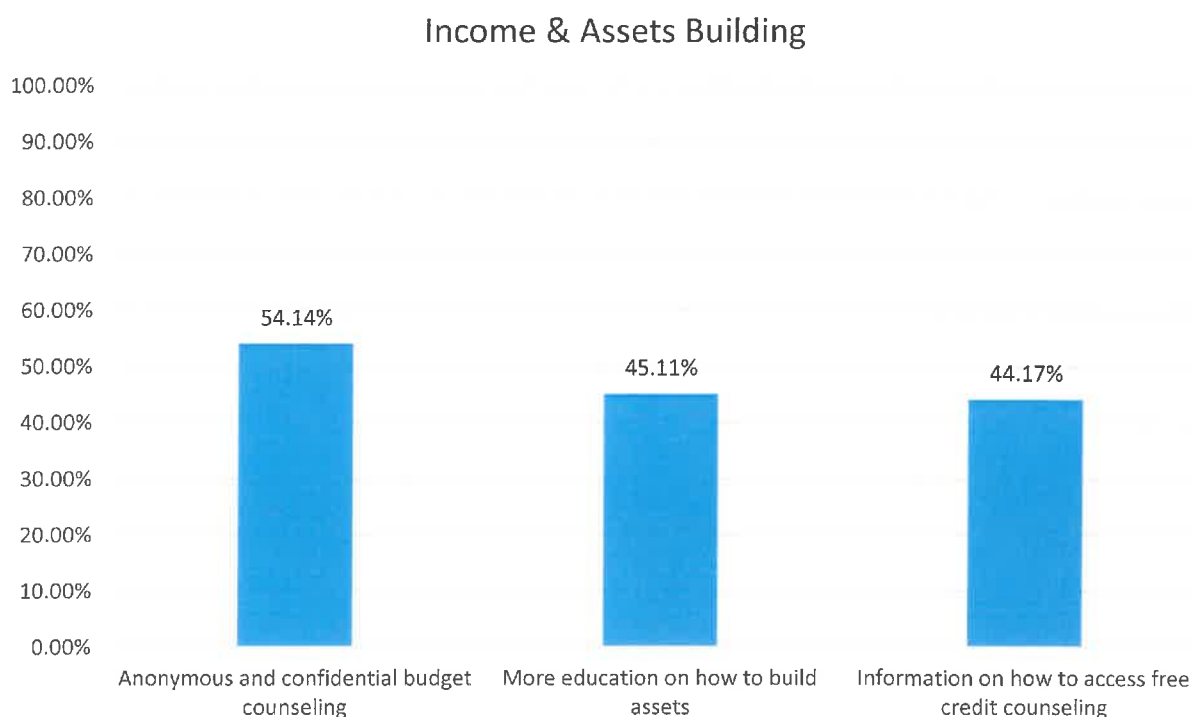
1. More monthly rental assistance programs
2. More grants to provide services that reduce energy cost
3. More counseling resources for homeowners





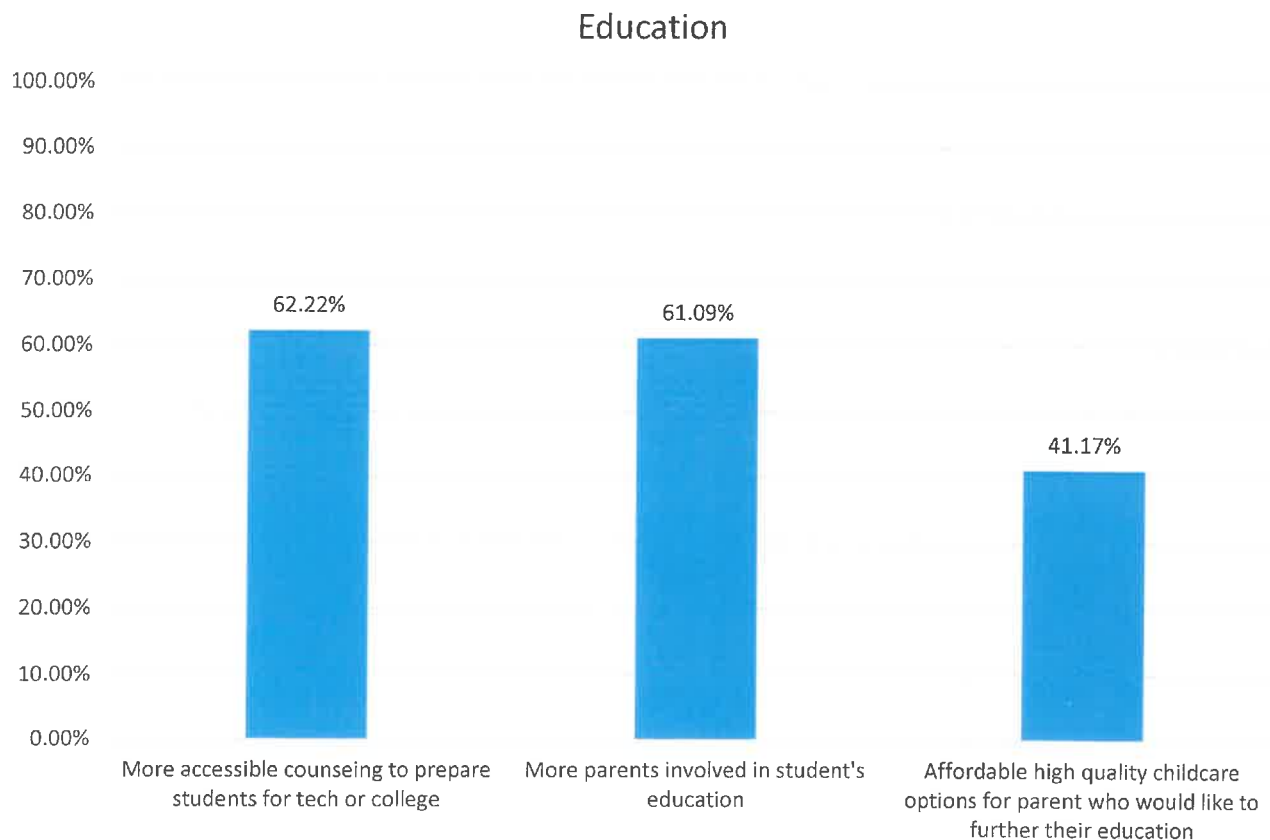
**Income and Asset Building is the number 3 priority (AGENCY).** The CSBG staff offers one-on-one credit and budget counseling to all interested customers. DBCAA has one certified housing budget/counselor on staff that assist people in establishing good credit habits. DBCAA staff works with clients to 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 prepares income tax returns for clients that are eligible for a refund. We find that many clients aren't aware of this service. As an ongoing service, this program year we have assisted 5 individuals with tax preparation. The top three needs that were identified are listed below:

1. Anonymous and confidential budget counseling
2. More education on how to build assets
3. Information on how to access free credit counseling



**Education (FAMILY)** is the **number 4** 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 where needed. 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 locally. Participants can earn their GED as a result of these classes. An educational counselor meets clients virtually or at the DBCAA site to help students apply for financial aid. DBCAA operates a child care center that serves infant care, toddler care, and school age children from (age 0-12). The center operates on fees paid by parents for service and subsidized payments from the state. Subsidy payments help low-income families pay child care so they can work or attend school. The top three responses that were identified are as follows:

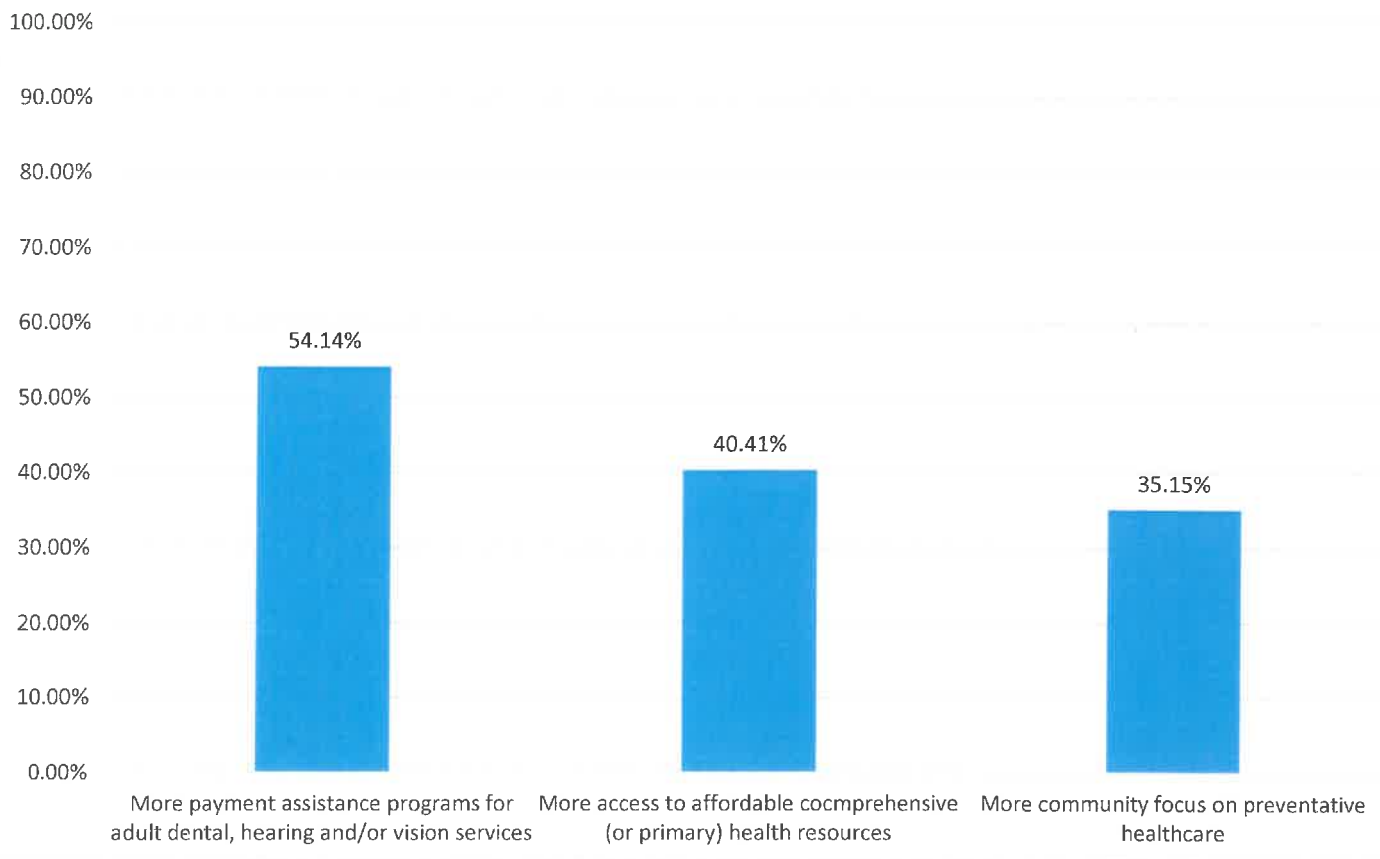
1. More accessible counseling to prepare students for technical school or college
2. More parents involved in student's education
3. Affordable high quality childcare options for parent who would like to further their education



**The number 5 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 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 Clay and Rockcastle County areas to provide food boxes for emergency needs. Referrals are made to local food pantries in all counties. Residents of rural Kentucky is known to have high levels of certain diseases, including cancer, heart disease, hypertension, and diabetes. A contributing factors are lack of understanding the healthcare system and health insurance. Clients with needs for health services can be referred to Kentucky Homeplace and Community Connections for assistance with medical insurance: Medicaid and Medicare, and extra medical coverage. Clients can also receive crucial resources such as eyeglasses, dentures, and diabetic supplies. The top three needs that were identified from the survey are listed below:

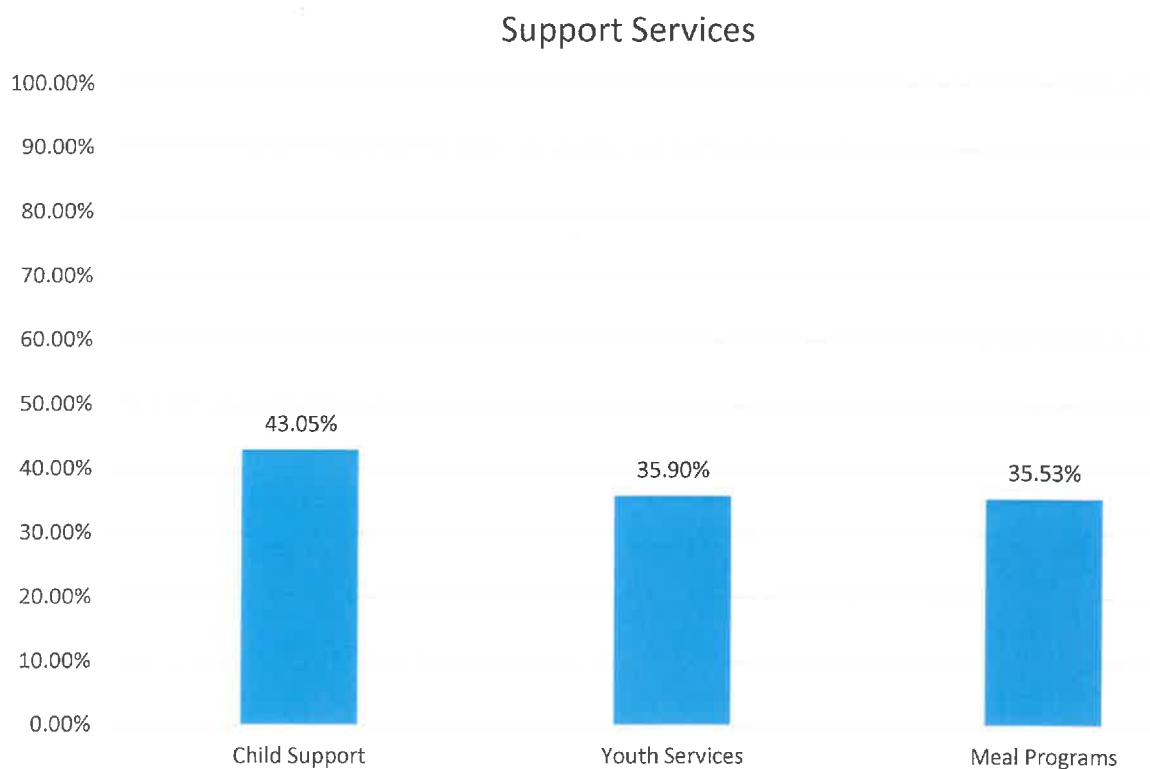
1. More payment assistance programs for adult dental, hearing and/or vision
2. More access to affordable comprehensive (or primary) health resources
3. More community focus on preventative healthcare

### Health



**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 request to be independent, financially and in other ways. Casemanagers 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, Jackson, Owsley and Wolfe 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:

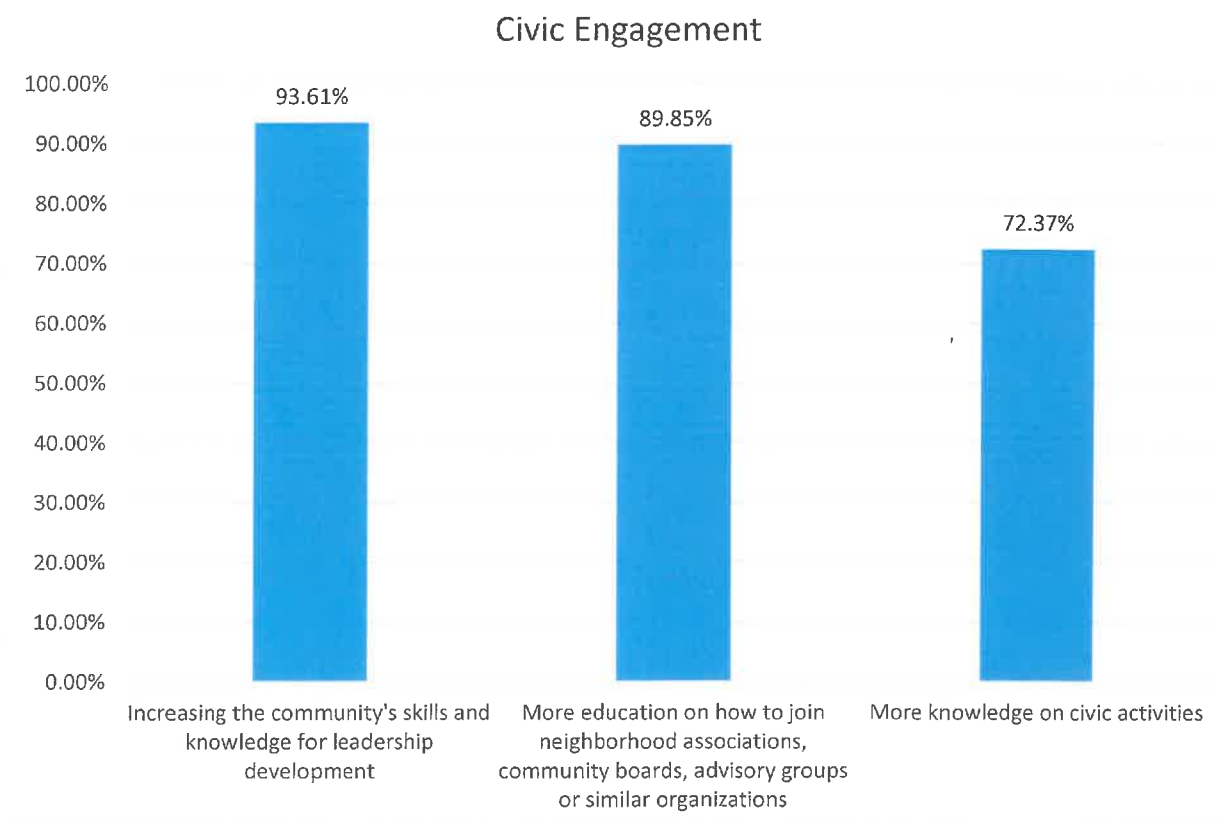
1. Child support
2. Youth Services
3. Meal Programs



**Civic Engagement and Community Involvement came in as the 7th priority**

**(COMMUNITY)** DBCAA works cooperatively with and utilizes volunteers from local businesses, labor agencies, schools, colleges, 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 self-sufficiency. 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 “NASCSP” 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 Career Development Center, a Workforce Investment representative, or a Vocational Rehabilitation Dept. employee. If the worker requires further skills training or a degree, he/she will pursue the goal plan outlined by the case manager for completing his goals. Once obstacles to employment are overcome, the client hopefully obtains a job. Follow-up is required for at least 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 they 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) Income and Asset Building:** 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 prepares income tax returns for clients that are eligible for a refund. We find that many clients aren't aware of this service. As an ongoing service, this program year we have assisted 5 individuals with tax preparation.

**(4) 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.

**(5) 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, nonemergency 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, Volunteers of America, Chad's Hope and Cumberland Valley Comprehensive Care. Clients are referred to the proper agency where they receive help with mental health issues, drug counseling, and rehabilitation.

**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 **3%** 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 **8%** 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 **5%** 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 **55%** 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 **9%** of the total funds. These funds will be used to provide customers with resources and referrals to Emergency Services programs, Career Development Center, Department of Community Based Services, and Housing programs in order to gain self-sufficiency.

