



**LOUISVILLE METRO
COMMUNITY ACTION PARTNERSHIP
COMMUNITY SERVICES BLOCK GRANT
ANNUAL PLAN
2011-2012**

Community Action Partnership
Community Services Block Grant
2011 – 2012
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Louisville Metro Community Action Partnership

CSBG Annual Plan 2011-2012

Introduction to the Agency

Type of Agency and Role in Community

Louisville Metro Community Action Partnership (LMCAP) is a public non-profit agency originally formed by City of Louisville Ordinance #183, Series 1965. However, following merger of city and county governments in 2003, the new Louisville/Jefferson County Metro Government adopted revised ordinances (§ 32.885 through § 32.899) “for the purpose of making a change in designation of the existing community action agency pursuant to the terms of a new city-County interlocal cooperation agreement.” The Community Action Partnership serves as a corporation under KRS 273.410(2) in an exclusively charitable and educational capacity. Its primary purpose is “to foster and promote planning services and development efforts for the mobilization and utilization of resources, both public and private in Jefferson County, for a coordinated remedial attack on the conditions of poverty affecting the inhabitants of Jefferson County.”

Louisville Metro Community Action Partnership functions within the overarching framework of Louisville Metro Government. Louisville Metro Community Action Partnership is housed as a unit within the Department of Housing and Family Services, Family Services division. LMCAP, as a local government entity (designated as a public non-profit), is responsible for administration of the federal Community Service Block Grant (CSBG). In accordance with the rules and regulations of Community Service Block Grant, the Mayor serves as the agency’s governing board. A tripartite Administering Board formulates and recommends policies to the governing board and provides guidance and supervision to the Executive Director.

LMCAP’s **mission** is “promote financial empowerment for at-risk population by providing direct access to housing, employment, education, support services and resources; and to provide leadership and coordination in partnership with the community in the effort to remove barriers and provide opportunities for greater economic security.” It is the **vision** of the Louisville Metro Community Action Partnership “to serve as a catalyst to optimize the use of available resources through collaboration with policy makers, community members and a broad representation of the low-income as well as the private and public sector in order to promote self-sufficiency for all residents of Louisville Metro”. The team values of Louisville Metro Government and LMCAP include: integrity and transparency; trust and respect for all; a commitment to teamwork and partnerships; dedication to constant improvement; a belief that positivity produces superior results; and a sense of urgency for the work we do.

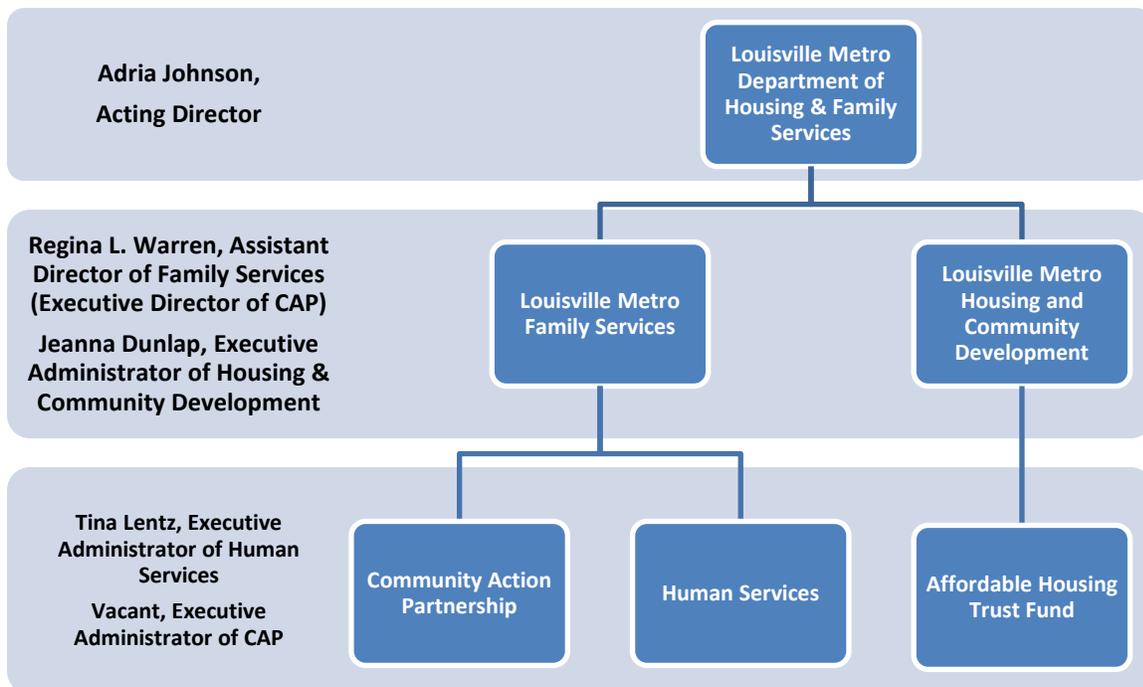
LMCAP continues to respond to the needs of Metro Louisville’s most vulnerable citizens in the midst of the financial and economic crisis. CSBG funding was allocated to address the continued need for job creation and job preservation, yielding outcomes in ROMA Goal 1: Low income people become more self-sufficient.

The “CAP on the Move” service delivery model is solely dedicated to bringing services to the doorsteps of our citizens and to making connections with human services agencies in our community. Community Action Coordinators are assigned to one (1) of the eight (8) service delivery areas in Jefferson County and are charged with the responsibility of anti-poverty, microenterprise, and neighborhood revitalization activities and initiatives. Efforts in this area focus on achieving outcomes in ROMA Goal 2: The conditions in which low-income people live are improved. Community Action Coordinators are focused on community initiatives to enhance the quality of life and increase opportunities for low income populations.

Our Moving Forward initiative has evolved and focuses on career assessment, self development, and career research and exploration by our customers. Case management and customer supports are incorporated to meet the individual needs of each customer while they participate in job shadowing and specialized training.

Pathways in Action, which is designed for incarcerated persons transitioning out of jail, continues to serve more customers. This 12-week self development curricula focuses on job readiness and life skills in conjunction with individual case management. Upon release, the case management is seamless and ongoing, though the client focus shifts to housing, transportation and employment.

Emergency assistance efforts, tell the story of hundreds of families trying to keep a warm roof over their heads in the winter and cool in the summer. Our Team HOPE case management team works with our most vulnerable customers in an effort to remove their barriers and renew their outlook.



Contact Information

As part of Louisville Metro Government Department of Housing and Family Services, Family Services division, Louisville Metro Community Action Partnership is under the direction of Ms. Regina Warren. Ms. Robin Grammer leads the business office for the Department of Housing and Family Services. Ms. Tonia Phelps is the CSBG program director. Contact information for each individual is included below.

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Geographic Area

LMCAP's service area consists of Jefferson County, Kentucky. This area is more generally referred to as Louisville Metro. Geographically Louisville Metro is mainly urban. With the exception of some outlier areas it is generally possible to travel by public transportation, although this requires a greater commitment of time the further one is outside of the city center. The majority of neighborhoods exhibit some level of walkability; however, residents may often have to travel long distances to access essential goods and services, particular groceries including fresh fruits and vegetables.

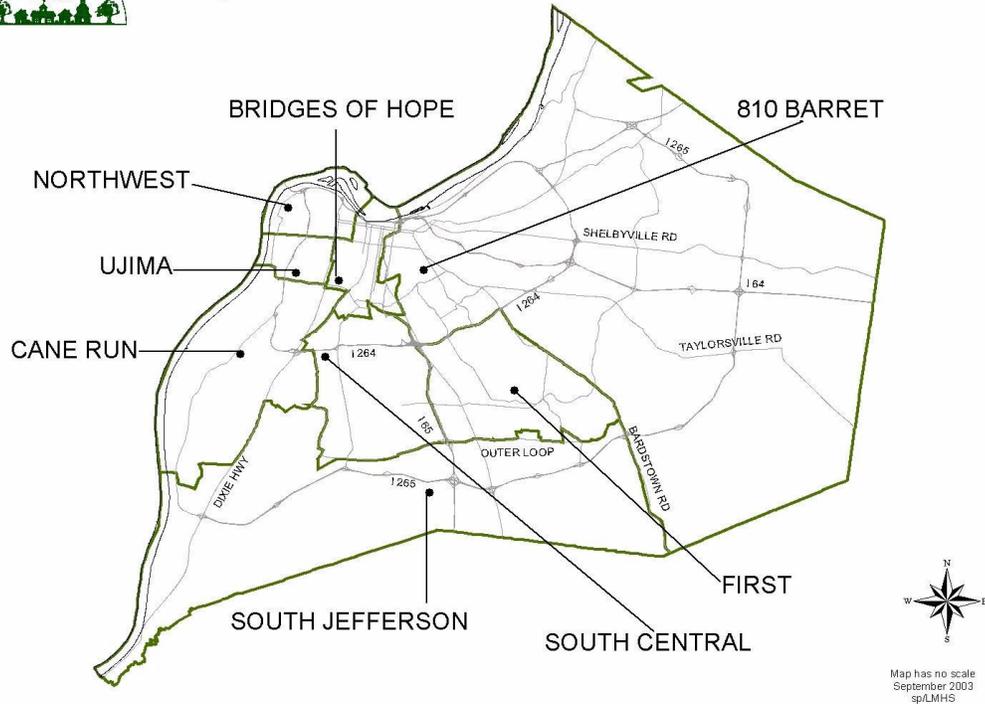
The 2005 – 2009 American Community Survey 5-Year Estimates put the population of Jefferson County at 711,317. Further demographics are summarized on the following page.

Jefferson County, Kentucky		
2005-2009 ACS 5-Year Averages		
Population	711,317	-
Households		
Total Households	295,134	-
Family Households	181,995	61.7%
With own children under 18 years	82,966	28.1%
Male householder, no wife present, family	11,802	4.0%
With own children under 18 years	6,058	2.1%
Female household, no husband present, family	43,515	14.7%
With own children under 18 years	26,403	8.9%
Race		
White	536,172	75.4%
Black or African American	139,818	19.7%
American Indian and Alaska Native	1,109	0.2%
Asian	13,525	1.9%
Native Hawaiian and Other Pacific Islander	688	10.0%
Two or more races	12,368	1.7%
Ethnicity		
Hispanic or Latino	22,653	3.2%
Not Hispanic or Latina	688,664	96.8%
Income		
Median Family Income	\$ 58,869	-
Mean Family Income	\$ 75,521	-
Families Below the Poverty Level		
All Families	-	11.4%
With related children under 18 years	-	18.4%
Families with female householder, no husband present	-	32.2%
With related children under 18 years	-	41.0%
Age of Housing Stock: Total Housing Units	328,118	
Built 2005 or Later	7,692	2.3%
Built 2000 to 2004	25,223	7.7%
Built 1990 to 1999	35,821	10.9%
Built 1980 to 1989	25,998	7.9%
Built 1970 to 1979	50,176	15.3%
Built 1960 to 1969	50,752	15.5%
Built 1950 to 1959	54,671	16.7%
Built 1940 to 1949	27,168	8.3%
Built 1939 or Earlier	50,617	15.4%

The agency, in an effort to unify data collection with Louisville Metro and share data with the Neighborhood Place partner agencies, as part of the Department of Housing and Family Services (including the Kentucky Cabinet for Health and Family Services), LMCAP adopted the Neighborhood Place service areas as its service boundaries in 2005. Each of the eight Neighborhood Place service areas has approximately 5,000 children on the Free and Reduced Lunch program (a reflection of poverty) and is comprised of census tracts for ease of data collection.

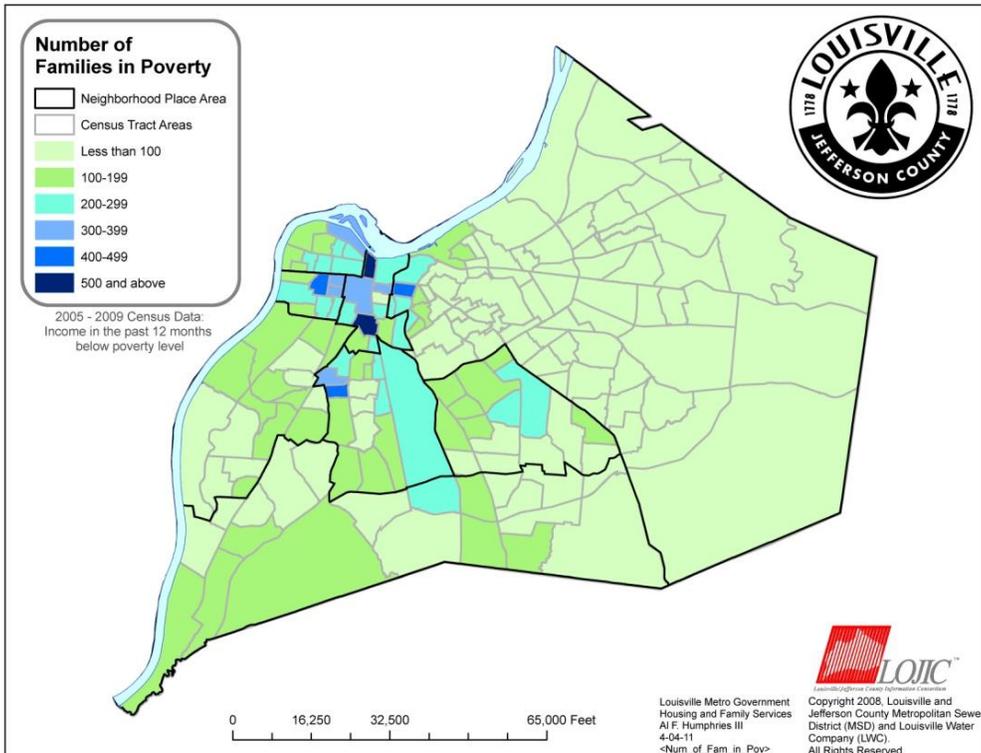
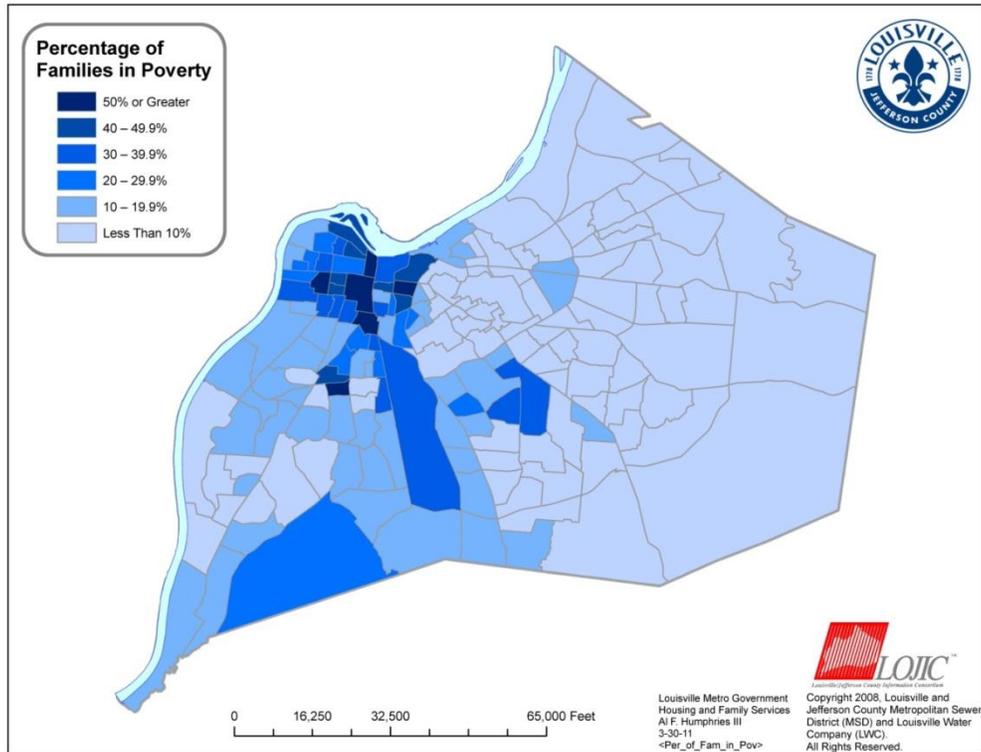


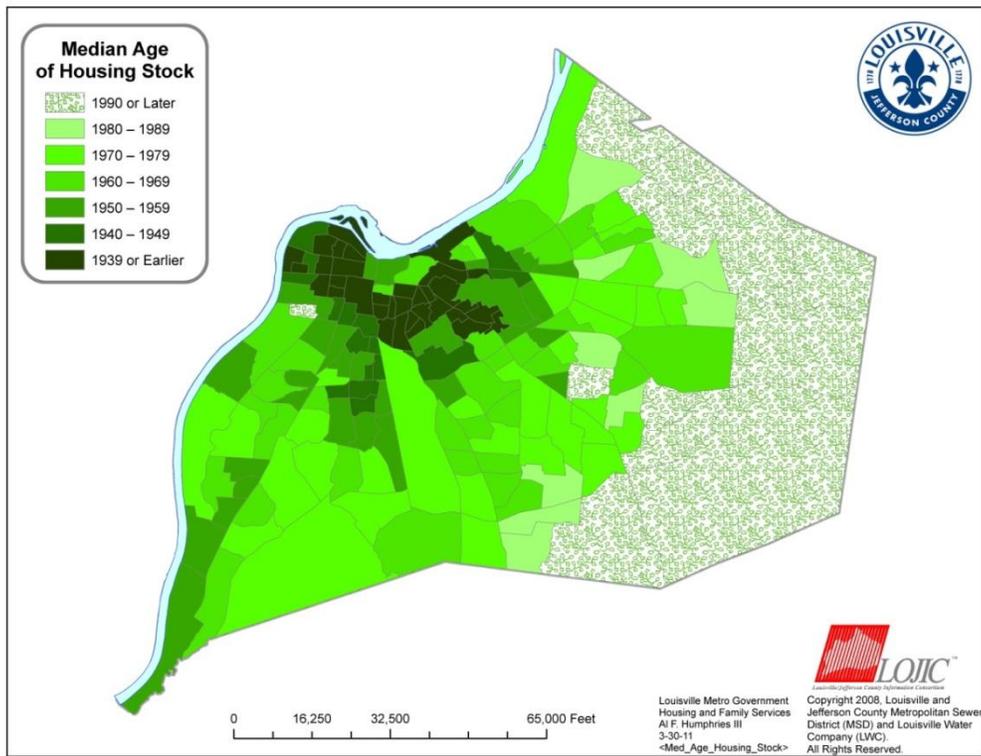
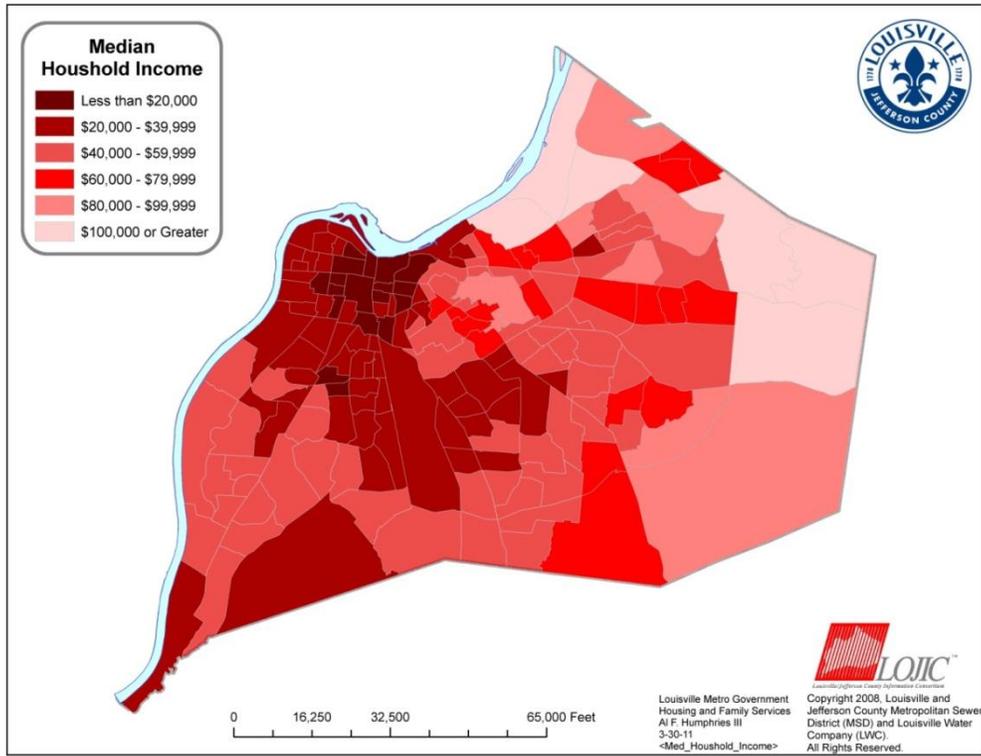
Neighborhood Place Service Areas



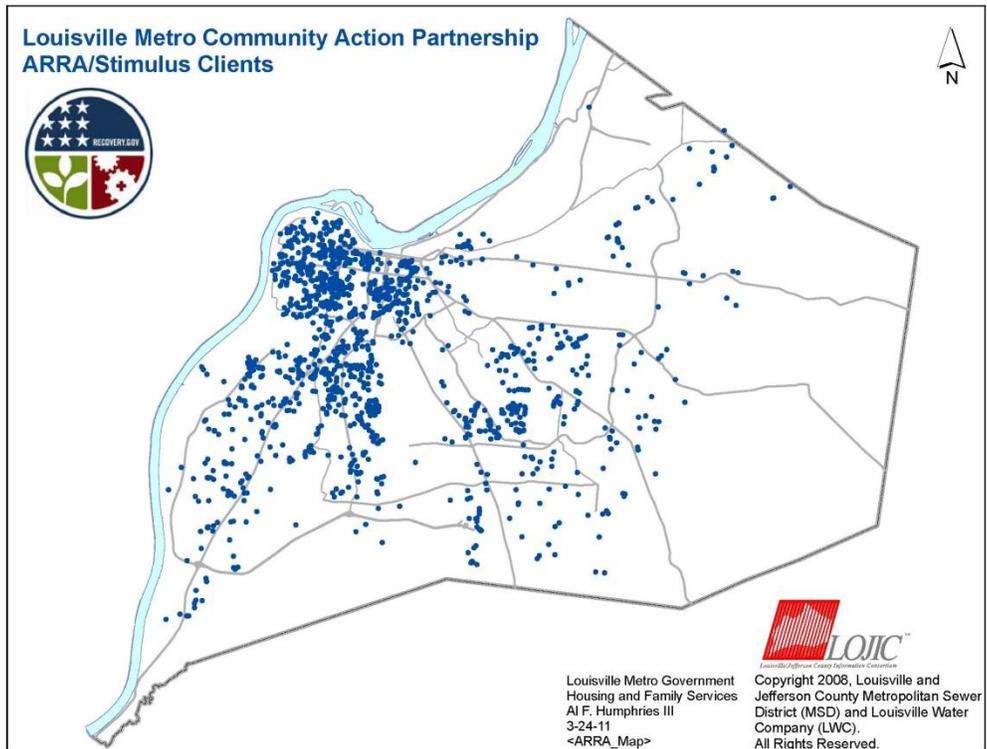
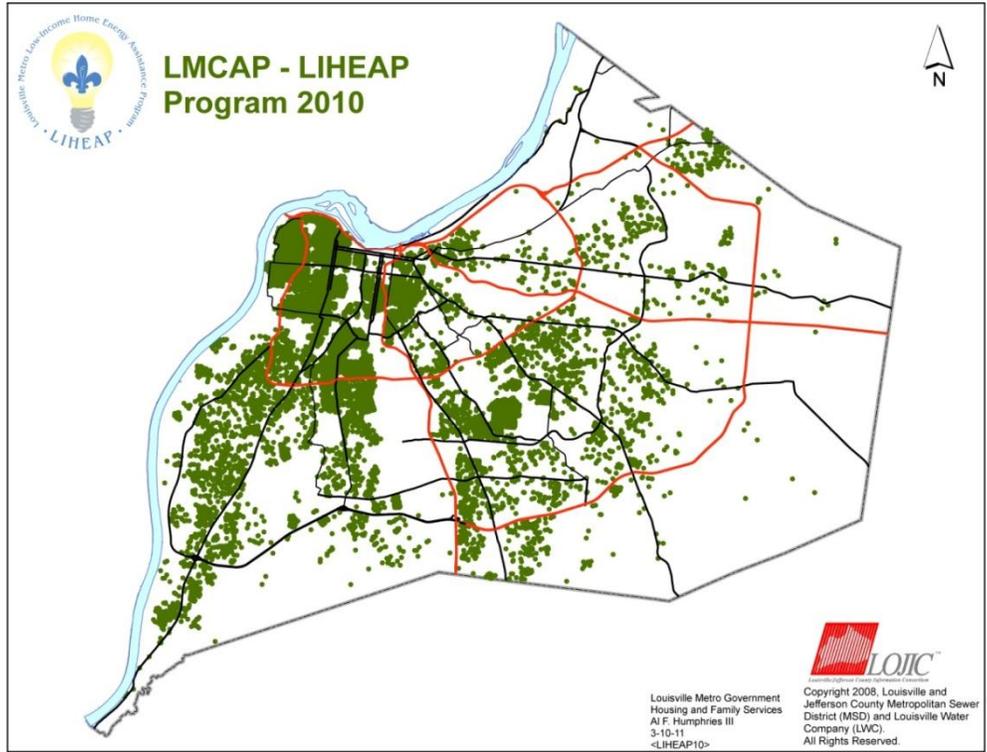
While those receiving services from LMCAP are dispersed throughout the county, there are several geographic areas where these services are concentrated. The residents in the northwestern and central areas of the county seek and receive a substantial portion of the agency’s services. Specifically, residents in zip codes 40203, 40210-12, 40215 and 40216 which make up parts of Northwest, Bridges of Hope, South Central, Ujima and Cane Run Neighborhood Places, receive the greatest proportion of services from LMCAP. These areas of the county experience some of the greatest needs within the community.