Approximately **.5%** 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 **3%** 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 **.5%** will be used in **Civic Engagement and Community Involvement** to allow program participants to increase skills 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 agency 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. Linkages                               | 2. Housing                      |
| 3. Education and Cognitive Development    | 3. Inc. Infra. & Asset Building |
| 4. Health & Social Behavioral Dev.        | 4. Education & Cognitive Dev.   |
| 5. Employment                             | 5. Health & Social Behav. Dev.  |
| 6. Services Supp Multiple Domains         | 6. Svcs Supp Multiple Domains   |
| 7. Agency Capacity Building               | 7. Civic Eng. & Comm Involve.   |
| 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 five 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 and Jackson County offices are the host agencies for the Kentucky Career Center Jobsight. This is another way that employment is being addressed for our clients. Our Kentucky Career Center houses 4 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 Career Development Center, Vocational Rehabilitation Dept., Office for the Blind, and WIOA. 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 3 new homes for the low-income population by June 30, 2022. For the 2022-2023 fiscal year, our housing program projects completing an additional 4 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.

Income Infrastructure & Asset Building is number three 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.

Education is number four in the needs assessment survey and number three 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 five according to the needs assessment survey and number four 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 Volunteers of America, Operation UNITE, Lifeline, Cumberland Valley 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. Since other organizations in our community also operate food pantries, we don't need as much funding placed this priority.

Services Supporting Multiple Domains is number six in the needs assessment survey and number six 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 two 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 seven 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. This year DBCAA also administered a water program (LIHWAP) Low Income Household Water Assistance Program. CSBG staff make in-house referrals and receive in-house referrals from other programs that DBCAA operates.

**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 Child and Family Services 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 interagency on-site meetings every 3 months 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 Dept., Goodwill, 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 work 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, 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 year round employment opportunities for youngsters in cooperation with various local agencies/businesses or special projects. More than 30 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 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.

**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 49 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 and this past year a water program (LIHWAP) Low Income Household Water 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 served on the board/council of the following organizations:

1. Member of CAK Finance Committee
2. CAK Board of Directors
3. Board member Eastern KY Community Action Partnership

All of these groups work to enhance collaboration of business organizations and individuals to promote economic development. DBCAA has been two offices designated as the WIOA affiliate one-stop career centers in Clay and Jackson 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 immediately. This smooths the way for coordination of services and provides for closer case management.

**m. Describe how the agency analyzed the SFY 2022 ROMA and Customer Satisfaction data to assist in developing the SFY 2023 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 and 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.

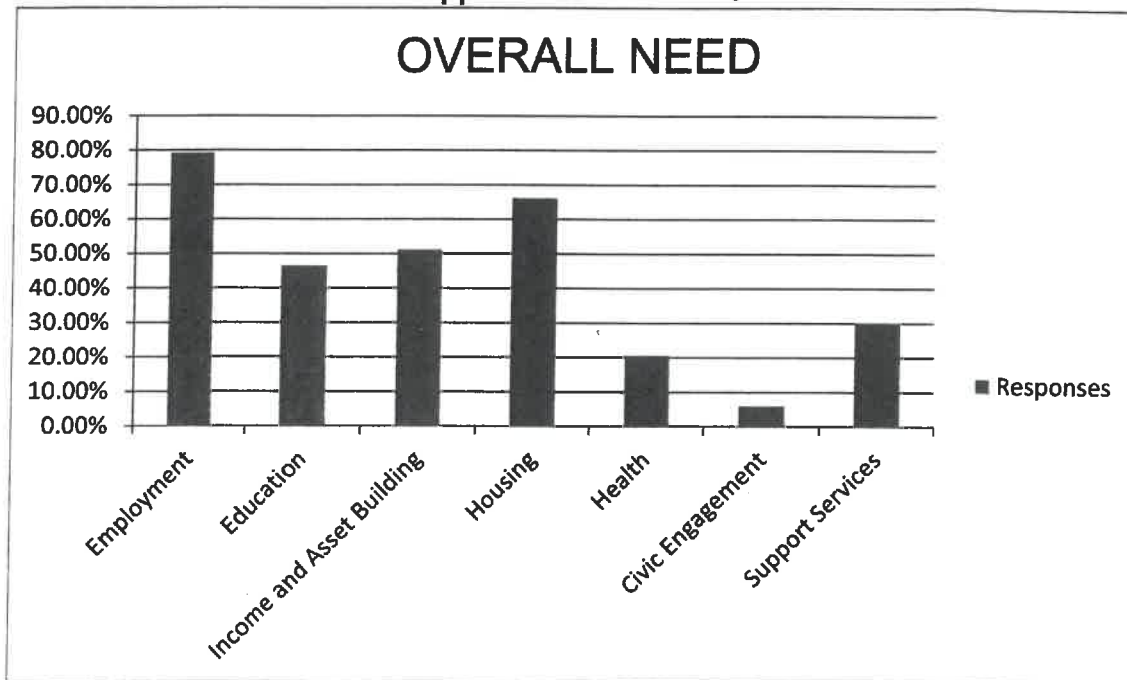


## 2021-2022 Community Needs Assessment

## ALL COUNTIES

### OVERALL NEED

Answer Choices	Responses	
Employment	79.32%	422
Education	46.62%	248
Income and Asset Building	51.32%	273
Housing	66.17%	352
Health	20.68%	110
Civic Engagement	6.02%	32
Support Services	29.89%	159
<b>Answered</b>		<b>532</b>
<b>Skipped</b>		<b>0</b>

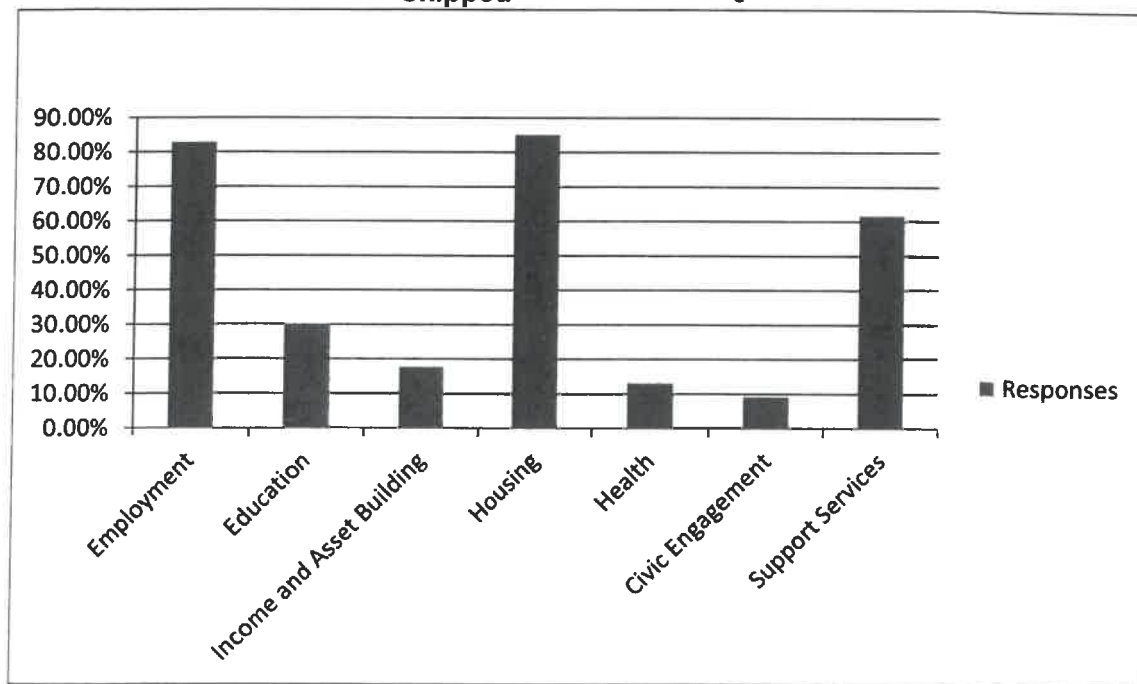


## 2021-2022 Community Needs Assessment

## CLAY COUNTY

### OVERALL NEED

Answer Choices	Responses	
Employment	82.86%	145
Education	30.29%	53
Income and Asset Building	17.71%	31
Housing	85.14%	149
Health	13.14%	23
Civic Engagement	9.14%	16
Support Services	61.71%	108
<b>Answered</b>		<b>175</b>
<b>Skipped</b>		<b>0</b>

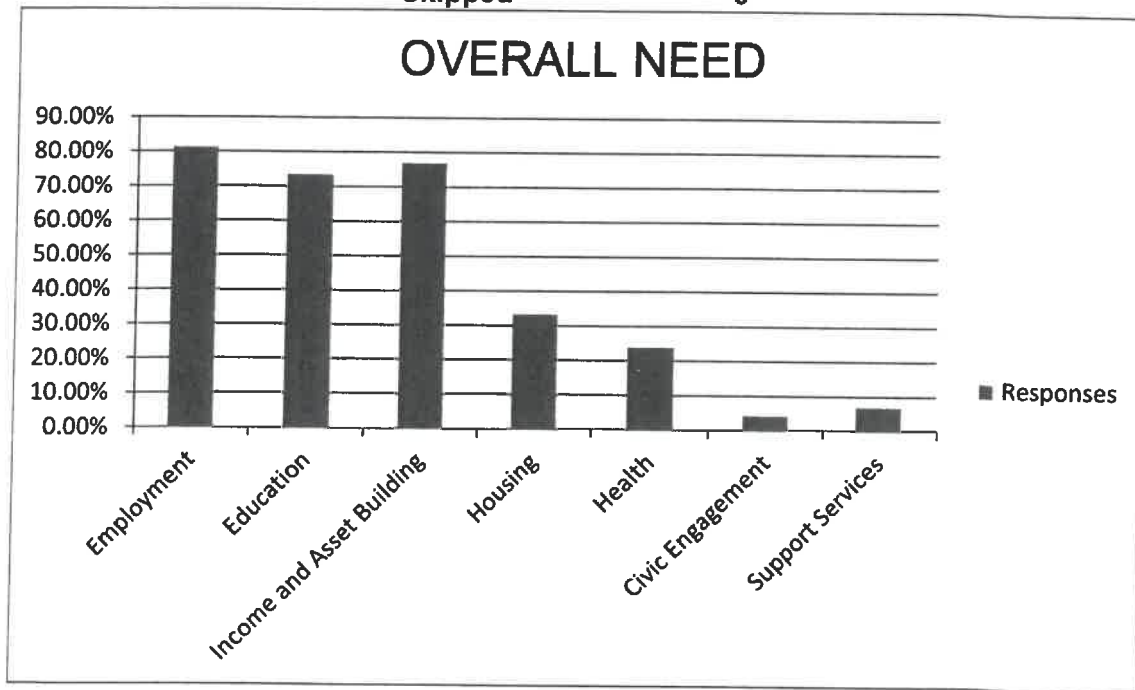


## 2021-2022 Community Needs Assessment

JACKSON CO.

### OVERALL NEED

Answer Choices	Responses	
Employment	81.20%	95
Education	73.50%	86
Income and Asset Building	76.92%	90
Housing	33.33%	39
Health	23.93%	28
Civic Engagement	4.27%	5
Support Services	6.84%	8
<b>Answered</b>		<b>117</b>
<b>Skipped</b>		<b>0</b>

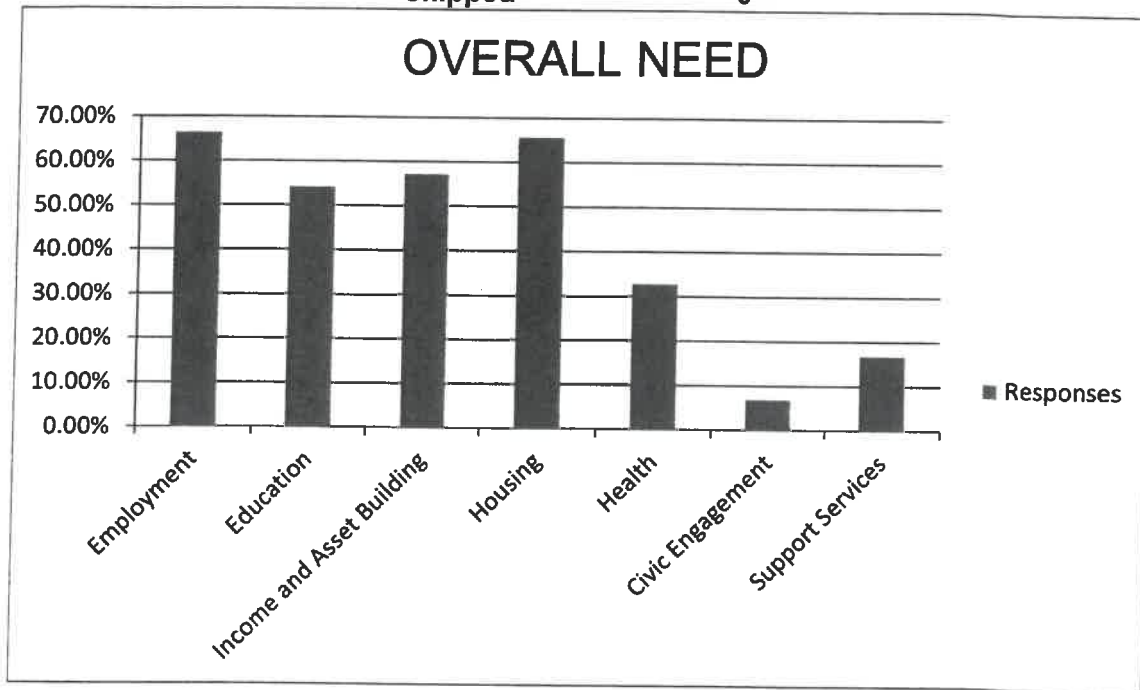


## 2021-2022 Community Needs Assessment

LAUREL CO.

### OVERALL NEED

Answer Choices	Responses	
Employment	66.41%	87
Education	54.20%	71
Income and Asset Building	57.25%	75
Housing	65.65%	86
Health	32.82%	43
Civic Engagement	6.87%	9
Support Services	16.79%	22
<b>Answered</b>		<b>131</b>
<b>Skipped</b>		<b>0</b>

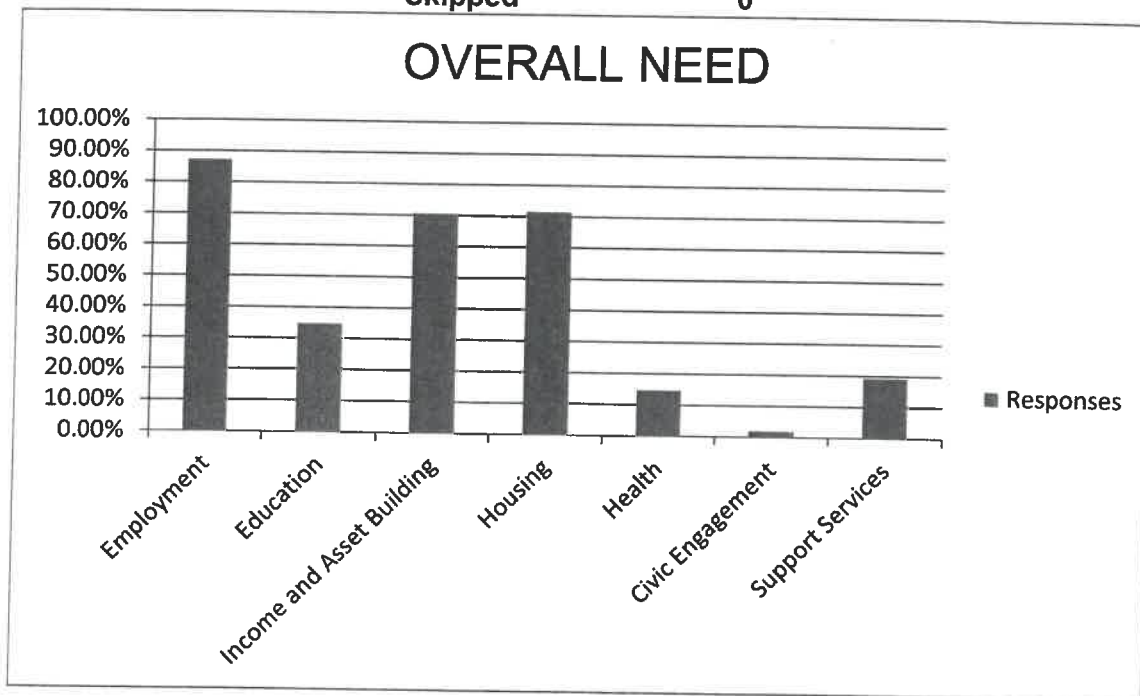


## 2021-2022 Community Needs Assessment

ROCKCASTLE CO.

### OVERALL NEED

Answer Choices	Responses	
Employment	87.16%	95
Education	34.86%	38
Income and Asset Building	70.64%	77
Housing	71.56%	78
Health	14.68%	16
Civic Engagement	1.83%	2
Support Services	19.27%	21
<b>Answered</b>		<b>109</b>
<b>Skipped</b>		<b>0</b>



## 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.)
  - ☐ Community Organization/Partner (local service provider and non-profits)
  - ☒ Educational Institution Faculty/Staff (local adult eds, schools, college and universities)
  - ☐ Health Care Agencies (clinics, health departments, etc.)
  - ☐ Board Member of Community Action Agency
  - ☐ 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
  - ☒ 12<sup>th</sup> 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



As part of the local Community Action Agency ongoing Community Needs Assessment, we are asking that you assist us by completing the following survey. The results of the survey assist in targeting funding toward the greatest community needs.

9. The following topic areas require that you mark the three most important needs in each category. Please take the time to review each carefully before making your decision. As always, we value your input and feedback.

**EDUCATION – Mark the three most important needs.**

- ☒ More parents involved in students' education
- ☐ Preschool activities for child(ren) to develop school readiness skills
- ☒ More assessable counseling to prepare students for tech or college
- ☐ More certificate/degree programs offered locally
- ☐ Affordable transportation options to and from school
- ☐ Affordable high-quality childcare options for parent who would like to further their education
- ☒ Increasing the community's knowledge of available education resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

**EMPLOYMENT – Mark the three most important needs.**

- ☒ More jobs with better pay and benefits
- ☐ More training for the types of jobs available in the area
- ☐ Affordable transportation to and from job
- ☒ Affordable childcare during work hours
- ☐ Early reinforcement of the values of entering the workforce
- ☐ Increasing the community's knowledge of available employment resources
- ☐ Improve the workforce readiness skills of people who are able to work
- ☒ Affordable adult daycare during work hours
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

**HEALTH – Mark the three most important needs.**

- ☐ More community focus on preventative healthcare
- ☒ Affordable transportation for health care services
- ☒ Provide more education on maintaining personal hygiene
- ☐ More payment assistance programs for adult dental, hearing and/or vision services
- ☐ More access to affordable comprehensive (or primary) health care services
- ☐ Increasing the community's knowledge of available health resources
- ☒ More emphasis on early childhood nutrition education
- ☐ More emphasis on reinforcing healthy eating habits
- ☐ More nutritional counseling (one on one and free)
- ☒ More knowledge of available food resources
- ☐ More assistance and resources for victims of domestic violence
- ☐ More assistance and resources for victims of Elder abuse
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

**HOUSING – Mark the three most important needs.**

- ☐ More monthly rental assistance programs
- ☐ Increased availability of security/utility deposit programs
- ☐ More counseling resources for homeowners
- ☐ More grants to make home ownership and home rehab affordable
- ☐ More grants to provide services that reduce energy cost
- ☒ More programs to provide free home repair
- ☒ More income based rental housing for disabled and seniors
- ☒ More community supports for homeless families
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

**INCOME AND ASSET BUILDING – Mark the three most important needs.**

- ☐ Anonymous and confidential budget counseling
- ☒ More education on how to build assets
- ☐ Information on how to access free credit counseling
- ☐ Anonymous and confidential savings counseling
- ☒ More access to low interest loans
- ☒ More information on how to access financial resources
- ☐ Increasing the community's knowledge of available mainstream financial resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

**CIVIC ENGAGEMENT – Mark the three most important needs.**

- ☒ Increasing the community's skills and knowledge for leadership development
- ☒ More citizenship classes
- ☒ More education on how to join neighborhood associations, community boards, advisory groups or similar organizations
- ☐ More knowledge on civic activities
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

**SUPPORT SERVICES – Mark the three most important needs.**

- ☒ Child Support
- ☐ Legal Services
- ☒ Youth Services
- ☐ Meal Programs
- ☐ Life Skills Programs and Services
- ☐ Substance Abuse Resources
- ☐ Elderly Services
- ☒ Sexual/Emotional/Physical Abuse Services
- ☐ Transportation Services
- ☐ Disabled Services
- ☐ In-home Services - Seniors
- ☐ Senior Centers
- ☐ Other (please specify): \_\_\_\_\_

OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.

- ☒ Employment
- ☐ Education
- ☐ Income and Asset Building
- ☐ Housing
- ☒ Health
- ☐ Civic Engagement
- ☐ Support Services (supporting multiple domains)

10. What do you think is the most important reason you or your community needs Community Action?

## 2021-2022 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
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  - ☐ Health Care Agencies (clinics, health departments, etc.)
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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
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  - ☐ 12<sup>th</sup> Grade + Some Post-Secondary
  - ☐ 2 or 4 years College Graduate
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8. What is your Military Status? ☐ Veteran ☐ Active Military ☒ N/A

As part of the local Community Action Agency ongoing Community Needs Assessment, we are asking that you assist us by completing the following survey. The results of the survey assist in targeting funding toward the greatest community needs.

9. The following topic areas require that you mark the **three most important needs in each category**. Please take the time to review each carefully before making your decision. As always, we value your input and feedback.

**EDUCATION – Mark the three most important needs.**

- ☒ More parents involved in students' education  
☒ Preschool activities for child(ren) to develop school readiness skills  
☒ More assessable counseling to prepare students for tech or college  
☐ More certificate/degree programs offered locally  
☐ Affordable transportation options to and from school  
☐ Affordable high-quality childcare options for parent who would like to further their education  
☐ Increasing the community's knowledge of available education resources  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**EMPLOYMENT – Mark the three most important needs.**

- ☒ More jobs with better pay and benefits  
☒ More training for the types of jobs available in the area  
☒ Affordable transportation to and from job  
☐ Affordable childcare during work hours  
☐ Young adult/adult reinforcement of the values of entering the workforce  
☐ Increasing the community's knowledge of available employment resources  
☐ Improve the workforce readiness skills of people who are able to work  
☐ Affordable adult daycare during work hours  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HEALTH – Mark the three most important needs.**

- ☐ More community focus on preventative Healthcare.  
☐ Affordable transportation for health care services  
☐ Provide more education on maintaining personal hygiene  
☐ More payment assistance programs for adult dental, hearing and/or vision services  
☐ More access to affordable comprehensive (or primary) health care services  
☐ Increasing the community's knowledge of available health resources  
☒ More emphasis on early childhood nutrition education  
☐ More emphasis on reinforcing healthy eating habits  
☒ More nutritional counseling (one on one and free)  
☒ More knowledge of available food resources  
☐ More assistance and resources for victims of domestic violence  
☐ More assistance and resources for victims of Elder abuse  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HOUSING – Mark the three most important needs.**

- ☐ More monthly rental assistance programs  
☐ Increased availability of security/utility deposit programs  
☐ More counseling resources for homeowners  
☐ More grants to make home ownership and home rehab affordable  
☐ More grants to provide services that reduce energy cost  
☒ More programs to provide free home repair  
☒ More income based rental housing for disabled and seniors  
☒ More community supports for homeless families  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**INCOME AND ASSET BUILDING – Mark the three most important needs.**

- ☐ Anonymous and confidential budget counseling  
☒ More education on how to build assets  
☐ Information on how to access free credit counseling  
☐ Anonymous and confidential savings counseling  
☒ More access to low interest loans  
☐ More information on how to access financial resources  
☒ Increasing the community's knowledge of available mainstream financial resources  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**CIVIC ENGAGEMENT – Mark the three most important needs.**

- ☒ Increasing the community's skills and knowledge for leadership development  
☒ More citizenship classes  
☐ More education on how to join neighborhood associations, community boards, advisory groups or similar organizations  
☒ More knowledge on civic activities  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**Support Services – Mark the three most important needs.**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Child Support                 | <input type="checkbox"/> Legal Services                    | <input type="checkbox"/> Youth Services |
| <input checked="" type="checkbox"/> Meal Programs                 | <input type="checkbox"/> Life Skills Programs and Services |   |
| <input type="checkbox"/> Substance Abuse Resources                | <input type="checkbox"/> Elderly Services                  |   |
| <input type="checkbox"/> Sexual/Emotional/Physical Abuse Services |  |   |
| <input type="checkbox"/> Transportation Services                  | <input type="checkbox"/> Disabled Services                 |   |
| <input checked="" type="checkbox"/> In-home Services - Seniors    | <input type="checkbox"/> Senior Centers                    |   |
| <input type="checkbox"/> Other (please specify): _____            |  |   |

**OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.**

- ☒ Employment  
☐ Education  
☐ Income and Asset Building  
☒ Housing  
☐ Health  
☐ Civic Engagement  
☒ Support Services

10. What do you think is the most important reason you or your community needs Community Action?

A web-based version of this survey can be found at: <https://www.surveymonkey.com/r/MC3MDXP-21-22CNA>

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## 2021-2022 Community Needs Assessment Questionnaire

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### Basic Demographic Information

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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
  - ☐ 12<sup>th</sup> 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

As part of the local Community Action Agency ongoing Community Needs Assessment, we are asking that you assist us by completing the following survey. The results of the survey assist in targeting funding toward the greatest community needs.

9. The following topic areas require that you mark the three most important needs in each category. Please take the time to review each carefully before making your decision. As always, we value your input and feedback.

**EDUCATION – Mark the three most important needs.**

- ☒ More parents involved in students' education  
☐ Preschool activities for child(ren) to develop school readiness skills  
☐ More assessable counseling to prepare students for tech or college  
☒ More certificate/degree programs offered locally  
☐ Affordable transportation options to and from school  
☐ Affordable high-quality childcare options for parent who would like to further their education  
☒ Increasing the community's knowledge of available education resources  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**EMPLOYMENT – Mark the three most important needs.**

- ☐ More jobs with better pay and benefits  
☒ More training for the types of jobs available in the area  
☐ Affordable transportation to and from job  
☐ Affordable childcare during work hours  
☒ Young adult/adult reinforcement of the values of entering the workforce  
☐ Increasing the community's knowledge of available employment resources  
☒ Improve the workforce readiness skills of people who are able to work  
☐ Affordable adult daycare during work hours  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HEALTH – Mark the three most important needs.**

- ☒ More community focus on preventative Healthcare  
☐ Affordable transportation for health care services  
☐ Provide more education on maintaining personal hygiene  
☒ More payment assistance programs for adult dental, hearing and/or vision services  
☒ More access to affordable comprehensive (or primary) health care services  
☐ Increasing the community's knowledge of available health resources  
☐ More emphasis on early childhood nutrition education  
☐ More emphasis on reinforcing healthy eating habits  
☐ More nutritional counseling (one on one and free)  
☐ More knowledge of available food resources  
☐ More assistance and resources for victims of domestic violence  
☐ More assistance and resources for victims of Elder abuse  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HOUSING – Mark the three most important needs.**

- ☐ More monthly rental assistance programs  
☐ Increased availability of security/utility deposit programs  
☐ More counseling resources for homeowners  
☒ More grants to make home ownership and home rehab affordable  
☐ More grants to provide services that reduce energy cost  
☐ More programs to provide free home repair  
☒ More income based rental housing for disabled and seniors  
☒ More community supports for homeless families  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**INCOME AND ASSET BUILDING – Mark the three most important needs.**

- ☒ Anonymous and confidential budget counseling  
☒ More education on how to build assets  
☐ Information on how to access free credit counseling  
☐ Anonymous and confidential savings counseling  
☐ More access to low interest loans  
☒ More information on how to access financial resources  
☐ Increasing the community's knowledge of available mainstream financial resources  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**CIVIC ENGAGEMENT – Mark the three most important needs.**

- ☒ Increasing the community's skills and knowledge for leadership development  
☐ More citizenship classes  
☒ More education on how to join neighborhood associations, community boards, advisory groups or similar organizations  
☒ More knowledge on civic activities  
☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**Support Services – Mark the three most important needs.**

- ☐ Child Support      ☒ Legal Services      ☐ Youth Services  
☐ Meal Programs      ☐ Life Skills Programs and Services  
☐ Substance Abuse Resources      ☐ Elderly Services  
☐ Sexual/Emotional/Physical Abuse Services  
☐ Transportation Services      ☐ Disabled Services  
☒ In-home Services - Seniors      ☒ Senior Centers  
☐ Other (please specify): \_\_\_\_\_

**OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.**

- ☒ Employment  
☒ Education  
☒ Income and Asset Building  
☐ Housing  
☐ Health  
☐ Civic Engagement  
☐ Support Services

10. What do you think is the most important reason you or your community needs Community Action?

A web-based version of this survey can be found at: <https://www.surveymonkey.com/r/MC3MDXP-21-22CNA>

## 2021-2022 Community Needs Assessment Questionnaire

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**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)  
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2. In which county do you live or represent? ☐ Clay ☐ Jackson ☒ Laurel ☐ Rockcastle
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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?  
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☐ Asian  
☐ Black or African American  
☐ Native Hawaiian and Other Pacific Islander  
☒ White  
☐ Multi-race (two or more of the previous)  
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☐ High School Graduate/Equivalency Diploma  
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☐ 2 or 4 years College Graduate  
☒ Graduate of Other Post-Secondary School
8. What is your Military Status? ☐ Veteran ☐ Active Military ☒ N/A



2

As part of the local Community Action Agency ongoing Community Needs Assessment, we are asking that you assist us by completing the following survey. The results of the survey assist in targeting funding toward the greatest community needs.

9. The following topic areas require that you mark the three most important needs in each category. Please take the time to review each carefully before making your decision. As always, we value your input and feedback.

**EDUCATION – Mark the three most important needs.**

- ☒ More parents involved in students' education
- ☐ Preschool activities for child(ren) to develop school readiness skills
- ☒ More assessable counseling to prepare students for tech or college
- ☐ More certificate/degree programs offered locally
- ☐ Affordable transportation options to and from school
- ☐ Affordable high-quality childcare options for parent who would like to further their education
- ☒ Increasing the community's knowledge of available education resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**EMPLOYMENT – Mark the three most important needs.**

- ☐ More jobs with better pay and benefits
- ☒ More training for the types of jobs available in the area
- ☐ Affordable transportation to and from job
- ☐ Affordable childcare during work hours
- ☒ Young adult/adult reinforcement of the values of entering the workforce
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- ☐ Affordable adult daycare during work hours
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HEALTH – Mark the three most important needs.**

- ☒ More community focus on preventative Healthcare
- ☐ Affordable transportation for health care services
- ☐ Provide more education on maintaining personal hygiene
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- ☒ Increasing the community's knowledge of available health resources
- ☐ More emphasis on early childhood nutrition education
- ☐ More emphasis on reinforcing healthy eating habits
- ☐ More nutritional counseling (one on one and free)
- ☐ More knowledge of available food resources
- ☐ More assistance and resources for victims of domestic violence
- ☐ More assistance and resources for victims of Elder abuse
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HOUSING – Mark the three most important needs.**

- ☒ More monthly rental assistance programs
- ☒ Increased availability of security/utility deposit programs
- ☐ More counseling resources for homeowners
- ☐ More grants to make home ownership and home rehab affordable
- ☐ More grants to provide services that reduce energy cost
- ☐ More programs to provide free home repair
- ☒ More income based rental housing for disabled and seniors
- ☐ More community supports for homeless families
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**INCOME AND ASSET BUILDING – Mark the three most important needs.**

- ☒ Anonymous and confidential budget counseling
- ☐ More education on how to build assets
- ☒ Information on how to access free credit counseling
- ☐ Anonymous and confidential savings counseling
- ☐ More access to low interest loans
- ☐ More information on how to access financial resources
- ☒ Increasing the community's knowledge of available mainstream financial resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**CIVIC ENGAGEMENT – Mark the three most important needs.**

- ☒ Increasing the community's skills and knowledge for leadership development
- ☐ More citizenship classes
- ☒ More education on how to join neighborhood associations, community boards, advisory groups or similar organizations
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- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**Support Services – Mark the three most important needs.**

- ☐ Child Support
- ☒ Legal Services
- ☐ Youth Services
- ☐ Meal Programs
- ☐ Life Skills Programs and Services
- ☒ Substance Abuse Resources
- ☒ Elderly Services
- ☐ Sexual/Emotional/Physical Abuse Services
- ☐ Transportation Services
- ☐ Disabled Services
- ☐ In-home Services - Seniors
- ☐ Senior Centers
- ☐ Other (please specify): \_\_\_\_\_

**OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.**

- ☒ Employment
- ☐ Education
- ☐ Income and Asset Building
- ☒ Housing
- ☒ Health
- ☐ Civic Engagement
- ☐ Support Services

10. What do you think is the most important reason you or your community needs Community Action?

To provide critical resources that help on personal level as well as economically for the area.

A web-based version of this survey can be found at: <https://www.surveymonkey.com/r/MC3MDXP-21-22CNA>

Handwritten initials or mark in the top right corner.

## 2021-2022 Community Needs Assessment Questionnaire

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  - ☐ 12<sup>th</sup> Grade + Some Post-Secondary
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  - ☒ Graduate of Other Post-Secondary School *Tyler*
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- ☐ Affordable transportation options to and from school
- ☐ Affordable high-quality childcare options for parent who would like to further their education
- ☒ Increasing the community's knowledge of available education resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**EMPLOYMENT – Mark the three most important needs.**

- ☒ More jobs with better pay and benefits
- ☐ More training for the types of jobs available in the area
- ☐ Affordable transportation to and from job
- ☒ Affordable childcare during work hours
- ☐ Young adult/adult reinforcement of the values of entering the workforce
- ☐ Increasing the community's knowledge of available employment resources
- ☒ Improve the workforce readiness skills of people who are able to work
- ☐ Affordable adult daycare during work hours
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HEALTH – Mark the three most important needs.**

- ☒ More community focus on preventative Healthcare
- ☐ Affordable transportation for health care services
- ☐ Provide more education on maintaining personal hygiene
- ☐ More payment assistance programs for adult dental, hearing and/or vision services
- ☐ More access to affordable comprehensive (or primary) health care services
- ☒ Increasing the community's knowledge of available health resources
- ☐ More emphasis on early childhood nutrition education
- ☒ More emphasis on reinforcing healthy eating habits
- ☐ More nutritional counseling (one on one and free)
- ☐ More knowledge of available food resources
- ☐ More assistance and resources for victims of domestic violence
- ☐ More assistance and resources for victims of Elder abuse
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HOUSING – Mark the three most important needs.**

- ☒ More monthly rental assistance programs
- ☐ Increased availability of security/utility deposit programs
- ☒ More counseling resources for homeowners
- ☐ More grants to make home ownership and home rehab affordable
- ☒ More grants to provide services that reduce energy cost
- ☐ More programs to provide free home repair
- ☐ More income based rental housing for disabled and seniors
- ☐ More community supports for homeless families
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**INCOME AND ASSET BUILDING – Mark the three most important needs.**

- ☒ Anonymous and confidential budget counseling
- ☐ More education on how to build assets
- ☒ Information on how to access free credit counseling
- ☐ Anonymous and confidential savings counseling
- ☐ More access to low interest loans
- ☐ More information on how to access financial resources
- ☒ Increasing the community's knowledge of available mainstream financial resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**CIVIC ENGAGEMENT – Mark the three most important needs.**

- ☐ Increasing the community's skills and knowledge for leadership development
- ☒ More citizenship classes
- ☒ More education on how to join neighborhood associations, community boards, advisory groups or similar organizations
- ☒ More knowledge on civic activities
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**Support Services – Mark the three most important needs.**

- ☐ Child Support
- ☐ Meal Programs
- ☐ Substance Abuse Resources
- ☐ Sexual/Emotional/Physical Abuse Services
- ☐ Transportation Services
- ☒ In-home Services - Seniors
- ☐ Other (please specify): \_\_\_\_\_
- ☐ Legal Services
- ☒ Life Skills Programs and Services
- ☐ Elderly Services
- ☒ Youth Services
- ☐ Disabled Services
- ☐ Senior Centers

**OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.**

- ☒ Employment
- ☒ Education
- ☐ Income and Asset Building
- ☒ Housing
- ☐ Health
- ☐ Civic Engagement
- ☐ Support Services

10. What do you think is the most important reason you or your community needs Community Action?

*This would improve needs and educations*

A web-based version of this survey can be found at: <https://www.surveymonkey.com/r/MC3MDXP-21-22CNA>

*An better their ways of parenting and educating their children for their future and future of others.*

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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
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8. What is your Military Status? ☐ Veteran ☐ Active Military ☒ N/A

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The following topic areas require that you mark the three most important needs in each category. Please take the time to review each carefully before making your decision. As always, we value your input and feedback.

#### EDUCATION – Mark the three most important needs.

- ☐ More parents involved in students' education
- ☐ Preschool activities for child(ren) to develop school readiness skills
- ☐ More assessable counseling to prepare students for tech or college
- ☐ More certificate/degree programs offered locally
- ☐ Affordable transportation options to and from school
- ☐ Affordable high-quality childcare options for parent who would like to further their education
- ☐ Increasing the community's knowledge of available education resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

#### EMPLOYMENT – Mark the three most important needs.

- ☐ More jobs with better pay and benefits
- ☐ More training for the types of jobs available in the area
- ☐ Affordable transportation to and from job
- ☐ Affordable childcare during work hours
- ☐ Early reinforcement of the values of entering the workforce
- ☐ Increasing the community's knowledge of available employment resources
- ☐ Improve the workforce readiness skills of people who are able to work
- ☐ Affordable adult daycare during work hours
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

What do you think is the most important reason you or your community needs Community Action?