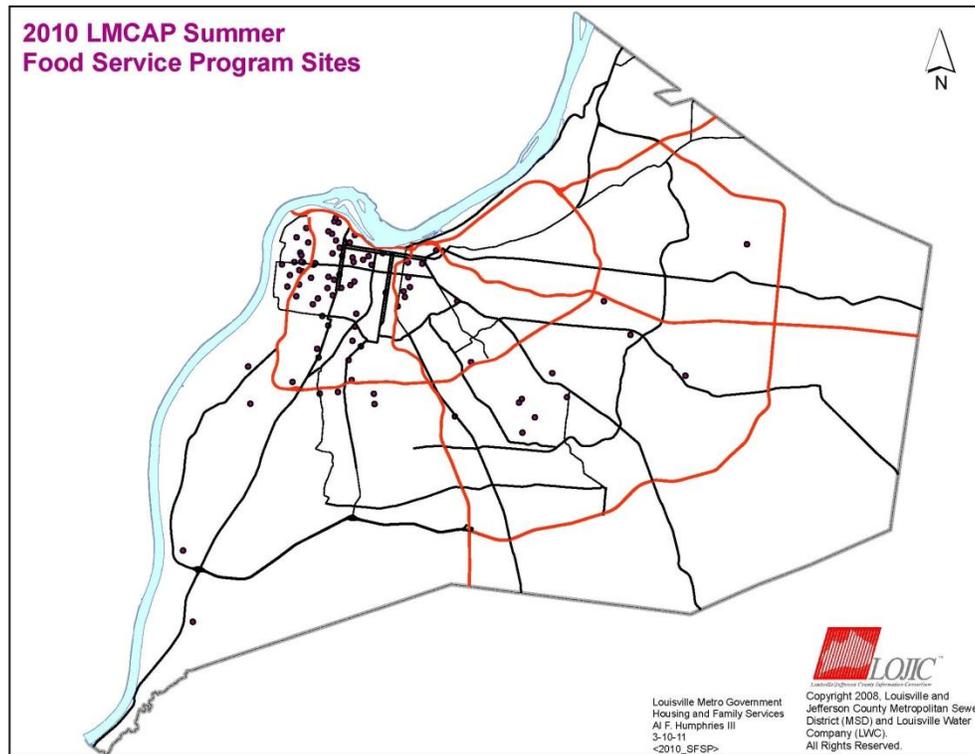
Further areas of greatest need are illustrated on the following maps. All data is courtesy of 2005-2009 American Community Survey 5-Year Averages.





To distinguish the areas served by programs of LMCAP, the following maps provide a visual representation, by program, of where customers reside.





While sites are clustered in the west end of Louisville, it is apparent that the program impacted children throughout Jefferson County. LMCAP, in cooperation with local sponsors of the Summer Food Service Program for Children continues to make efforts to extend services into underserved areas of Jefferson County, including the South Jefferson Neighborhood Place region.

Audit Assurance

Any independent public accounting firm contracted by Louisville Metro Government will operate in compliance with Community Services Block Grant audit specifications in accordance with 42 U.S.C. Section 9916 and requirements in OMB Circular A-133, as well as adhere to the contractual agreement between LMCAP and the Cabinet for Health and Family Services.

Compliance Assurance

LMCAP will comply with 45 CFR Part 74 except where state procedures, including Kentucky Administrative Regulations, specifically exclude certain sections of Part 74. LMCAP also operates in compliance with OMB Circular A-87 and 45 CFR Part 92.

Community Needs Assessment

Description of the Process

Each year, LMCAP administers a needs assessment survey to identify the areas of need and concern as identified by low income residents, service providers and community stakeholders. The client assessment tool was redesigned this past year to include an assessment of neighborhood conditions and concerns. Respondents were asked to evaluate the physical, social and economic conditions that prevail in the neighborhoods where they live and what will help residents in the neighborhoods to have a better quality of life. Respondents were also asked to identify the services that have been a priority in the past twelve months as well as the services they need to achieve their personal and professional goals. Service providers and community members were able to review the needs results and provide their input regarding services to be addressed. The assessment process enables residents, service providers and community members to identify, what, in their opinion, creates barriers for residents to achieve their goals.

Surveys were given to customers receiving services from LMCAP between the months of October and December. The surveys were distributed at three (3) LMCAP sites, ten (10) Senior Nutrition sites, eight (8) Neighborhood Places, Metro Corrections, Metro Corrections facilities, Louisville Free Public Library sites and the Nia Center. This allowed for a geographically dispersed sample of the population to be surveyed. In all, 826 surveys were completed and returned. Additionally, a focus group of LMCAP customers was held to elicit suggestions and feedback regarding customers' needs and their responses to the needs assessment results. Suggestions for additional programs and services were given to the focus group facilitator.

Once the set of results were tabulated, LMCAP's line staff met to consider the needs assessment results. In addition, they considered current programming, other pertinent information and the following for developing this year's service plan:

- keep economic success at the forefront
- no duplication of services
- be more collaborative and be cognizant of available community resources
- focus on accountability
- try not to dilute our services by being all things to all people
- identify LMCAP's service delivery strengths within the community served

A follow up meeting was held with community partners, service providers and supervisory staff to consider the needs assessment results and discussed the conclusions reached by the line staff in the prior meeting and made service activity recommendations for this fiscal year.

The CSBG service areas where ranked for 2011-2012:

<u>Rank</u>	<u>Area</u>
1.	Self Sufficiency
2.	Linkages
3.	Employment
4.	Education
5.	Emergency Services
6.	Income Management
7.	Nutrition
8.	Health
9.	Housing

LMCAP values Maslow’s Hierarchy of Needs Pyramid as a basic rationale for prioritizing the CSBG service areas. Basic needs of customers are viewed through the lens of providing food, shelter, basic health and emergency assistance. Employment readiness and sustainability, education and training, and financial literacy go hand-in-hand with providing for basic needs. Unemployment, the inability to find work and the existence of mental, emotional and social barriers negatively impact an individual’s ability to meet basic needs. This year, the focus is on empowering those who are able to achieve their employment and education goals, by providing a job training strategy that supports sustained livable wage employment and an education strategy that empowers adults who are pursuing higher education goals. The focus also includes individualized strategies to address barriers and supply the needed supports to individuals facing socio/economic conditions that inhibit their ability to obtain and secure gainful employment.



The overall ranking of the nine service areas was based on the strengths of our agency's current resources, and most importantly, the information captured through the community needs assessment. This process also served to avoid duplication, maximize resources, illustrate community partnerships and enhance agency accountability.

Self Sufficiency was ranked as the highest priority because it is our ultimate goal when providing services in each of the eight remaining service categories. All services contribute to achieving family economic success. There is also recognition that intensive case management that includes goal setting and plan achievement along with supports in other service categories is essential for individuals and families to move to "thriving" on the family scale.

During the work sessions of the line staff and management staff/community partners, the work groups identified the need to intensify our efforts to partner and collaborate with faith based organizations, community based organizations, job developers, employers, service providers and other organizations in the coming fiscal year. As a result, Linkages was elevated to the number two position during the ranking exercise.

Employment is the number three ranking priority due to the continuing high unemployment rate and the needs assessment responses. Increased energy and time are currently devoted to services in this category and this will continue into 2011-2012. Education is the fourth highest ranking service category, largely as it goes hand-in-hand with the category of employment. Emergency Services is fifth and aligns with LMCAP's commitment to address the most basic and emergent needs of Metro Louisville residents. Based upon needs assessment responses and the seemingly endless demand for emergency assistance, this service category requires great effort and resources. In addition, this service area also represents LMCAP's program, Low Income Home Energy Assistance Program (LIHEAP), which provides vital services to thousands of residents each year. Customers continue to identify significant needs in this service area on the community needs assessment, therefore this area will remain among LMCAP's top priorities.

Income Management is the ranked sixth in the list of priorities. Financial literacy services, including Individual Development Account (IDA) programs are available and offered throughout the community. These services will be utilized in concert with basic budget counseling services offered to all LMCAP customers.

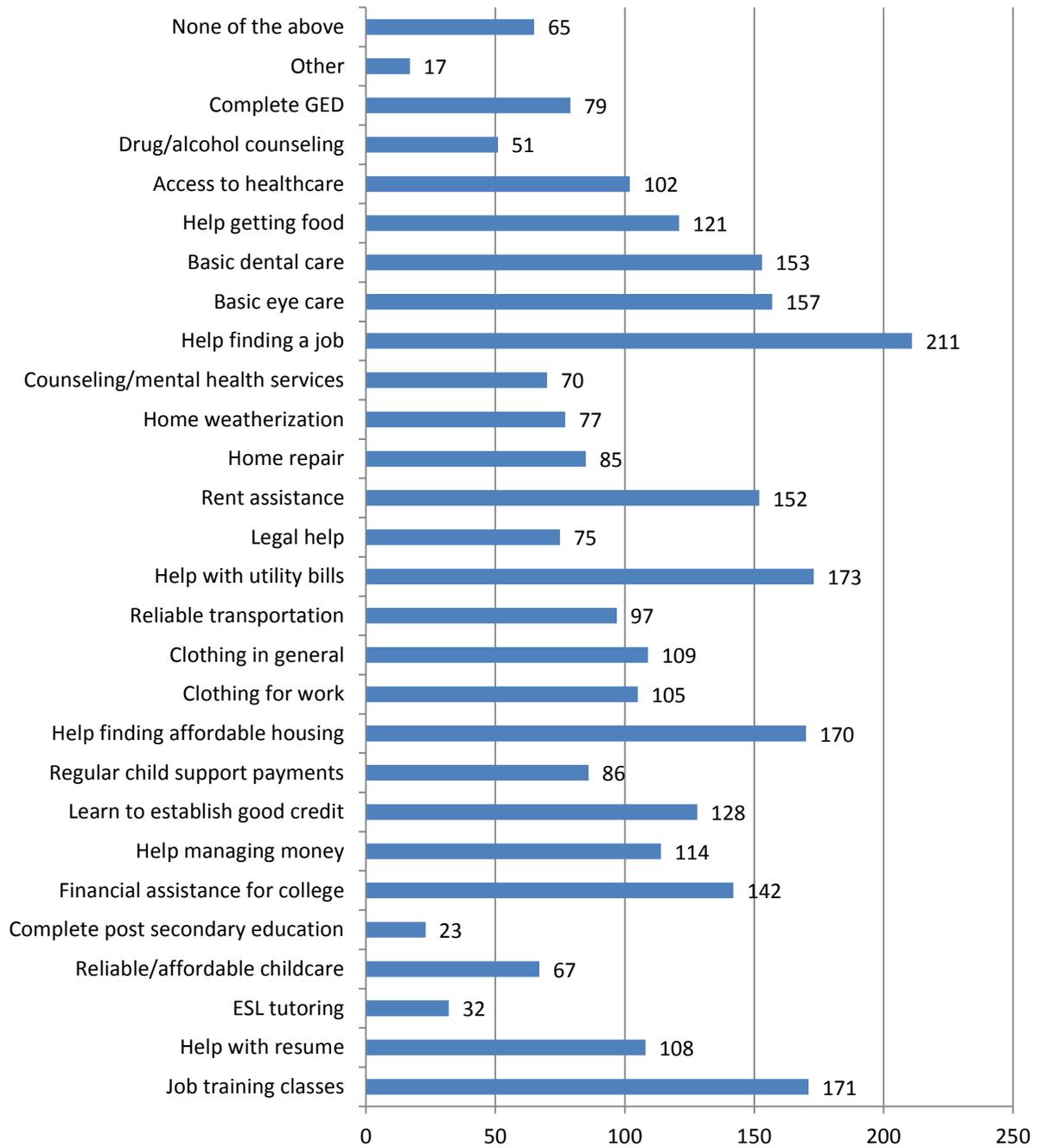
Nutrition moved to the seventh priority, as services in this area are staples within our agency, however program expansion and increased resources are not a part of the plan for the new fiscal year. Health and Housing are in the seventh and eighth positions, respectively. These services are provided by other agencies within the community and LMCAP will utilize these resources in an effort to avoid duplication and maintain effective community partnerships. LMCAP will provide referrals for health related assistance and for housing services. Realizing that resources are limited, agency programs have been designed to address these needs without duplicating current services available in the community.

Collaboration

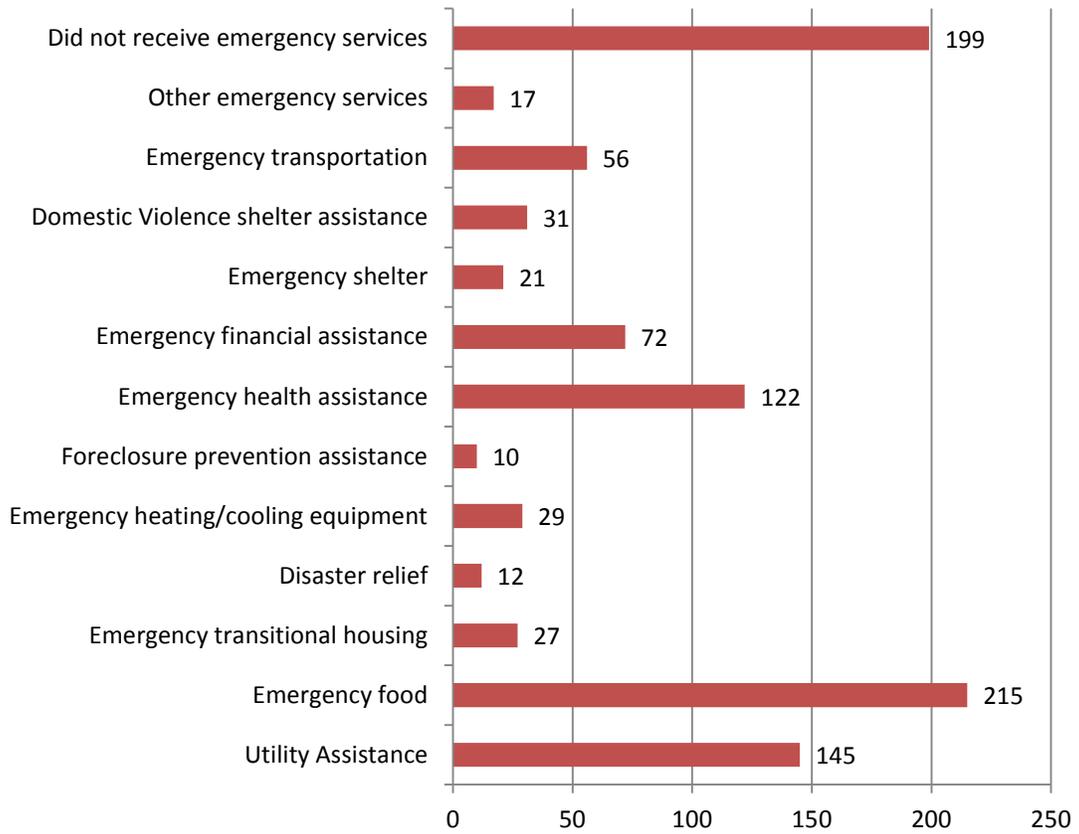
In all, 826 surveys were completed, returned, and included in the tabulation. LMCAP will administer the needs assessment throughout the year. LMCAP made the needs assessment surveys available to the community-at-large through several avenues. Surveys were presented to customers receiving LIHEAP Subsidy the three LMCAP locations. In addition, seniors participating in activities at ten (10) congregate sites were provided the opportunity to complete the survey. With the permission of each site's Administrator, copies of the survey were distributed to eight Neighborhood Place locations. Customers receiving services at the Nia Center and residents at the Louisville Metro Community Correctional facility, involved in the Pathways program, were surveyed. A focus group of LMCAP customers and community members was also conducted during the needs assessment process. LMCAP's Administering Board members also distributed needs assessment surveys throughout the community. Community partners and service providers participated in planning sessions with program staff and management to provide valuable input regarding the needs assessment process and how the results of the survey should be incorporated in the program plan.

Needs Assessment Results, N=826

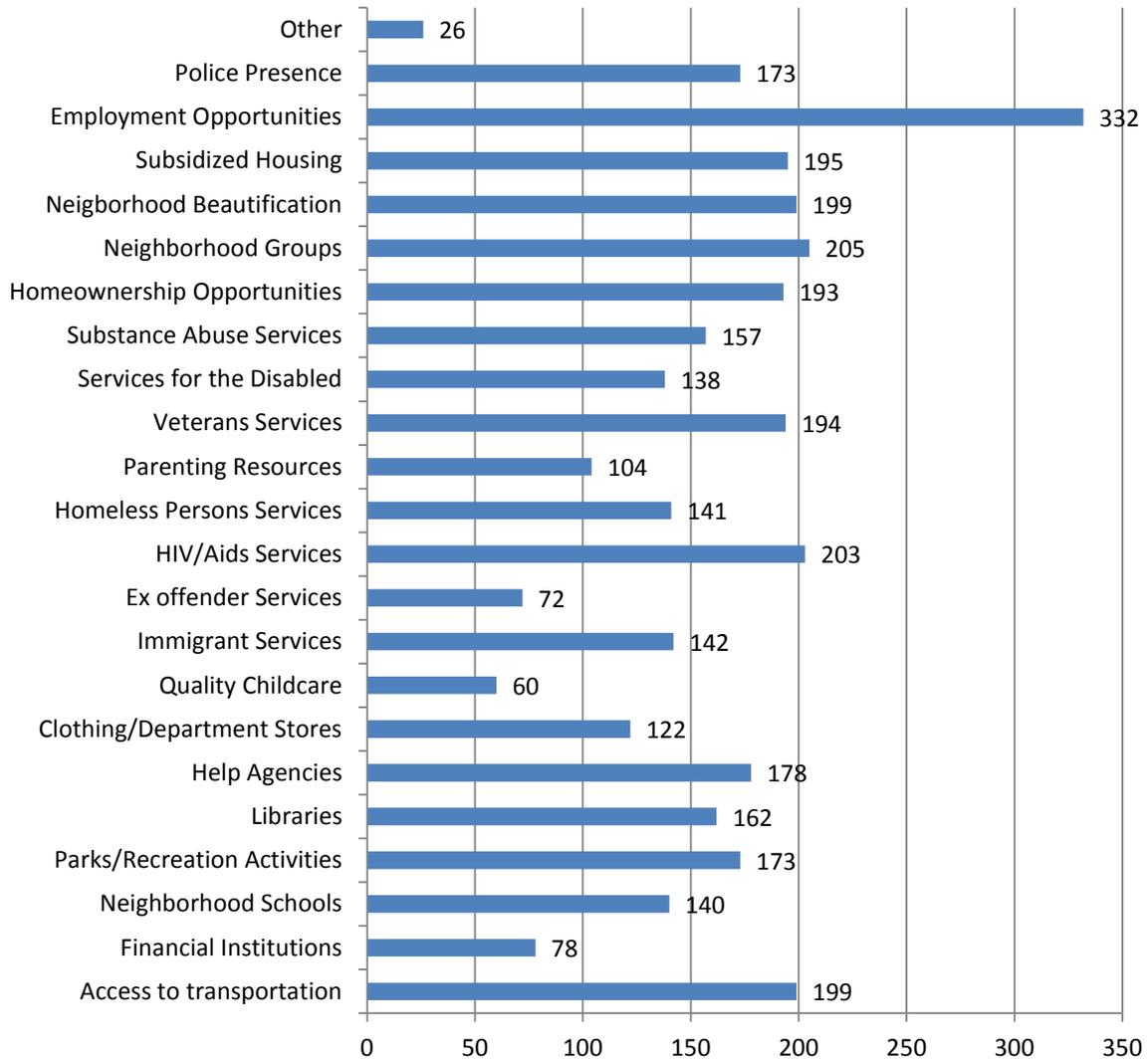
What do you feel may help you to reach your personal and professional goals?



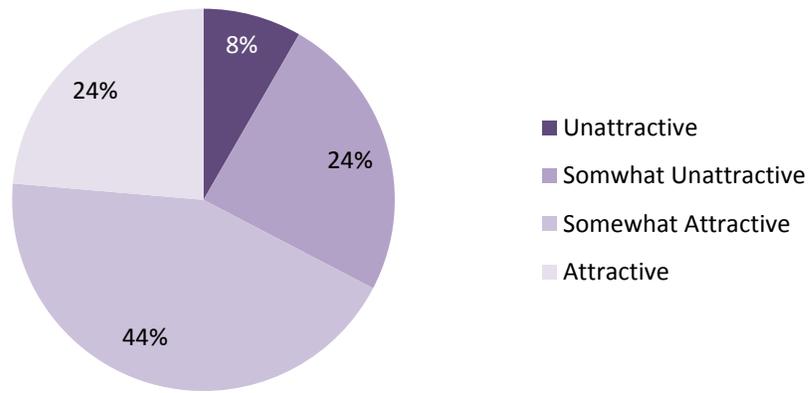
Emergency services received in the last twelve (12) months



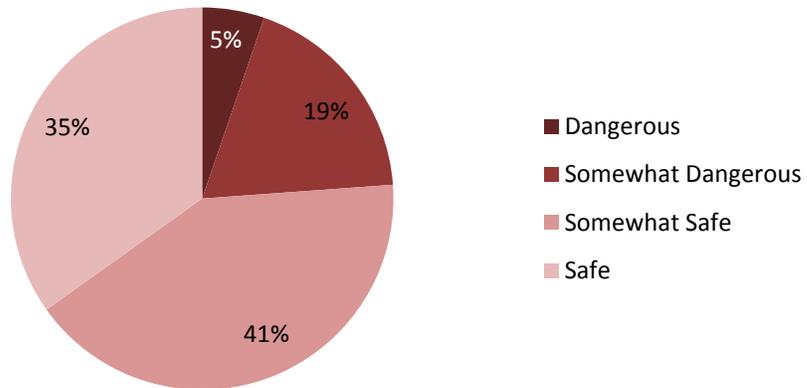
What would help your neighborhood and the people in your neighborhood to have a better quality of life?



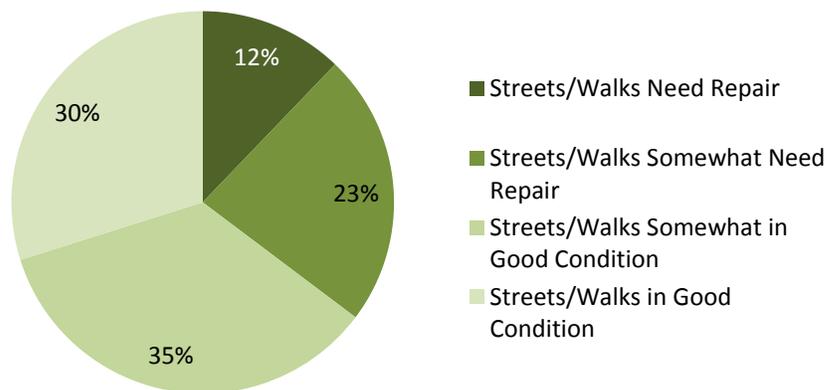
Neighborhood Characteristics: Attractiveness