#### HEALTH – Mark the three most important needs.

- ☐ More community focus on preventative healthcare
- ☐ Affordable transportation for health care services
- ☐ Provide more education on maintaining personal hygiene
- ☐ More payment assistance programs for adult dental, hearing and/or vision services
- ☐ More access to affordable comprehensive (or primary) health care services
- ☐ Increasing the community's knowledge of available health resources
- ☐ More emphasis on early childhood nutrition education
- ☐ More emphasis on reinforcing healthy eating habits
- ☐ More nutritional counseling (one on one and free)
- ☐ More knowledge of available food resources
- ☐ More assistance and resources for victims of domestic violence
- ☐ More assistance and resources for victims of Elder abuse
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

#### HOUSING – Mark the three most important needs.

- ☐ More monthly rental assistance programs
- ☐ Increased availability of security/utility deposit programs
- ☐ More counseling resources for homeowners
- ☐ More grants to make home ownership and home rehab affordable
- ☐ More grants to provide services that reduce energy cost
- ☐ More programs to provide free home repair
- ☐ More income based rental housing for disabled and seniors
- ☐ More community supports for homeless families
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

#### INCOME AND ASSET BUILDING – Mark the three most important needs.

- ☐ Anonymous and confidential budget counseling
- ☐ More education on how to build assets
- ☐ Information on how to access free credit counseling
- ☐ Anonymous and confidential savings counseling
- ☐ More access to low interest loans
- ☐ More information on how to access financial resources
- ☐ Increasing the community's knowledge of available mainstream financial resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

#### CIVIC ENGAGEMENT – Mark the three most important needs.

- ☐ Increasing the community's skills and knowledge for leadership development
- ☐ More citizenship classes
- ☐ More education on how to join neighborhood associations, community boards, advisory groups or similar organizations
- ☐ More knowledge on civic activities
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services.

#### Support Services – Mark the three most important needs.

- ☐ Child Support
- ☐ Legal Services
- ☐ Youth Services
- ☐ Meal Programs
- ☐ Life Skills Programs and Services
- ☐ Substance Abuse Resources
- ☐ Elderly Services
- ☐ Sexual/Emotional/Physical Abuse Services
- ☐ Transportation Services
- ☐ Disabled Services
- ☐ In-home Services - Seniors
- ☐ Senior Centers
- ☐ Other (please specify): \_\_\_\_\_

OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.

- ☐ Employment
- ☐ Education
- ☐ Income and Asset Building
- ☐ Housing
- ☐ Health
- ☐ Civic Engagement
- ☐ Support Services (supporting multiple domains)



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### Basic Demographic Information

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  - ☐ Multi-race (two or more of the previous)
  - ☐ Other
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3. The following topic areas require that you mark the three most important needs in each category. Please take the time to review each carefully before making your decision. As always, we value your input and feedback.

**EDUCATION – Mark the three most important needs.**

- ☐ More parents involved in students' education
- ☐ Preschool activities for child(ren) to develop school readiness skills
- ☒ More assessable counseling to prepare students for tech or college
- ☒ More certificate/degree programs offered locally
- ☐ Affordable transportation options to and from school
- ☒ Affordable high-quality childcare options for parent who would like to further their education
- ☐ Increasing the community's knowledge of available education resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**EMPLOYMENT – Mark the three most important needs.**

- ☐ More jobs with better pay and benefits
- ☐ More training for the types of jobs available in the area
- ☐ Affordable transportation to and from job
- ☐ Affordable childcare during work hours
- ☒ Early reinforcement of the values of entering the workforce
- ☒ Increasing the community's knowledge of available employment resources
- ☒ Improve the workforce readiness skills of people who are able to work
- ☐ Affordable adult daycare during work hours
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

4. What do you think is the most important reason you or your community needs Community Action?

**HEALTH – Mark the three most important needs.**

- ☐ More community focus on preventative healthcare
- ☐ Affordable transportation for health care services
- ☐ Provide more education on maintaining personal hygiene
- ☒ More payment assistance programs for adult dental, hearing and/or vision services
- ☒ More access to affordable comprehensive (or primary) health care services
- ☒ Increasing the community's knowledge of available health resources
- ☐ More emphasis on early childhood nutrition education
- ☐ More emphasis on reinforcing healthy eating habits
- ☐ More nutritional counseling (one on one and free)
- ☐ More knowledge of available food resources
- ☐ More assistance and resources for victims of domestic violence
- ☐ More assistance and resources for victims of Elder abuse
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HOUSING – Mark the three most important needs.**

- ☐ More monthly rental assistance programs
- ☐ Increased availability of security/utility deposit programs
- ☒ More counseling resources for homeowners
- ☐ More grants to make home ownership and home rehab affordable
- ☐ More grants to provide services that reduce energy cost
- ☐ More programs to provide free home repair
- ☒ More income based rental housing for disabled and seniors
- ☒ More community supports for homeless families
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**INCOME AND ASSET BUILDING – Mark the three most important needs.**

- ☐ Anonymous and confidential budget counseling
- ☐ Information on how to build assets
- ☐ Information on how to access free credit counseling
- ☐ Anonymous and confidential savings counseling
- ☒ More access to low interest loans
- ☒ More information on how to access financial resources
- ☒ Increasing the community's knowledge of available mainstream financial resources
- ☐ Other (please specify): \_\_\_\_\_

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**CIVIC ENGAGEMENT – Mark the three most important needs.**

- ☒ Increasing the community's skills and knowledge for leadership development
- ☒ More citizenship classes
- ☒ More education on how to join neighborhood associations, community boards, advisory groups or similar organizations
- ☐ More knowledge on civic activities
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**Support Services – Mark the three most important needs.**

- ☐ Child Support
- ☐ Legal Services
- ☒ Youth Services
- ☐ Meal Programs
- ☐ Life Skills Programs and Services
- ☐ Substance Abuse Resources
- ☒ Elderly Services
- ☐ Sexual/Emotional/Physical Abuse Services
- ☐ Transportation Services
- ☐ Disabled Services
- ☒ In-home Services - Seniors
- ☐ Senior Centers
- ☐ Other (please specify): \_\_\_\_\_

OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.

- ☒ Employment
- ☐ Education
- ☐ Income and Asset Building
- ☒ Housing
- ☐ Health
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- ☒ Increasing the community's knowledge of available education resources
- ☐ Other (please specify): \_\_\_\_\_

#### EMPLOYMENT – Mark the three most important needs.

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#### HOUSING – Mark the three most important needs.

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- ☐ More access to affordable comprehensive (or primary) health care services
- ☐ Increasing the community's knowledge of available health resources
- ☐ More emphasis on early childhood nutrition education
- ☒ More emphasis on reinforcing healthy eating habits
- ☒ More nutritional counseling (one on one and free)
- ☒ More knowledge of available food resources
- ☐ More assistance and resources for victims of domestic violence
- ☐ More assistance and resources for victims of Elder abuse
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**HOUSING – Mark the three most important needs.**

- ☒ More monthly rental assistance programs
- ☐ Increased availability of security/utility deposit programs
- ☐ More counseling resources for homeowners
- ☐ More grants to make home ownership and home rehab affordable
- ☒ More grants to provide services that reduce energy cost
- ☐ More programs to provide free home repair
- ☐ More income based rental housing for disabled and seniors
- ☒ More community supports for homeless families
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**INCOME AND ASSET BUILDING – Mark the three most important needs.**

- ☒ Anonymous and confidential budget counseling
- ☒ More education on how to build assets
- ☐ Information on how to access free credit counseling
- ☐ Anonymous and confidential savings counseling
- ☐ More access to low interest loans
- ☐ More information on how to access financial resources
- ☐ Increasing the community's knowledge of available mainstream financial resources
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**CIVIC ENGAGEMENT – Mark the three most important needs.**

- ☒ Increasing the community's skills and knowledge for leadership development
- ☒ More citizenship classes
- ☒ More education on how to join neighborhood associations, community boards, advisory groups or similar organizations
- ☐ More knowledge on civic activities
- ☐ Other (please specify): \_\_\_\_\_

Please list other agencies/organizations you would be comfortable requesting services. \_\_\_\_\_

**Support Services – Mark the three most important needs.**

- ☐ Child Support
- ☒ Legal Services
- ☒ Youth Services
- ☐ Meal Programs
- ☒ Life Skills Programs and Services
- ☐ Substance Abuse Resources
- ☐ Elderly Services
- ☐ Sexual/Emotional/Physical Abuse Services
- ☐ Transportation Services
- ☐ Disabled Services
- ☐ In-home Services - Seniors
- ☐ Senior Centers
- ☐ Other (please specify): \_\_\_\_\_

**OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.**

- ☒ Employment
- ☒ Education
- ☒ Income and Asset Building
- ☒ Housing
- ☒ Health
- ☐ Civic Engagement
- ☐ Support Services (supporting multiple domains)

Handwritten mark resembling a stylized 'H' or 'A'.

## 2021-2022 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.)
  - ☐ Community Organization/Partner (local service provider and non-profits)
  - ☐ Educational Institution Faculty/Staff (local adult eds, schools, college and universities)
  - ☐ Health Care Agencies (clinics, health departments, etc.)
  - ☐ Board Member of Community Action Agency
  - ☐ 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
  - ☐ 12<sup>th</sup> 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

<p>As part of the local Community Action Agency ongoing Community Needs Assessment, we are asking that you assist us by completing the following survey. The results of the survey assist in targeting funding toward the greatest community needs.</p> <p>9. The following topic areas require that you mark the <b>three most important needs in each category</b>. Please take the time to review each carefully before making your decision. As always, we value your input and feedback.</p> <p><b>EDUCATION – Mark the three most important needs.</b></p> <p><input checked="" type="checkbox"/> More parents involved in students' education</p> <p><input type="checkbox"/> Preschool activities for child(ren) to develop school readiness skills</p> <p><input checked="" type="checkbox"/> More assessable counseling to prepare students for tech or college</p> <p><input type="checkbox"/> More certificate/degree programs offered locally</p> <p><input type="checkbox"/> Affordable transportation options to and from school</p> <p><input checked="" type="checkbox"/> Affordable high-quality childcare options for parent who would like to further their education</p> <p><input type="checkbox"/> Increasing the community's knowledge of available education resources</p> <p><input type="checkbox"/> Other (please specify): _____</p> <p>Please list other agencies/organizations you would be comfortable requesting services. _____</p> <p><b>EMPLOYMENT – Mark the three most important needs.</b></p> <p><input checked="" type="checkbox"/> More jobs with better pay and benefits</p> <p><input type="checkbox"/> More training for the types of jobs available in the area</p> <p><input type="checkbox"/> Affordable transportation to and from job</p> <p><input checked="" type="checkbox"/> Affordable childcare during work hours</p> <p><input type="checkbox"/> Young adult/adult reinforcement of the values of entering the workforce</p> <p><input type="checkbox"/> Increasing the community's knowledge of available employment resources</p> <p><input checked="" type="checkbox"/> Improve the workforce readiness skills of people who are able to work</p> <p><input type="checkbox"/> Affordable adult daycare during work hours</p> <p><input type="checkbox"/> Other (please specify): _____</p> <p>Please list other agencies/organizations you would be comfortable requesting services. _____</p>	<p><b>HEALTH – Mark the three most important needs.</b></p> <p><input checked="" type="checkbox"/> More community focus on preventative healthcare</p> <p><input type="checkbox"/> Affordable transportation for health care services</p> <p><input type="checkbox"/> Provide more education on maintaining personal hygiene</p> <p><input checked="" type="checkbox"/> More payment assistance programs for adult dental, hearing and/or vision services</p> <p><input type="checkbox"/> More access to affordable comprehensive (or primary) health care services</p> <p><input checked="" type="checkbox"/> Increasing the community's knowledge of available health resources</p> <p><input type="checkbox"/> More emphasis on early childhood nutrition education</p> <p><input type="checkbox"/> More emphasis on reinforcing healthy eating habits</p> <p><input type="checkbox"/> More nutritional counseling (one on one and free)</p> <p><input type="checkbox"/> More knowledge of available food resources</p> <p><input type="checkbox"/> More assistance and resources for victims of domestic violence</p> <p><input type="checkbox"/> More assistance and resources for victims of Elder abuse</p> <p><input type="checkbox"/> Other (please specify): _____</p> <p>Please list other agencies/organizations you would be comfortable requesting services. _____</p> <p><b>HOUSING – Mark the three most important needs.</b></p> <p><input checked="" type="checkbox"/> More monthly rental assistance programs</p> <p><input type="checkbox"/> Increased availability of security/utility deposit programs</p> <p><input type="checkbox"/> More counseling resources for homeowners</p> <p><input type="checkbox"/> More grants to make home ownership and home rehab affordable</p> <p><input checked="" type="checkbox"/> More grants to provide services that reduce energy cost</p> <p><input type="checkbox"/> More programs to provide free home repair</p> <p><input type="checkbox"/> More income based rental housing for disabled and seniors</p> <p><input checked="" type="checkbox"/> More community supports for homeless families</p> <p><input type="checkbox"/> Other (please specify): _____</p> <p>Please list other agencies/organizations you would be comfortable requesting services. _____</p>	<p><b>INCOME AND ASSET BUILDING – Mark the three most important needs.</b></p> <p><input checked="" type="checkbox"/> Anonymous and confidential budget counseling</p> <p><input type="checkbox"/> More education on how to build assets</p> <p><input type="checkbox"/> Information on how to access free credit counseling</p> <p><input type="checkbox"/> Anonymous and confidential savings counseling</p> <p><input checked="" type="checkbox"/> More access to low interest loans</p> <p><input type="checkbox"/> More information on how to access financial resources</p> <p><input checked="" type="checkbox"/> Increasing the community's knowledge of available mainstream financial resources</p> <p><input type="checkbox"/> Other (please specify): _____</p> <p>Please list other agencies/organizations you would be comfortable requesting services. _____</p> <p><b>CIVIC ENGAGEMENT – Mark the three most important needs.</b></p> <p><input checked="" type="checkbox"/> Increasing the community's skills and knowledge for leadership development</p> <p><input checked="" type="checkbox"/> More citizenship classes</p> <p><input checked="" type="checkbox"/> More education on how to join neighborhood associations, community boards, advisory groups or similar organizations</p> <p><input type="checkbox"/> More knowledge on civic activities</p> <p><input type="checkbox"/> Other (please specify): _____</p> <p>Please list other agencies/organizations you would be comfortable requesting services. _____</p> <p><b>Support Services – Mark the three most important needs.</b></p> <p><input type="checkbox"/> Child Support</p> <p><input checked="" type="checkbox"/> Legal Services</p> <p><input checked="" type="checkbox"/> Youth Services</p> <p><input type="checkbox"/> Meal Programs</p> <p><input type="checkbox"/> Life Skills Programs and Services</p> <p><input type="checkbox"/> Substance Abuse Resources</p> <p><input type="checkbox"/> Elderly Services</p> <p><input checked="" type="checkbox"/> Sexual/Emotional/Physical Abuse Services</p> <p><input type="checkbox"/> Transportation Services</p> <p><input type="checkbox"/> Disabled Services</p> <p><input type="checkbox"/> In-home Services - Seniors</p> <p><input type="checkbox"/> Senior Centers</p> <p><input type="checkbox"/> Other (please specify): _____</p> <p><b>OVERALL – Based on the items you selected above, please mark the top three (3) Main Service Categories you feel your community/county needs the most.</b></p> <p><input type="checkbox"/> Employment</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Income and Asset Building</p> <p><input checked="" type="checkbox"/> Housing</p> <p><input type="checkbox"/> Health</p> <p><input type="checkbox"/> Civic Engagement</p> <p><input type="checkbox"/> Support Services</p>
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10. What do you think is the most important reason you or your community needs Community Action?

A web-based version of this survey can be found at: <https://www.surveymonkey.com/r/MC3MDXP-21-22CNA>



**ROCKCASTLE COUNTY ASAP**  
**Meeting Agenda**

April 14, 2021  
11:00 a.m.

- I. Call to Order
- II. Approval of March 10, 2021 meeting minutes
- III. Treasurer's Report/Financial Standing
- IV. Old Business
  - a. Fiscal Agent Change
  - b. Reporting Agent
- V. New Business
  - a. Election of new Board Members
  - b. New RFP's
- VI. Reports/Visitors/Discussion
- VII. Adjournment

## **Rockcastle County Local KY ASAP Board**

### **Minutes**

#### **MEETING OF APRIL 14, 2021**

**Board Members Present: Morgan Bray, Kathy Robinson, Kathryn Pope, Janice Davidson, Deborah Hampton, Shannon Franklin, Rose Payne. Others: Leslie Faulkner**

Morgan Bray called the meeting to order and asked for a Motion to approve the minutes from the March 10, 2021 meeting. Motion was made by Rose Payne and seconded by Shannon Franklin and the Motion carried.

Morgan informed the board that with help from Amy Andrews at Kentucky ASAP, Christie Green had turned over a report, but wasn't specific as to Rockcastle ASAP. We have been informed that we have lost the opportunity to apply for FY21 funding due to the delinquency in our reports, but we do hope to have some carryover money. It is time to apply for FY22 funding, which runs from July 1, 2021 to June 30, 2022. Applications will be accepted for up to \$20,000.00. Morgan has talked with Shawnee Sulfridge who is our new fiscal agent contact at CRBH.

Leslie Faulkner, the county coordinator with Daniel Boone Community Action, was introduced and advised the board that her agency runs the Ashley House homeless shelter, helps with delinquent electric bills, housing, referrals to other resources, etc. Kathryn Pope made a Motion to appoint Leslie as a new Rockcastle ASAP Board member, seconded by Janice Davidson, and Motion carried.

The Board was presented RFP's from Brodhead Celebrate for \$2,000.00, Northside and Livingston Celebrate Recovery for \$4,000.00, Mt. Vernon DARE project for \$2,000.00, and Freedom from Smoking for \$2,000.00. All RFP's were approved by Motion of Kathy Robinson, seconded by Rose Payne, and the Motion carried.

Kathy Robinson also made a Motion to approve Cumberland River Behavioral Health as the Fiscal Agent for Rockcastle ASAP and Teresa DeSpain as the Reporting Agent. The Motion was seconded by Kathryn Pope and the Motion carried.

Deborah Hampton, sitting in for Rachel Cooper, announced NARCAN training days for Faith based and Municipalities. Flyers have been sent out.

Leslie stated that Daniel Boone will be providing help with electric bills and heating assistance in May.

Janice reported that the CR meetings are still going on, but not back to normal since COVID, although they have had some newcomers.

Kathryn has updated the recovery meeting list, as Brodhead CR is now back at the Community

Center.

Shannon Franklin reported that the Sheriff's office has started a cooperative undercover project working with HIDA.

Morgan again thanked Rockcastle Pharmacy for working with her to allow her to buy nicotine replacement patches since she has exhausted all her resources.

There being no other business, Janice made a motion to adjourn, seconded by Kathy, and the motion carried.

The next meeting will be a virtual meeting on Wednesday, May 12, 2021 at 11:00 a.m.

## **Rockcastle County Interagency and Local KY ASAP Board**

### **Minutes**

**MEETING OF JUNE 9, 2021**

**Board Members Present: Morgan Bray, Kathy Robinson, Rachel Bowles, Katheryn Pope, Janice Davidson, Rose Payne, Rodney Weaver, Joshua Tackett, Leslie Faulkner, Melinda Osborne. Others: Carl Varney, Shawnee Sulfridge**

Morgan Bray called the meeting to order and asked for a Motion to approve the minutes from the May 12, 2021 meeting. Motion was made by Kathryn Pope and seconded by Janice Davidson, and the Motion carried.