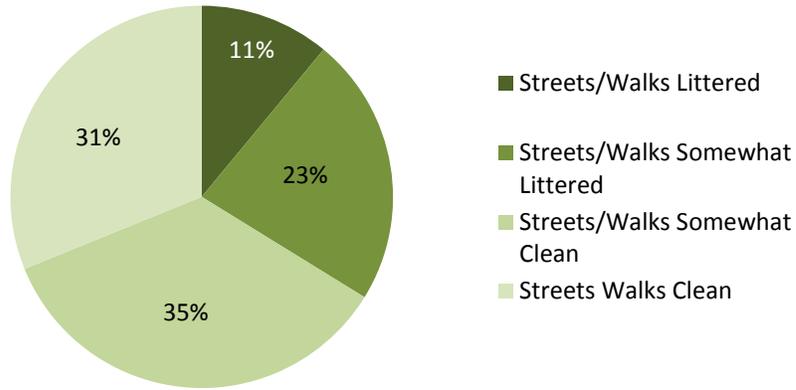
Neighborhood Characteristics: Safety



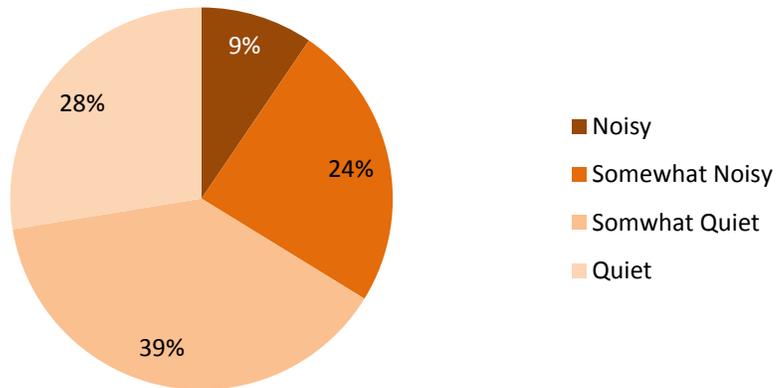
Neighborhood Characteristics: Streets



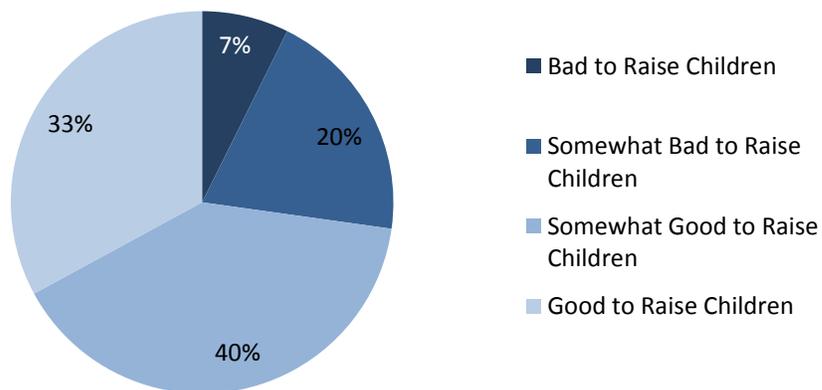
Neighborhood Characteristics: Streets



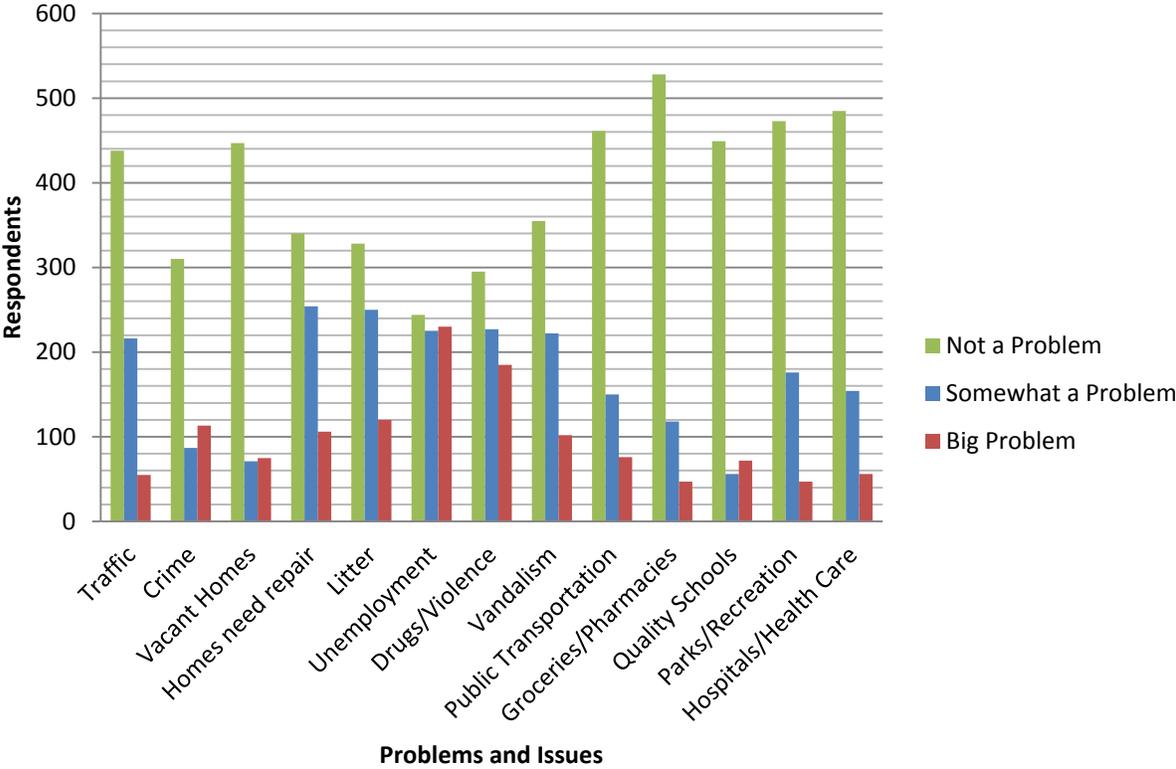
Neighborhood Characteristics: Noise

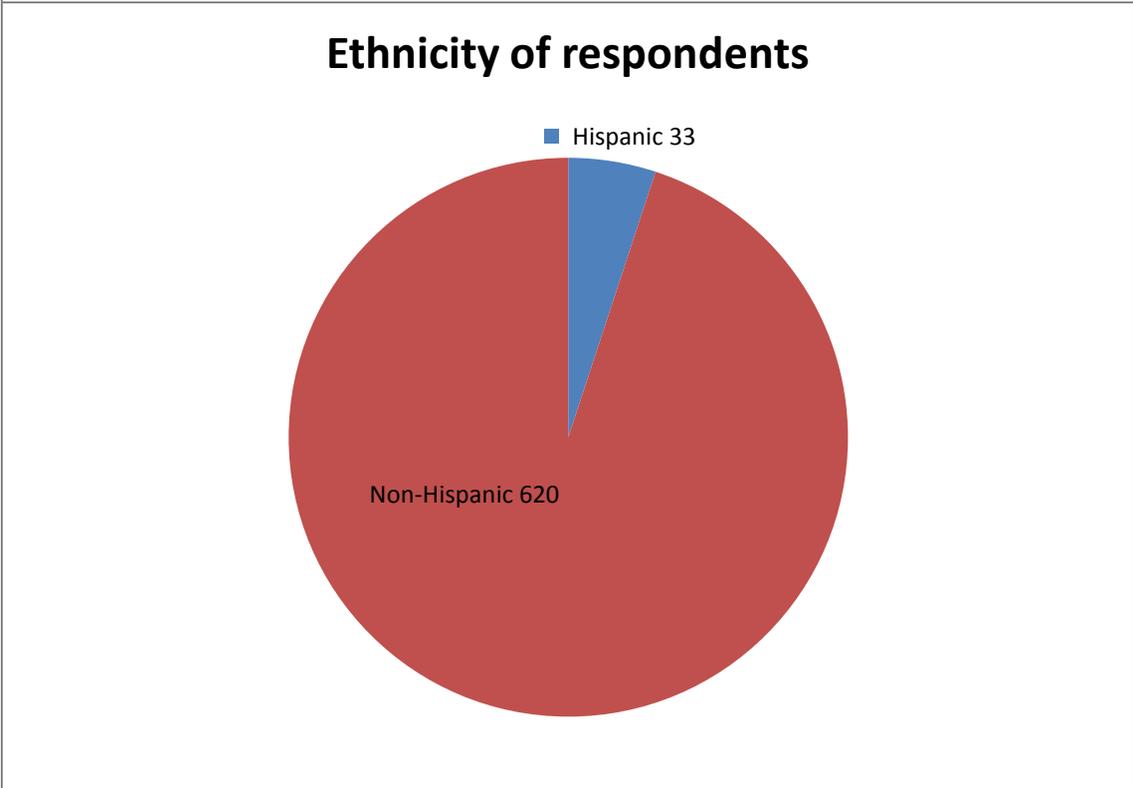
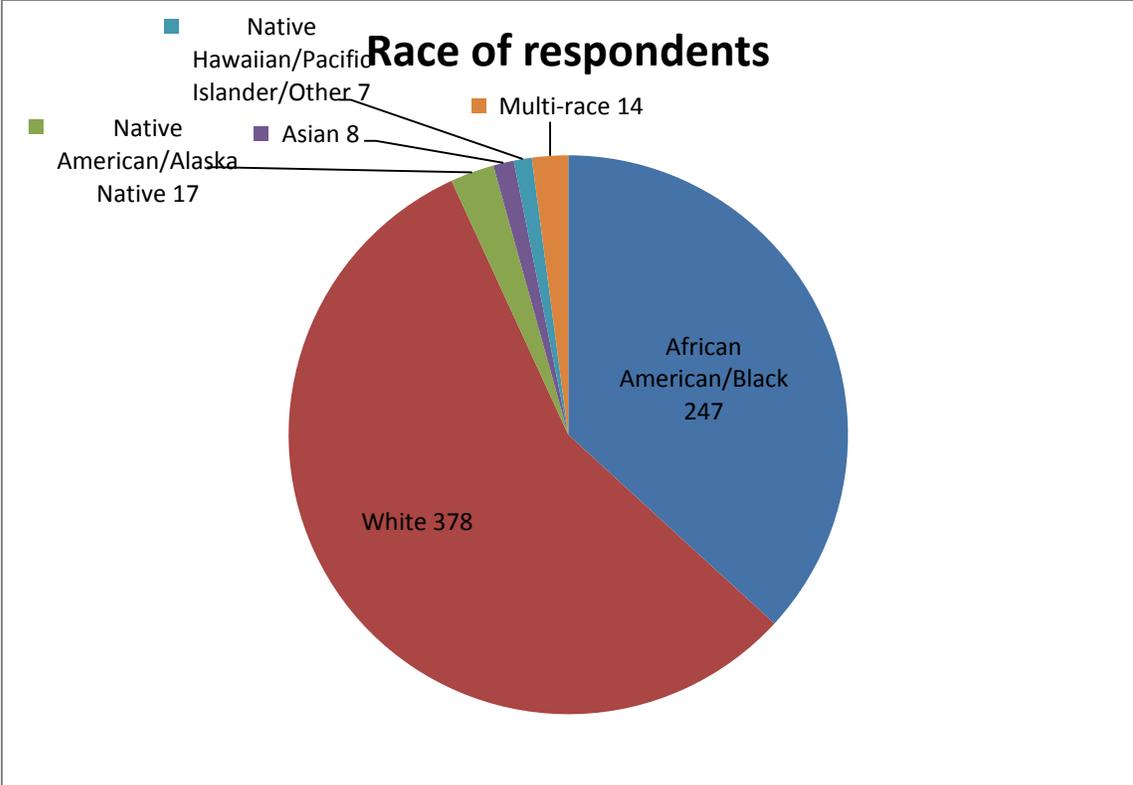


Neighborhood Characteristics: Raising Children

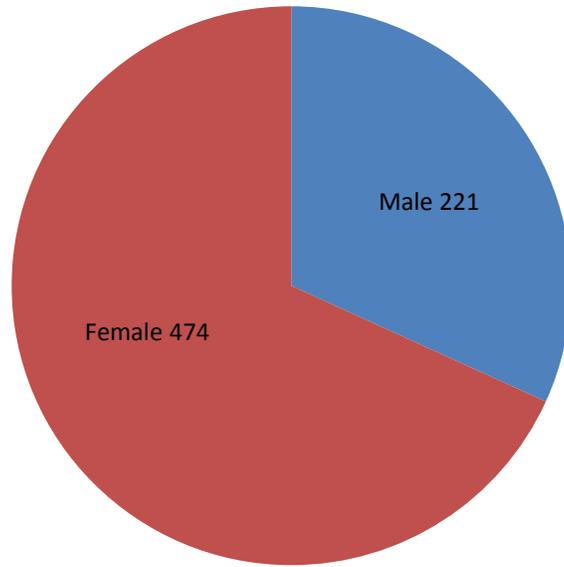


Neighborhood Conditions

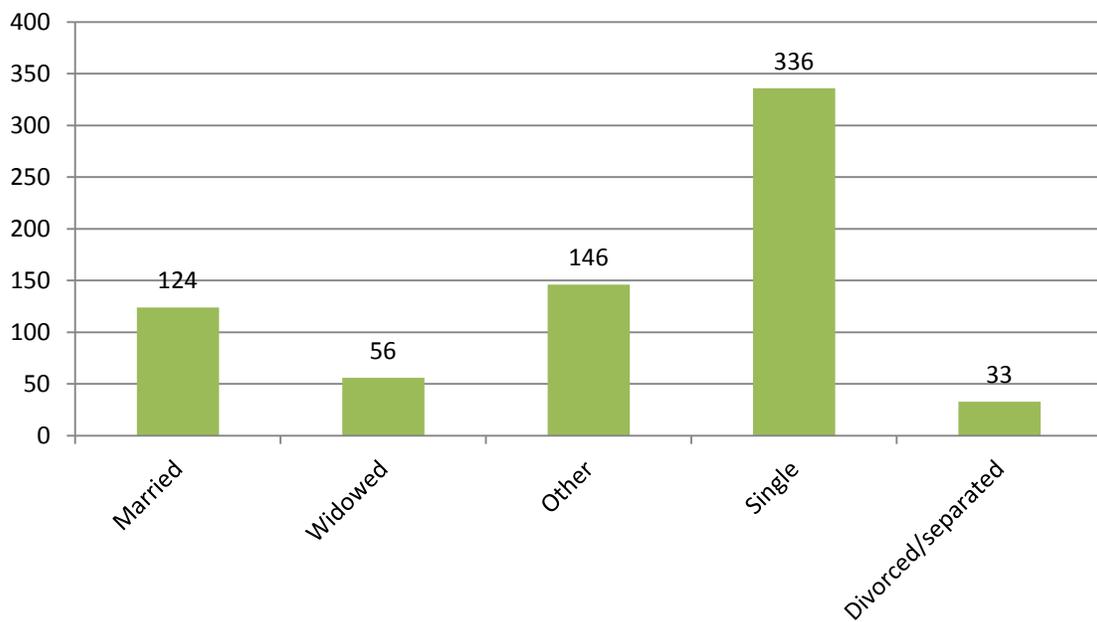




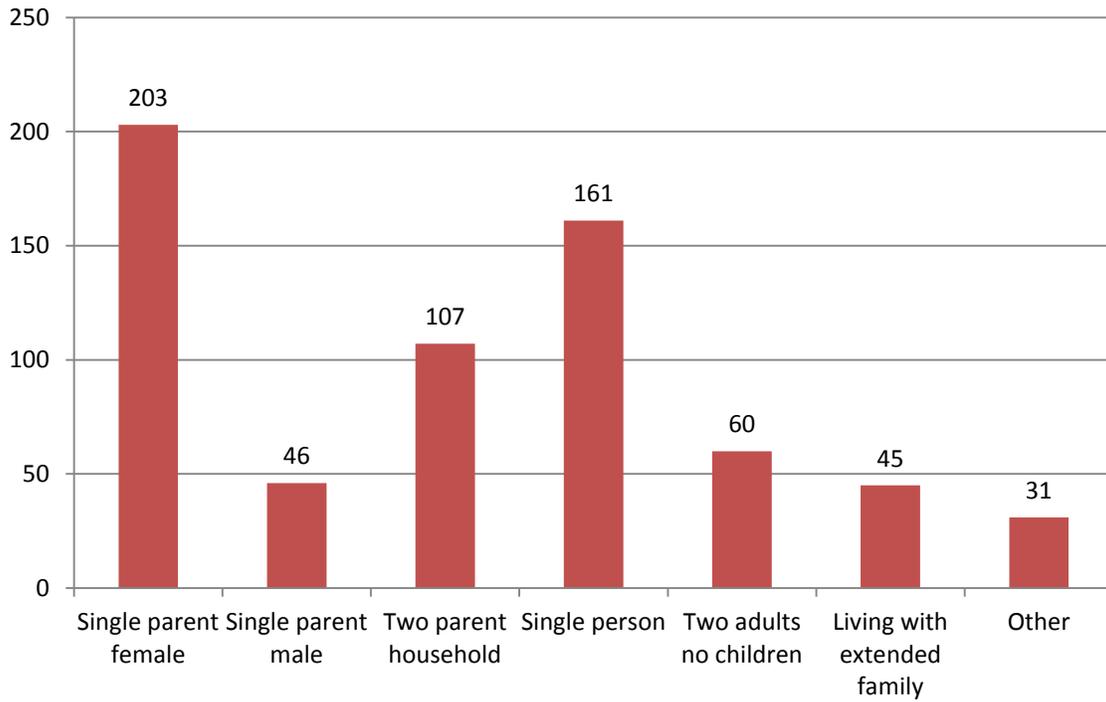
Gender of respondents



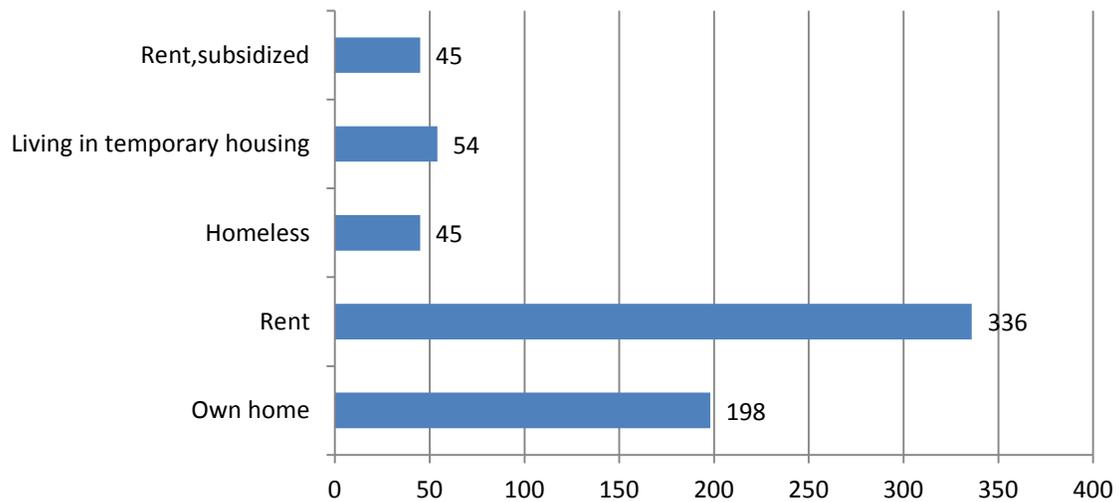
Marital status of respondents



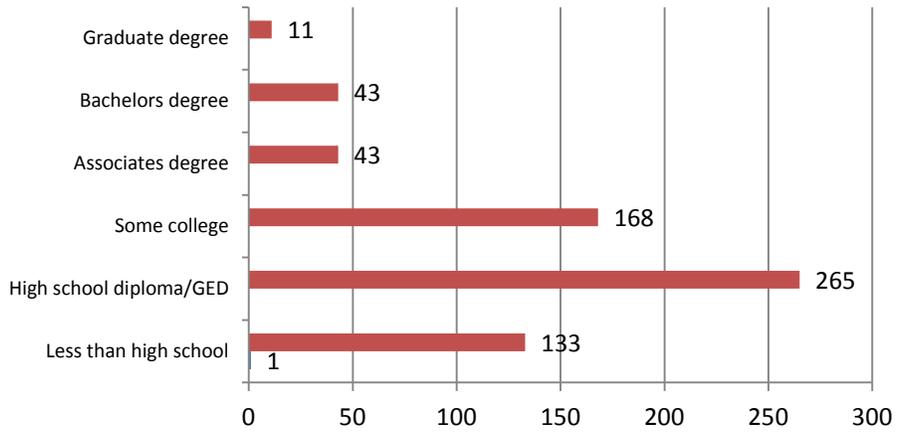
Household composition



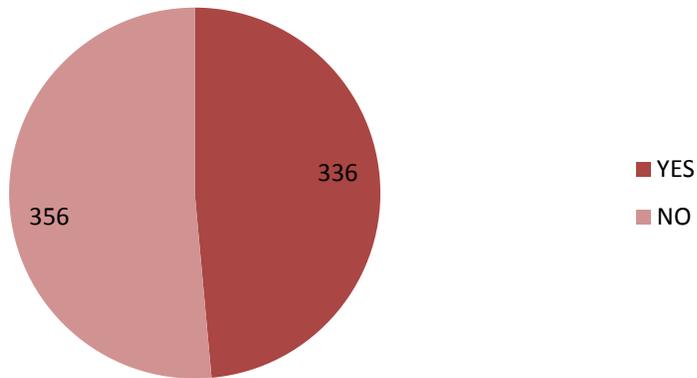
Which best describes your housing presently?



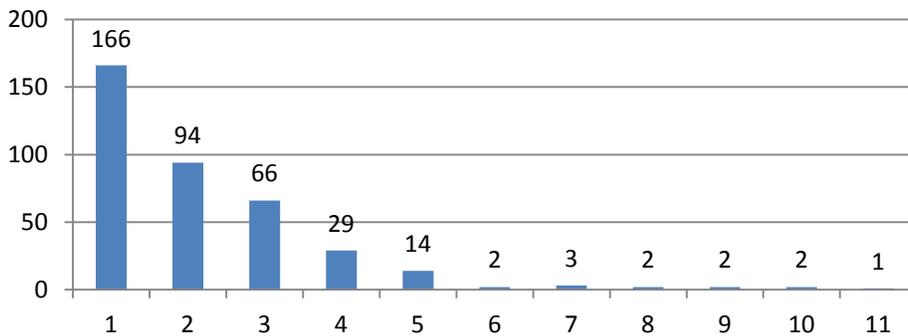
Highest grade level completed



Do you have health insurance?



How many children (under 18 years) live in your household at least six (6) months?





MARKING INSTRUCTIONS
 Correct ● Incorrect ⊗
 Do not COPY, STAPLE or FOLD

Louisville Metro Community Action Partnership (CAP) Needs Assessment

The needs and goals of Metro Louisville residents are an important part of Community Action Partnership's mission and planning process. Every year we, conduct a needs assessment survey to obtain the opinions of area residents, which requires your assistance. CAP staff and our Administering Board will review the results of the survey to develop a work plan that best meets our community's needs.

Please take a few moments to complete the following assessment. Shade in the circle next to the response that best describes your answer or you may write in an answer when the directions specify to do so. You may use a pen or pencil. **To ensure accuracy to this survey, the zip code MUST be bubbled in.**

1. Enter Zip Code:

⓪ ⓪ ⓪ ⓪ ⓪

① ① ① ① ①

② ② ② ② ②

③ ③ ③ ③ ③

④ ④ ④ ④ ④

⑤ ⑤ ⑤ ⑤ ⑤

⑥ ⑥ ⑥ ⑥ ⑥

⑦ ⑦ ⑦ ⑦ ⑦

⑧ ⑧ ⑧ ⑧ ⑧

⑨ ⑨ ⑨ ⑨ ⑨

2. Please review the following potential neighborhood conditions and indicate the extent to which each is a problem in your neighborhood.
 (Bubble in one response for each item listed below)

	Not a Problem	Somewhat of a Problem	Big Problem
Traffic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crime	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vacant homes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homes in need of repair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Litter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unemployment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drugs/Violence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vandalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of access to public transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of grocery stores/pharmacies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of quality schools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
No access to parks/recreation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lack of hospital/medical care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Think about the neighborhood where you live and indicate which characteristics most closely match your neighborhood on a scale from 1 to 4.

Dangerous	Somewhat Dangerous	Somewhat Safe	Safe	Unattractive	Somewhat Unattractive	Somewhat Attractive	Attractive
①	②	③	④	①	②	③	④
Streets/ walks in need of repair	Streets/ walks somewhat in need of repair	Streets/ walks somewhat in good condition	Streets/ walks in good condition	Streets/ walks littered	Streets/ walks somewhat littered	Streets/ walks somewhat clean	Streets/ walks clean
①	②	③	④	①	②	③	④
Noisy	Somewhat Noisy	Somewhat Quiet	Quiet	Bad place to raise children	Somewhat of a bad place to raise children	Somewhat of a good place to raise children	Good place to raise children
①	②	③	④	①	②	③	④

4. What would help your neighborhood and the people living in neighborhood to have a better quality of life? (Bubble in all that apply to you.)

<input type="radio"/> Access to public transportation	<input type="radio"/> Services for Persons with HIV/AIDS	<input type="radio"/> Increased access to subsidized housing
<input type="radio"/> Access to financial institutions (banks, credit unions)	<input type="radio"/> Services for Homeless Persons	<input type="radio"/> Increased employment opportunities
<input type="radio"/> Access to quality neighborhood schools	<input type="radio"/> Parenting Resources	<input type="radio"/> Increased police presence
<input type="radio"/> Access to parks/recreational activities	<input type="radio"/> Services for Veterans	<input type="radio"/> Other _____ (please write in)
<input type="radio"/> Access to a library	<input type="radio"/> Services for Persons with Disabilities	
<input type="radio"/> Access to help agencies (social services)	<input type="radio"/> Services for Victims of Domestic Violence	
<input type="radio"/> Access to clothing/department stores	<input type="radio"/> Services for Persons with Substance Abuse problems	
<input type="radio"/> Access to quality childcare	<input type="radio"/> Increased opportunities for homeownership	
<input type="radio"/> Services for immigrants	<input type="radio"/> Increased neighborhood groups (clubs, block watches)	
<input type="radio"/> Services for Ex-Offenders	<input type="radio"/> Increased neighborhood beautification projects	

5. What emergency services have you or your family received in the last twelve (12) months (Please bubble in all that apply)?

- | | |
|--|--|
| <input type="radio"/> Utility assistance | <input type="radio"/> Financial assistance (rent, mortgage, etc) |
| <input type="radio"/> Food | <input type="radio"/> Emergency Shelter |
| <input type="radio"/> Transitional housing | <input type="radio"/> Domestic violence shelter/assistance |
| <input type="radio"/> Disaster relief | <input type="radio"/> Transportation |
| <input type="radio"/> Heating/cooling equipment | <input type="radio"/> Other _____ (please write in) |
| <input type="radio"/> Foreclosure prevention assistance | <input type="radio"/> Did not receive any emergency services in the last year. |
| <input type="radio"/> Health assistance (prescriptions, emergency care, etc) | |

6. What do you feel may help you to reach your personal and/or professional goals? (Please bubble in all that apply)

- | | | |
|---|---|---|
| <input type="radio"/> Job training classes | <input type="radio"/> Clothing for work | <input type="radio"/> Basic eye care |
| <input type="radio"/> Help with resume | <input type="radio"/> Clothing in general | <input type="radio"/> Basic dental care |
| <input type="radio"/> English as a second language tutoring | <input type="radio"/> Reliable transportation | <input type="radio"/> Help getting food |
| <input type="radio"/> Reliable/affordable childcare | <input type="radio"/> Help with utility bills | <input type="radio"/> Access to healthcare |
| <input type="radio"/> Complete post-secondary education | <input type="radio"/> Legal help (a lawyer) | <input type="radio"/> Drug/alcohol counseling |
| <input type="radio"/> Financial assistance for college | <input type="radio"/> Rent assistance | <input type="radio"/> Complete GED |
| <input type="radio"/> Help managing money | <input type="radio"/> Home repair | <input type="radio"/> Other _____ (please write in) |
| <input type="radio"/> Learn how to establish good credit | <input type="radio"/> Home weatherization | <input type="radio"/> None of the above |
| <input type="radio"/> Regular child support payments | <input type="radio"/> Counseling/mental health services | |
| <input type="radio"/> Help finding affordable housing | <input type="radio"/> Help finding a job | |

7. What is your gender?

- Female
 Male

8. Is your ethnicity Hispanic or Latino?

- Yes
 No

9. Choose "one or more" races with which identifies you.

- African American/Black
 White
 American Indian/Alaska Native
 Asian
 Native Hawaiian/Pacific Islander/Other
 Multi-race

10. Which best describes your marital status?

- Married
 Single
 Widowed
 Living together
 Divorced/Separated
 Other

11. Do you have health insurance?

- Yes
 No

12. How would you describe your household?

- Single parent/female
 Single parent/male
 Two-parent household
 Single person
 Two adults/no children
 Living with extended family
 Other _____
 (please write in)

13. How many children (under 18 years) live in your household at least six (6) months out of the year?

- | | | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | More than 10 |
| <input type="radio"/> |

14. Which best describes your housing presently?

- Own home
 Rent
 Homeless
 Living in temporary/transitional housing
 Rent, subsidized (Section 8, Public housing)

15. What is the highest grade level that you completed in school?

- Less than high school
 High School diploma/GED
 Some college
 Associates degree
 Bachelors degree
 Graduate degree

This project is federally funded, in part, by the Community Services Block Grant Act from the U.S. Department of Health and Human Services, under a contract with the Kentucky Cabinet for Health and Family Services.

RJR:tl:se 9/8/2010

Summary of CSBG Focus Group Summary

Five customers of Louisville Metro Community Action Partnership attended a 1.5 hour focus group on January 27, 2011. The focus group was held at 810 Barret Avenue from 2:00-3:30pm. The focus group was intended to elicit suggestions, needs, and feedback from CAP customers regarding needs in the Louisville community for CAP to incorporate in the annual planning for year 2011-12.

All participants were current or past customers of CAP services, and all in representation of a different CAP program. Also in attendance was CAP staff Maribeth Schneber and Erin Waddell. The focus group began with an explanation of the CAP annual planning process and the importance of customer input.

The following points were incorporated to facilitate the discussion:

What needs in the community do you feel are unmet or insufficiently met?

What efforts or initiatives would you like to see stressed in your community?

Are there methods or ways that CAP could get more involved with your neighborhood or ways to more effectively reach people?

Anything else you would like CAP to know as we consider needs and plan for the next year?

There were common themes which surfaced throughout the focus group discussion:

- The need for job training programs and funding (job training opportunities specific to the Louisville job market)
- Gaps in the affordable housing services
- Underemployment
- The issue of waiting lists for public benefits
- The need for collaboration with other services to effectively move clients through resources
- Education at an early age regarding life skills/money skills
- The need to help residents understand resources available in the community (teaching people to tap into services)
- Increased computer access
- Support for small/micro businesses
- Awareness of poverty related issues
- Mentor/partner/support group to connect residents with people who have moved themselves out of poverty

Summary of CSBG Planning Meetings

CSBG Planning Meeting January 28, 2011 8:30 a.m. - 4:30 p.m.