Shawnee Sulfridge reported that she had received \$34,717.41, the balance reported from the prior fiscal agent. We have not received the FY22 award at this time. There were a few items to update on our application, and Amy Andrews at KY ASAP is on vacation this week. However, we expect to receive the funding in the next couple of weeks. Kathy Robinson made a Motion to approve the treasurer's report as given, seconded by Janice Davidson.

We discussed how we might best use the carryover money we have available. Some of the suggestions were for lock boxes for old medication, treatment vouchers, and speakers at the school. Anyone wishing to apply for a mini grant will just need to fill out the typical RFP.

Melinda Osborne informed the board that the Longest Day of Play would be held on June 17 at the Rockcastle Middle School from 4:30 to 6:30 pm. Janice and Kathryn asked if Celebrate Recovery could set up a table, and Kathy offered to help with Rockcastle ASAP information. Carol Varney stated that UNITE would like to have a table to promote camp UNITE and asked if CR and ASAP would like to share a table with UNITE. It was agreed to do that.

Carl also stated that UNITE will be reviving the Accidental Dealer Program and will be buying 2,000 boxes. They will track the boxes and will share data with the regional prevention center.

Kathryn stated that Brodhead Celebrate Recovery is going into the detention center on Thursdays now. They are able to go from cell to cell teaching the 12 step principles and they are able to share Bibles with the inmates. The inmates are very attentive and hopefully once released, they will attend the meetings. They had 17 in attendance at the last meeting in Brodhead and have been seeing some newcomers. A couple of people have been able to get into rehab and they are continuing to do aftercare.

We discussed our member roster, and Rodney stated he would talk to Mike McFerron, a local pastor, to see if he would be interested in filling the member of a religious organization. Rodney then made a Motion to elect the current members, seconded by Melinda, and the Motion carried.

Melinda also stated that she is the Chair of the Rockcastle Healthy Communities Coalition and they work on smoking cessation, nutrition, activity, etc.

Janice reported that Northside Celebrate Recovery is getting better attendance. They had 25-30 at the last meeting.

Rodney was able to speak to Mike McFerron and he agreed to become a member of the Board. Motion was made by Rodney and seconded by Kathy and the motion carried.

Joshua Tackett reported that they are just getting back to in person proceedings and they had a drug court graduation.

Rachel reported that the regional prevention center is doing QPR trainings and suicide prevention, and promoting Too Good for Drugs in schools.

Leslie Faulkner stated that Daniel Boone Development is now open to the public and still doing remote as much as possible.

Carl reported that UNITE is going to be doing two (2) Shoot Hoops, Not Drugs events and Camp UNITE will be a virtual camp July 27-30. They are putting together a great program. The materials for all nine tracks will be sent to each camper. The camper can pick three (3) tracks to do during camp, and then after camp is over, they can go to YouTube and watch all the tracks. The camp boxes have a value of \$200-\$250.00. Camp is for 6, 7, and 8<sup>th</sup> grades, but anyone can participate through zoom.

Morgan stated that she is currently on hold for starting any new Freedom from Smoking classes.

There being no other business, Melinda made a motion to adjourn, seconded by Rodney and the motion carried.

The next meeting will be a virtual meeting on Wednesday, July 14, 2021 at 11:00 a.m. at Marcella's Farm to Fork Restaurant.

**Daniel Boone CAA, Inc.**  
**Kentucky Career Center JobSight Partner Meeting**  
**December 21, 2021**  
**10:00 A.M.**

**AGENDA**

- I. Welcome
- II. Introductions
- III. Partner Updates
  - WIOA
  - EKCEP
  - CDO
  - Skills U-Adult Education
  - OVR
  - CSBG
  - CEOC
  - Goodwill
- IV. Business from the floor
- V. Questions
- VI. Adjournment

## **Rockcastle County Local KY ASAP and Interagency Board**

### **Minutes**

#### **MEETING OF AUGUST 11, 2021**

**Board Members Present: Morgan Bray, Kathy Robinson, Janice Davidson, Kathryn Pope, Carl Varney, Melinda Osborne, Leslie Faulkner, Rodney Weaver, Michael McFerron.**  
**Others: Nancy Hale, Hannah Gadd, Jennifer Witt, Dawn Lang, Lynell Fields, Brent Baker**

Morgan Bray called the meeting to order and asked for a motion to approve the minutes of the July, 14, 2021 meeting. Motion was made by Kathryn Pope, seconded by Janice Davidson, and motion carried.

Shawnee Sulfridge was not able to be with us at the meeting, but Morgan reported that we have received \$7,274.01 from the previous fiscal agent, \$20,000.00 in FY21 carryover funds, and \$20,000.00 for FY22, totaling \$47,274.01 and the only expense paid was the fiscal agent fee leaving a balance of \$42,546.61. Kathy Robinson made a motion to accept the financial report, seconded by Leslie Faulkner, and the motion carried.

UNITE was awarded \$24,046.61 for treatment vouchers, and Jennifer Witt explained the treatment voucher program to the Board. One person can receive up to \$13,500.00 for 180 days of treatment.

Morgan reported that she is not able to have in person Freedom From Smoking classes at this time, but is working with their cancer patients. She is hoping to have a new in person class at the first of next year.

Janice reported that Northside is slowly getting people back to CR classes. They have more people on testimony night. JR Cornelius is in charge of Northside and Livingston CR classes. They have been using church and other funds to keep them going.

Kathryn reported that Brodhead CR funds have been depleted, but meetings are going really well. She had an updated recovery meetings list. There is a meeting available every weeknight. A Celebrate Recovery family picnic is being planned.

Morgan reminded everyone that if you have been awarded a mini grant, it is your responsibility to reach out to Shawnee Sulfridge to request funds. She will have a form to be filled out and the check will be processed within a few days.

Melinda Osborne reported that the Health Department has provided Narcan training.

Leslie Faulkner reported that Daniel Boone Community Action Center is open to the public. Staff from their office took the Narcan training at the health department and they are referring people to programs in the community.



There being no other business, Motion was made by Janice, seconded by Rodney to adjourn, and the motion carried.

The next meeting will be on Wednesday, September 8, 2021 at 11:00 a.m. at Marcella's Farm to Fork Restaurant.

# Friends of the Jackson County Public Library meeting minutes

Location: JCPL community room

Date: March 16, 2022

Time: 1:00PM

Attendees: Jordan Hays, Jessica Hays, Pamela Gray, Ashley Craft, Rita Brummett, Jessica Young-Thorpe, Heather Smith, & Randi Moore.

## Agenda items

1. Call to Order
2. Board Formations and Introductions
  - a. Discussed who would be on board (Jordan Hays-president, Jessica Hays-VP, TBD-Sec., and Pamela Gray-Treasurer) and was determined Jordan still needed to find secretary.
3. Speak on Friends of the Library purpose
  - a. Talked about need and procedure to obtain 501 (c) status
  - b. Discussed membership dues and agreed on an individual membership of \$25, and a larger membership for businesses to be determined.
4. Speak on ideas and future plans
  - a. Talked about upcoming library renovations and possible "opening night" community event around July/Aug.
  - b. Spoke about primary goal of first year to be to raise enough funds to open bank account, get events planned, and to help the library acquire more funding and grants with our 501 (c) status.
5. Review by-laws to be accepted/amended at future meeting
  - a. Reviewed, filled out, and signed a resolution to found the JCPL Friends of the Library group
    - i. Jessica Thorpe made motion
    - ii. Heather Smith seconded
    - iii. All agreed
  - b. Set next meeting time and day for March 30<sup>th</sup>, 2022 @1PM.

6. Adjournment

- a. Rita Brummett made a motion
- b. Jessica Thorpe seconded
- c. All agreed

Action items	Owner(s)	Status
Acquire EIN	Jordan Hays	Complete
File Articles of Incorporation	Jordan Hays Ashley Craft	In Progress
Write Mission Statement	Jordan Hays	Complete
Determine/assign a tentative Secretary	Jordan Hays	Complete

# Transferable Skills Workshop

(What Are They and Why Do We Need Them)

March 25, 2022

10 am – 12 pm

Daniel Boone Community Action Agency  
5748 Hwy 290  
McKee, KY 40447



Please register for the workshop by contacting: Julia Moran  
([Julia.Moran@DanielBooneCaa.org](mailto:Julia.Moran@DanielBooneCaa.org)) or Alesia Brewer  
([Alesia.Brewer@DanielBooneCaa.org](mailto:Alesia.Brewer@DanielBooneCaa.org)) by email or phone (606) 364-4484.

# How Employers Hire Workshop

February 18, 2022

10 am – 12 pm

Daniel Boone Community Action Agency

5748 Hwy 290

McKee, KY 40447



Please register for the workshop by contacting: Julia Moran  
([Julia.Moran@DanielBooneCaa.org](mailto:Julia.Moran@DanielBooneCaa.org)) or Alesia Brewer  
([Alesia.Brewer@DanielBooneCaa.org](mailto:Alesia.Brewer@DanielBooneCaa.org)) by email or phone (606) 364-4484.

# **TURN A JOB FAIR INTO A JOB OFFER**

**WHEN**

**December 17<sup>th</sup> 2021**

**WHERE**

**Daniel Boone CAA**

**5748 HWY 290 McKee KY 40447**

**[DanielBoonecaa.org](http://DanielBoonecaa.org)**

**TALKING TO  
RECRUITERS**

**QUESTIONS  
TO EXPECT**

**QUESTIONS  
TO ASK**

**DRESS FOR  
SUCCESS**

# **MINUTES**

## **JACKSON COUNTY EXTENSION COUNCIL**

**October 19, 2021**  
**12:00 Noon - Extension Conference Center (ECC)**

**Attendance:** Eddy Judd, Hilda Judd, Marcella Hudson, Mary Combs, Robert Hornsby, Ben Gilbert, Tim Madden, Devonna Hisel, Jessica Thorpe, Linda Banks, Kim Hornsby, Extension 4-H Agent and David Coffey, Extension Agriculture Agent and County Facilitator and Ty Back, Area Extension Director

**Call to Order:** Eddy Judd, Chair

**Minutes of Last Meeting:** Minutes of the October 27, 2020 meeting were read. Ben Gilbert made a motion to approve minutes, second by Jessica Thorpe. Motion passed.

### **NEW BUSINESS**

► **Nomination of Two Council Members for Submission to the Jackson County Judge Executive, Shane Gabbard, for consideration of one possible appointment to the Extension District Board**

After group discussion, Ben Gilbert made a motion to nominate the following people for consideration by the judge for one Extension District Board appointment: Melody Whitehead and Greg Wilson with Kelly Mohler and Tammy Morgan as alternates, second by Hilda Judd. Motion passed.

► **Upcoming Programs and Events** were announced and discussed:

- FRI, OCT 29 – Holiday Ideas - 11:00 a.m., ECC
- SAT, OCT 30 – Trade Days – 8:00 a.m.–1:00 p.m. - ECC
- FRI, NOV 19 – Christmas Bazaar – 10:00 a.m.–6:00 p.m. – ECC
- Poinsettia Sales 4-H Fundraiser
- Country Ham 4-H Project

Ben Gilbert made a motion to adjourn the meeting, second by Hilda Judd.  
Motion passed - Meeting Adjourned.



## DBCAA STAFF COMMUNITY PARTICIPATION ACTIVITIES

NAME: Jim Mosley MONTH/YEAR 2021

### MEETINGS (Inter-Agency Council Committees, Advisory Committees, etc.)

DATE	MEETING ATTENDED	HRS ATT	BEGIN TIME	END TIME
12-14-2021	Interagency	1.5	9 am	10:30 am

### TRAININGS (Safety Training, CPR, Computer, Trainings related to Job, etc.)

DATE	MEETING ATTENDED	HRS ATT	BEGIN TIME	END TIME
12-9-21	Basic Income Training	1.5	9:30	11:00

Number of Certificates or Certifications received as a result of trainings: \_\_\_\_\_

List any Certifications received: \_\_\_\_\_

How many Community Projects have you participated in this month? \_\_\_\_\_

(Example: Reading Celebration, Clay County Days, School Activities, Food Drives, Fundraisers, etc.)

## DBCAA STAFF COMMUNITY PARTICIPATION ACTIVITIES

NAME: Van Morken MONTH/YEAR 2021

**MEETINGS** (inter-agency council, committees, advisory committees, etc.)

[illegible]**TRAININGS** (Safety Training, CPR, Computer, Trainings related to job, etc.)

DATE	TRAINING ATTENDED	HRS ATT	BEGIN TIME	END TIME
7-8-21	Kyhmis Security Training	.50	10 AM	10 A
7-9-21	2021 Lihoup Summer Culling Train		3pm	
7-9-21	2021 Home Tbra. Imp Train			
8-4-21	Kyhmis Bus Qtr mtg.	1.50	2p.m.	3:24
8-17-21	BlubbH - CV-RRA Training	1.50	12:30	2:15
8-19-21	Visslat 3-Fresh Train		12:30	
9-21-21	Lihoup Training		10:30	
9-27-21	Case Mgmt. Family Goals		9:30	4pm
9-28-21	Case Mgmt. Family Goals		9:30	12pm
10/21/21	Verte US	.50	2:00	2:30pm
10/21/21	DV Training	1.0	10 AM	11 AM
11-18-21	Fair Housing - Mental Health		10 AM	

**Number of Certificates or Certifications received as a result of trainings:** \_\_\_\_\_

List any certifications received: \_\_\_\_\_

**How many Community Projects have you participated in this month?**

(Example: Reading Celebration, Clay County Days, School activities, Food Drives, Fund raisers, etc.)

## DBDC STAFF COMMUNITY PARTICIPATION ACTIVITIES

NAME: Leslie Faulkner MONTH/YEAR July 2021

### MEETINGS (Inter-agency council, committees, advisory committees, etc.)

DATE	MEETING ATTENDED	BEGIN TIME	END TIME
7-30-21	Community Outreach resource meeting	10:00	11:00

### TRAININGS (Safety Training, CPR, Computer, Trainings related to job, etc.)

DATE	TRAINING ATTENDED	BEGIN TIME	END TIME
7-8-21	LIHEAP Summer Crisis/Subsidy	3:00	4:00
7-8-21	HMIS Security & monitoring	10:00	10:30
7-13-21	LIHEAP Zoom meeting	10:00	10:30
7-14-21	Castinet Family Goal plan	10:00	11:30
7-28-21	KV HMIS BOS Quarterly	1:30	<del>2:30</del> 3:00
7-29-21	Narcen training	10:00	10:15
7-30-21	LIHWAP webinar	2:00	3:00

Number of Certificates or Certifications received as a result of trainings: 1

List any certifications received: Narcen administration certification

How many Community Projects have you participated in this month?

(Example: Reading Celebration, Clay County Days, School activities, Food Drives, Fund raisers, etc.)

# **DBDC STAFF COMMUNITY PARTICIPATION ACTIVITIES**

NAME: Leslie Faulkner MONTH/YEAR June 2021

## **MEETINGS** (Inter-agency council, committees, advisory committees, etc.)

DATE	MEETING ATTENDED	BEGIN TIME	END TIME
6-9-21	Rockcastle Intercounty /ASAP	11:00	12:00

## **TRAININGS** (Safety Training, CPR, Computer, Trainings related to job, etc.)

DATE	TRAINING ATTENDED	BEGIN TIME	END TIME
6-16	ESG-CV RRH Community Call	11:30	1230
6-16	COC Spring Meeting	2:00	3:00
6-22	KY-KIDS	11:00	11:30
6-24	CAK LIHEAP	10:00	10:45
6-24	KYHMIS Refresher	2:30	3:30
6-29	TBRA Program training	9:30	12:30

Number of Certificates or Certifications received as a result of trainings: 1

List any certifications received: TBRA 2021 Implementation Completion

How many Community Projects have you participated in this month?

(Example: Reading Celebration, Clay County Days, School activities, Food Drives, Fund raisers, etc.)

6-17 Longest Day of Play



## DBCAA STAFF COMMUNITY PARTICIPATION ACTIVITIES

NAME: Leslie Faulkner MONTH/YEAR April 2021

**MEETINGS** (Inter-agency council, committees, advisory committees, etc.)

[illegible]

**TRAININGS** (Safety Training, CPR, Computer, Trainings related to job, etc.)

[illegible]

**Number of Certificates or Certifications received as a result of trainings:** 1

List any certifications received: Fair housing training certificate.

**How many Community Projects have you participated in this month?**  
(Example: Reading Celebration, Clay County Days, School activities, Food Drives, Fund raisers, etc.)

# DANIEL BOONE DEVELOPMENT COUNCIL, INC.

## POSTAGE LOG

### CLAY COUNTY METER

DATE	TOTAL	AMOUNT USED	ADDRESSEE NAME / AGENCY	TYPE / PURPOSE OF MAILING	PROGRAM CHARGED	BALANCE
10-14-21		1.53	Business Card	check	Postpaid	
		1.53	Business Card	"	"	
		1.53	Business Card	"	"	
		1.53	Purchase Power	"	"	
		1.53	Redmond Mission Housing Inc.	"	"	
		1.53	National Toxicology Specialists	"	"	
		1.53	Bee Carriage Transfers	"	"	
		1.53	Annville Town & Country	check	Yr.	
		1.53	Janice Mosley	check	CSC Housing	
10-14-21		1.53	Phyllis (Gina) S. & George Anniston Co.	check		
10-15-21		1.53	Phyllis (Gina) S. & George Anniston Co.	check		
10-18-21		1.53	Lickie Boone Ky Trans. Co.	check	transit	
10-19-21		1.53	Ryan Swafford	check	WIOA	
		1.53	Kathryn Baird	check	WIOA	
		1.53	Aura Boulder	"	WIOA	
		1.53	Kelly Adair	"	WIOA	
10-19-21		1.53	Rebecca Gray	check	WIOA	



# **SECTION 4**

## **Written Assurances**

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

# **SECTION 5**

## **Strategic Plan**

# *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.

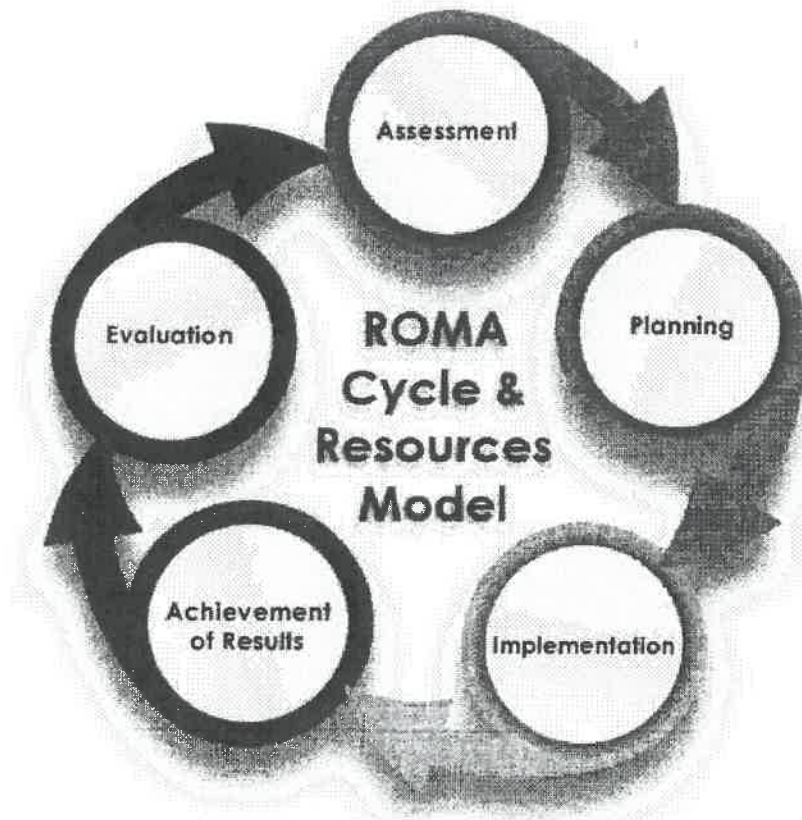
**Standard 6.4.** Customer satisfaction data and customer input collected as part of the community assessment is included in the strategic planning process.