In Attendance

Tonia Phelps, Brooke Searcy, Erin Waddell, Teshanna Brown, Brandi Scott, Shannon Maxey, Jessica Graham, Rebecca Brenzel, Samantha Davis, Tracey Harper, Da-Net Jarmon, Stevonea McDonald, Gary Rockne, Nneka Moseley, Maribeth Schneber, Maggie Peak, Ciceley Bishop, Joi Boyd, Nicole Schaftlein, and Robbie Blair attended the meeting.

Discussion

The Annual CSBG Planning Session for Fiscal Year 2011-2012 was conducted on January 29, 2011 at the Iroquois Amphitheater Community Conference Room. The Education, Training and Employment Division and the Community Action Coordinators were lead by Tonia Phelps, CSBG Director, in a review of the following:

- The Reporting Ladder for CSBG Funding
- FY11 Outcome Indicators as of 12/31/10
- LMCAP Mission
- CAP's Menu of Services (Programs)
- Needs Assessment Results
- CSBG Priorities

Erin reviewed the Reporting Ladder and explained the reporting process, which showcases our agency's outcomes. She explained how the funds are a federal grant which passes through the state government to our agency. She also informed the team that our Activity Reports are reported to CAK who reports them to NASCSP, they then pass our reports onto the Department of Health and Human Services, and then they report to Congress. Erin also distributed a handout regarding the History of Community Action to help the team better understand our origin.

Tonia then reviewed the FY 11 Outcome Indicators Report (ROMA); achieved through December 31, 2010, for all 23 Community Action Agencies to help the team better understand how our agency compares to the other Community Action Agencies. The main challenge for our case workers is the area of employment. The team proceeded to discuss various indicators and how they could possibly improve our reporting methods to better capture everything our agency accomplishes throughout the year.

The staff also identified several ways we could improve on our service delivery and they are the following:

- Community outreach through home visits to customers
- Making connections with community groups
- Building relationships with the business community
- Increasing collaboration with local service providers
- Reduce duplication of services
- Include a green initiative program

Tonia then presented the group with Louisville Metro Community Action Partnership's Mission Statement, which was the following: To eliminate poverty and its effects among Louisville Metro Residents, one family at a time. The team brainstormed and came up with a new mission statement to better capture our mission as an agency and it is the following: To promote self sufficiency for Louisville Metro Residents through education, employment, support services, and community collaboration.

Tonia then discussed CAP's many different programs with the team and asked for their input regarding which programs should be enhanced, no longer exist, etc. This was very helpful because we were able to identify what our case managers felt were the most beneficial programs for their clients. They used the following points to lead their discussion:

- What works?
- What doesn't?
- Where are the overlaps/duplications in services?
- How are we doing (measurable outcomes)?

Tonia then assigned each case worker 15 points and asked them to distribute their points amongst seven of our programs so we can better prioritize which programs they feel are the best. The top 8 are the following programs that received the most points:

- Moving Forward job training - received 40 points
- Individualized Employee Counseling Services- received 38 points
- Self Sufficiency/Intensive Case Management to move individuals who are not job ready toward employability with revised guidelines- received 19 points
- CAPital Investment Freshman Scholarships and Survival Kits, with revised guidelines for eligibility- received 16 points
- Education in Action Scholarships, with revised guidelines for eligibility- received 16 points
- CAP Cares Medical with revamped service plan- received 15 points
- Pathways in Action with increased emphasis on G.E.D. attainment, revised life skills curriculum and improved follow up services after release - received 14 points
- Finance 4 U budget counseling- received 14 points.

She then grouped all programs under the Community Services Block Grant's Nine Service Categories. The following is a list of the 9 CSBG Service Categories and how are programs fit into the categories:

- Employment – Employment Counseling, Moving Forward, Employment Supports, and Green Projects
- Self Sufficiency- Pathways in Action, Aging in Place, Self Sufficiency, and Self Sufficiency Supports
- Housing- Metro Sweep
- Emergency- Emergency Assistance, Fans/Heaters, and Disaster Relief
- Health- CAP Cares Medical
- Nutrition- Gardening Projects and Senior Nutrition Transportation
- Education and Scholarship- CAPital Investment Freshman Scholarships and Survival Kits, Education in Action Scholarships, Back to School Supplies, CAPital Investment Journey, CAPital Investment G.E.D. Connect
- Income Management- Finance 4 U and Holiday Hope
- Linkages-there are no programs because this category is how we link to our community partners (Dare to Care, JCPS, LG&E, etc.)

Tonia facilitated a detailed review of the 2010-2011 Needs Assessment. There were 826 surveys completed and they were distributed throughout Jefferson County. The first part of the Survey focused on questions regarding how our customers feel about their neighborhoods. For example, the majority felt their neighborhoods' biggest problems were unemployment, drugs/violence, litter, crime, and vandalism. However, the majority also felt their neighborhood was somewhat safe, somewhat attractive, streets/walks somewhat clean, and their neighborhoods were somewhat good to raise children. When asked "What would help your neighborhood and the people in your neighborhood to have a better quality of life?" the top 3 results were the following:

- Employment opportunities
- Neighborhood groups
- HIV/Aids Services

When asked "What do you feel may help you to reach your personal and professional goals?" the top 3 results were the following:

- Help finding a job
- Help with utility bills
- Job training classes

The group then discussed the needs assessment results to get a better understanding of what the need is in our community. Regina Warren, Director of Family Services, asked that the group keep their focus on the following points, when deciding how to categorize the nine CSBG Categories, etc.:

- Family Economic Success should be kept at the forefront
- No duplication of services
- Try not to dilute ourselves by being all things to all people
- Be more collaborative and focus on accountability

The group was also asked to keep the Keys to Family Economic Success (Self Sufficiency Model) in mind when making their decisions as well. Services are designed to address all areas of need based upon customers' request and the process includes the following:

- Emergent needs are addressed first in order to establish or re-establish safe and secure living conditions.
- Customer participates in an assessment to determine the family scale level in the areas of employment, education, income management, housing, child care, and transportation
- Customer develops a plan and establishes goals designed to eliminate barriers to economic security
- Customer works the plan
- Services provided assist in the removal of barriers towards achieving goals and attaining economic security

The order is quite different than the 2010-2011 program year, due to the Annual Needs Assessment Results and the utilization of the Self Sufficiency Model vs. Maslow's Hierarchy, which was used before. Meeting Attendees brain stormed using the Self Sufficiency Model and Regina's key concepts as guidance and assigned the following order to the nine CSBG Service Categories for the 2011-2012 program year based on the discussion and determined the following results:

- **Self Sufficiency-** due to the economic success being our top priority and based on the fact that our case managers provide individualized self sufficiency supports for our customers.

- **Linkages-** due to the fact that collaboration enables us to better serve our customers by maximizing the use of available resources for our customers.
- **Employment-** Obtaining regular full time employment. It was at the very top of our needs assessment results, reflecting that it is a top priority for many in our community. Individual job readiness services will focus on career research and exploration along with job training opportunities that promote employment stability, sustainability, and the attainment of livable wage jobs.
- **Education and Scholarship-** because education is a key component in achieving economic success and is very important for our clients to reach self sufficiency. These programs help motivate them to attain their G.E.D.'s, and pursue post secondary educational opportunities so that they can find a better job and be able to provide for their families. Assistance and supports will be available that promote family stability while adults are enrolled in degreed programs or while learning a trade.
- **Emergency-** Customers will continue to come to us because they are faced with a crisis and need immediate assistance. This is very important because many of our customers are in need of emergency assistance at times, and it promotes family stability and security. The assistance will address the needs of individuals receiving services in the categories listed above.
- **Income Management-** The majority of our customers are not ready for this level of interaction when they first come to us for help; therefore, budget counseling will be incorporated into the services provided through the service categories listed above.
- **Nutrition-** although this is a CSBG Category, it is not at the top of our list because we do not want to duplicate services; therefore, we link our customers to other programs that are available (Dare to Care, WIC, Food stamps, etc.)
- **Health-** This is the same as the above category, in that it is not at the top of our list, because we do not want to duplicate services and Louisville Metro has a Health Department. However, the program we provide under this category is a unique service we offer to our clients.
- **Housing-** We link to agencies throughout the community that are currently available to better assist our clients (Housing Department, Housing Authority, etc.).

Tonia then split us into three groups and assigned FY12 Proposed Programs to each group for us to work on proposals. We then presented each of our programs to the team and the meeting was adjourned at 4:30 pm.

CSBG Planning Meeting
February 4, 2011
10:00 a.m. - 4:30p.m.

In Attendance

This session was attended by the following community partners: Kentuckian works, Association of Community Ministries, Department of Community Based Services, Child Protective Services, Jefferson County Public Schools Adults Education, Louisville Metro Department of Corrections, and the Network Center for Community Change. Members of Louisville Metro Community Action Partnership Management and members of the Grants Planning Compliance and Monitoring Staff were also in attendance. The attendees were the following: Anthony Smith, Jennifer Vislisel, Netausha Gaddie-Coates, Ruben Pavlov, John Greenwell, Anne Smith, Michael Gritton, Tonia Phelps, Erin Waddell, Teshanna Brown, Faith Aeilts, Al Humphries, Brooke Searcy, Debbie Belt, Brandi Scott, and Shannon Maxey.

Discussion

The CSBG Planning Session with Community Partners, for Fiscal Year 2011-2012, was conducted on February 4, 2011 at the Iroquois Amphitheater Community Conference Room. Tonia Phelps, CSBG Director, facilitated a discussion in a review of the following:

- Summary from the January 28, 2011 Planning Session
 - Made recommendations to streamline program initiatives
 - Create strategy that provides emergency assistance and supports to individuals who are being case managed by CAP
 - No duplication regarding employment services; therefore, CAP will offer unique programs only offered by CAP
 - Focus of educational programs will be on individuals wishing to earn their G.E.D. and/or learn a trade, or complete post secondary education. Tie services into Mayor Fisher's "55,000 Degrees" initiative.
- The key concepts, introduced by Regina Warren, Family Services Director, during the first planning session, were reviewed and are the following:
 - Keep family economic success at the forefront
 - Try not to dilute ourselves by being all things to all people
 - No duplication of services
 - Be more collaborative and focus on accountability
- 2010-2011 Needs Assessment Results were reviewed
- CSBG Prioritization of Service Categories for FY 2012 was reviewed and the group agreed with them as they were listed from the previous team planning session.
- Reviewed the Family Economic Success Model (Self-Sufficiency Model) and discussed ways to strengthen it
 - Streamline job development process by referring customers to community based organizations that specialize in job development
 - Enhance referral system by sending customers to "One Stop"
 - Create a resource room for customers that provides information for all human services organizations throughout our community
 - Expand sites for service delivery, which will allow us to meet our customers where they are
 - Identify the number of individuals seeking assistance in multiple visits
 - Identify a realistic number of cases to be case managed by each staff person

- Requested recommendations for FY 2012 Programming and Focus from the group
 - **Moving Forward**- job training
 - Individualized employment counseling services which incorporates the use of job development services offered by community based organizations.
 - **Team Hope**- intensive case management designed to transition individuals who are not job ready toward employability; this population includes; but, is not limited to the following:
 - Formerly incarcerated (includes Pathways in Action participants)
 - Homeless
 - Immigrants
 - Individuals with special needs
 - Elderly/aged
 - **CAPital Investment G.E.D. Connect and Education in Action Scholarships**
 - Provides services and supports to adults who wish to attain their G.E.D and/or pursue post secondary educational opportunities.
 - Graduating seniors from local high schools should be directed to other resources regarding scholarship opportunities for first year college freshman.
 - **Emergency Services**
 - Should be streamlined into one program that includes contingencies for employment, transportation, housing disaster relief, emergency air conditioners, and emergency heaters and fans.
 - Budget counseling would become a component of services for all individuals receiving emergency assistance.
 - **CAP Cares**
 - Medical program that offers uniquely provided health care assistance.
 - Assistance should facilitate the removal of barriers to employment and educational success.
 - **Aging in Place**
 - Initiative should be expanded to provide an increase in opportunities for seniors to be able to remain in their homes.
 - **Senior Nutrition Transportation Services**
 - Provides TARC passes and tickets to seniors who participate in the Senior Nutrition Program.
 - **Finance 4U**
 - Should be included as a component of services for all case management participants to provide income management education to them.
 - **Metro Sweep and the Gardening Project**
 - Should be implemented in partnership with an organization that supports individuals/neighborhoods (Brightside) in creating community gardens/neighborhood beautification.
 - Funding will be eliminated.
- Requested recommendations regarding building Community Partnerships/Collaborations from the group
 - Frequent communications/connections with other providers/partners should be established to make them more aware of available services and upcoming events, etc.
 - Connect with Metro Council Representatives.

- Enhance communications with Community Ministries.
- Frequent attendance at community meetings, community groups, and stay involved with coalitions.
- Ask customers for ideas on how we can better connect with them in their communities.
- Provide partners with a list that includes available services, including contact information.
- Present the needs assessment results survey to other partners by hosting a community meeting, which would allow us to get their input, etc.
- Hold Meet and Greet Sessions for Community Partners so we can get better acquainted and grasp a better understanding of each organization's programs.

The group agreed that duplicative services should be eliminated and that streamlined program initiatives should focus on activities that result in family economic success for the upcoming fiscal year. The group also declared that many of the existing program initiatives overlapped with services that are available from other providers. Therefore, the consensus of the group was that the available remaining funds from the duplicative services that were eliminated, should be reallocated to the projects and initiatives listed above for the FY12 CSBG Plan. The meeting was adjourned 4:30 p.m.

Summary of Consultations with LMCAP Board

LOUISVILLE METRO COMMUNITY ACTION PARTNERSHIP ADMINISTERING BOARD MEETING MINUTES February 17, 2011

Call to Order

The meeting was called to order at 5:36 pm by Brooke Searcy.

Roll Call

The roll call was conducted by Brooke Searcy and the following Board Members were present: Mr. Michael Dean, Ms. Lizabeth Mays, Ms. Jo Ann Orr, Ms. Jean Russell, Ms. Janet Jernigan, Mr. Jeff Been, Mr. Jonathan Dooley, Ms. Jackie Stamps, Ms. Mayria Porter and Mr. Darrell Aniton. There were 10 out of 19 members present, which did constitute a quorum.

The following employees attended on behalf of CAP: Regina Warren, Debbie Belt, Gena Redmon, Tonia Phelps and Brooke Searcy. We also had a guest in attendance by the name of Daniel Turner.

Brooke Searcy introduced Regina Warren, the acting Executive Director of CAP. Ms. Warren then welcomed our newest members, Ms. Mayria Porter and Mr. Darrell Aniton, and everyone introduced themselves as well.

New Business

Since we were still waiting for a quorum, so we could complete our agenda items that needed to be voted on, Debbie began the meeting discussing the following Board Membership Updates:

- A handout was distributed describing the board's vacancy update
 - Two vacancies in the Public Sector, which were received in January 2011 from Jane Driskell (also her alternate, Greg Davis), and Nancy Ray, who served as the Board's Vice Chair.
 - Two vacancies in the Private Sector, which were Shelly Kahn (The Jewish Family and Career Center) and Nicole Teague Towns (Crown Medical).
 - One resignation in the Community Sector was received in December 2010, from Michael Brooks, who also served as the Board's Chair.
 - Ms. Warren has been informed of these vacancies and has been in contact with Mayor Fisher's office regarding the Public Sector Status.
 - Ms. Belt asked the Board Members to spread the word regarding our Community Sector and Private Sector Vacancies.
- Ms. Belt also announced that all Officer Positions need to be voted on during the next official Board Meeting in April, except for the Finance Officer Position, which Ms. Jean Russell accepted at our last Board Meeting on October 21, 2010.
 - Ms. Belt asked that all nominations for Officer or Vacant Positions please be sent to her attention by March 17, 2011.
- A Handout was also distributed, which outlined the term expiration dates for all Board Members.

- Ms. Searcy reviewed the following Committees of the Administering Board and asked that each member take a moment to review the sign-up sheet and see if they would like to assign themselves to one of the following committees:
 - Finance Sub Committee, which is coordinated by Gena Redmon and consists of Jean Russell as the Chair, Debra Rayman, Jackie Richardson, Gena Redmon, and Darrell Aniton.
 - Public Relations, which is coordinated by Debbie Belt and consists of Aukram Burton, Sandra Woolen, Jo Ann Orr, and Darrell Aniton.
 - Nomination and Membership, which is coordinated by Brooke Searcy and Debbie Belt and consists of Mayra Porter, Jeff Been, and Michael Dean.
 - Planning and Reporting, which is coordinated by Tonia Phelps, and consists of Jackie Stamps and Darrell Aniton.
 - By Laws-Ad Hoc Sub-Committee is coordinated by Brooke Searcy, and consists of Janet Jernigan and Sandra Woolen.

Approval of Minutes

The Minutes for the August 19, 2010 Board Meeting and the October 21, 2010 Board Meeting were presented for approval by Ms. Searcy. The Minutes had been sent to the members prior to the meeting for review. A motion to approve both the August 19, 2010 and October 21, 2010 Board Minutes was made by Ms. Janet Jernigan and Mr. Jonathan Dooley seconded the motion for approval. A vote was taken and the motion passed unanimously.

Financial Report

Ms. Redmon presented handouts regarding the October, November, December and January Budget Summaries for the board members to review. Ms. Redmon reviewed the Budget summaries and stated that CAP was on track. The highlights were the following:

- CAP exceeded In-kind donations by 196%, which leverages dollars in our community
- The CDBG revenue versus expenditures were discussed because the expenditures were reflecting only 38%; however, Ms. Redmon stated that this is due to the program not actually starting until October 1, 2010, so she assured the Board Members that we are right on track.

Director's Report

Regina Warren gave an update on the following initiatives/programs:

- The new Executive Administrator Position is similar to old Assistant Director Position, which was held by Becky Montague.
- Announced she would be interviewing for the new Executive Administrator Position throughout the following week, February 21, 2011 through February 25, 2011.
- She discussed options once new Executive Administrator is hired and how we will operate as an Agency.
- She lead a discussion as to whether she or the new Executive Administrator should work more directly with the CAP and the Board and the board members said that they would support whichever model helps us to work more with community resources/linkages and is best for the agency.

- Explained that her goal is to integrate CAP with Human Services more as Family Services since a lot of our programs work well together.
- Ms. Warren gave a LIHEAP update and notified the board that we are working with the ministries to prescreen customers for assistance.

Unfinished Business

Tonia Phelps facilitated a detailed review of the 2010-2011 Needs Assessment results. Mr. Jonathan Dooley made a motion to do a briefing of the Needs Assessment and approve the prioritizing of the Nine CSBG Service Categories during this meeting and continue to have a Special Called Board Meeting in March to review the Programs and approve the 2012 CSBG Plan. Ms. Lizabeth Mays seconded that motion for approval, a vote was taken and the motion passed unanimously. The following points were discussed:

- Mr. Darrell Aniton suggested that the Planning and Reporting Committee meet prior to the Special Called Board Meeting in March and Ms. Phelps agreed.
- There were 826 surveys completed.
- There was discussion about redefining the question regarding Emergency Services for next year's survey to help customers better understand the question; therefore, reaching a clearer result.
- The surveys were distributed through Neighborhood Places, Board Members, CAP Caseworkers distributed to customers, and Community Outreach Events.
- Majority of responses came from the 40214/South Central Jefferson County.
- When asked "What would help your neighborhood and the people in your neighborhood to have a better quality of life?", the top 3 results were the following:
 - Employment opportunities
 - Neighborhood groups
 - HIV/Aids Services
- When asked "What do you feel may help you to reach your personal and professional goals?" the top 3 results were the following:
 - Help finding a job
 - Help with utility bills
 - Job training classes

Ms. Phelps shared the Keys to Family Economic Success (Self Sufficiency Model) and Ms. Warren's Focus Points, which were utilized at the other two planning sessions to help attendees decide how the Nine CSBG Service Categories should be prioritized:

- Ms. Warren's Focus Points are the following:
 - Family Economic Success should be kept at the forefront
 - No duplication of services
 - Try not to dilute ourselves by being all things to all people
 - Be more collaborative and focus on accountability
- A handout was distributed explain The Keys to Family Economic Success (Self Sufficiency Model), which are the following:
 - Emergent needs are addressed first in order to establish or re-establish safe and secure living conditions.
 - Customer participates in an assessment to determine the family scale level in the areas of employment, education, income management, housing, child care, and transportation

- Customer develops a plan and establishes goals designed to eliminate barriers to economic security
- Customer works the plan
- Services provided assist in the removal barriers to achieving goals and attaining economic security

Ms. Phelps distributed a handout highlighting the Nine CSBG Service Categories and then explained that the order of the Service Categories is quite different than the 2010-2011 Program Year, due to the Annual Needs Assessment Results and the utilization of the Self Sufficiency Model vs. Maslow's Hierarchy, which was used in prior years. She then presented the following prioritized listing of the Nine CSBG Service Categories along with an explanation for each decision:

1. **Self Sufficiency-** economic success for our customer is the top priority and is achieved through the delivery of individualized services and supports.
2. **Linkages-** collaboration and partnership are essential to maximizing the use of available resources for our customers.
3. **Employment-** Obtaining regular full time employment. It is a top priority in our in our community for many individuals; individual job readiness services will focus on career research and exploration along with job training opportunities that promote employment stability, sustainability, and the attainment of livable wage jobs.
4. **Education and Scholarship-** education is a key component in achieving economic success; adults will be encouraged to attain their G.E.D. and pursue post secondary educational opportunities; assistance and supports will be available that promote family stability while adults are enrolled in degreed programs or while learning a trade.
5. **Emergency-** customers will continue to come to our doors because they are faced with a crisis and need immediate assistance; emergency assistance promotes family stability and security; emergency assistance will address the needs of individuals receiving services in the categories listed above. .
6. **Income Management-** The majority of our customers are not ready for this level of interaction when they first come to us for help; therefore, budget counseling will be incorporated into the services provided through the service categories listed above.
7. **Nutrition-** we will avoid the duplication of existing services and link our customers with organizations that offer nutritional services (Dare to Care, WIC, Food Stamps, etc.)
8. **Health-** we will avoid duplication of existing services and link our customers with organizations that offer health care services.
9. **Housing-** We link our customers to organizations that can assist with affordable housing and homeowner assistance.

Ms. Phelps led a discussion of the above points and answered all board members' questions sufficiently. A motion to approve the CSBG Categories as listed above was made by Darrell Aniton and Jeff Been seconded the motion, a vote was taken, and the motion passed unanimously.

Adjournment

There being no other items for discussion, the meeting adjourned at 7:00 pm.

LOUISVILLE METRO COMMUNITY ACTION PARTNERSHIP ADMINISTERING BOARD MEETING MINUTES
March 23, 2011

Call to Order

The meeting was called to order at 5:38 pm by Brooke Searcy.

Roll Call

The roll call was conducted by Brooke Searcy and the following Board Members were present: Ms. Jewell Douglas Howard, Mr. Michael Dean, Ms. Rose Robinson, Ms. Velma Martin, Ms. Lizabeth Mays, Ms. Jo Ann Orr, Ms. Sandra Fuqua, Ms. Janet Jernigan, Mr. Jeff Been, Mr. Tim Barry, Ms. Jackie Richardson, Ms. Jackie Stamps, Ms. Mayria Porter and Mr. Darrell Aniton. There were 14 out of 19 members present, which did constitute a quorum.

The following employees attended on behalf of CAP: Regina Warren, Debbie Belt, Gena Redmon, Tonia Phelps and Brooke Searcy. We also had a guest in attendance by the name of Anthony Smith, representing Network Center for Communications.

Regina Warren, Director of Family Services, led introductions by introducing herself and then asking all attendees to introduce themselves as well.

Approval of Minutes

The Minutes for the February 17, 2011 Board Meeting were presented for approval by Ms. Searcy. The Minutes had been sent to the members prior to the meeting for review. A motion to approve the February 17, 2011 Board Minutes was made by Ms. Janet Jernigan and Ms. Lizabeth Mays seconded the motion for approval. A vote was taken and the motion passed unanimously.

Unfinished Business

Ms. Searcy distributed a Committee Sign-up Sheet for all board members to review and sign up for one of the following committees, if they had not had a chance to do so in one of the previous meetings:

- Finance Committee
- Nomination and Membership
- Public Relations
- Planning and Reporting
- By-laws-Ad Hoc Sub Committee

Tonia Phelps led a brief overview of the 2010-2011 Needs Assessment Results. She then facilitated a detailed review of the following documents, which were included in each board member's packet for review and discussion:

- 2011-2012 Proposed CSBG Priorities, listed by Service Category and included proposed allocated funding, which were approved during our February Board Meeting
 1. Self Sufficiency- \$272,100
 2. Linkages- \$219,300
 3. Employment-\$330,300

4. Education and Scholarship- \$209,000
 5. Emergency Services-\$171,100
 6. Income Management- \$16,300
 7. Nutrition- 154,100
 8. Health- \$0
 9. Housing-\$0
- The Family Scale Chart, which helps case managers identify what their client's needs are so they can assist them
 - A detailed listing of the 2011-2012 Proposed Programs and Initiatives, matched up with their Service Category
 - Intensive Case Management/Team Hope, Pathways in Action (Self Sufficiency) - assists vulnerable clients (formerly incarcerated, homeless, immigrants, etc.) to achieve stability.
 - The Aging in Place (Self Sufficiency) - provides increased opportunities for seniors to age in place.
 - Individualized Case Management (Linkages) - incorporates services that include the use of providers who specialize in job development, financial literacy, child care assistance, transportation, etc.
 - Metro Sweep and Gardening Project (Linkages) - neighborhood beautification projects, which will be implemented by partnering with agencies such as Brightside; however funding is eliminated in order to avoid duplicative services.
 - The Moving Forward Project (Employment)- job training initiative
 - CAPital Investment G.E.D Connect and Education in Action Scholarship (Education and Scholarship) – assist adults in attaining their G.E.D. and/or pursue post secondary education
 - Emergency/Disaster Relief (Emergency Services) – funds disaster relief, emergency air conditioners, emergency health care assistance, and emergency heaters and fans.
 - Finance4U (Income Management) – will be included as a component for all case managed participants
 - Senior Nutrition Transportation Services (Nutrition) – provides TARC passes and tickets to seniors who participate in Senior Nutrition Program
 - A Health Care Screening Project (Health) - may be offered in cooperation with a local health care organization and other service providers.
 - Two other programs/initiatives are Community Awareness and the Limited English Proficiency Plan (Linkages)
 - ROMA Logic Models, to assist in planning for the proposed programs listed above, including the following fields:
 - Need/Planning- what needs to change
 - Impact on residents in community-what will change/who will the change impact?
 - Impact of program-Projected number/percentage achieving each outcome and what the change will look like
 - Activities/Outputs- identifying the time frame and scope of activities
 - Available Inputs- List the resources available to conduct the identified strategies, including partnerships
 - Needed Inputs-List the resources needed to conduct the identified strategies, including partnerships
 - Accountability- List measurement tools, processes, etc. to help you identify what occurred.

- The Proposed FY2011-2012 CSBG Budget Narrative, which lists the following items along with their proposed allocated funding:
 - Salaries and Fringes
 - Consultant/Contract Services
 - Space Costs
 - Equipment
 - Consumable Supplies
 - Staff Travel
 - Transportation
 - Other such as, Telephone Services, Data Communications, Dues & Subscriptions, Employee Training, Client Assistance, Meetings & Public Relations, Security Services, and Insurance
- A detailed Client Services Budget Summary for Projects/Activities that were approved for FY 2010-2011 in comparison to proposed Projects/Activities for FY 2011-2012, including how many clients served versus an estimated number of clients that will be served.

A summary of the 2010-2011 Needs Assessment Results sorted by zip codes was also passed around for review, per request from the last board meeting. Throughout the review of proposed FY 2011-2012 CSBG Annual Plan, there were several questions and Ms. Phelps addressed all questions satisfactorily. A motion to approve the FY2012 CSBG Annual Plan was made by Mr. Jeff Been and seconded by Mr. Tim Barry. However, Mr. Darrell Aniton made a second motion to change the language of the first motion to say that the board members approve the submission of the proposed FY2012 CSBG Annual Plan and Ms. Jewell Douglas Howard seconded that motion. A vote was taken and the FY2012 CSBG Annual Plan was unanimously approved for submission to the state as presented.

Adjournment

There being no other items for discussion, the meeting adjourned at 7:15 pm.

Description of Community Strengths and Needs

Although LMCAP serves a high number of clients, the service area is contained to the relatively compact area of Jefferson County, Kentucky. In 2003 Jefferson County merged with the City of Louisville, creating a merged city/county government and reducing duplication of services. City and county school systems merged in 1975, a move that provided a foundation for unified social services. For a city of its size, Louisville boasts a relatively lower cost of living; however, wages are also often lower. Unlike more rural areas, public transportation is able to connect customers to services regardless if they have access to a vehicle.

Despite the inherent advantages of service a compact, urban area there are also numerous weaknesses. Like most areas, Louisville has suffered during the current recession. Increases in unemployment and foreclosure have put a strain on families, especially those in already precarious financial situations. According to the 2010 State of Metropolitan Housing Report prepared by the Metropolitan Housing Coalition foreclosures in Louisville increased 34% in 2009 over the previous year. As was illustrated in the geographic description section, Louisville experiences a disproportionate number of families living in poverty in certain areas. These neighborhoods are generally clustered in the west and south ends of Jefferson County.

Louisville also experiences great needs in the area of healthcare. The 2006 age-adjusted death rate from all causes in Jefferson County was 947.6 per 100,000. This is substantially higher than the national rate of 776.5. The leading causes of death in 2006 were heart disease, lung cancer, and COPD representing more deaths related to respiratory conditions. Poor air quality and high rates of smoking are significant contributing factors. A detailed 2009 Health Status report for the city, conducted by the Metro Department of Public Health and Wellness, is available online at the following website address: <http://www.louisvilleky.gov/NR/rdonlyres/9FAB3F4C-BD80-4641-997F-1F82D08FF58B/0/2009HSARwithlinks.pdf>

Kentucky's rate of incarceration has grown the fastest nationally. A recent report from the Pew Center on States explained that Kentucky's rate of incarceration increased 12% in 2008 and is expected to maintain that trend. Most of those individuals incarcerated are in Louisville, Kentucky. Assisting the current and formerly incarcerated became an agency priority in 2009. LMCAP will continue and expand our services to this population during FY11.

A dramatic and recent increase in our community of immigrants and refugees arriving in Louisville provides both strengths and challenges. The immigrant and refugee community provides vibrant diversity and a motivated workforce. They also pose challenges in communication, education, and cultural needs. LMCAP continues to identify new ways and services needed to engage our newest neighbors. A thorough study of this issue was conducted by the Urban Institute of Washington D.C. in 2006. The results of the study are described in the report "A Profile of the Foreign-born in the Louisville Metropolitan Area." This report is available online at the following website address: <http://www.louisvilleky.gov/International/Urban+Institute+Study.htm>

Services Having and Impact on Causes of Poverty in the Community

2005 – 2009 American Community Survey 5-Year Estimates indicate that currently 11.4% of Jefferson County families live in poverty. For Families with children under 18 years of age this rises to 18.4%. The

number increases even further for families with a female householder and no husband presents to 32.2% and 41.0% if there are children less than 18 years of age present. Within Louisville Metro there are an abundance of agencies that seek to both lessen the effects of poverty and provided the support and services necessary to bring families out of poverty. While many agencies address similar issues, most have a specified model of services and varying eligibility guidelines. The social services community in Louisville has a strong history of collaboration to address many of the core issues that lead to a pervasiveness of poverty including financial insecurity, limited education/training, insufficient employment, inadequate housing, limited access to medical and mental health services, etc. This collaborate is made possible through a number of umbrella organizations or task forces which regularly bring similar agencies together. Some of these organizations include the Association of Community Ministries, Metro United Way, the Coalition for the Homeless, Louisville Metro Re-entry Task Force, and Neighborhood Place. Louisville Metro Department of Housing and Family Services have active participants in many of these coalitions or task forces.

The following organizations have a measurable impact on the fight against poverty in Louisville Metro each year: Association of Community Ministries, Center for Accessible Living, Center for Women and Families, Community Coordinated Child Care (4Cs), Dare to Care, Jefferson County Public Schools, KentuckianaWorks, Kentucky Cabinet for Health and Family Services, Kentucky Office for Employment and Training, Louisville Coalition for the Homeless and member agencies, Louisville Metro Housing Authority, Louisville Urban League, Metro Human Needs Alliance and member agencies, Metropolitan Housing Coalition member agencies, Metro United Way, New Directions Housing Corporation, Salvation Army, St. Vincent DePaul, Volunteers of America of Kentucky, Wayside Christian Mission, YouthBuild, and Youth Opportunities Unlimited.

Services provided by the above organizations include a rage family supportive services, health and nutritional services, income management, case management, child care, transportation, family counseling, financial assistance, outreach advocate, information/referral and job retention services.

Activities Available in the Community to Assist Low-Income Participants

Resources to Secure and Retain Employment

Within Louisville Metro there are numerous employment, many focused on specific populations. The scope and availability of all these resources vary. Below is a list of available employment assistance programs for low-income persons.

General Programs – No restrictions

- Jefferson County Public Schools Career Assessment Center
- Jefferson County Public Schools Workforce Services
- KentuckianaWorks
- Kentucky Office for Employment and Training
- Louisville Central Community Center, Inc. Self-Employment
- Louisville Urban League Employment Services
- Metro United Way Special Outreach Services to the Unemployed

Programs for Economically Disadvantaged

- Career Resources Inc.
- Community Coordinated Child Care (4Cs)
- Jewish Family & Vocational Services
- Job Corps Employment Training Program
- KentuckianaWorks
- Louisville Education and Employment Partnership
- Louisville Youth Alliance
- Migration and Refugee Services, a Catholic Charities agency
- Kentucky Refugee Ministries
- Project One
- Wesley House Community Services: Louisville Works

Programs for Persons with Disabilities

- Access Partnership
- Career Visions
- Center for Accessible Living Employment Program
- Goodwill Industries
- Harbor House
- Kentucky Department of Vocational Rehabilitation

Programs for Seniors

- Senior Community Service Employment Program

Customers in LMCAP's Moving Forward program enroll in case management services and obtain access to supports while they participate in job training, financial literacy courses or receive educational scholarships. Customers may receive supports to remove barriers to employment such as childcare assistance, transportation assistance, housing assistance or health/medical care.

Resources to Attain an Adequate Education

Jefferson County Public Schools (JCPS) is the public entity responsible for provided free, public education to the children of Jefferson County. JCPS offers education services for children in preschool, head start, kindergarten, elementary, middle and high school. Alternative educational services are offered to students ages 16 and up who choose to earn a high school diploma at their own pace. In addition, adult education centers throughout the count provide remedial and academic instruction in preparation for the General Education Development (GED) test.

For students who do not identify English as their primary language a number of community partners such as Catholic Charities, Americana Community Center, and Kentucky Refugee ministries provide services that address language barriers in education. JCPS also has an extensive ESL (English as a Second Language) program and provides services target towards the LEP (Limited English Proficient) community in Louisville.

LMCAP will encourage adults to attain their G.E.D. and pursue post secondary educational opportunities; assistance and supports will be available to students in order to facilitate family stability and the removal of barrier while adults are enrolled in degreed programs or while learning a trade.

Resources to Make Better Use of Available Income

There are a number of agencies throughout Louisville Metro that administer programs designed to assist low-income persons with income management. A summary of these programs are below.

- **Consumer Credit Counseling and Urban League**
Agency provides free budget counseling and debt management assistance to help those with debt problems avoid bankruptcy; services include debt consolidation, developing repayment plans, and personal budget counseling to avoid future problems.
- **South East Associated Ministries: Life Skills Center**
Services, which are provided to residents of the Hikes Point, Buechel and Newburg areas (40218 and 40220), are aimed at building skills through various activities including support groups, life skills workshops, training on job search and retention, job counseling, budget counseling and computer training. The agency also provides homeless prevention services and case management.
- **GuardiaCare: Payee and Guardianship Services**
Agency provides daily money management services and court-appointed fiduciary services for individuals who are elderly, disabled, or homeless and cannot handle their own finances.
- **Internal Revenue Service: Volunteer Income Tax Assistance (VITA)**
Agency trains volunteers, including retired and senior volunteers, to offer free tax preparation in neighborhood locations for low-income individuals.
- **Louisville Asset Building Coalition (LABC): VITA, Earned Income Tax Credit (EITC) and Financial Literacy**
Coalition partners recruit volunteers to provide free tax preparation for low income individuals with the goals of increasing participation in EITC. In addition, LABC offers credit building, debt management and financial education.
- **Center for Women and Families: Individual Development Accounts (IDAs)**
In addition to coordinating the Louisville Asset Building Coalition (LABC), the agency provides IDAs to community residents. The center provides \$2 for each \$1 the participant saves.
- **Project Warm: Weatherization and Training Supplies**
Project Warm provides energy management services to low-income persons with the goal of lowering their heating costs.

LMCAP will address income management through budget counseling that will be incorporated into the services provided in each service category listed above; classes will also be offered to customers that will teach them how to manage their money and establish a savings account. Customers will be referred to agencies that offer IDA's and other savings programs.

Resources to Obtain and Maintain Adequate Housing

Within the Department of Housing and Family Services there are numerous resources available to assist low income individuals obtain and maintain adequate housing. The department manages an emergency repair program aimed at fixing critical electrical, plumbing and heating and air conditioning problems, a weatherization program, and a roof repair program. There is also a downpayment assistance program for low income individuals purchasing a home. The department manages a group of Community Development Housing Organizations (CHDOs) that develop affordable single family homes through acquire/rehab/resale or new construction. A rental development program provides subsidies to housing developers under the condition that a certain number of units be made affordable and reserved for low income clients. Five Shelter Plus Care grants totaling almost \$2 million provide housing subsidies and supportive services for homeless individuals. There are two Tenant Based Rental Assistance programs that provide rental subsidies for homeless individuals and families; one of which is focused towards individuals suffering from HIV/AIDS. An Emergency Food and Shelter grant provides emergency mortgage or rental assistance to families in danger of losing housing. There are also a number of homeless prevention programs that are administered by subrecipients, but funded by the department's Emergency Shelter Grant allocation. Three subrecipients provide homeownership counseling through funding provided by the department's Community Development Block Grant allocation.

Outside of the department there are a large number of community groups, coalitions, and nonprofits dedicated to preventing homelessness and providing safe, affordable and decent housing to the residents of Jefferson County. These agencies include Kentucky Housing Corporation, Louisville Metro Housing Authority, Metropolitan Housing Coalition, and New Directions Housing Corporation.

Resources to Obtain Emergency Services

There are numerous public and private institutions addressing the emergency needs of Louisville Metro residents. Within LMCAP, the LIHEAP subsidy and crisis programs provide emergency energy assistance to an estimated 20,000 households annually. Emergency financial assistance is available through LMCAP, Louisville Metro Human Services, Neighborhood Place, and JCPS FRYSCs. Generally, clients are eligible for assistance one time annually and household income and documentation are generally part of the determination of eligibility.

Fifteen community ministries serving Jefferson County provide emergency financial assistance to those in need of rental and utility payments, prescription drugs, and emergency food and clothing.

Emergency shelter is available through a network of agencies including Salvation Army, Wayside Christian Mission, Center for Women and Families, YMCA Safe Place, and St. Vincent DePaul, and the Home of the Innocents. Salvation Army has 98 emergency beds. Wayside Christian Mission has 305 beds for single men, 103 beds for women, and 24 units for homeless families. The Center for Women and Families has 66 emergency beds in its shelter reserved for women and children, primarily those fleeing from domestic violence or other crisis situations. YMCA Safe Place has 24 beds for youths ages 12-17. The Society of St. Vincent DePaul has 73 emergency beds for single men. The Healing Place for Men and the Healing Place for Women offer 32 and 20 emergency beds, respectively, in their shelter facility designed for those recovering from addiction. Children can receive emergency housing at the Home of the Innocents.

Dare to Care Food Bank supplies emergency food boxes to area residents through a network of 30 neighborhood distribution centers, one of which is operated by LMCAP. These food boxes supply enough nourishment for 4-7 days, depending on need; food is given to residents at no cost.

LMCAP operates the Summer Heat Relief program which provides air conditioners to income-eligible individuals whose health would deteriorate without air conditioning. WLKY-TV (Channel 32), through its "Fan Club," works with LMCAP to solicit the public for donations of fans for the program.

Resources for Nutritious Supplies or Nutritional Services

In addition to providing emergency food, Dare to Care Food Bank operates 13 Kid's Cafes which provide more than 98,000 evening meals per year to children in need. This organization distributes approximately 14 million pounds of food to residents each year in partnership with more than 300 local agencies, including LMCAP. More than 192,000 people per year are provided with food from Dare to Care Food Bank.

The Meals on Wheels and Senior Congregate Meal Program, which are managed within the Department of Housing and Family Services, serve homebound and active seniors respectively. The Summer Food Service for Children program, which is also managed within the department, is a USDA pass through grant from the Kentucky Department of Education and provides breakfast, lunch, snack, and/or dinner to low-income children throughout the county at more than 100 locations. The program begins during the first week of June and generally runs through late July or early August.

In order to avoid duplication of services LMCAP will focus on linking customers to available services as well as to providing support to previously existing services within the department.

Resources to Achieve Greater Participation in the Affairs of the Community

LMCAP's commitment to collaboration is most evident in the following partnerships and programs: Neighborhood Place, Louisville Metro Housing and Community Development, Louisville Metro Department of Corrections, Foster Grandparents, Winter Help Board, Louisville Metro Emergency Medical Services and Bank On Initiative.

Neighborhood Places are "one-stop" centers in eight areas throughout Louisville Metro with high rates of poverty. The centers provide residents access to health, education, workforce services and human services in one location. Partnering agencies include Kentucky Cabinet for Health and Family Services, Louisville Metro Department of Housing and Family Services, Jefferson County Public Schools, Louisville Metro Health and Wellness and Seven Counties Services, Inc.

ARRA funds provided the support to expand our Pathways in Action program in 2009-2010. Pathways in Action is an innovative initiative to provide intensive case management services to participants who are incarcerated in the Louisville Metro Department of Corrections or have been formerly incarcerated.

The department's Foster Grandparents Program places nearly 100 income-eligible seniors in volunteer roles throughout our community. The majority of our grandparents are critical volunteers in Jefferson County Public Schools.

LMCAP's participation in our community's Winter Help Board along with our Community-area Ministries network ensure that keeping our neighbors warm is a community priority. Our involvement provides essential outreach for our LIHEAP program.

Resources to Remove Obstacles and Solve Problems Affecting Self-Sufficiency

A new LMCAP case management team, called Team Hope, was formed to provide case management services to customers who may be vulnerable in multiple CSBG service categories. An assessment is conducted with customers receiving services through the Education, Training and Employment division, and the results of this assessment is a referral to a case manager in Team Hope. The case manager assists customers in obtaining safe & affordable housing, food banks, basic health care services as well as access to other public assistance programs.

The division of Louisville Metro Human Services, under the Department of Housing and Family Services, works to empower families and individuals in the community to achieve self-sufficiency by providing information and referral, crisis intervention, and direct services to those in need. The purpose of this agency is to help families combat the multiple problems they face by assessing their situations as a whole, then linking the family to available community resources.

The Family Assessment and Support Program provide case management services for at-risk families who experience problems such as truancy, parent/child conflicts, or homelessness. Operation Self-Help is a self-sufficiency program providing intensive case management services to residents living in public or Section 8 housing. Under a contract with the Louisville Metro Housing Authority, Family Services staff member's work with families to accomplish long-term goals and to develop knowledge about income management, homeownership, job skills, and parenting skills. LMCAP has expanded financial literacy opportunities to individuals most in need of these services.

Resources for Emergency Provision of Goods and Services Related to Health Care

Access to affordable, quality healthcare is a challenge for our community. Louisville Metro has several programs to ensure the provision of emergent and preventive healthcare including Family Health Centers, Inc., Passport insurance, Phoenix Health Centers, CAP Cares and our Summer Heat Relief program.

Family Health Centers, Inc. (FHC) is a non-profit healthcare organization created to ensure that all families in Jefferson County have access to medical treatment, whether or not they have the ability to pay for services. Services are available, during the regular hours of operation, for anyone in need of care.

Passport insurance is the state-funded insurance providers for children under 18 to ensure access to medical care.

Phoenix Health Center is a non-profit medical facility that provides medical treatment and prescription assistance to individuals who are homeless.

Coordination and Linkages with Government and Other Social Programs

LMCAP's coordination and linkages with government and other social programs ensure the effective delivery and reduced risk of duplication of services to income-eligible customers. LMCAP collaborates with the following agencies and/or forums:

- Jefferson County Public Schools Early Childhood Education (Head Start) Board
- Jefferson County Public Schools, Adult Education and Lifelong Learning
- Jefferson Community and Technical College
- Louisville Free Public Library, educational outreach services
- MetroCall, various programs
- Operation Brightside, assist with neighborhood clean-up and intergeneration garden project
- Association of Community Ministries
- Department for Community Based Services Regional Administrator
- Louisville Metro Department of Corrections, Pathways to Action program
- As a public non-profit agency, LMCAP is a member of the Department of Housing and Family Services, which is comprised of Family Services (includes the Office of Aging and Disabled Citizens, Office of Women, Office of Homelessness, Neighborhood Place, Senior Services and LMCAP) and Housing and Community Development.
- Louisville Metro Parks
- Kentucky Domestic Violence Association, domestic violence and IDA program
- Kentucky Housing Corporation
- Transit Authority of River City, emergency transportation
- Urban and suburban Louisville Metro Fire Departments, delivers food to Meals on Wheels in emergent situations as needed
- Louisville Metro Police Department, delivers emergency items as needed
- Louisville Metro Health and Wellness
- Louisville Metro Re-Entry Task Force
- Goodwill Industries
- University of Louisville
- Women4Women, financial literacy education

Collaboration with the Private Sector

The Louisville Metro Community Action Partnership actively encourages entities in the private sector of the community to engage in efforts to ameliorate poverty. The following is a partial listing of such partners:

- Louisville Gas & Electric
- Dare to Care
- MPC Promotions
- WLKY
- Papa Johns
- Norton Healthcare
- Housing Partnership Inc.

- Home Instead Senior Care
- Louisville Urban League
- Legal Aid Society
- Community Coordinated Child Care
- LifeLine Screening
- American Red Cross
- Sam Shaheens Department Store
- Truck America Training
- Dental Careers of Southern Indiana

The LMCAP Summer Food Service program also works in collaboration with approximately 100 organizations in the private sector, such as churches, summer camps, and daycares to provide meals for low-income youth. Cooperation between LMCAP and these private sector agencies makes this program possible.

Greater Louisville Inc., the Louisville Metro Chamber of Commerce, works to attract, provide services for, and expand businesses in Jefferson County. As local business expands, the number of employment opportunities available to residents of the community is increased. Part of Greater Louisville Inc.'s mission is to support minority owned businesses, and to increase the standard of living for all Louisvillians.

Economic Development

LMCAP is committed to Economic Development in the Louisville Metro area. Primary activities in this category include job creation; job training and placement; outreach and technical assistance to develop micro-enterprises, and micro-enterprise loans.

Micro-enterprise development is a beneficial strategy to an individual entrepreneur as well as the community in which it resides as it promotes economic development and employment opportunities in low-income areas.

LMCAP is the lead agency for micro-enterprise development activities. LMCAP conducts outreach to identify potential micro-enterprise participants; provide them with technical assistance to create business plans, assist in the selection of an appropriate business site, expose participants to financing options and requirement, walk them through the permitting and approval process and assist them in finding micro-enterprise loans. Loans are made when a relatively small investment of CDBG (Community Development Block Grant) funds that: 1) leverages other resources; 2) provides gap financing that keeps a project moving forward; 3) supports local business ownership; 4) revitalizes neighborhoods; or 5) creates, retains or expands micro-enterprise or small businesses to increase tax revenue and sustain local services. LMCAP will lead in micro-enterprise recruitment and technical assistance by means of the five Community Action Coordinators.

Equal Opportunity Education

LMCAP will not discriminate on the basis of age, religion, color, disability, national origin, race, sex, veteran status, sexual orientation, gender identity, or political opinion in its employment practices, educational programs, services, or activities. Equal opportunities are promoted as an integral part of policy and practice. LMCAP will comply with nondiscrimination policies as written in the Louisville Metro Personnel Policies handbook.

In Metro Louisville, many organizations help to educate the public on equal opportunity matters and enforcement of Equal Opportunity regulations. Some of these organizations include: Louisville Metro Human Relations Commission, Louisville Metro Department of Human Resources, Legal Aid, the Louisville Urban League, and the Kentucky Commission on Human Rights. In addition, numerous groups advocate on behalf of the disabled, immigrants and refugees, the elderly, children, and gays and lesbians in Jefferson County.

LMCAP staff is knowledgeable about the community resources stated above, and will refer customers as needed. Equal opportunity legislation and regulations are posted at each of our locations. Participants in our employment training programs are informed of their rights under the law and printed information on the issue is made available at our service locations.

Prioritizing CSBG Service Areas for 2011-2012

LMCAP's Administering Board met on February 17, 2011 and received an overview of the agency's needs assessment survey results and a list of proposed priorities for FY 11-12. The board members unanimously adopted the order of ranking for the nine service areas, in the following order: Self Sufficiency, Linkages, Employment, Education, Emergency Services, Income Management, Nutrition, Health, Housing. Through board participation and investment, the agency increases its capacity to achieve results (ROMA Goal 5).

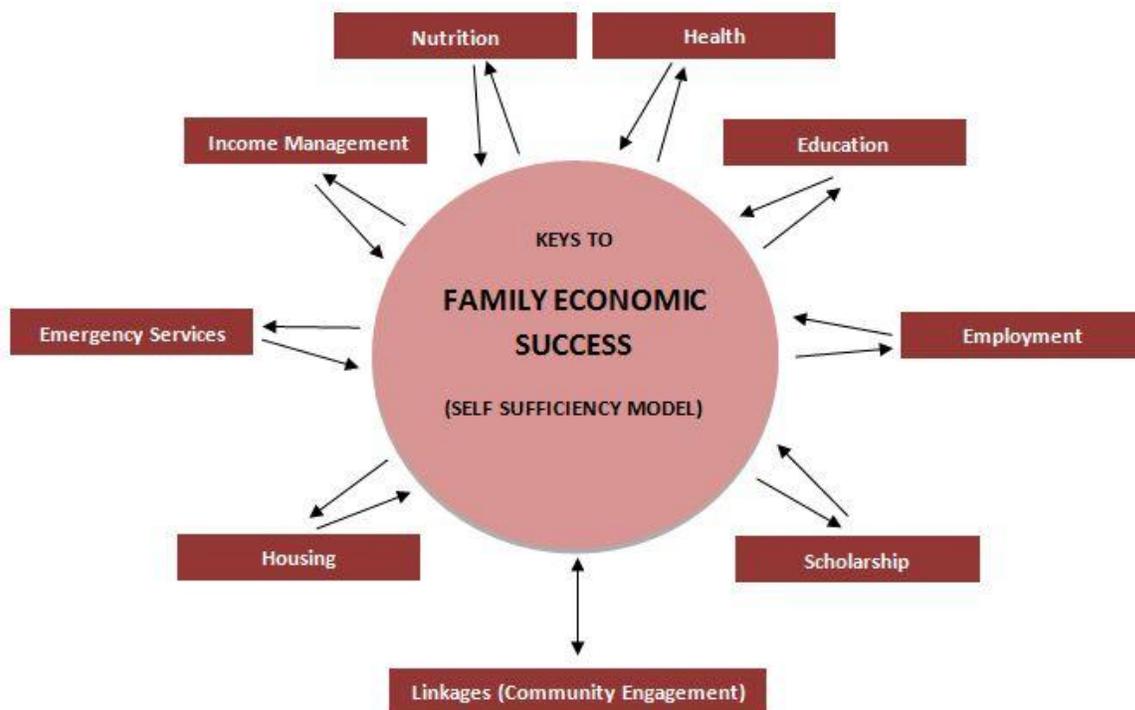
The rankings support LMCAP's mission as well as LMCAP's best use of resources. The top priorities in the needs assessment surveys, the customers' services to be obtained through information and referral, and the strengthening of our partnerships and collaborations with other human services organizations were used to determine the order of service categories. The new rankings for the Service Areas are as follows:

1. Self Sufficiency
2. Linkages
3. Employment
4. Education
5. Emergency Services
6. Income Management
7. Nutrition
8. Health
9. Housing

Procedures for Direct Provision of Service or Information Referral

1. Self Sufficiency

LMCAP's mission is to help individuals and families move toward economic security. Economic success or self-sufficiency for our customers is achieved through the delivery of individualized services and supports that incorporate the resources available in each service category. Our philosophy is that employment, education, emergency services income management, nutrition, health and housing all contribute to Family Economic Success. The service model that sequentially addresses emergency and crisis intervention, family stabilization, then individualized goal setting and achievement are essential to assisting our customers in moving upward in the family scale. When basic needs are met for food, housing, transportation and even child care, then customers are better equipped to focus on long term goals for gainful employment, continuing education and better use of available funds. Individualized case management services to the customers are vital to the achieving Family Economic Success. Case management requires the full engagement of the customers in establishing goals and implementing plans to achieve goals.