**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.



With customer's in mind, this Strategic Plan was developed by incorporating Customer Satisfaction data and customer input that was collected through the Community Needs Assessment and customer satisfaction surveys from programs operated through DBCAA. DBCAA engaged in thoughtful assessment of needs, planning to meet those needs, implementation of programs and services designed to meet the needs, collection of data, and the analysis of this data by continuous use of the full ROMA Cycle. The ROMA Cycle continues to drive DBCAA daily. The agency's Nationally Certified ROMA Trainer was instrumental in the development of the Strategic Plan.

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 data, 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.



## **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

# **SECTION 6**

## **Customer Satisfaction Survey**

# **Customer Service Survey 2021-2022 Results**

***Published: 3/14/2022***

**SURVEY OVERVIEW** **3**

DESCRIPTION	3
INSTRUCTIONS PROVIDED TO RESPONDENTS	3
RESPONDENT METRICS	3

**RESPONDENTS** **4**

SORTED BY NAME	4
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**SURVEY RESULTS** **26**

SECTION - SURVEY QUESTIONS	26
INSTRUCTIONS PROVIDED TO RESPONDENTS	26
1. In which county did you receive customer service today?	26
2. I was served by more than one person or agency today?	27
3. All DBCAA staff treated me with respect and courtesy?	28
4. The services I received were easy to access?	29
5. All services I received met my expectations?	30
6. I feel that the services I received will help me as I pursue my goals?	31
7. I will use DBCAA services in the future?	32
8. I would recommend DBCAA services to my friends and family?	33
9. Please circle all the services that you received today.	34
10. What did you like most about the DBCAA services?	35
11. What did you like least about the DBCAA services?	37

## 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 the services that you received today. THANK YOU!

### Respondent Metrics

Respondents: 607

First Response: 2/25/2022 10:04 AM

Last Response: 3/11/2022 10:22 AM



## 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.

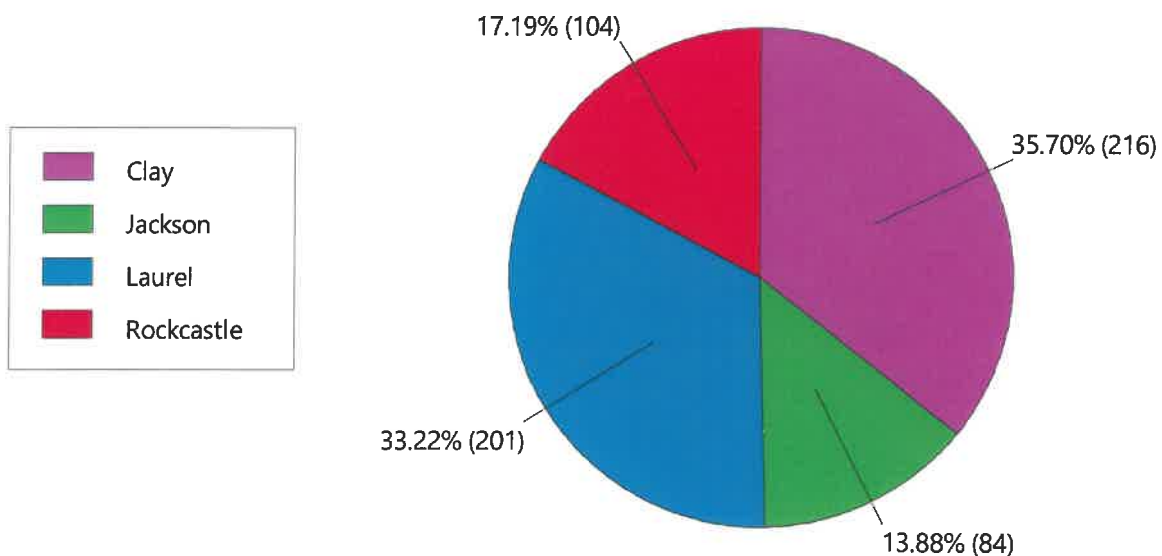
### Section - Survey Questions

#### Instructions Provided To Respondents

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

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

Min: 1.00 Max: 4.00 Mean: 2.32 Mode: 1.00 Median: 3.00 Std Dev: 1.13

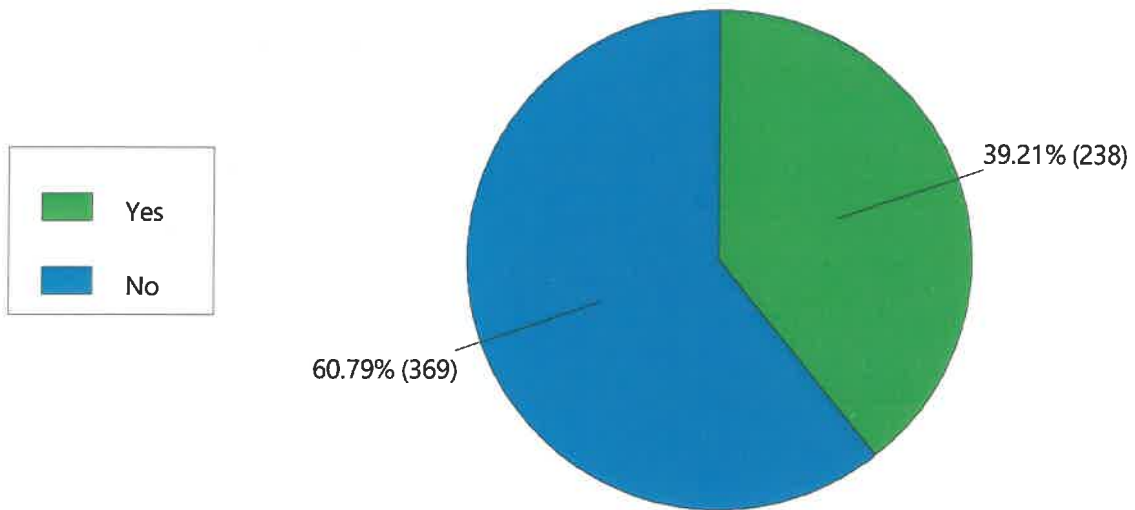


#### Comments/Notes for "Rockcastle":

' (0000001502 Anonymous) 3/9/2022

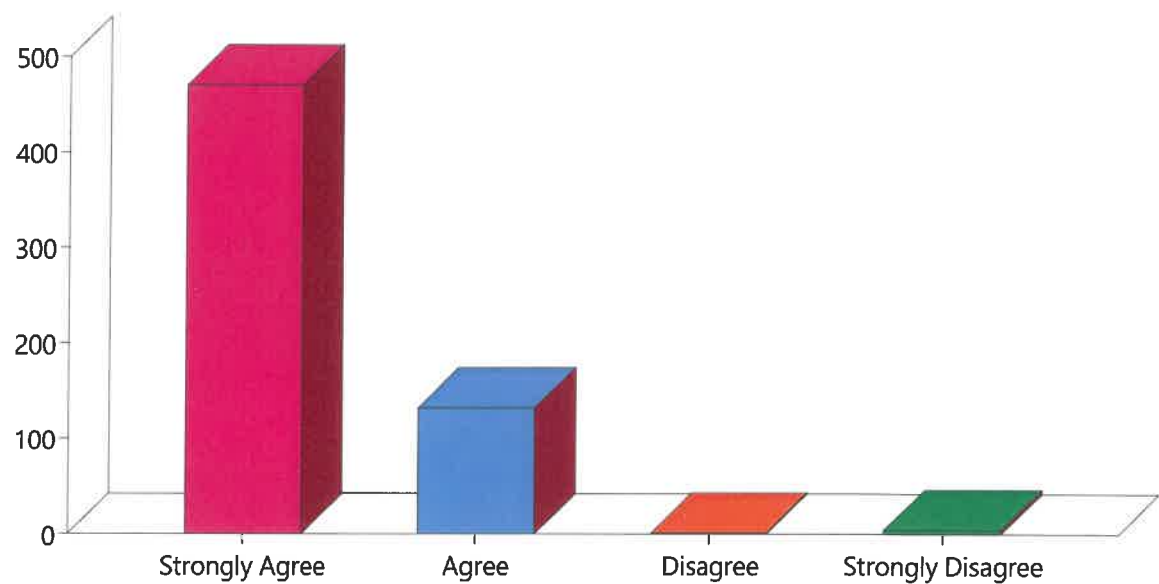
2. *I was served by more than one person or agency today?*

Min: 1.00 Max: 2.00 Mean: 1.61 Mode: 2.00 Median: 2.00 Std Dev: 0.49



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

Min: 1.00 Max: 4.00 Mean: 1.24 Mode: 1.00 Median: 1.00 Std Dev: 0.47

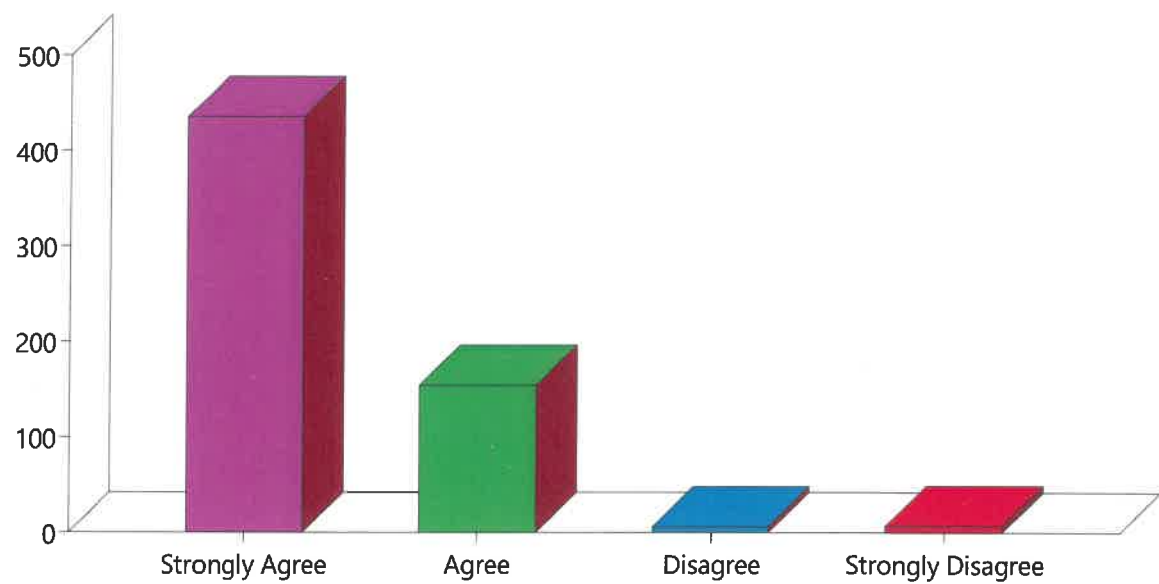


**Comments/Notes for "Strongly Agree":**

\ (0000001442 Anonymous) 3/1/2022

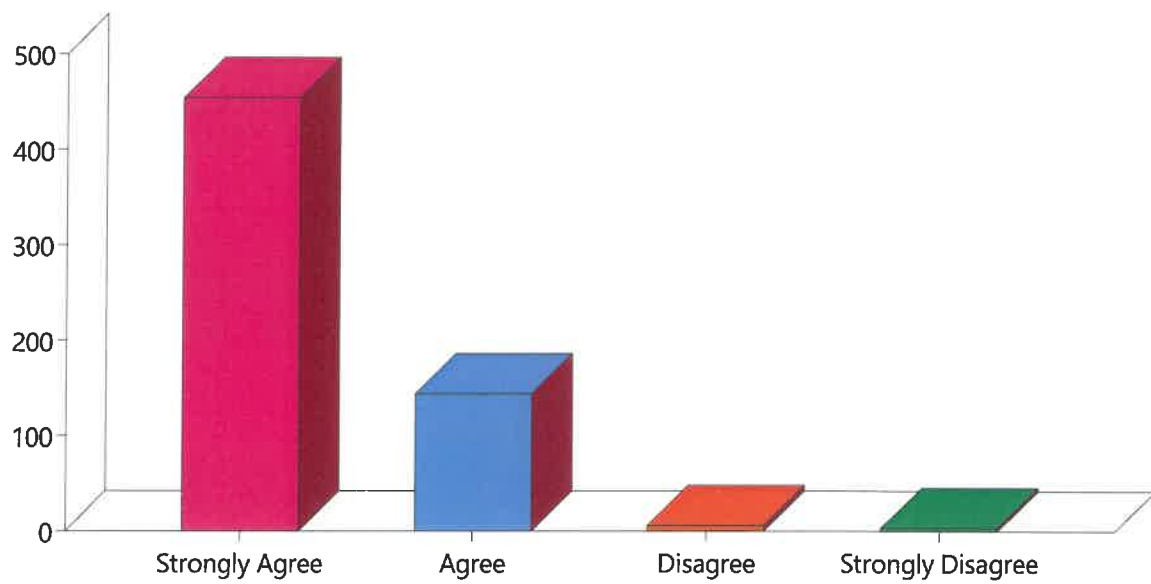
4. *The services I received were easy to access?*

Min: 1.00 Max: 4.00 Mean: 1.31 Mode: 1.00 Median: 1.00 Std Dev: 0.55



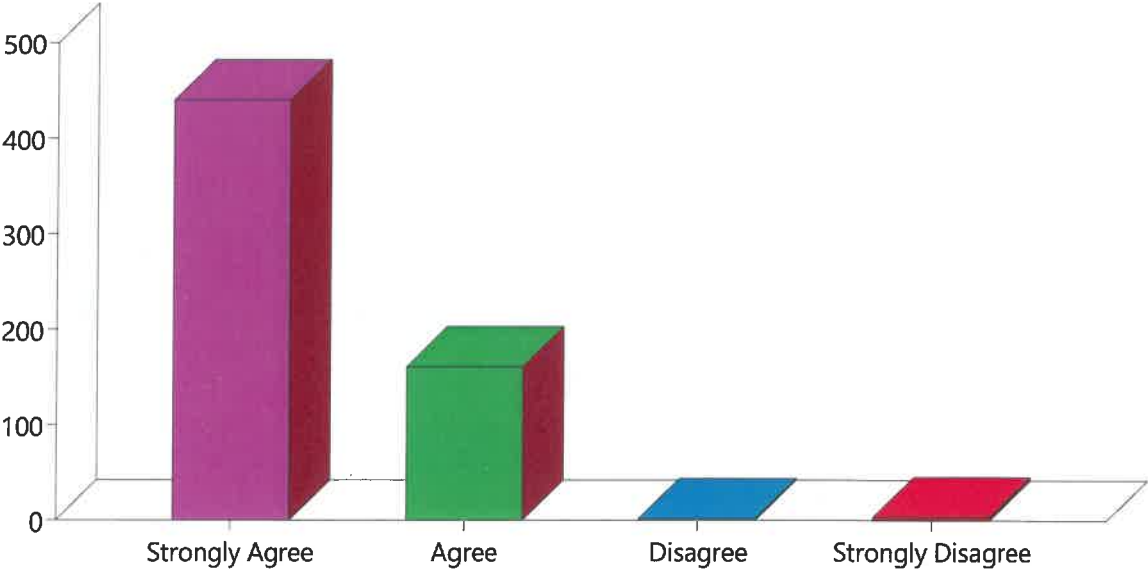
5. All services I received met my expectations?

Min: 1.00 Max: 4.00 Mean: 1.27 Mode: 1.00 Median: 1.00 Std Dev: 0.50



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

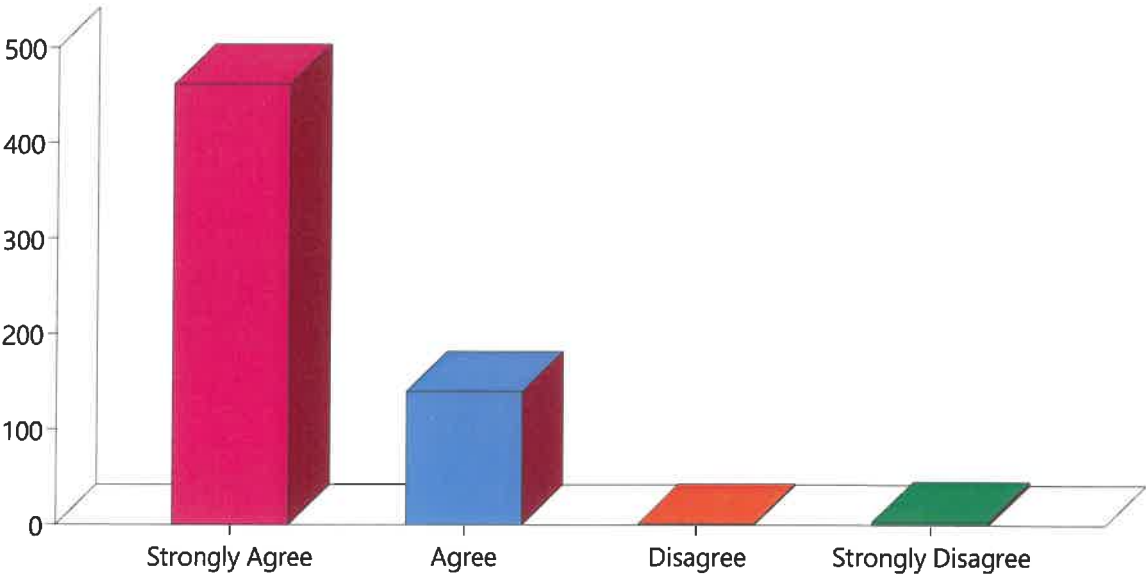
Min: 1.00 Max: 4.00 Mean: 1.29 Mode: 1.00 Median: 1.00 Std Dev: 0.49





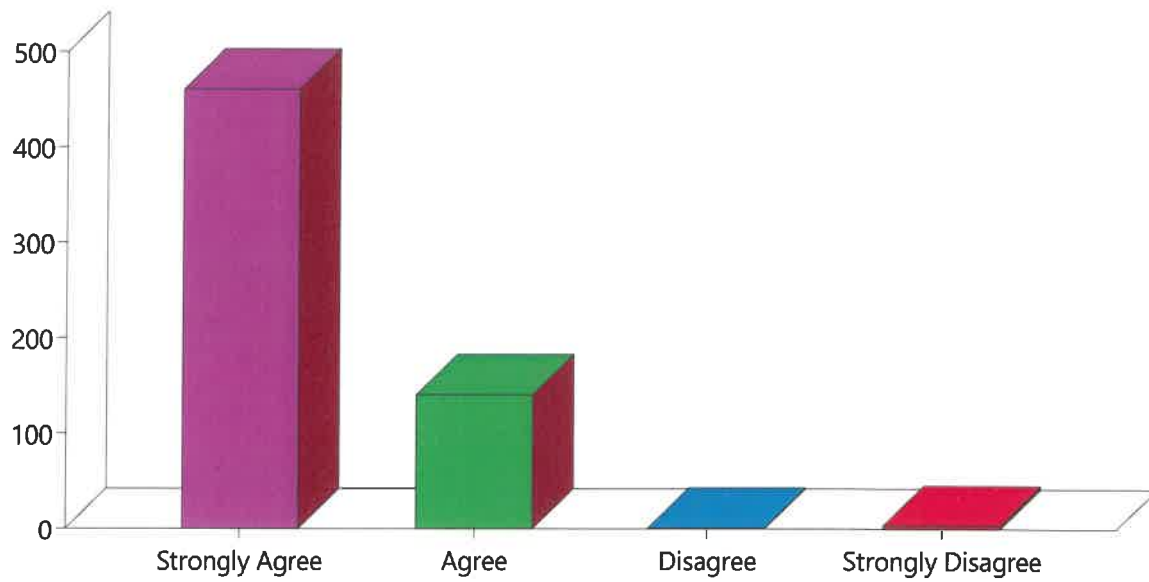
7. I will use DBCAA services in the future?