The Family Economic Success (Self Sufficiency) model is designed to address all areas of need based upon customers' requests. The service delivery process includes the following:

- Emergent needs are addressed initially in order to establish or re-establish safe and secure living conditions (i.e.; housing, food security)
- Customer participates in an assessment to determine the family scale level in the areas of employment, education, income management, housing, child care, and transportation
- Customer develops a plan(s) and establishes goals designed to eliminate barriers to economic security
- Customer works the plan(s)

- Services are provided that assist in the removal barriers to achieving goals and attaining economic security

Knowing that many of LMCAP customers have barriers in multiple service areas, Team HOPE was created to provide intensive case management. Case managers will assist in locating resources for the most basic of needs. Case managers will continue to provide services that address family stability and the removal of barriers for those who are formerly incarcerated, homeless, the elderly/aged and individuals with special needs/disabled. One of the primary objectives is for those who are able will become job ready. For those who are not able to work, the primary objective is to achieve family stability in the provision for basic needs.

Pathways in Action is a program that prepares residents of Louisville Metro Corrections facilities for release. Workshops are offered that educate participants on job readiness, learning to manage your money, and interpersonal skills. Participants may also enroll in G.E.D. classes, offered in partnership with Jefferson County Public Schools, and obtain their G.E.D. Individualized case management sessions are also conducted with participants to address the special needs of each inmate as they prepare for release. Upon release former Pathways participants are referred to TEAM HOPE for continued case management that will provide assistance with housing, job search and other support services.

LMCAP's Aging in Place program provides financial assistance to income-eligible seniors for minor home modifications to allow them to remain in their home as long as is safe. The Senior Services division of Louisville Metro Family Services identifies program recipients and an inspector from Housing and Community Development conducts an assessment. Recommendations are made to Senior Services of proposed home improvement. Once approved, Housing conducts a bid process to determine costs and identify a subcontractor to complete the work. Upon completion of the project, the Housing inspector reviews the work and submits a request for payment to Senior Services.

STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING

TEAM HOPE

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community What needs to change?	Outcome What will change? Who will the change impact?	Outcome/Indicator Projected # and % achieving each outcome What will the change look like?	Strategies to be implemented Identify the timeframe and scope of activities.	Resources List those available to conduct the identified strategies (Include partnerships)	Resources List those needed to conduct the identified strategies (Include partnerships)	Measurement Tools, processes, etc. How do you know what happened?
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
<p>Living conditions for individuals who are unable to work or are from vulnerable populations such as the homeless, immigrants, the disabled and the elderly, they have multiple barriers, do not have safe and secure living conditions and/or lack the stability necessary for sustained employment.</p>	<p>Vulnerable populations will be equipped to address issues of family stability, basic needs and obtaining/sustaining employment. Family stability will improve and individuals who are unemployed will become job ready</p>	<p>7 of 35 (20%) will complete their general education development certification (G.E.D.)</p> <p>34 of 35 (97%) will receive financial assistance and supports that promote individual and family stability</p> <p>9 of 35 (27%) will get a job</p> <p>3 of 9 (35%) will sustain employment for 90 days or more</p> <p>15 of 35 (33%) will experience improved living conditions and household stability</p> <p>30 of 35 (86%) will receive assistance with public transportation</p>	<p>Participants will attend general education development classes (G.E.D.) and progress at their own pace but complete within one year</p> <p>Participants will receive assistance with obtaining health care, safe and affordable housing, transportation, child care, etc. for 1-2 years</p> <p>Participants receive job development services for 1-2 years</p> <p>Participants receive job readiness and employment supports for up to one year</p> <p>Participants and family members receive intensive case management attend support group sessions for 1-2 years</p> <p>Participants receive bus tickets and passes in order to remove transportation barriers for up to 6 mos.</p>	<p>LMCAP Education , Training & Employment staff</p> <p>LMCAP ETE staff, Neighborhood Place, 4C's, Community Ministries, Family Health Centers, Seven Counties</p> <p>NIA Center, Library, Making Connections, KentuckianWorks</p> <p>LMCAP Education, Training & Employment staff</p> <p>Family Economic Success</p> <p>LMCAP Education, Training & Employment staff</p>	<p>Library, Jefferson County Public Schools Adult Education</p> <p>Family Health Care Centers, mental health services, community employers, temporary staffing agencies, Family Services Extended Care program</p>	<p>Enrollment and completion data will be maintained by LMCAP</p> <p>Case notes, scale assessments, and monetary applications</p> <p>Employment verification</p> <p>Employment verification</p> <p>Attendance reports, case notes, monetary apps, pre/post surveys</p> <p>Case notes, monetary applications, direct services log, ROMA outcomes</p>

Mission: The mission of Louisville Metro Family Services is to promote financial empowerment for at-risk population by providing direct access to housing, employment, education, support services and resources; and to provide leadership and coordination in partnership with the community in the effort to remove barriers and provide opportunities for greater economic security.

STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING

AGING IN PLACE

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community What needs to change?	Outcome What will change? Who will the change impact?	Outcome/Indicator <u>Projected</u> # and % achieving each outcome What will the change look like?	Strategies to be implemented Identify the timeframe and scope of activities.	Resources List those available to conduct the identified strategies (Include partnerships)	Resources List those needed to conduct the identified strategies (Include partnerships)	Measurement Tools, processes, etc. How do you know what happened?
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
Living conditions for elderly individuals who are unable to work and/or retired experience multiple barriers to safe, secure and affordable living conditions	Seniors will receive assistance with the home modifications necessary to continue living in their homes as they age	6 of 6 (100%) are able to stay in their homes and "age in place"	Home modifications/improvements will be completed to make the homes of elderly individuals safe and accessible within one year	Senior Nutrition, Louisville Metro Housing & Community Development		Case notes, scale assessments, monetary applications, direct services log, ROMA outcomes Before/after photos of home modifications, satisfaction surveys

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**STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING
PATHWAYS IN ACTION**

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community What needs to change?	Outcome What will change? Who will the change impact?	Outcome/Indicator Projected # and % achieving each outcome What will the change look like?	Strategies to be implemented Identify the timeframe and scope of activities.	Resources List those available to conduct the identified strategies (Include partnerships)	Resources List those needed to conduct the identified strategies (Include partnerships)	Measurement Tools, processes, etc. How do you know what happened?
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
Incarcerated and formerly incarcerated individuals experience difficulties in meeting the challenges of daily life such as obtaining employment, housing, meeting financial obligations and having healthy relationships with family, friends and co-workers. They are not adequately prepared for re-entry into society and are vulnerable to recidivism.	Incarcerated and formerly incarcerated individuals will be equipped to address issues of family stability and healthy relationships, basic needs and obtaining/sustaining employment. Stability in the home and in the workplace will improve and recidivism will decrease. Relationships with family members will be impacted in a positive way.	50 of 75 (67%) will complete the Pathways workshop (receive job readiness, learn to manage their money, interpersonal skills) 7 of 50 (14%) will complete their general education development certification (G.E.D.) 15 of 50 (40%) demonstrate improved familial and professional relationships 12 of 15 (80%) will receive financial assistance and supports that promote individual and family stability 15 of 50 (30%) will improve employment skills. 4 of 15 (27%) will get a job 1 of 4 (25%) will sustain employment for 90 days or more 5 of 15 (33%) will not return to jail within one year thus decreasing the recidivism rate	Inmates will participate in a twelve-week healthy communications, financial literacy and job search workshop Inmates will attend general education development classes (G.E.D.) and progress at their own pace but within one year After release, participants will receive case management that promotes positive relationships for one year Participants will receive assistance with obtaining health care, safe and affordable housing, transportation, child care, etc. for one year Participants receive job development services for one year Participants receive job readiness and employment supports for up to one year Participants and family members attend support group sessions for 1-2 years	LMCAP Education, Training & Employment staff, Louisville Metro Corrections staff Louisville Metro Corrections staff, Jefferson County Public Schools adult education instructors LMCAP Education, Training & Employment staff LMCAP ETE staff, Neighborhood Place, Community Ministries, Family Health Centers, Seven Counties NIA Center, Library, Making Connections, KentuckianaWorks LMCAP Education, Training & Employment staff Louisville Metro Reentry Task Force, R.I.N.G.	Change Recovery House for Women, Prodigal Ministries, Inc., Woodbine St. Apts., Goodwill Industries Big Brothers/Big Sisters, Louisville Urban League	Enrollment and completion data will be maintained by LMCAP Enrollment and completion data will be maintained by Lou Metro Corrections Surveys completed at release, six months and one year Case notes and monetary applications Employment verification Employment verification Verify status 6 mos., 12 mos., 18 mos., and 24 mos.

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2. Linkages

In order to improve effectiveness and efficiencies, Louisville Metro Community Action Partnership must strengthen its collaborative efforts and expand its partnerships. LMCAP's service area includes an array of service providers offering an expansive list of human services programs to meet the needs of low-income families.

In the course of providing services, particularly services to our case managed customers, LMCAP will incorporate services that include the use of providers who specialize in job development, financial literacy, child care and assistance, transportation, housing, health care, and nutritional programs. LMCAP's goal is to offer direct services to its customers that are unique in the community and to partner and collaborate with other service providers in order to avoid overlaps in service.

Louisville Metro Community Action Partnership will engage human services organizations through listservs, by providing regular program updates to service providers, by hosting information forums and by making one-on-one connections through daily outreach to faith based organizations, community based organizations, non-profits, human services organizations, financial institutions, educational institutions, employers and other for-profit entities.

Informational sessions and other outreach events will be hosted in underserved communities, particularly immigrant communities where residents may have limited English proficiency or where English is not the primary language. Residents will receive information regarding available services through LMCAP and will receive education on how to access those services.

Every year the agency conducts a survey to determine the needs of our constituents. Providing customers an opportunity to express their views and influence LMCAP program operation is a vital part of this organization. In addition, opportunities to volunteer are offered at all LMCAP sites. Duties may include clerical tasks, training, general office maintenance, etc. Volunteers are provided with orientation, direction and supervision by agency staff. Through a partnership with Louisville Metro Government, LMCAP enjoys the benefits of the new Volunteer Center developed by Louisville Metro Government. The agency values capacity building as an essential part of its mission through the utilization of volunteers, embodied in ROMA Goal 3: Low-income people own a stake in their community.

In addition to serving the community, volunteers are educated about the state and effects of poverty as well as LMCAP's services. When appropriate, staff may write letters of reference verifying the volunteer's performance.

STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING

COMMUNITY AWARENESS

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community What needs to change?	Outcome What will change? Who will the change impact?	Outcome/Indicator <u>Projected</u> # and % achieving each outcome What will the change look like?	Strategies to be implemented Identify the timeframe and scope of activities.	Resources List those available to conduct the identified strategies (Include partnerships)	Resources List those needed to conduct the identified strategies (Include partnerships)	Measurement Tools, processes, etc. How do you know what happened?
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
Community awareness of services offered by LMCAP needs to be increased; LMCAP needs to emphasize community awareness through increased partnerships and collaborations and community outreach	LMCAP will improve community awareness through increased collaborations, community meetings and forums, information sharing and neighborhood outreach		<p>LMCAP case management staff will visit service providers, potential employers and non-profit organizations to bring awareness to existing programs and to establish new partnerships and collaborations; visits will be conducted on a monthly basis</p> <p>LMCAP will provide monthly notification to CBO's and FBO's and service providers of programs and services offered by LMCAP</p> <p>LMCAP will provide organizations with quarterly updates to the list of services and contact information</p> <p>LMCAP will host at least two meetings annually with the Department for Community Based Services Regional Administrator and staff to discuss vital service needs of low income families in the area</p> <p>LMCAP will host a community wide forum annually to share information and address local issues surrounding poverty in the area</p>			<p>Listing on monthly contacts made by case management staff</p> <p>Press releases, emails, mailings of flyers, website updates</p> <p>Listing of LMCAP services and contacts</p> <p>Meeting minutes, attendance sheets</p> <p>Sign-in sheets</p>

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STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING
LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community What needs to change?	Outcome What will change? Who will the change impact?	Outcome/Indicator Projected # and % achieving each outcome What will the change look like?	Strategies to be implemented Identify the timeframe and scope of activities.	Resources List those available to conduct the identified strategies (Include partnerships)	Resources List those needed to conduct the identified strategies (Include partnerships)	Measurement Tools, processes, etc. How do you know what happened?
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
Individuals with limited English proficiency (LEP) encounter barriers when seeking social services	LEP individuals will experience greater ease of access when seeking services from LMCAP	Education Training & Employment staff (5) will add at least one LEP customer to their case load 4 outreach events will be held in communities where English is not the primary language 3 of 5 individuals will complete an ESL class LMCAP will recruit at four ESL individuals to volunteer and provide oral translation services to our customers	Language identification charts will be utilized by staff Written translations of applications, brochures, and flyers will be available in other languages LEP posters and instructions will be displayed in community rooms and waiting areas Conduct LEP information session with language interpreters in the neighborhoods Individuals will be referred to agencies offering ESL classes Utilize telephone translation services for oral interpretation assistance Establish reciprocal referral system and meet with service providers at least once per quarter Recruit ESL volunteers for on-site oral translation services for 90 day assignments Staff will receive training and updates on Title VI cultural competency and awareness, and LMCAP's LEP plan	Cyracom, Catholic Charities, Jefferson County Public Schools Adult Education		Case notes, certificates of course completion, direct services log, ROMA; outcome surveys will be completed by all program participants Certificate of completion Meeting minutes with proposed action plans Volunteer time sheets

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3. Employment

Louisville Metro Community Action Partnership partners with local training providers to deliver customized job training to customers interested in obtaining increased job skills. Customers will implement a plan that includes a career assessment, identification of core values, and participation in a job shadow in order to determine which training program will yield the optimal results for employment placement and retention. The Moving Forward job training initiative has been incorporated into the regular CSBG allocation. The agency has established partners to provide the hard skills training to participants, however they are not limited to trainings provided through existing partner agencies. The most popular training programs are Commercial Driver's License (CDL), Dental Assisting, Certified Nursing Assistant (CNA), and Emergency Medical Technician (EMT) and welding training. The agency will continue its partnerships with local training providers in the 2011-2012 program year and seek out new training partnerships.

All participants in a job training program also attend six (6) self development courses taught by a team of LMCAP staff. The courses provide training participants with information on interviewing, budgeting, workplace conduct and a variety of other topics, designed to give the students the tools to succeed in the workplace. In addition, all participants are eligible to receive assistance with transportation, childcare, uniforms or other incentives to enhance the job training experience and remove barriers to initial employment. Each participant is assigned to a staff person who provides support services during the training course and until the client is able to successfully obtain employment and/or all supports have been exhausted. Programs in this area focus on ROMA Goal 1: Low-income people become more self-sufficient. Through job training and the enhancement of soft skills, participants develop the tools necessary for career attainment, sustainability and personal growth.

Residents may seek employment services by contacting 3-1-1, Louisville's centralized call center for government services. Other needs may be addressed by telephone or by walking in LMCAP's district offices. If the service is provided by the agency, staff follows intake procedures and directs the client to the appropriate internal referral source. The staff person determines eligibility for services, and if appropriate, provides the service.

Education, Training and Employment staff work with unemployed or underemployed citizens who need assistance with web-based job searching, resume writing tips, interview skills and other skills necessary to obtain and retain employment. Job seekers may receive TARC tickets while they are participating in job search activities. All employment participants complete an individual or family assessment and develop an employment plan with a staff person who keeps track of progress towards their desired goals. Participants showing commitment and follow-through on active job search are also eligible for support services during job search or upon initial employment to assist with removing employment barriers.

STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING
MOVING FORWARD

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community What needs to change?	Outcome What will change? Who will the change impact?	Outcome/Indicator <u>Projected</u> # and % achieving each outcome What will the change look like?	Strategies to be implemented Identify the timeframe and scope of activities.	Resources List those available to conduct the identified strategies (Include partnerships)	Resources List those needed to conduct the identified strategies (Include partnerships)	Measurement Tools, processes, etc. How do you know what happened?
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
Individuals lack the job skills necessary to obtain gainful employment; Individuals are unable to sustain gainful employment	Individuals obtain the job skills necessary to pursue a career path based upon their interests and core values, thus increasing their opportunities to obtain and sustain gainful employment	50 of 150 (33%) enroll in the job training program 25 of 50 (50%) participants complete core values assessment, career research and job shadow for job training program 20 of 25 (80%) participants complete the job training program 35 of 70 (70%) will obtain assistance with job development services 50 of 70 (71%) individuals receive financial assistance to remove barriers during the program period 70 of 85 (82%) individuals will receive financial assistance with transportation during the program period 25 of 70 (36%) individuals will obtain gainful employment 6 of 70 (43%) will sustain employment for 90 days or more	Info sessions will be held quarterly to identify eligible individuals Core values assessment, career research and job shadow will be completed by each job training participant in 1-3 months Each job training participants will complete the program in 1-9 months Job readiness participants receive case management and job development services for 1-12 months Job training and job readiness participants are eligible to receive financial assistance twice in 12 months Job training and job readiness participants and employed individuals are eligible to receive TARC passes and tickets for 2-4 months in order to remove barriers during training, job search and/or employment	LMCAP Education Training & Employment staff, KentuckianaWorks, Nia Center, Making Connections, Jewish Family & Career Service, Training providers		Case notes, certificates of course completion, direct services log, progress and achievement plan, scale assessments, RCMA, budget plans, savings plans, outcome surveys will be completed by all program participants, Employment verification forms Employment verification at 90, 180, and 360 days

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4. Education

Through its Education in Action Scholarship program, LMCAP offers funds towards college tuition to low income residents who are attending a post secondary learning institution. Scholarships are available two or three times per year, as funds are available. If recipients meet the eligibility criteria, they may reapply for the scholarship at the beginning of each semester. The scholarship program provides significant assistance to several students each year to reach their post secondary educational goals, with no maximum dollar amount placed on annual awards. Recipients complete an application process and are required to be in contact with a staff person each month. In addition, recipients are required to provide with forty hours of volunteer service throughout the year to LMCAP or another organization.

In the 2011-2012 year, an emphasis will be placed upon recruitment of adult learners seeking a traditional two or four year educational program or technical school. Through a nomination process, in partnership with Jefferson County Public Schools, CAPital Investment G.E.D. Connect scholarship opportunities will be available for students completing their GED and who are transitioning into the local community college.

Some individuals may be experiencing economical conditions that prohibit their continued education in a post secondary institution. LMCAP will offer opportunity scholarships to ameliorate conditions that may cause a disruption in the continuation of course work. Scholarships will be awarded based upon need to adults who are currently enrolled in a two or four year program or a technical school. In addition to tuition and other educational costs, award will be made to address basic needs or financial barriers to continued education.

LMCAP's T.A.L.K. (Talk, Articulate, Listen, "K"onnnect) program engages at risk youth between the ages of 13 and 17 in activities that promote healthy communications and healthy relationships with friends, families and peers. Students also participate in activities that promote community service and encourage continuing education and career building through service learning projects, educational workshops and field trips and youth internships. T.A.L.K. participants will be recruited the Jefferson County Public Schools Resource Center. The program will be conducted during the JCPS calendar year and culminate with a graduation ceremony and internships to three students. Graduates may enroll in Education in Action, Moving Forward or other services offered by the Education, Training and Employment team.

**STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING
EDUCATION IN ACTION & CAPITAL INVESTMENT CONNECT (GED)**

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community What needs to change?	Outcome What will change? Who will the change impact?	Outcome/Indicator <u>Projected</u> # and % achieving each outcome What will the change look like?	Strategies to be implemented Identify the timeframe and scope of activities.	Resources List those available to conduct the identified strategies (Include partnerships)	Resources List those needed to conduct the identified strategies (Include partnerships)	Measurement Tools, processes, etc. How do you know what happened?
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
Adults in our community have less than a high school education and/or are experiencing barriers to completing their secondary and post secondary education	Adults will attain their high school diploma or general education development certification (G.E.D.) and/or pursue and attain post secondary education degrees, thus increasing opportunities for living wage employment and economic security	15 of 20 (75%) individuals will enroll in a G.E.D. program and complete their G.E.D. certification 25 of 40 (33%) educational scholarships will be awarded bi-annually to individuals who have received the G.E.D. certification and enroll in a degree program 15 of 20 (75%) adults students will receive opportunity scholarships each year that will enable them to continue their studies in a degree program 40 of 60 (67%) adult students will receive a scholarship each year in order to continue their studies toward attaining a post secondary education degree 6 of 55 (11%) will complete their studies and attain a post secondary education degree each year	Participants will be engaged in case management and receive assistance and supports for up to one year while completing a G.E.D. certification Participants will be engaged in case management and receive assistance and supports as they complete a 2-4 year degree program; participants will complete community service hours for each semester that a scholarship is received	LMCAP Education Training & Employment staff, Jefferson County Public Schools Adult Education, Jefferson Community and Technical College System, KentuckianaWorks, Neighborhood Place, Making Connections, Community Ministries, College Career and Access Center		Case notes, G.E.D. certificate, college transcripts, monetary applications, direct services log, ROMA outcome; surveys will be completed by all education program participants Database will be maintained with the names of all G.E.D. and degree program candidates and detailing their status toward completion and community service hours

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5. Emergency Services

Extensive partnerships with other government agencies and local non-profits allow for customers with emergent request for assistance with housing and utilities (not LIHEAP) to maximize upon resources available in our community. In an effort to avoid duplication and overlap, Louisville Metro Community Action Partnership will focus its emergency efforts in the area of disaster relief. Low income residents will be able to request assistance from LMCAP for unusual and extraordinary crisis events that leave individuals and families without provisions to meet basic needs such as food, shelter and clothing. The agency is able to fill the gaps in the provision of emergency and disaster relief with guidelines that are stringent yet flexible enough to truly meet the needs of citizens. LMCAP will collaborate and partner with emergency response agencies to deliver assistance and services during times of natural and man-made disasters in our community.

Emergency assistance programs include, but are not limited to: disaster relief, emergency food boxes provided through Dare to Care, heater assistance program, Summer Heat Relief program (air conditioners and fans) and the LIHEAP Crisis program. The LIHEAP programs are operated in accordance with regulations issued by Community Action Kentucky (CAK) and are offered through site visits at all LMCAP locations.

The local utility company graciously provides the agency “first line” weatherization kits consisting of plastic wrap for windows, tape, caulking, weather stripping etc. These kits are provided to customers, in concert with a weatherization training course, equitably, until the supply is exhausted.

LIHEAP customers are also automatically considered for ASAP, a program that subsidizes a percentage of a LIHEAP eligible client’s utility bills for a 12 month period. This program is operated by a community partner.

Staff follows intake procedures, assesses eligibility and if appropriate, provides the service. Internal or external referrals may be provided for additional services on an as needed basis.

STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING
EMERGENCY/DISASTER RELIEF

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community What needs to change?	Outcome What will change? Who will the change impact?	Outcome/Indicator <u>Projected</u> # and % achieving each outcome What will the change look like?	Strategies to be implemented Identify the timeframe and scope of activities.	Resources List those available to conduct the identified strategies (Include partnerships)	Resources List those needed to conduct the identified strategies (Include partnerships)	Measurement Tools, processes, etc. How do you know what happened?
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
Individuals and families are unable to meet their basic needs as a result of unforeseen or extraordinary event	Household stability will be re-established for an individual and/or family after a crisis	105 of 125 (84%) households will receive financial assistance for emergency/disaster relief	LMCAP will collaborate with local agencies to address community wide disaster relief efforts including summer heat relief equipment and winter heaters LMCAP will distribute pamphlets and other information concerning disaster response, participating agencies and how to information on what to do in an emergency or disaster situation	LMCAP Crisis and Prevention staff, Family Services senior program participants, Community Ministries, Louisville Metro Emergency Management Services, American Red Cross, Metro United Way		Case notes, scale assessments pre and post to determine changes in family scale, monetary applications, direct services log, ROMA outcome, satisfaction surveys completed by participants

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6. Income Management

Financial literacy courses are offered to income-eligible customers and cover topics including: budgeting, banking, spending wisely and developing a savings plan. Customers are referred by case managers, or may receive the information from the LMCAP website, promotional mailings or postings, or transition from one LMCAP program to another as a part of their achievement plan. Customers must commit to attend at least 6 to 9 sessions, meet program requirements, and are required to follow up with a case manager for 3 months to determine progress towards goals. Once goals are achieved, customers may choose to participate in other LMCAP programs in order to obtain employment or to pursue higher education opportunities.

All LMCAP customers will be engaged in at least one budget planning session. A budget planning session will be conducted after the initial assessment and once emergent conditions that exist in the household are addressed. A budget plan will be developed with the assistance of the case manager to identify current expenses as well as resources needed to address basic needs and current financial obligations. If additional resources are necessary to meet basic needs, case managers will assist customers in applying for other programs for which they are eligible. Case managers will track customers as they follow a budget plan for 30-90 days.

Participants who successfully maintain a budget for 90 days or more may choose to participate in Individual Development Account (IDA) program which will be offered in partnership with Kentucky Domestic Violence Association or other local IDA program sponsors. Participants will continue to receive case management services to address basic needs or barriers to employment and education as they save toward their IDA plan.

STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING

FINANCE4U

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community <small>What needs to change?</small>	Outcome <small>What will change? Who will the change impact?</small>	Outcome/Indicator <small>Projected # and % achieving each outcome What will the change look like?</small>	Strategies to be implemented <small>Identify the timeframe and scope of activities.</small>	Resources <small>List those available to conduct the identified strategies (Include partnerships)</small>	Resources <small>List those needed to conduct the identified strategies (Include partnerships)</small>	Measurement <small>Tools, processes, etc. How do you know what happened?</small>
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
<p>Individuals and families lack financial stability and are unable to meet routine financial obligations associated with basic needs for food, shelter, clothing, transportation and health care needs; individuals lack the knowledge about saving money</p>	<p>Individuals will be educated on how to save and how to manage their money</p>	<p>30 of 30 (100%) individuals will learn how to create a household spending plan</p> <p>30 of 30 (100%) individuals will learn how to maintain a budget and a checking account</p> <p>30 of 30 (100%) individuals will learn how to create and maintain a savings plan</p> <p>30 of 30 (100%) individuals receive education regarding the EITC and the availability of free tax preparation services</p> <p>11 of 30 (37%) will maintain a budget</p> <p>6 of 30 (20%) will start and maintain a checking and/or savings account</p>	<p>Participants will participate in the 6-week Finance4U financial literacy training (goal setting, spending plans, understanding credit, savings plan, banking budget on a shoestring); participants will create and follow a personal spending plan for six weeks; participants will establish and maintain a personal checking account for six weeks; participants will also be educated on the local availability of IDA's and the benefits to saving for the purchase of a home, post secondary education and starting a small business</p> <p>Participants are informed of free tax preparation services and referred to VITA sites in the community</p> <p>Participants will successfully manage a budget for 90 days or more</p> <p>Participants will establish a savings account and increase the account balance over 6-12 months</p>	<p>LMCAP Education Training & Employment staff, Family Economic Success (NP), Center for Women and Families, Women for Women, Kentucky Domestic Violence Association, Bank On Louisville</p>	<p></p>	<p>Case notes, progress and achievement plan, scale assessment, certificates of course completion, direct services log, ROMA; outcome surveys will be completed by all program participants</p> <p>EITC tax survey will be completed by all participants</p> <p>Copy of 90 day budget plan and implementation</p> <p>Copies of savings account statements for 6-12 months</p>

Mission: The mission of Louisville Metro Family Services is to promote financial empowerment for at-risk population by providing direct access to housing, employment, education, support services and resources; and to provide leadership and coordination in partnership with the community in the effort to remove barriers and provide opportunities for greater economic security.