Min: 1.00 Max: 4.00 Mean: 1.25 Mode: 1.00 Median: 1.00 Std Dev: 0.47



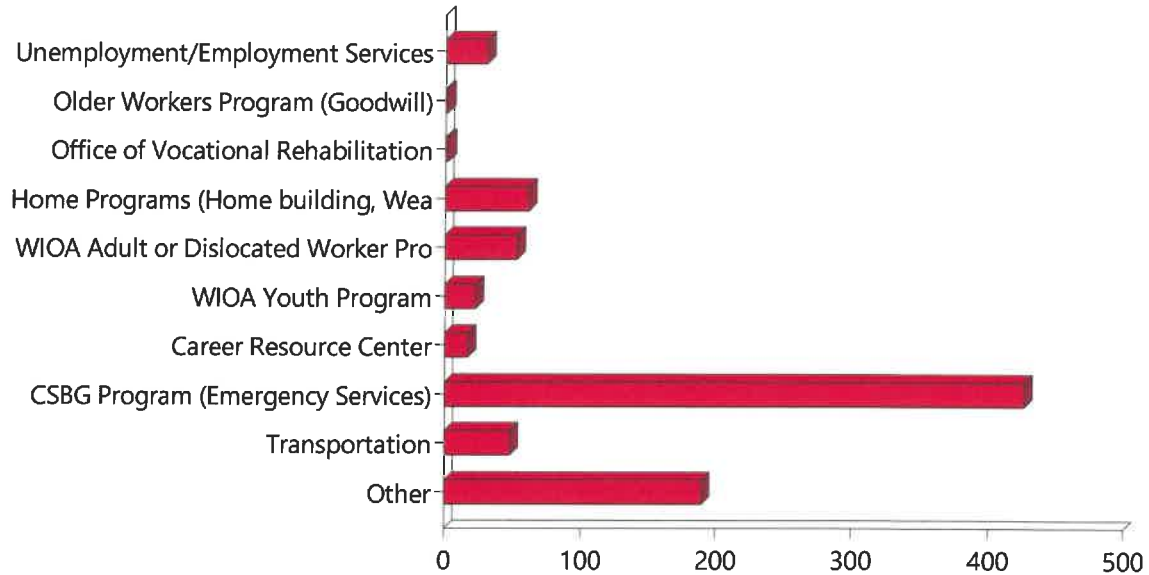
8. *I would recommend DBCAA services to my friends and family?*

Min: 1.00 Max: 4.00 Mean: 1.25 Mode: 1.00 Median: 1.00 Std Dev: 0.47



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

Min: 1.00 Max: 13.00 Mean: 10.51 Mode: 11.00 Median: 11.00 Std Dev: 2.62



**Comments/Notes:**

Electric and water help. (0000001358 Anonymous) 3/1/2022

Liheap (0000001134 Anonymous) 2/25/2022

LIHEAP (0000001113 Anonymous) 2/25/2022

LIHEAP (0000001102 Anonymous) 2/25/2022

Very thankful for thier help. (0000001252 Anonymous) 2/28/2022

# **SECTION 7**

## **Agency Budget**

COMMONWEALTH OF KENTUCKY  
CABINET FOR HEALTH AND FAMILY SERVICES  
CSBG SFY 2023

ATTACHMENT B1

Agency Name: David Boone Community Action Agency, Inc.  
Address: 1535 Shamrock Road  
Manchester, KY 40652

Invoice Period: July 1, 2022 thru June 30, 2023

Contract Number: \_\_\_\_\_  
Vendor Number: \_\_\_\_\_

Complete if Carryover is Included  
SFY 2023 Allocation \$ \_\_\_\_\_  
Carried from SFY \$ \_\_\_\_\_  
Carried from SFY \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

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

New 2023  
CSBG  
Expenditure Domains

BUDGET / COST CATEGORIES	APPROVED BUDGET	CSBG ADMINISTRATION	EMPLOYMENT	EDUCATION AND COGNITIVE DEVELOPMENT	INCOME INFRASTRUCTURE AND ASSET BUILDING	HOUSING	HEALTH AND SOCIAL SERVICES DEVELOPMENT (Includes Nutrition)	CIVIC ENGAGEMENT AND COMMUNITY INVOLVEMENT	SERVICES SUPPORTING MULTIPLE DOMAINS	LINKAGES	AGENCY CAPACITY BUILDING	AVAILABLE
I. PERSONNEL:												
A. SALARIES / WAGES	269,345.83	39,681.95	9,637.35	22,157.47	1,505.39	154,119.20	14,058.18	2,463.37	8,656.51	16,378.30	689.11	0.00
B. FRINGE BENEFITS	109,963.84	20,923.21	3,384.55	7,755.11	526.86	62,595.73	3,646.33	862.18	3,920.89	5,875.90	371.06	0.00
C. CONSULTANT / CONTRACT SER	2,886.01	360.75	169.26	19.59	0.00	1,561.83	220.77	0.00	187.52	219.29	150.00	0.00
II. NON-PERSONNEL:												
A. SPACE COSTS	34,695.10	5,650.43	550.37	3,728.25	103.86	10,877.60	1,797.92	1,695.95	613.00	11,803.72	0.00	0.00
B. EQUIPMENT	6,562.24	360.75	549.37	47.45	0.00	5,546.24	34.68	0.00	10.60	12.95	0.00	0.00
C. CONSUMABLE SUPPLIES	8,701.93	2,164.47	208.89	405.07	0.00	5,393.07	372.88	0.00	158.61	88.94	0.00	0.00
D. UTILITIES	13,214.17	360.75	268.06	1,066.67	67.28	8,266.86	1,086.96	1,109.77	267.76	1,702.35	0.00	0.00
E. TRANSPORTATION / TRAVEL	2,212.89	360.75	1.51	54.15	0.00	1,710.80	43.73	0.00	21.69	20.16	0.00	0.00
F. CLIENT SERVICES	1,000.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	200.00	0.00	0.00	0.00
G. STAFF DEVELOPMENT	2,828.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
H. OTHER COSTS	29,463.67	2,886.94	973.30	2,165.93	45.44	15,504.02	2,000.89	74.36	681.75	5,952.04	50.00	0.00
III. INDIRECT COSTS:												
TOTALS	480,986.99	72,148.00	15,740.65	37,409.69	2,248.85	266,364.47	23,304.34	3,979.83	14,719.53	41,293.65	4,085.48	0.00
APPROVED BUDGET	480,986.99											0.00

SFY 2023 Allocation

Executive Director:

Carryover Amount

CSBG Director:

Total

CFO:

Signature: *Rey Wilson* Date: 4-7-22  
Signature: *James Stevens* Date: 4-7-22  
Signature: *Anthony Sanders* Date: 4-7-22

**DANIEL BOONE COMMUNITY ACTION AGENCY, INC.**  
**BUDGET NARRATIVE**  
**COMMUNITY SERVICES BLOCK GRANT PROGRAM**  
**JULY 1, 2022 THROUGH JUNE 30, 2023**

**CATEGORY:**

<b>1. PERSONNEL:</b>		<u><b>\$382,238.68</b></u>
A.) SALARIES / WAGES		<u>\$ 269,385.83</u>
B.) FRINGE BENEFITS		<u>\$ 109,963.84</u>
FICA		
KY Unemployment		
Workers' Compensation		
Retirement		
Health & Dental Insurance		
Life Insurance		
C.) CONSULTANT / CONTRACT SERVICES		<u>\$ 2,889.01</u>
Audit	2510.00	
Tax preparation fee, legal fees, etc.	379.01	
<b>2. NON-PERSONNEL:</b>		<u><b>\$98,758.31</b></u>
A.) SPACE COSTS		<u>\$ 34,695.10</u>
Space costs for Clay, Laurel, Jackson, & Rockcastle County offices.		
B.) EQUIPMENT		<u>\$ 6,562.24</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>\$ 8,781.93</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>\$ 13,214.17</u>
Estimated for phone bill, utilities (electric, water, garbage haul, etc.) for Clay, Jackson, Laurel, & Rockcastle county offices.		



E.) TRANSPORTATION / TRAVEL

\$ 2,212.89

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

\$ 1,000.00

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

200.00

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

800.00

G.) STAFF DEVELOPMENT

\$ 2,828.31

Estimated cost of staff development & training fees

H.) OTHER COSTS

\$ 29,463.67

Insurance & Bonding

8,905.00

General liability, property insurance,

Board of Directors insurance, fidelity bond, vehicle insurance, etc.

CASTiNET 3 Annual Maintenance

8,068.00

Miscellaneous

12,490.67

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

**TOTAL CSBG BUDGET**

**\$480,996.99**

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

Attachment B2  
SFY 2023

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	\$ 269,385.83	
2	FRINGE BENEFITS	\$ 109,963.84	
3	CONSULTANT/CONTRACT SERVICE	\$ 2,889.01	
4	SPACE COSTS	\$ 34,695.10	
5	EQUIPMENT	\$ 6,562.24	
6	CONSUMABLE SUPPLIES	\$ 8,781.93	
7	UTILITIES	\$ 13,214.17	
8	TRANSPORTATION/TRAVEL	\$ 2,212.89	
9	CLIENT SERVICES	\$ 1,000.00	\$ 96,199.40
10	STAFF DEVELOPMENT	\$ 2,828.31	
11	OTHER	\$ 29,463.67	
12	INDIRECT	\$ -	
	TOTAL PROJECTED EXPENDITURES	\$ 480,996.99	\$ 96,199.40

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 4-7-22

CFO  Date 4-7-22

Executive Director  Date 4-7-22

**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 72% of time supported by CSBG	Directly responsible to the Executive Director. Monitors & supervises CSBG activities in the four (4) county areas. Maintains CASTNET. 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%	5%	4%	3%	44%	2%	6%	8%	16%	11%
County Coordinators /County Program Manager (LC, JC, RC) 45%, 30%, & 75% of time supported by CSBG	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.		10%	8%	1%	58%	3%	3%	3%	11%	3%
			1%	1%	1%	15%	3%	1%	2%	74%	2%
			1%	1%	1%	90%	1%	1%	1%	3%	1%

**Signatures:**

CSBG Director

Date

4-7-22

CFO

Date

4-7-22

Executive Director

Date

4-7-22



**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) 50%, 75%, 10%, & 20% of time supported by CSBG	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%	80%	1%	1%	1%	1%	
			2%	1%		90%			1%	6%	
			20%	3%	1%	10%	1%	2%	3%	60%	
						95%				5%	
Program Developer / Weatherization Director 50% of time supported by CSBG	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.					100%					
Assistant Weatherization Director 25% of time supported by CSBG	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.					100%					

**Signatures:**

CSBG Director

Date

4-7-22

CFO

Date

4-7-22

Executive Director

Date

4-7-22



**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(2), RC)	Provides direct services to the clients per procedures. Other duties as assigned by Supervisor.		5%	3%	1%	84%	1%	1%	1%	3%	1%
60%, 67%, 45%, 75%, 65%, & 40% of time supported by CSBG			5%	3%	1%	84%	1%	1%	1%	3%	1%
			8%	4%	1%	73%	1%	1%	1%	10%	1%
			5%			90%				5%	
			2%			95%				3%	
			3%			95%				2%	
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.					100%					
1% of time supported by CSBG											

Signatures:

CSBG Director

Date

4-7-22

CFO

Date

4-7-22

Executive Director

Date

4-7-22





**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 50% of time supported by CSBG	Is directly responsible to the Deputy Director. Is responsible for oversight and direction of Daniel Boone Child Care Center.			50%					50%		
Child Care Cook 50% of time supported by CSBG	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 50% of time supported by CSBG	Is directly responsible to the Child Care Director. Is responsible for child care services and activities with children.			100%							

Signatures:

CSBG Director

Date

4-7-22

CFO

Date

4-7-22

Executive Director

Date

4-7-22

# **SECTION 8**

## **Board Member List**



## Attachment C 2022 MEMBERS OF THE BOARD OF DIRECTORS

REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR (1/3 of the members) Names, addresses and phone numbers :	REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES (at least 1/3 of the members) Names, addresses and phone numbers:	REPRESENTATIVES OF THE PRIVATE SECTOR (the remainder of the members) Names, addresses, and phone numbers:
David Westerfield 101 South Main Street London, KY 40741 (606) 864-4640 Title of Public Official: County Judge	Patricia Miller 102 Back Lane London, KY 40741 (606) 864-2960	Doug Harris 2560 Philpot Rd. London, KY 40744 (606) 878-7668
Roger Schott P.O. Box 1798 London, KY 40741 (606) 864-2863	Lesli Gill 3008 Springs Branch Rd. London, KY 40744 (606) 309-7397	Teresa Vanzant 831 Big Cave Rd. Orlando, KY 40460 (606) 256-4655
Howell Holbrook P.O. Box 755 Mt. Vernon, KY 40456 (606) 256-2856 Title of Public Official: County Judge	Keith Gabbard P.O. Box 94 McKee, KY 40447 (606) 287-7101	Rose Brown 1455 Richmond St. Mt. Vernon, KY 40456 (606) 308-3876
Eliza York 205 E. Main St. Box 5 Mt. Vernon, KY 40456 Title of Public Official:	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 Arneys SanderExecutive Director Signature Rob Whitaker CSBG Director or Designee Signature Ken StarnesBoard Chair Signature Kevin Date 4-5-22

<b>Attachment C 2022 MEMBERS OF THE BOARD OF DIRECTORS</b>			
<u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u> (1/3 of the members)	<u>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</u> (at least 1/3 of the members)	<u>REPRESENTATIVES OF THE PRIVATE SECTOR</u> (the remainder of the members)	Names, addresses, and phone numbers:
<p>Names, addresses and phone numbers :</p> <p>Johnny Johnson 102 Richmond Rd. Ste. 201 Manchester, 40962 (606) 598-2071</p> <p>Title of Public Official: County Judge</p>	<p>Names, addresses and phone numbers:</p> <p>Darnell Hipsher 140 Potter Lane Manchester, KY 40962 (606) 594-7470</p>	<p>Names, addresses, and phone numbers:</p> <p>Kevin Chestnut P.O. Box 368 Manchester, KY 40962 (606) 598-8641</p>	
<p>Joe White 303 Main St. Manchester, KY 40962 (606) 598-7000</p> <p>Title of Public Official: County Attorney</p>	<p>Christine Gregory P.O. Box 256 Manchester, KY 40962 (606) 598-5006</p>	<p>John Ed Pennington 347 Railroad Ave. Manchester, KY 40962 (606) 598-2970</p>	
<p>Shane Gabbard P.O. Box 175 McKee, KY 40447 (606) 287-7634</p> <p>Title of Public Official: County Judge</p>	<p>Henry Smith 132 Harry Smith Lane Annnville, KY 40402 (606) 364-3161</p>	<p>Larry Gabbard P.O. Box 473 McKee, KY 40447 (606) 438-1699</p>	
<p>Paul Rose P.O. Box 101 Annnville, KY 40447 (606) 287-7634</p> <p>Title of Public Official: PVA</p>	<p>Buzz Carloftis 13855 S. Wilderness Rd. Livingston, KY 40445 (606) 843-9028</p>	<p>Kenneth Ledford P.O. Box 577 London, KY 40743 (606) 813-1619</p>	

Total Number of Seats 24 Number of Vacancies (Attach explanation of vacancies) 0 CFO Signature Kenney Jordan

Executive Director Signature Robin Whitaker CSBG Director or Designee Signature Kenney Jordan

Board Chair Signature Kenney Jordan Date 4-5-22

# **SECTION 9**

## **Board Meeting Schedule**

# **Daniel Boone Community Action Agency, Inc.**

## **Board of Directors 2022 Tentative Board Meeting Schedule**

**Location: DBCAA Board Room – Manchester (5:30 PM)**

- **April 26, 2022**
- **June 28, 2022**
- **August 23, 2022**
- **October 25, 2022**
- **December (TBA)**

# **SECTION 10**

## **Agency Tripartite Board By-Laws**

# **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.

# SECTION 11

## Logic Models

## Logic Model

**Program/Services:** Adult Employment Services 22-23

☐ Family
 ☐ Agency
 ☐ Community

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

**Mission:** To ensure adults obtain employment

**Proxy Outcome:**



# Logic Model

Program/Services: Education 22-23

☒ 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
			Projected # and % of clients who <u>will</u> achieve each outcome. or Projected # and % of units <u>expected</u> to be achieved	Actual # and % of clients who <u>achieve</u> each outcome. or Actual # and % of units <u>achieved</u> .			
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Dislocated workers need training to pursue employment opportunities	Identify the timeframe, Identify the # of clients served or the # of units offered.	Participants will obtain certificate completion of training program			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 help dislocated workers receive training for employment

Targeting Success Rate:

Proxy Outcome: N/A

# Logic Model

Program/Services: Youth Employment 22-23

☒ Family ☐ Agency ☐ Community

Identified Problem, Need, Situation	Service or Activity  Identify the timeframe,  Identify the # of clients served or the # of units offered.	Outcome  (3) Intervention	Outcome/Indicator  <u>Projected # and % of clients who will achieve each outcome.</u> or <u>Projected # and % of units expected to be achieved</u>	Action Results  <u>Actual # and % of clients who achieve each outcome.</u> or <u>Actual # and % of units achieved.</u>	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Intervention	(4) Intervention	(5) Impact	(6) Accountability	(7) Accountability	(8) Accountability
Youth need employment		Youth obtain employment			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: Emergency Housing 22-23

☒ 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	Projected # and % of clients who <u>will</u> achieve each outcome. or Projected # and % of units <u>expected</u> to be achieved	Actual # and % of clients who <u>achieve</u> each outcome. or Actual # and % of units <u>achieved</u> .	OutPUT Measurement Tool:  OutCOME Measurement Tool:	Who does it?  What is the process?  Where is data stored?	Frequency of data collection:  Frequency of reporting:
Mission: To ensure families have access to emergency shelter				Targeting Success Rate:	Proxy Outcome: N/A		

# Logic Model

Program/Services: Weatherization Program 22-23

☒ Family ☐ Agency ☐ Community

Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Action Results	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
	Identify the timeframe, Identify the # of clients served or the # of units offered.		<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	(8) Accountability
Families homes need to be energy efficient		Families homes get weatherization services			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 families homes are energy efficient

Targeting Success Rate:

Proxy Outcome: N/A

# **SECTION 12**

## **Affirmative Action Plan**

**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.

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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.

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PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

RETURN WITH EMPLOYMENT APPLICATION TO AGENCY'S PERSONNEL OFFICER



# **Section 13**

**Module 2 Expenditures**

**Not Applicable**

# **Section 14**

**Module 3 Community  
Level**

**Not Applicable**

# **SECTION 15**

## **Module 4 Individual & Family Services**

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

2022-2023

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 <b>youth</b> who obtained employment to gain skills or income.		25		#DIV/0!	0%
1b The number of unemployed <b>adults</b> who obtained employment ( <b>up to a living wage</b> ).		100		#DIV/0!	0%
1c The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>up to a living wage</b> ).		60		#DIV/0!	0%
1d The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <b>up to a living wage</b> ).		50		#DIV/0!	0%
1e The number of unemployed <b>adults</b> who obtained employment ( <b>with a living wage or higher</b> ).				#DIV/0!	#DIV/0!
1f The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>with a living wage or higher</b> ).				#DIV/0!	#DIV/0!
1g The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <b>with a living wage or higher</b> ).				#DIV/0!	#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 <b>entered or transitioned</b> into a position that provided increased income and/or benefits.	Auto-counted from 1h(1), 1h(2) and 1h(3)	Auto-counted from 1h(1), 1h(2) and 1h(3)	Auto-counted from 1h(1), 1h(2) and 1h(3)	#VALUE!	#VALUE!
1h(1) Of the above, the number of employed participants who increased income from employment through <b>wage or salary amount increase</b> .		2		#DIV/0!	0%
1h(2) Of the above, the number of employed participants who increased income from employment through <b>hours worked increase</b> .		10		#DIV/0!	0%
1h(3) Of the above, the number of employed participants who <b>increased benefits</b> 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 2022-2023**

<b>Education and Cognitive Development</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/I=IV] (%)</b>	<b>V.) Performance Target Accuracy [III/II=V] (%)</b>
2a The number of <b>children</b> (0-5) who demonstrated improved emergent literacy skills.				#DIV/0!	#DIV/0!
2b The number of <b>children</b> (0-5) who demonstrated skills for school readiness.				#DIV/0!	#DIV/0!
2c The number of <b>children</b> and <b>youth</b> 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 <b>children</b> and <b>youth</b> 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 <b>parents/caregivers</b> who improved their home environments.				#DIV/0!	#DIV/0!
2f The number of <b>adults</b> who demonstrated improved basic education.		25		#DIV/0!	0%
2g The number of <b>individuals</b> who obtained a high school diploma and/or obtained an equivalency certificate or diploma.		3		#DIV/0!	0%
2h The number of <b>individuals</b> 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 <b>individuals</b> who obtained an Associate's degree.		2		#DIV/0!	0%
2j The number of <b>individuals</b> who obtained a Bachelor's degree.				#DIV/0!	#DIV/0!
<b>Other Education and Cognitive Development Outcome Indicator</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/I=IV] (%)</b>	<b>V.) Performance Target Accuracy [III/II=V] (%)</b>
2z.1 The number of individuals					

**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 2022-2023**

<b>Income and Asset Building</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/I=IV] (%)</b>	<b>V.) Performance Target Accuracy [III/II=V] (%)</b>
3a The number of individuals who achieved and maintained capacity to meet basic needs for <b>90 days</b> .		5		#DIV/0!	0%
3b The number of individuals who achieved and maintained capacity to meet basic needs for <b>180 days</b> .		3		#DIV/0!	0%
3c The number of individuals who opened a <b>savings account or IDA</b> .				#DIV/0!	#DIV/0!
3d The number of individuals who <b>increased their savings</b> .				#DIV/0!	#DIV/0!
3e The number of individuals who used their savings to <b>purchase an asset</b> .				#DIV/0!	#DIV/0!
3f The number of individuals who <b>purchased a home</b> .				#DIV/0!	#DIV/0!
3g The number of individuals who <b>improved their credit scores</b> .		4		#DIV/0!	0%
3h The number of individuals who <b>increased their net worth</b> .				#DIV/0!	#DIV/0!
3i The number of individuals engaged with the Community Action Agency who report <b>improved financial well-being</b> .				#DIV/0!	#DIV/0!
<b>Other Income and Asset Building Outcome Indicator</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/I=IV] (%)</b>	<b>V.) Performance Target Accuracy [III/II=V] (%)</b>
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

2022-2023

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/I=V] (%)
4a The number of individuals experiencing homelessness who obtained <u>safe temporary shelter</u> .		25		#DIV/0!	0%
4b The number of individuals who obtained <u>safe and affordable housing</u> .		200		#DIV/0!	0%
4c The number of individuals who maintained safe and affordable housing for <u>90 days</u> .		100		#DIV/0!	0%
4d The number of individuals who maintained safe and affordable housing for <u>180 days</u> .		70		#DIV/0!	0%
4e The number of individuals who <u>avoided eviction</u> .		20		#DIV/0!	0%
4f The number of individuals who <u>avoided foreclosure</u> .		5		#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/I=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 2022-2023**

<b>Health and Social/Behavioral Development</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/I=IV] (%)</b>	<b>V.) Performance Target Accuracy [III/II=V] (%)</b>
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!
<b>Other Health and Social/Behavioral Development Outcome Indicator</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/I=IV] (%)</b>	<b>V.) Performance Target Accuracy [III/II=V] (%)</b>
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 2022-2023

<b>Civic Engagement and Community Involvement</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/I=IV] (%)</b>	<b>V.) Performance Target Accuracy [III/II=V] (%)</b>
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!
<b>Other Civic Engagement and Community Involvement Outcome Indicator</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/I=IV] (%)</b>	<b>V.) Performance Target Accuracy [III/II=V] (%)</b>
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 2022-2023

Outcomes Achieved Across One or More Multiple Domains	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domains.		500		#DIV/0!	0%
Other Outcome Indicator Outcome Indicator	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I=IV] (%)	V.) Performance Target Accuracy [III/II=V] (%)
7z.1 The number of individuals				#DIV/0!	#DIV/0!

# **SECTION 16**

## **Partnership Listing**

## 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	Community Based	Advent Health Manchester		Arlene Baker			210 Marie Langdon Drive Manchester, Ky	606-598-5104
Y	Referrals	Public Sector	Cabinet for Health & Family		Danny Owens			429 Memorial Drive Manchester, Ky	606-287-4475
Y	Referrals	Private Sector	CHFS/DCBS/Family Support		Connie				606-598-3382
Y	Referrals	Faith Based	Christian Appalachian Project		Tasha Valentine				606-256-2175
N	Referrals	Public Sector	Clay County Detention Center		Linda Smallwood			67 Shamrock Road Manchester, Ky	606-598-2133
N	Referrals	Community Based	Clay County Extension Office		Lora Howard			69 Jameson Road Manchester, Ky	606-598-2789
N	Referrals	Community Based	Clay County Health Department		Tammy Pennington			330 Shamrock Road Manchester, Ky	606-598-2425
Y	Referrals	Educational	Clay County High School Resource Center		Janine Morgan			415 Manchester Square Manchester, Ky	606-598-3737
N	Referrals	Community Based	Clay County Public Library					211 Bridge Street Manchester, Ky	606-598-2617
N	Referrals	Community Based	Community Connections		Jennifer Jackson			2718 US 421 Manchester, Ky	606-658-2276
Y	Referrals	Faith Based	Community Cooperative Care		Linda Lykins				
N	Referrals	Community Based	Cumberland River Behavioral Health		Melanie Yeager			1203 American Greeting Card Rd Corbin, Ky	606-528-7010
N	Referrals/Transportation	Community Based	Cumberland River Comp Care		Ashlie Doan			565 Muddy Gap Road Manchester, Ky	606-598-5172
Y	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	606-598-8122/606-598-5727
Y	Referrals	Faith Based	God's Closet		Ken Bolin			310 Main Street Manchester, Ky	606-598-5285
Y	Referrals/Case Management	Private Sector	Good Samaritan House					220 East 4th Street London, Ky	606-862-2872
Y	Referrals/Vouchers	Community Based	Goodwill		Sonya Johnson			829 South Main Street London, Ky	606-877-1138
Y	Referrals	Educational	Goose Rock Elementary Resource Center					364 Highway 1524 Manchester, Ky	606-598-3740
Y	Referrals	Educational	Hacker/Manchester Resource Ctr.		Katie Cornett			84 Hooker Road Manchester, Ky/1908 N Hwy 421 Manchester, Ky	606-598-3338/606-598-3444
Y	Referrals/Parent Classes	Community Based	Heart & Soul		Rachel Sims			769 Muddy Gap Road Manchester, Ky	606-599-8283
Y	Referrals	Community Based	Highlands Housing Corporation					362 Old Whitley Road London, Ky	606-728-0215
N	Referrals	Private Sector	Housing Authority of London/Manchester		Judy Hammack/Donna Philphot			308 Town Branch Road Manchester, Ky/100 Scott Street London, Ky	606-598-3884
N	Referrals	Private Sector	Housing Authority of McKee		Sandy Creech			1405 Roberts Court McKee, Ky	606-287-8777
N	Home Loans	Private Sector	Jackson County Bank		Kendall			123 N Main Street McKee, Ky	606-287-8484
N	Referrals	Educational	Jackson County Board of Education					Hwy 421 South McKee, Ky	606-287-7181
N	Referrals	Public Sector	Jackson County Child Support Office		Angie			PO Box 906 McKee, Ky	606-287-5230

## 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	Community Based	Jackson County Extension Service		Kim			1408 S Main Street McKee, Ky	606-287-7693
Y	Referrals	Community Based	Jackson County Food Bank					1257 McCammon Ridge Road McKee, Ky	606-287-8336
N	Referrals	Community Based	Jackson County Health Department		Christie Green			Hwy 421 South McKee, Ky	606-287-8421
Y	Board Members/Referrals	Educational	Jackson County High School Resource Center		Julie McCowans			560 Educational Mountain Dr. McKee, Ky	606-287-7155
N	Referrals	Community Based	Jackson County Home Health					40 Lakewood Drive McKee, Ky	606-287-8424
N	Referrals/Board Member	Community Based	Jackson County Judge Executive		Shane Gabbard			PO Box 175 McKee, Ky	606-287-8562
Y	Referrals	Educational	Jackson County Middle School Family Resource Center		Tammy Morgan			138 Hwy 587 McKee, Ky	606-287-8361
N	Referrals	Private Sector	Jackson Valley Apartments					1201 Jackson Valley Road McKee, Ky	606-287-7677
Y	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	606-878-8134
Y	Referrals	Community Based	Laurel County Section 8 Housing		Sandra McCowans			194 County Extension Road London, Ky	606-878-0512
Y	Referrals	Educational	McKee Elementary Family Resource Center		Heather Neeley			1005 Hwy 89 N McKee, Ky	606-287-7157
Y	Referrals	Private Sector	Red Bird Mission		Tracy			Hwy 66 Beverly, Ky	606-598-0520
Y	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	606-877-9109
N	Transportation/Referrals	Private Sector	Rural Transit Enterprises RTEC		Shirley Cummins			409 S Main Street London, Ky.	606-864-7300
Y	Referrals	Faith Based	Saint Williams Catholic Church					521 W 5th Street London, Ky	606-864-7500
Y	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	606-657-6504
N	Referrals	Community Based	UK Cooperative Extension Office						859-257-4302
Y	Referrals	Community Based	UK Kentucky Homeplace		Frances			313 E Central Street Harlan, Ky	606-574-0239
Y	Referrals	Community Based	United Way		Judy Nicholson			610 Sublimity School Road London, Ky	606-330-0702

**Community Action Council  
Community Partnerships**

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# **SECTION 18**

## **Indirect Cost Allocation Plan**



## **Appendix C**

### **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**

# COST ALLOCATION PLAN

## 1. Purpose Statement

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that Daniel Boone Community Action Agency, Inc. (DBCAA) will use to allocate costs to various programs, grants, contracts, and agreements.

2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government. DBCAA's cost allocation plan complies with these requirements as well as any additional requirements contained in specific grants, contracts, and agreements.

### Principles of Cost Allocation

1. Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs.
2. All allowable direct costs are charged directly to programs, grants, activities, etc.
3. Allowable direct costs that can be identified to more than one program are allocated individually as direct costs using an allocation method that is appropriate to the particular cost being allocated.
4. All other allowable general administration and general expenses (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, activities, etc. using an allocation method that results in an equitable distribution.

## 2. Direct and Indirect Costs

**Direct costs** are those that can be identified specifically with a particular final cost objective (i.e., staff time worked in a specific program, supplies for use in a specific program, staff travel for a specific program, etc.). DBCAA identifies and charges these costs exclusively to each benefitting award or program.

**Indirect costs** are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective (i.e., Executive Director, Administrative Assistant, and accounting staff time that 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/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 ensure 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 equitable distribution to both the Federal Government and the organization.

## **4. Cost Allocation Methods**

DBCAA uses the Direct Allocation Method described in 2 CFR Part 200. The Direct Allocation Method treats all costs as direct costs except general administration and general expenses.

Joint costs benefit more than one, but not necessarily all, grants or programs. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular grant or program. The following are examples of cost allocation methods and procedures DBCAA uses to allocate joint and indirect costs to benefiting programs and administrative functions.

Examples of joint costs are:

- Rental costs
- Operation & maintenance of facilities
- Telephone expenses
- Others as applicable

Examples of indirect costs are:

- Administrative costs
- Accounting Department costs
- Executive Director costs
- Others as applicable

Per Federal guidelines, each program, grant, etc. will be charged its fair share of costs. Any costs not reimbursed by a particular funding source will be charged to DBCAA's non-federal, discretionary funds.

DBCAA will use the following methodology in allocating costs to programs, grants, activities, etc.:

- Costs will be allocated to all programs on an equitable basis regardless of any limits imposed by funding sources.
- As much as possible, costs will be charged directly to benefiting programs.
- All remaining costs will be allocated using a base most appropriate to the particular cost being prorated.

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:

- Social Security
- Medicare
- Unemployment insurance
- Worker's compensation
- Health insurance
- Dental insurance
- Life insurance
- Retirement

- Other costs as deemed necessary

The total cost of all of the preceding fringe benefits shall be determined by adding the costs associated with each benefit. This total fringe benefit cost shall then be allocated in the same proportions as each employee's salary/wage.

Since the DBCAA financial accounting system tracks fringe benefit costs by individual employee, each such benefit cost shall be charged in the same proportion that each employee's salary/wage costs are recorded.

**Travel Costs** – Travel costs are allocated based on purpose of travel. All travel costs are charged directly to the cost objective for which the travel was incurred. Joint travel costs will be allocated to the benefiting cost objectives directly based on PARs or percentages of FTEs allocated to each program as documented through PARs. Travel costs that benefit all cost objectives will be charged to a cost pool and allocated based on methods described in Section 5 titled "Allocation of Administrative Costs".

**Professional Services Costs** – All professional services costs such as auditing, consultants, attorneys, etc. are charged directly to the cost objective for which the service was incurred. Professional services costs relating to the performance of agency-wide functions such as the annual audit will be charged to a cost pool and allocated based on methods described in Section 5 titled "Allocation of Administrative Costs".

**Office Supplies** – Office supplies used for a specific cost objective will be charged directly to that program. Joint office supply costs will be will be allocated to the benefiting cost objectives directly based on PARs or percentages of FTEs allocated to each program as documented through PARs. Office supply 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".

**Postage and Shipping** – Postage shall be charged directly to the grant or program/function based on the location's appropriate cost pool. Shipping costs shall be charged directly to 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 benefiting grant or program/function based on location or the appropriate cost pool.

**Insurance and Bonding** – Insurance and bonding required by or benefiting a specific grant or program/function is charged directly to the program requiring or benefiting 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 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 benefiting cost objectives directly based on PARs or 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 benefiting cost objectives directly based on location, on percentages of FTEs allocated to each program as documented through PARs, or square footage. 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 benefiting cost objectives directly based on program receiving the benefit. 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 grant or program/function. Joint Accounting Department costs will be prorated using the most appropriate base for that particular cost such as on the PARs, FTEs, etc. Accounting Department costs that benefit all cost objectives will be allocated using the methods described in the later section titled "Allocation of Administrative Costs".

**Rent** – Rent expense shall be charged directly based on approximate square footage occupied by programs and/or PARs.

**Utilities** – Utility costs for DBCAA's central office location shall be charged based on approximate square footage. General administration utility costs are further allocated to programs based on the approximate square footage occupied by each program to the total approximate square footage occupied by all programs. Utility costs for field offices will be charged based on location, specific programs occupying the space, and/or on PARs.

**Other Costs** – Other costs such as dues, subscriptions, fees, licenses, etc. that benefit a specific cost objective will be charged directly to the benefitting grant or program/function. Joint other costs will be allocated to the benefiting cost objectives directly based on percentages of FTEs allocated to each program as documented through PARs. Other costs that that benefit all cost objectives will be allocated using the methods described in the later section titled "Allocation of Administrative Costs".

**Unallowable Costs** – Costs deemed unallowable costs by 2 CFR Part 200 shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to federal awards. Unallowable costs will be charged to DBCAA's non-federal, discretionary funds.

## 5. Allocation of Administrative Costs

2 CFR Part 200.414 defines administration as "general administration and general expenses such as the director's office, accounting, personnel, and all other types of expenditures not listed specifically under one of the subcategories of "Facilities".

Costs which are directly associated with performance of administration as defined in 2 CFR Part 200.414 will be charged to the administrative cost center. The administrative cost center will also be charged for its fair share of costs which benefit administrative as well as program functions using the methods described above in the section titled, "Cost Allocation Methods".

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, fringe, and phone allowances 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:
  - 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 each program as determined from analysis of PARs for the previous month.

## 6. Examples

The following are examples of differing types of cost allocation methods that DBCAA may utilize for expenditures throughout a fiscal year.

### Example 1

Example Expenditure Amount = \$5,000

Example costs that benefit two or more specific programs, but not all programs, are allocated to those programs based on the ratio of each program's FTEs to the total FTEs of all benefitting programs as determined from PARs.

Fund	FTEs per PARs	%	Amount Allocated
CSBG	25	25%	\$ 1,250
LIHEAP	25	25%	\$ 1,250
Weatherization	50	50%	\$ 2,500
<b>Total</b>	<b>100</b>	<b>100%</b>	<b>\$ 5,000</b>

### Example 2

Example Expenditure Amount = \$1,300

For utility costs that are allocated based on approximate square footage, square footage for each program and general administration activities is considered in the analysis. General administration utility costs are further allocated to each program based on the approximate square footage occupied by each program to the total approximate square footage occupied by all programs.

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
<b>Total</b>	<b>1,000</b>	<b>100%</b>	<b>\$ 1,300</b>	<b>\$ 130.00</b>	<b>\$ 1,300.00</b>

### Example 3

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.

Fund	FTEs per PARs	%	Amount Allocated	Total GA Allocated
CSBG	20	22%		\$ 2,200
LIHEAP	7	8%		\$ 800
Transit	20	22%		\$ 2,200
Weatherization	27	30%		\$ 3,000
WIOA	16	18%		\$ 1,800
General Admin			\$ 10,000	\$ 0
<b>Total</b>	<b>90</b>	<b>100%</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>