7. Nutrition

Information and referral activities in this category are similar to those in emergency services. Through a contract with the state Department of Education, LMCAP's Summer Food Service for Children provides thousands of meals to approximately 7,000 children and youth during the summer months at community and faith-based sites throughout the county (180 sites last year). Sites have to meet strict program guidelines to participate. Program staff monitors the sites frequently to insure regulations are adhered to and are in force. Boxed meals, prepared by a qualified sub-contractor, may include breakfast, lunch and/or dinner.

In addition to the Summer Food Service program, LMCAP distributes commodities to area residents on a monthly basis. Non-emergency food items such as bread and other perishables are also offered weekly, staff follows agency direct service provision procedures similar to those in emergency services.

Bus tickets and bus passes are offered to income eligible seniors in the Senior Nutrition program who need assistance with transportation to and from congregate meal sites, doctors' offices, public facilities and other locations. Once eligibility has been established, each senior will issued a bus pass or ticket at the beginning each month. Seniors may also be connected with the case manager from Team HOPE if they are in need of additional assistance or services.

STRATEGIC ACTION PLAN FORMAT – ROMA LOGIC MODEL FOR PLANNING
SENIOR NUTRITION TRANSPORTATION

Agency Name: Louisville Metro Community Action Partnership

State: Kentucky

Affiliation: • Local Agency • State CSBG Office • Community Action Association • Other Governmental (Municipality)

(check all that apply)

Identified current situation in the community What needs to change?	Outcome What will change? Who will the change impact?	Outcome/Indicator <u>Projected</u> # and % achieving each outcome What will the change look like?	Strategies to be implemented Identify the timeframe and scope of activities.	Resources List those available to conduct the identified strategies (Include partnerships)	Resources List those needed to conduct the identified strategies (Include partnerships)	Measurement Tools, processes, etc. How do you know what happened?
Need/Planning	Impact	Impact	Activities/Outputs	Inputs	Inputs	Accountability
Seniors lack reliable transportation to nutrition sites and to meet other routine travel demands	Seniors will receive assistance to meet local transportation needs	40 of 40 (100%) seniors will receive assistance with public transportation 20 of 40 (50%) seniors will experience increased mobility and improved accessibility to nutrition sites, groceries, doctors' offices, banks, etc.	Participants receive bus tickets and passes in order to remove transportation barriers for up to 1 year	Senior Nutrition staff, Transit Authority of River City, Senior Nutrition subcontracting agencies		Case notes, monetary applications, direct services log, ROMA outcome, Satisfaction surveys will be completed by program participants

Mission: The mission of Louisville Metro Family Services is to promote financial empowerment for at-risk population by providing direct access to housing, employment, education, support services and resources; and to provide leadership and coordination in partnership with the community in the effort to remove barriers and provide opportunities for greater economic security.

8. Health

LMCAP has developed partnerships with local dental, vision and hearing health providers. Individuals that participate in ongoing case management with LMCAP may receive assistance with health services in each of these areas, on a first come, first served basis. Self-help equipment and information may also be provided to customers in an effort to reduce co-pays and doctors visits. The agency will pay for services, or will provide a supplement to co-pays, as applicable.

Agencies such as Louisville Health and Wellness and Family Health Centers provide an array of services to individuals and families in our community. LMCAP will partner with these agencies to provide health care screenings and healthy living/health awareness events throughout the year.

LMCAP also keeps a supply of clothing and various donated household goods on hand so that they may be distributed to customers as needed.

9. Housing

The goal of Louisville Metro Community Action Partnership is to actively engage our customers so they may receive the housing services necessary to meet their individual needs. Agencies such as Housing and Community Development offer a variety of housing rehabilitation services to low-income residents. Louisville Metro Housing Authority provides subsidized housing throughout the community for eligible residents. Other agencies, such as Kentucky Housing Corporation, specialize in home ownership, foreclosure prevention, and other housing services. By avoiding duplicative services, LMCAP will focus its resources on services that provide housing education and awareness. Case managers will work cooperatively with these agencies and others to assist our customers in addressing their housing needs and in developing action plans that will result in securing safe, affordable and permanent housing.

Neighborhood clean-up projects in low-income neighborhoods will be implemented in partnership with Operation Brightside. Neighborhoods are chosen based upon the percentage of residents in poverty or social factors directly relating to the negative effects of poverty.

Rental assistance programs are available through Louisville Metro Family Services' rental assistance unit. LMCAP will work cooperatively with this unit to assist low income residents in an effort to reduce homelessness. Residents who are in danger of losing their homes, eviction or other vulnerable living conditions are provided information and referral to locate resources. LMCAP staff will provide other assistance and supports as individuals work with other providers to secure safe and affordable housing.

Allocation of Funds Targeted to Need

The following information was obtained and/or evaluated in an effort avoid duplication, maximize resources, illustrate community partnerships and enhance accountability for the purpose of allocating funds:

- Needs assessment results (customers and service providers)
- Client interviews/discussions
- Service area rankings (Administering Board and LMCAP staff)
- Existing and potential partnerships

Rank	Service Area	FY 11-12 Base Budget
1	Self-Sufficiency	\$272,100
2	Linkages	\$219,300
3	Employment	\$330,300
4	Education and Scholarship	\$209,000
5	Emergency Services	\$171,100
6	Income Management	\$ 16,300
7	Nutrition	\$154,100
8	Health	-0-
9	Housing	-0-

The service area categories, as listed above, have been ranked based on the priorities as identified in the needs assessment process. Monetary allocations on its face do not appear to reflect the order of agency rankings. However, the following explanations, for the applicable service area categories, serve to explain the rationale for the respective allocations:

1. SELF SUFFICIENCY

\$ 272,100

Economic success for our customers is the top priority and is achieved through the delivery of individualized services and supports. All service categories contribute to Family Economic Success through the provisions for emergency and crisis relief, family stabilization, and individualized goal setting and achievement.

2. LINKAGES

\$ 219,300

Collaboration and partnership are essential to maximizing the use of available resources for our customers. Linkages will be maximized by making connections with organizations specializing in

job development, financial literacy, child care and housing. Collaboration will be strengthened through community meetings and forums where information and referral is shared.

- 3. EMPLOYMENT** **\$ 330,300**
Obtaining regular full time employment it is a top priority in our community for many individuals; individual job readiness services will focus on career research and exploration. Job training opportunities that promote employment sustainability and the attainment of livable wage jobs will be made available to those who are committed to the Moving Forward project.
- 4. EDUCATION AND SCHOLARSHIP** **\$ 209,000**
Education is a key component in achieving economic success; adults will be encouraged to attain their G.E.D. and pursue post secondary educational opportunities; assistance and supports will be available to students in order to facilitate family stability and the removal of barrier while adults are enrolled in degreed programs or while learning a trade.
- 5. EMERGENCY SERVICES** **\$ 171,100**
Customers will continue to come to our doors because they are faced with a crisis and need immediate assistance; emergency assistance promotes family stability and security; emergency assistance will address the needs of individuals facing an unforeseen crisis, such as equipment for extreme heat or cold. It does not include housing or utility assistance. Those seeking housing or utility assistance will be referred to agencies which provide emergency housing and utility assistance funding.
- 6. INCOME MANAGEMENT** **\$ 16,300**
The majority of our customers are not ready for this level of interaction when they first seek our help; budget counseling will be incorporated into the services provided in each service category listed above; classes will also be offered to customers that will teach them how to manage their money and establish a savings account. Customers will be referred to agencies that offer IDA's and other savings plans.
- 7. NUTRITION** **\$ 154,100**
We will avoid the duplication of existing services and link our customers with organizations that offer nutritional services (i.e.; Dare to Care, food banks, food stamps, etc.). The Summer Lunch Program for Children will be offered during the summer months to children up to age 18.
- 8. HEALTH** **\$ -0-**
We will avoid the duplication of existing services and link our customers with organizations that offer health care services. A health care screening project and other service projects may be offered in cooperation with local health care organizations and providers.
- 9. HOUSING** **\$ -0-**
We will link our customers to organizations that assist with affordable housing, homeownership and housing rehabilitation.

Kentucky Law on Mandated Programs and Services

The programs and services proposed for FY 2010-2011 are mandated by the Commonwealth of Kentucky under KRS.273.441 – 273.443 and by the Federal government under P.L. 99-425. Use of Federal Funds relating to LMCAP include:

- A. A range of services and activities having measurable and potentially major impact on causes of poverty in the community where poverty is a particularly acute problem.
- B. Activities designed to assist low-income participants.

Kentucky Administered and Funded Programs and Services Related to CSBG

The programs and services proposed in the 2010-2011 CSBG service plan are currently funded and administered through the Kentucky Cabinet for Health and Family Services (CHFS) and provided by the Kentucky Association of Community Action Agencies (KACA). CSBG funds will be utilized to include services and activities as outlined in KRS 273.443 (use of federal funds).

Coordination and Non-Duplication of Services

Sharing of Information

As mentioned throughout the FY11 CSBG Plan, LMCAP participates in many local forums in an effort to effectively promote programs, develop partnerships, and to minimize the risk of duplication of services throughout Louisville Metro.

LMCAP is committed to transitioning as a community leader through poverty advocacy and education. In March 2009, LMCAP hosted a housing counseling training course for other CAA in Kentucky. Every May, LMCAP develops a month of programming and outreach throughout the Metro area to raise awareness of poverty-related issues and the mission of Community Action. Hosting a poverty summit is an agency priority for FY11.

LMCAP certifies that it will share necessary client information and records within legal limitations. LMCAP worked with a local non-profit agency to identify eligible participants in an All Seasons Assurance Plan (ASAP), an innovative energy subsidy program for low-income Metro Louisville residents.

Under the Department of Housing and Family Services, LMCAP is a part of Family Services and is housed with Housing and Community Development; therefore duplication of social services has diminished within Metro Government. The main tenet of this departmental grouping has been to avoid duplication of services. Intra-departmental communications have greatly increased within this department structure.

The Departmental Administrative team communicates regularly and discusses programs and services to increase coordination. LMCAP staff shares data and outcomes with its departmental partners. LMCAP also has continuous involvement in a number of coalitions and boards in the community.

In an effort to avoid duplication of services, LMCAP actively researches and visits service providers throughout the service area. Many of these meetings have led to formal/informal partnerships and educational opportunities for the staff.

Specific Coordinated Activities

As mentioned in an above section, LMCAP works with multiple faith-based organizations. As part of the Summer Food Service Program it provides for low-income youths in Jefferson County. Coordination is

required between LMCAP and these faith-based organizations to ensure the daily delivery of meals. Along with LMCAP, the community ministries are members of the Metro Human Needs Alliance.

Coordination with DCBS

A representative of the local Department for Community Based Services (DCBS) office serves on LMCAP's Administering Board. The agency has a current Memo of Understanding outlining the relationship between LMCAP and the local DCBS office. Agency staff is aware of services offered through DCBS and efforts are made to avoid duplication of services on a case-by-case basis. The Regional Administrator is a member of the Neighborhood Place Operations Committee.

LMCAP is involved in two local initiatives to promote quality foster care and adoption services and assist vulnerable adults and low income families. Family Economic Success, FES, is a partnership of local social service agencies that meet monthly to share resources with Parent Advocates coordinated through our local DCBS office. Parent Advocates work closely with families involved in child protective services processes to ensure the best outcomes for children and their families.

The Bank-On initiative is a collaboration of private and public sector service providers that promote safe banking alternatives and discourage vulnerable, low income families from using predatory lenders. As a Bank-On partner, we educate our customers about safe financial management through our Finance 4 U classes and individual budgeting while they are participating in case management.

Needs of Low-Income Youth

According to the 2010 State of Metropolitan Housing report issues by the Metropolitan Housing Coalition more than 10,000 students enrolled in JCPS In the 2009-2010 school year were experiencing some form of homelessness. Research available the University of Kentucky Center on Poverty Research explains that engaging preschool age children living in poverty provides the greatest opportunity for breaking the cycle of generational poverty. LMCAP remains committed to our initiatives focused on the needs of low-income youth.

The nutritional needs of low-income youth are met through the Summer Food Service Program and our food pantry. Information about the Education in Action Scholarship program and CAPital Investment scholarship program is made available to high school seniors.

LMCAP Staff attends the annual Youth Opportunity showcase to provide community teenagers with information about seasonal employment opportunities, volunteer opportunities, and education and training opportunities. Many local initiatives focus on youths in Louisville Metro's areas with the highest crime rates.

In addition, LMCAP provides the T.A.L.K (Talk, Articulate, Listen, "K"onnnect) program to low income youth, ages 13 to 17. This course focuses on teaching at risk youth about positive relationships, healthy communication skills, self-esteem and other personal development topics. The agency partners with Louisville Metro Parks and Jefferson County Public Schools to provide this curriculum to teens living in low income, high poverty areas. This curriculum and program basics have been incorporated into the LMCAP's educational programs for the upcoming program year.

Family Intervention Services, provided by Louisville Metro Family Services Senior Social Workers in Neighborhood Place locations, offers programs for families that focus on parent-child conflict. Families are linked with community resources and are provided with counseling and guidance. These programs strive to prevent delinquency and reduce youth crime. LMCAP staff is knowledgeable about these services and provide referrals as needed.

Throughout the year, LMCAP may seek out agencies with which to collaborate and/or partners to provide services such as: youth employment, educational tutoring, unmet childcare needs, and drug and alcohol education.

Coordination and Linkages of Other Community Services

In SFY 2012 LMCAP has proposed an extensive focus on making linkages to other services available to our clients. Louisville Metro boasts an abundant community of resources for our customers and we recognize that current economic condition calls for a maximization of all available sources. A key aspect of this maximization of resources is continued participation by staff and leadership in local community groups and non-profits that have a similar focus and mission as LMCAP. The relationships gained from these activities result in increased opportunities for partnerships and alliances between similarly focused organizations.

Within the Department of Housing and Family Services there are numerous non-CSBG funded programs that seek to promote both economic and community development. Currently, CDBG funding is used for both micro-enterprise development and to provide for-profit business loans. These programs create the opportunity for expanded economic opportunities for low-income persons. The department also regularly funds construction or development projects that are subject to both Davis-Bacon and Section 3 requirements, components that result in further well paying jobs for low-income persons.

As the primary agency within Louisville Metro for administering crisis intervention programs under Title XXVI and the Low Income Home Energy Assistance Program of the Omnibus Budget Reconciliation Act support will be provided by all available staff and coordinated by the Executive Director.

COMMUNITY NEEDS ASSESSMENT FORM COMMUNITY SERVICES BLOCK GRANT SFY 2012									
Agency Name:									
Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes	
				Services	Households	Services	Households		
3	Dept. for Employment Services, DCBS, Louisville Urban League, Employment Services, Career Resource Centers, Kentuckiana Works, Project One, JCPS Career Assessment Center, Community Coordinated Child Care, Jewish Family & Career Services, American Red Cross, Truck American, Dental Careers of Southern Indiana, Knight School of Welding	1	Employment (activities designed to assist participants to secure and retain meaningful employment)					1.1.A Unemployed and Obtained a Job, 1.1.B Employed and maintained a job for at least 90 days, 1.1.C Achieved "living wage" employment and benefits; 1.2.A Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma; 1.2.E, F, G,H Obtained care for child or other dependent, driver's license or transportation, health care services for themselves or family, or safe and affordable housing in support of employment; 2.1.A Accessible living wage jobs created or saved from reduction or elimination in the community	
			001	Requests referral and/or information for agency employment program	300		0		
			002	Requests referral and/or information for non-agency employment program	400		0		
			003	Requests referral and/or information for youth employment/opportunities	25		0		
			004	Requests referral and/or information for senior employment program	30		0		
			005	Participates in employment assessment session	0		150		
			006	Develops Employment Progress & Achievement Plan	0		100		
			007	Attends employment counseling (1 hour)	0		1000		
			008	Completes employment testing	0		20		
			009	Earns skill-related certification or completes employment training	0		30		
			010	Participates in WIA and/or application process	0		0		
			011	Utilizes employment assistance funds	0		50		
			012	Conducts job search	0		275		
			013	Utilizes assistance in removing employment obstacles	0		1000		
			014	Employment Participant enrolls in State sponsored Child Care Subsidy Program	0		0		
			015	Employment Participant recertifies for State sponsored Child Care Subsidy Program	0		0		
			016	Obtains employment	0		30		
			017	Utilizes assistance with job retention	0		10		
			018	Retains employment for 6 months	0		6		
			019	Retains employment for 12 months	0		2		
			020	Obtains benefits or wage increase through employment	0		1		
			021	Participates in youth employment program/on the job training	0		3		
			022	Employment services follow-up	0		250		
Employment Subtotals				755		2927			

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes	
				Services	Households	Services	Households		
4	Jefferson County Public Schools Adult and Basic Education, Kentuckiana College Access Center, Vocational Rehabilitation Assistance, Kentucky Technical College, Community Ministries	2	Education (activities designed to assist participants to attain an adequate education)					1.2.B Completed ABE/GED and received certificate or diploma; 1.2.C Completed post-secondary education program and obtained certificate or diploma; 2.1.H Accessible or increased educational and training placement opportunities, 2.1.I Accessible or increased educational and training placement opportunities; 6.3.2 Youth improve social/emotional development; 6.3.5 Youth increase academic, athletic, or social skills for school success by participating in before or after school programs	
			023	Requests referral and/or information for agency education program	60		0		
			024	Requests referral or information for non-agency education program	10		0		
			025	Requests referral and/or information for Head Start Program/preschool	0		0		
			026	Participates in educational assessment session	0		40		
			027	Develops Education Progress & Achievement Plan	0		25		
			028	Participates in educational counseling (1 hour)	0		5		
			029	Enrolls in adult literacy program	0		3		
			030	Enrolls in adult ABE/GED program	0		20		
			031	Enrolls in adult instructional program	0		0		
			032	Enrolls in degree program (count 1 time per quarter/semester)	0		50		
			033	Utilizes educational assistance funds/books/supplies/materials	0		50		
			034	Utilizes assistance to remove educational obstacles	0		115		
			035	Completes adult literacy program	0		1		
			036	Completes adult ABE/GED/other instructional program	0		15		
			037	Completes adult instructional program	0		0		
			038	Completes 1 quarter/semester post-secondary program	0		50		
			039	Obtains 2 year degreee and/or 4 year degree	0		6		
			040	Education services follow-up	0		10		
			Education Subtotals				70		

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes	
				Services	Households	Services	Households		
6	Center for Women and Families, Women 4 Women, Family Economic Success, Legal Aid, Louisville Asset Building Coalition, Project Warm, Dress 4 Success, Kentucky Domestic Violence Association, Bank On Louisville	3	Income Management <small>(activities designed to assist participants to make better use of available income including energy conservation)</small>					1.3.1 Number and percent demonstrating ability to complete and maintain a budget for over 90 days (Utilization); 1.3.3 Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings (Enhancement); 6.1.A, B The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services: Senior Citizens and Individuals with Disabilities;	
			041	Request referral and/or information for budget/credit counseling	30		0		
			042	Requests referral and/or information for legal services	0		0		
			043	Requests referral and/or information for clothing assistance	0		0		
			044	Requests referral and/or information about furniture/household items/materials	0		0		
			045	Requests referral and/or information for Food Stamp Program	15		0		
			046	Requests referral and/or information for TANF, EITC, Unemployment, SS, SSI	180		0		
			047	Requests referral and/or information for Child Support Program	10		0		
			048	Requests referral and/or information for holiday assistance	45		0		
			049	Participates in income management assessment session	0		30		
			050	Develops Income Management Progress & Achievement Plan	0		30		
			051	Attends budget/credit counseling	0		30		
			052	Attend budgeting workshop(s)	0		30		
			053	Applies budgeting/credit counseling plan	0		11		
			054	Receives energy conservation materials	0		1000		
			055	Utilizes agency tax preparation services (for non-seniors)	0		0		
			056	Utilizes agency tax preparation services (for seniors)	0		0		
			057	Applies/recertifies for energy assistance programs (not LIHEAP)	0		750		
			058	Receives holiday assistance	0		0		
			059	Receives clothing assistance and/or personal items	0		20		
			060	Receives furniture/household items/materials	0		25		
			061	Receives food stamps	0		0		
			062	Participates in Individual Development Account (IDA) and/or other savings	0		3		
			063	Receives TANF/EITC/SS/SSI/Unemployment	0		150		
			064	Receives court-ordered child support	0		3		
			065	Income Management follow-up	0		25		
Income Management Subtotals				280		2107			

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes	
				Services	Households	Services	Households		
9	Louisville Metro Housing & Community Development, Louisville Metro Housing Authority, Family Services Homelessness unit, Family and Children First	4	Housing (activities designed to assist participants to obtain and maintain adequate housing and a suitable living environment)					2.1.C Safe and affordable housing units in the community preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy; 2.2.E Increase or preservation of neighborhood quality of life resources	
			066	Requests referral and/or information for agency housing program	0		0		
			067	Requests referral and/or information for non-agency housing services	30		0		
			068	Participates in housing assessment	0		5		
			069	Develops Housing Progress & Achievement Plan	0		3		
			070	Utilizes agency security/utility deposit assistance	0		0		
			071	Utilizes Section 8 or other rental assistance	0		0		
			072	Develops housing plan/goals through KY Housing Corporation/USDA-Rural Development	0		0		
			073	Attends housing counseling (1 hour)	0		3		
			074	Attends prepurchase housing counseling (1 hour)	0		0		
			075	Attends foreclosure housing counseling (1 hour)	0		0		
			076	Attends housing seminar	0		0		
			077	Conducts housing search	0		0		
			078	Utilizes direct assistance in maintaining housing stability	0		0		
			079	Relocates to safe/more affordable housing	0		0		
			080	Obtains permanent housing	0		0		
			081	Purchases a home	0		0		
			082	Applies for weatherization service	0		600		
			083	Receives home weatherization service	0		500		
			084	Applies for home repair	0		0		
			085	Receives energy conservation services through Demand Side Management	0		0		
			086	Receives low interest loan for home repair	0		0		
			087	Receives home repair	0		0		
088	Receives housing services and/or inspection for affordable housing program	0		0					
089	Receives Housing Quality Standards inspection	0		0					
090	Utilizes health and safety home enhancements (ie. smoke/carbon monoxide)	0		0					
091	Housing services follow-up	0		10					
Housing Subtotals				30		1121	0		

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes	
				Services	Households	Services	Households		
5	Association of Community Ministries, Salvation Army, St. Vincent de Paul, Neighborhood Place, Metro Louisville Police, Dare to Care, Metro United Way, Louisville Metro Emergency Management Services, American Red Cross	5	Emergency Services (activities designed to assist participants to obtain emergency services through one time payments or short term loans to meet immediate and urgent individual and family needs, including health services, nutritious food, housing, and employment related services)					6.2.A, B, F, G, H, J, K Emergency food, Emergency vendor payments, Emergency medical care, Protection from violence, Legal assistance, Disaster relief, Clothing;	
			092	Requests referral and/or information for agency Emergency Services Program	21000		0		
			093	Requests referral and/or information for to non-agency emergency services	200		0		
			094	Requests referral and/or information for abuse intervention	50		0		
			095	Utilizes assistance in assessing emergency needs/resources	0		0		
			096	Applies for LIHEAP	0		10600		
			097	Receives Certificate of Financial Need (CFN)	0		2450		
			098	Receives emergency heating/cooling equipment	0		10		
			099	Receives agency emergency food bank/donated food	0		350		
			100	Receives assistance with emergency payments	0		10600		
			101	Receives assistance with non-monetary emergency needs or disaster needs	0		105		
			102	Applies for homeless program/shelter	0		0		
			103	Utilizes emergency shelter program	0		0		
			104	Utilizes transitional housing program	0		0		
			105	Develops strategies to avoid future emergencies	0		0		
106	Emergency Services follow-up	0		150					
Emergency Services Subtotals				21250		24265			

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes	
				Services	Households	Services	Households		
7	Jefferson County Public Schools, Dare to Care, Kentucky Harvest, Louisville Metro Parks	6	Nutrition (provide for the provision of Supplies or services, nutritious foodstuff and related services, as may be needed to counteract conditions of starvation and malnutrition)					6.3.2 Infant and child health and physical development are improved as a result of adequate nutrition	
			107	Requests referral and/or information for agency nutrition program	10		0		
			108	Requests referral and/or information for non-agency nutrition programs	10		0		
			109	Requests referral and/or information for school/summer/hot meals or WIC referral	0		0		
			110	Participates in nutritional evaluation	0		0		
			111	Participates in nutritional education classes	0		0		
			112	Receives instruction/materials for safe food preparation/storage	0		0		
			113	Summer Food Service Program meal received by child	0		160000		
			114	Child participates in Backpack Program (Count annually)	0		0		
			115	Receives non-emergency food items	0		900		
			116	Receives supplemental food/commodities	0		915		
			117	Receives certification/recertification for commodities/nutritional programs	0		900		
			118	Receives hot meals (congregate/home delivered)	0		0		
			119	Participates in individual Garden/Seed Project	0		0		
120	Nutrition services follow-up	0		0					
Nutrition Subtotals				20		162715			

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes	
				Services	Households	Services	Households		
2	Transit Authority of River City, Dismas Charities, DCBS, Office of Youth Development, Metro United Way, Making, Louisville Metro Community Action Partnership Administering Board, Connections, Jefferson County Pubic Schools Adult Education, Association of Community Ministries, KentuckianaWorks	7	Linkages (activities designed to assist participants to achieve greater participation in the affairs of the community)					6.1.A Senior Citizens; 2.1.G Accessible new or expanded transportation resources, or those saved from reduction or elimination, that are available to low income people, including public or private transportation; 3.1 Total number of hours volunteered to community action; 3.2.A Number of low income people participating in formal organizations, government, boards, or councils that provide input to decision making and policy setting through community action efforts; 3.2.D Number of low income people engaged in non governance community activities or groups	
			121	Requests referral and/or information for agency linkages	100		0		
			122	Requests general referral and/or information for non-agency program	300		0		
			123	Request referral and/or information for advocacy with other programs	50		0		
			124	Requests referral and/or information for agency senior programs	0		0		
			125	Requests referral and/or information for agency non-educational youth programs/projects	0		0		
			126	Request referral and/or information for transportation	10		0		
			127	Request referral for child care assistance	25		0		
			128	Participates in transportation assessment	0		0		
			129	Receives transportaion service to meet needs	0		25		
			130	Youth participates in non-educational programs/projects	0		0		
			131	Receives advocacy with other programs	0		0		
			132	Receives assistance from community resources mobilized	0		0		
			133	Non-senior volunteers in agency (min. 1 hour, record each hour)	0		1250		
			134	Youth volunteers in agency (min. 1 hour, record each hour)	0		0		
			135	Senior volunteers in agency (min. 1 hour, record each hour)	0		41000		
			136	Consumer participates in agency Advisory/Policy Council/Board meeting (each meeting per person)	0		0		
			137	Consumer participates in the needs assessment process	0		100		
			138	Consumer completes Service Satisfaction Survey	0		125		
			139	Receives information/resources in discrimination problems	0		0		
140	Receives information/resources on consumer issues	0		0					
141	Consumer participates in economic development project	0		20					
142	Enrolls in child care assistance program (non SS participant)	0		0					
143	Linkages follow-up	0		25					
Linkages Subtotals				485		42545			

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes
				Services	Households	Services	Households	
1	DCBS, Metro Louisville Housing Authority, Louisville Metro Family Services, Center for Women and Families, Community Coordinated Child Care, Louisville Metro Department of Corrections	8	Self-Sufficiency (provide activities that remove obstacles and solve problems and that are comprehensive long term programs of family development which will help achieve goals, solve problems and maintain self-sufficiency)					2.1.E Accessible safe and affordable childcare or child development placement opportunities for low income families created or saved from reduction or elimination; 2.1.I Accessible or increased educational and training placement opportunities, including vocational, literacy and life skill training, ABE/GED, and post secondary education; 6.4.B,C,D,E,F Obtained care for child or other dependant, obtained access to reliable transportation and/or drivers license, obtaine heath care services, obtained safe and affordable housing, or obtained food assistance
			144 Requests referral and/or information for agency comprehensive Self-Sufficiency Program	200		0		
			145 Requests referral and/or information for non-agency Self-Sufficiency Program	50		0		
			146 S.S. participant requests referral and/or participates in child care assistance program	0		0		
			147 Self-Sufficiency participant requests referral and/or participates in parenting program	0		0		
			148 Participation in case assessment for comprehensive Self-Sufficiency Program	0		140		
			149 Utilizes case management services (1 hour, record each hour)	0		140		
			150 Utilizes funds from comprehensive Self-Sufficiency Program	0		50		
			151 Comprehensive Self-Sufficiency Program follow-up	0		150		
			Self-Sufficiency Subtotals				250	

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes	
				Services	Households	Services	Households		
8	Family Health Centers, Association of Community Ministries, Louisville Metro Health & Wellness, Abbott Laboratories and Wellness	9	Health (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)					6.1.A Independent Living Senior Citizens; 2.1.D Accessible and affordable health care services/facilities for low income people created or saved from reduction or elimination;	
			152	Requests referral and/or information for agency health program/services	0		0		
			153	Requests referral and/or information for non-agency health programs/services	10		0		
			154	Requests referral and/or information to low-income health program (Medicaid, Medicare, KCHIP & free medication/vision/dental)	0		0		
			155	Requests referral and/or receives information for health care transportation	0		0		
			156	Receives health related assistance and/or receives monetary health costs	0		0		
			157	Receives Medicaid, Medicare, KCHIP	0		0		
			158	Utilizes assistance with health related heating/cooling equipment	0		0		
			159	Utilizes donated health equipment and/or personal care items	0		50		
			160	Health services follow-up	0		0		
Health Subtotals				10		50			
Grand Totals				23150		236600			
CSBG Director/or Designee signature: _____				Date: _____					

COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES

ATTACHMENT B1

Agency Name: Louisville Metro Community Action Partnership

Address: 810 Barret Avenue, Rm 349

Louisville, KY 40204

For CSBG Program Only
SFY 2012

Attachment B1

Invoice Period: _____

Contract Number: _____

Vendor Number: _____

Mark One:

Original Budget:	XXXX
Revised Budget:	
Monthly Invoice:	
Final Invoice:	

NASCSP
SERVICE CATEGORIES

BUDGET / COST CATEGORIES	APPROVED BUDGET	CSBG ADMINISTRATION	EMPLOYMENT	EDUCATION / SCHOLARSHIP	INCOME MANAGEMENT	HOUSING	EMERGENCY SERVICES	NUTRITION	LINKAGES	SELF SUFFICIENCY	HEALTH	CURRENT MONTH	TOTAL EXPENSES	AVAILABLE
												EXPENDITURES	YEAR- TO- DATE	BALANCE
I. PERSONNEL:												0.00	0.00	0.00
A.) SALARIES / WAGES	703,800.00	148,600.00	75,000.00	55,500.00	8,100.00		58,800.00	90,200.00	142,000.00	125,600.00		703,800.00	703,800.00	0.00
B.) FRINGE BENEFITS	280,800.00	57,300.00	31,200.00	18,600.00	3,200.00		24,200.00	41,300.00	52,200.00	52,800.00		280,800.00	280,800.00	0.00
C.) CONSULTANT / CONTRACT SERVICES	32,100.00	4,800.00	800.00	4,200.00	0.00		8,200.00	2,000.00	9,500.00	2,600.00		32,100.00	32,100.00	0.00
II. NON-PERSONNEL:												0.00	0.00	0.00
A.) SPACE COSTS	4,200.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	4,200.00		4,200.00	4,200.00	0.00
B.) EQUIPMENT	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
C.) CONSUMABLE SUPPLIES	18,096.00	8,196.00	700.00	600.00	0.00		1,600.00	500.00	5,700.00	800.00		18,096.00	18,096.00	0.00
E.) UTILITIES	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00		0.00	0.00	0.00
F.) TRANSPORTATION / TRAVEL	91,200.00	9,400.00	50,300.00	100.00	0.00		1,800.00	20,100.00	3,900.00	5,600.00		91,200.00	91,200.00	0.00
G.) OTHER COSTS	483,400.00	13,100.00	172,300.00	130,000.00	5,000.00		76,500.00	0.00	6,000.00	80,500.00		483,400.00	483,400.00	0.00
TOTALS	1,613,596.00	241,396.00	330,300.00	209,000.00	16,300.00	0.00	171,100.00	154,100.00	219,300.00	272,100.00	0.00	1,613,596.00	1,613,596.00	0.00
APPROVED BUDGET	1,613,596.00													

Executive Director: _____ Date: _____

CSBG Director: _____ Date: _____

Finance Director: _____ Date: _____

**COMMUNITY SERVICES BLOCK GRANT
FY 2011-2012
BUDGET NARRATIVE
Attachment B1**

Self Sufficiency Services

Client incentives and enrichment to promote self sufficiency	\$55,000
Public transportation; to include bus passes and other transportation services for low income clients	\$3,000
"Aging in Place" program enables low-income seniors to remain in their homes with home improvements and/or modifications	\$25,000
Direct client services for self sufficiency programs	\$167,700
Support services for self sufficiency programs, including advocacy and partnership development through meetings, forums and community planning	\$21,400
<i>TOTAL SELF SUFFICIENCY SERVICES</i>	<i>\$272,100</i>

Linkages

Public relations and public information services that promote awareness of programs, relationship building, community collaborations and volunteer opportunities	\$45,300
Increase community awareness through informational and educational forums, community events and neighborhood outreach; manage program development and planning, grant reporting, program monitoring and evaluation, community needs assessment, grant research and program compliance	\$135,800
Support services and coordination of community awareness/community participation	\$38,200
<i>TOTAL LINKAGES</i>	<i>\$219,300</i>

Employment Services

Employment supports to ameliorate conditions that prevent successful attainment and retention of employment (Transportation)	\$50,000
Employment supports to ameliorate conditions that prevent successful attainment and retention of employment (Incentives and Enrichment)	\$70,000
Job training services for employment programs	\$100,000

**COMMUNITY SERVICES BLOCK GRANT
FY 2011-2012
BUDGET NARRATIVE
Attachment B1**

Employment Services (cont.)

Direct services for employment program	\$93,000
Support services for employment programs	\$17,300
<i>TOTAL EMPLOYMENT SERVICES</i>	<i>\$330,300</i>

Education and Scholarship Services

Education scholarships which covers tuition and other educational costs for adult learners who wish to pursue a Bachelor's or Associate's Degree, or other post secondary educational opportunities	\$60,000
Education scholarships which provide tuition to adult learners who have completed a G.E.D. or equivalent and are pursuing a Bachelor's or Associate's Degree, or other post secondary educational opportunities	\$40,000
Opportunity scholarships for adult learners who are pursuing a Bachelor's, Associate's degree or other post secondary educational program and are in need of assistance to remove barrier to the continuation of their educational studies	\$30,000
Youth Intern Program; develop and enhance job readiness skills, work ethics and community service/poverty awareness	\$10,500
Direct client services for education and scholarships programs	\$46,200
Support services for education and scholarships programs	\$22,300
<i>TOTAL EDUCATION AND SCHOLARSHIP SERVICES</i>	<i>\$209,000</i>

Emergency Services

Winter heating and summer cooling program to include space heaters and fans and air conditioners for low income families in crisis	\$25,000
Emergency and disaster relief for low income families in crisis to cover non-routine emergency needs	\$41,500
Direct client services for utility assistance, fans, heaters, air conditioners, donated food distributions and other emergency services	\$35,500

COMMUNITY SERVICES BLOCK GRANT

FY 2011-2012

BUDGET NARRATIVE

Attachment B1

Emergency Services (cont.)

Support services for utility assistance, fans, heaters, air conditioners, donated food distributions and other emergency services \$69,100

TOTAL EMERGENCY SERVICES ***\$171,100***

Income Management Services

Client incentives and enrichments awarded to participants completing financial literacy courses \$5,000

Direct client services for income management programs \$3,900

Support services for income management services \$7,400

TOTAL INCOME MANAGEMENT SERVICES ***\$16,300***

Nutrition Services

Coordination, site monitoring and supervision for Summer Food Service Program (SFSP) sites; serving over 7,000 children at approximately 100 sites throughout \$80,700

Transportation services and assistance for participants of the Senior Nutrition Program \$20,000

Direct client services for Dare to Care and other nutrition programs \$13,800

Support services for SFSP, Dare to Care and other nutrition programs \$39,600

TOTAL NUTRITION SERVICES ***\$154,100***

Health Services

Funds allocated to incentives and enrichment under Self Sufficiency and Employment may be used to address the health care needs of the customer; other \$0

TOTAL HEALTH SERVICES ***\$0***

**COMMUNITY SERVICES BLOCK GRANT
FY 2011-2012
BUDGET NARRATIVE
Attachment B1**

Housing Services

Funds allocated to incentives and enrichment under Self Sufficiency and Employment may be used to address the housing needs of the customer; other housing services will be offered in collaboration with agencies specializing in housing services

\$0

TOTAL HOUSING SERVICES

\$0

TOTAL

\$1,372,200

ADMINISTRATIVE SERVICES AND SUPPORT

\$241,396

TOTAL CSBG FY 2010-2011 REQUEST

\$1,613,596

**CHFS –Community Services Block Grant-Local In-Kind Match Attachment B2
SFY 2012**

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	\$703,800	\$196,583
2	FRINGE BENEFITS	\$280,800	
3	CONSULTANT/CONTRACT SERVICE	\$32,100	\$75,000
4	SPACE COSTS	\$4,200	\$14,700
5	EQUIPMENT	-0-	-0-
6	CONSUMABLE SUPPLIES	\$18,096	\$18,500
7	UTILITIES	-0-	-0-
8	TRANSPORTATION/TRAVEL	\$91,200	-0-
9	OTHER COSTS	\$483,400	\$127,500
	TOTAL PROJECTED EXPENDITURES	\$1,613,596	\$432,283

I CERTIFY THAT **\$432,283** FROM FUNDS ELIGIBLE FOR MATCHING TO COVER THE LOCAL 20% OF THE AMOUNT ARE HEREIN REPORTED AND DESIGNATED IN THE ABOVE LISTED CATEGORY AREA(S).

 Executive Director Sign _____ Date _____
 CFO Sign _____ Date _____
 CSBG Director Sign _____ Date _____

COMMUNITY SERVICES BLOCK GRANT
 FY 2011-2012
 IN-KIND BUDGET NARRATIVE
 Attachment B2

Salaries/Wages	
Value of approximately 3,000 volunteer hours @ \$6.55/hour working from all LMCAP locations	\$ 19,650
Value of indirect costs from services provided by Louisville/Jefferson County Metro Government (Total Personnel costs @ indirect rate of 17.97 %)	\$176,933
<i>TOTAL SALARIES/WAGES</i>	<i>\$196,583</i>
Consultant/Contract Services	
Value of local media impressions focused on programs such as Summer Heat Relief, Community Action Month, summer feeding program, utility assistance, career fairs, community outreach events, etc	\$75,000
<i>TOTAL CONSULTANTS/CONTRACT SERVICES</i>	<i>\$75,000</i>
Space	
Value of donated office space at two district offices	
East district (Newburg Community Center) 1650 sq ft.	\$13,200
South district (Southwest Govt Center), 744 sq ft.	\$1,500
<i>TOTAL SPACE</i>	<i>\$14,700</i>
Consumable Supplies	
Estimated value of clothing donated and distributed at the South district office	\$2,500
Value of weatherization kits distributed during LIHEAP season (1,000 kits at \$16.00 each)	\$16,000
<i>TOTAL CONSUMBLE SUPPLIES</i>	<i>\$18,500</i>
Other	
Value of donated food and equipment to CSBG programs (food donations from Dare to Care, Kroger, Volunteers of America, Kentucky Harvest, churches, etc.)	\$125,000
Fans donated for Summer Heat Relief and other community donations	\$2,500
<i>TOTAL OTHER</i>	<i>\$127,500</i>
TOTAL IN-KIND GOODS AND SERVICES*	\$432,283

*In-kind contributions are generated from non-Federal resources

Agency: Louisville Metro Community Action Partnership

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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Executive Director	Provide direction and scope for agency programming, public relations and development with special focus on new initiatives	33%									
Executive Administrator	Administration of general CAP program operations: LIHEAP, Summer Food Service Program, Summer Heat Relief, and Employment, Education & Training	100%									
Administrative Assistant	Greets the public, answers questions and directs callers or visitors to sources of assistance	50%							50%		
Information Systems Analyst	Provide technical support for agency technology and communications services		10%	10%			50%	10%	15%	5%	
Youth Interns (Staff Helper-Internal)	Internship designed to develop job readiness skills, work ethics, community service/poverty awareness			100%							

Executive Director _____ Date _____ CSBG Director /or Designee Signature: _____ Date _____

CFO Sign _____ Date _____



Agency: Louisville Metro Community Action Partnership

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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Business Accountant II	Preparation of periodic financial reports and reimbursement requests, account reconciliation, draw downs and wire transfers, and contractual agreements	70%									
Business Accountant I	Process bi-weekly payroll, position control changes, personnel requests, and ensure correct budget allocations	50%									
Social Service Program Supervisor	Supervise all Education, Training and Employment services		30%	40%						30%	
Social Service Program Specialist	Deliver case management, client services and supports to promote healthy relationships, employment and education through healthy communications, scholarship, job readiness and employment, and income management		30%	40%						30%	

Executive Director _____ Date _____ CSBG Director /or Designee Signature: _____ Date _____

CFO Sign _____ Date _____



Agency: Louisville Metro Community Action Partnership

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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Social Service Program Specialist	Deliver case management, client services and supports to increase education, self sufficiency, and income management through scholarships, financial literacy, job readines, building healthy relationships, and other services		20%	40%	10%					30%	
Social Service Program Specialist	Deliver case management, client services and supports to increase self sufficiency through education, building healthy relationships, job readiness and other servies		5%							95%	
Social Service Program Specialist	Deliver case management, client services and supports to increase employment opportunities and self sufficiency through job training, income management, job readiness and other services		70%							30%	

Executive Driector _____ Date _____ CSBG Director /or Designee Signature: _____ Date _____

CFO Sign _____ Date _____



Agency: Louisville Metro Community Action Partnership

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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Social Service Program Coordinator	Deliver client services and supports to enhance family stability and job preparedness through intensive case management, crisis intervention, education, financial literacy, healthy communications and job readiness									100%	
Social Service Program Specialist (Community Liaison)	Public relations, public information, community awareness, relationship building, community collaboration, volunteer opportunities				5%		30%	20%	45%		
Social Service Program Specialist	Deliver client services and support for SFSP, Summer Heat Relief, and other crisis and prevention programs						6%	40%			
Social Service Program Specialist	Deliver client services and support for SFSP, Summer Heat Relief, Dare to Care and other crisis and prevention programs						6%	10%			

Executive Director _____ Date _____ CSBG Director /or Designee Signature: _____ Date _____

CFO Sign _____ Date _____



Agency: Louisville Metro Community Action Partnership

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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Social Service Program Assistant (3)	Assist with delivery of client services and supports for SFSP, Summer Heat Relief, and other crisis and prevention programs						6%	40%			
Social Service Program Assistant	Assist with delivery of client services and supports for SFSP, Summer Heat Relief, Dare to Care and other crisis and prevention programs						6%	10%			
Social Service Program Coordinator	Coordinate client services and supports for SFSP, Summer Heat Relief, Dare to Care and other crisis and prevention programs						25%	33%			
Social Service Program Supervisor	Supervise SFSP, Summer Heat Relief, Dare to Care and other crisis and prevention programs						25%	33%			

Executive Director _____ Date _____ CSBG Director /or Designee Signature: _____ Date _____

CFO Sign _____ Date _____



Agency: Louisville Metro Community Action Partnership

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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
CSBG Administrator	Development and planning, program monitoring and evaluation and reporting of programmatic outcomes for CSBG and other activities								100%		
Social Service Program Specialist	Prepare and submit monthly reporting for job development and public service activities; assist with development and planning, program monitoring and evaluation and reporting of programmatic outcomes for CSBG and other activities								100%		
Administrative Assistant	Administrative support for job readiness, scholarship, self sufficiency, financial literacy, healthy relationships and other educational programs		40%	10%						50%	

Executive Director _____ Date _____ CSBG Director /or Designee Signature: _____ Date _____

CFO Sign _____ Date _____



MEMBERS OF THE BOARD OF DIRECTORS		
<u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u> (1/3 of the members) Names, addresses and phone numbers :	<u>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</u> (at least 1/3 of the members) Names, addresses and phone numbers:	<u>REPRESENTATIVES OF THE PRIVATE SECTOR</u> (the remainder of the members) Names, addresses, and phone numbers:
<p>The Honorable Greg Fischer Louisville Metro Government 527 W. Jefferson St. Louisville, KY 40202 (502) 574-2003</p> <p>Title of Public Official: Mayor</p>	<p>Mr. Chris Locke 4402 Mann Ave. Louisville, KY 40215 502-292-6132 (work) chris.locke@metrounitedway.org</p>	<p>Ms. Sandra Fuqua TARC 1000 W. Broadway Louisville, KY 40203 502-561-5156 (work) 502-448-0091 (home) sfuqua@ridetarc.org</p>
<p>Ms. Jackie Stamps Cab. for Health & Family Services 908 W. Broadway, 4 East Louisville, KY 40203 502-595-4732 (work) 502-966-4287 (home) jackie.stamps@ky.gov</p> <p>Title of Public Official: Director,</p>	<p>Ms. Jewell Douglas Howard 1313 S. 36th Street Louisville, KY 40211 502-776-5127 (home) jewell.douglas@ky.gov</p>	<p>Mr. Jeff Been Legal Aide Society 416 W. Muhammad Ali Blvd. Louisville, KY 40202 502-614-3100 jbeen@laslou.org</p>
<p>Tim Barry Louisville Metro Housing Authority 420 S Eighth St. Louisville, KY 40203 502-569-3423 (work) Barry@lmha1.org</p> <p>Title of Public Official: Director</p>	<p>Ms. Sandra Woolen 3712 Falcon Crest Dr. #204 Louisville, KY 40219 snciC@yahoo.com</p>	<p>Ms. Debra Wise Rayman Norton Healthcare Office of Workforce Development P.O. Box 35070 Louisville, KY 40232-5070 502-629-4955 (work) 502-939-9985 (cell) debra.rayman@nortonhealthcare.org</p>

Attachment C

SFY 2012

<p>Jackie Richardson Department of Public Health and Wellness 400 East Gray Street Louisville, KY 4020 502-574-5552 jackie.richardson@louisvilleky.gov</p> <p>Title of Public Official: Chief of Staff/Assistant Director</p>	<p>Ms. Rose M. Robinson 5203 Yew Lane Louisville, KY 40213 502-968-9091 (home) 502-966-6053 (2nd #)</p>	<p>Ms. Janet A. Jernigan Just Solutions Mediation Services Chestnut Centre 410 W. Chestnut St., Ste. #628 Louisville, KY 40202-2324 502-581-1961 jjernigan@just-solutions.org</p>
<p>Mayria Porter Office of Internal Audit 609 West Jefferson Street Louisville, KY 40202 502-574-3264 Mayria.porter@louisvilleky.gov</p> <p>Title of Public Official: Internal Auditor I</p>	<p>Ms. Lizabeth Mays 3414 W Market St. #3 Louisville, KY 40212 502-742-5779 (home) 502-776-4930 (work) 502-262-7141 (cell) elizalove1@juno.com</p>	<p>Mr. Jonathan Dooley 727 S. 40th Street Louisville, KY 40211 502-817-8491 jondooley@insightbb.com</p>
<p>Darrell Aniton Youth Development Office of Human Services Department of Housing & Family Services 810 Barret Avenue Louisville, KY 40204 502-574-2685 Darrell.Aniton@louisvilleky.gov</p> <p>Title of Public Official: Director</p>	<p>Jean M. Russell 241 Haldeman Ave. Louisville, KY 40206 502-592-0754 (home) 502-608-0407 (cell) Jeanrussell5297@yahoo.com</p>	<p>Aukram Burton Diversity and Multicultural Education Specialist Dept. of Diversity, Equity and Poverty Programs Jefferson County Public Schools 332 Newburg Road Louisville, KY 40218 502-485-7075 aukram.burton@jefferson.kyschools.us</p>
<p>VACANT</p>	<p>Jo Ann Orr 1824 Oehrle Dr Louisville, KY 40216 502-447-0975 (home) orrja@hotmail.com</p>	<p>VACANT</p>

Attachment C

SFY 2012

VACANT	VACANT	Vacant
--------	--------	--------

Total Number of Seats 24 **Number of Vacancies (Attach explanation of vacancies)** 5 **CFO Signature** _____

Executive Director Signature _____ **CSBG Director or Designee Signature** _____ **Date** _____

CAP Administering Board Vacancy Update

(as of 2/8/11)

The CAP Administering Board currently has two vacancies in the Public Sector, two vacancies in the Private Sector and one vacancy in the Community Sector. Each of these vacancies occurred within the last few months due, at least in part, to a change in leadership.

The two vacancies in the Public Sector were brought on by resignations received in January 2011 from Jane Driskell, her alternate Greg Davis, and Nancy Ray who also served as the Board's Vice Chair.

The two vacancies in the Private Sector were brought on by resignations received from Shelley Kahn as well as Nicole Teague Towns.

Michael Brooks, a Community Sector member who also served as the Board Chair, submitted his resignation in December 2010.

Regina Warren, the acting Executive Director of CAP has been informed of these vacancies and has been in contact with Mayor Fischer's office regarding the Public Sector status. CAP staff plans to review the current membership status with all Board members at the next Administering Board meeting on February 17, 2011. Due to inclement weather, both the December 2010 Board meeting and a specially called January 2011 Board meeting had to be cancelled.



Administering Board Meeting Schedule for 2011

Listed below is the schedule of meeting dates for the Louisville Metro CAP Administering Board for the 2011 calendar year. **The Board meets at 5:30 p.m. at 810 Barret Avenue.** Please mark these dates on your calendar.

- Thursday, February 17, 2011 – 1st Floor Conference Room
- Thursday, April 21, 2011– 1st Floor Conference Room
- Thursday, June 16, 2011 – 1st Floor Conference Room
- Thursday, August 18, 2011 – 1st Floor Conference Room
- Thursday, October 20, 2011 – 1st Floor Conference Room
- Thursday, December 15, 2011– 1st Floor Conference Room

If you have schedule conflicts or concerns regarding any of these dates, please feel free to contact Brooke Searcy at 574-7302.

Meetings are open to the public (pursuant to Kentucky State Regulation 922KAR6:010)



Administering Board Meeting Schedule for 2012

Listed below is the schedule of meeting dates for the Louisville Metro CAP Administering Board for the 2011 calendar year. **The Board meets at 5:30 p.m. at 810 Barret Avenue.** Please mark these dates on your calendar.

- Thursday, February 16, 2012 – 1st Floor Conference Room
- Thursday, April 19, 2012– 1st Floor Conference Room
- Thursday, June 21, 2012 – 1st Floor Conference Room
- Thursday, August 16, 2012 – 1st Floor Conference Room
- Thursday, October 18, 2012 – 1st Floor Conference Room
- Thursday, December 20, 2012– 1st Floor Conference Room

If you have schedule conflicts or concerns regarding any of these dates, please feel free to contact Brooke Searcy at 574-7302.

Meetings are open to the public (pursuant to Kentucky State Regulation 922KAR6:010)

Louisville/Jefferson County



ADMINISTERING BOARD

POLICIES AND PROCEDURES

Rev: October 2006 (changed name & logo)

Previous revision: 10/02

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Article I -- Name and Description

Section 1 The Louisville and Jefferson County Community Action Commission, thereafter known as the Louisville and Jefferson County Community Action Agency and hereinafter known as the Louisville/Jefferson County Community Action Partnership or as the Agency has been established as a joint agency of the City of Louisville and Jefferson County, Kentucky, by City of Louisville ordinance #183, Series 1965, Ordinance #5, Series 1966, Ordinance #213, Series 1969 and Ordinance #109, Series 1975, and enabling resolutions of the Fiscal Court of Jefferson County, subject to the terms of an Interlocal Cooperation Agreement entered into pursuant to Kentucky Revised Statutes (KRS) 65.210 through KRS 65.300, by the City and the County, originally dated 12 August 1965 and amended 25 January 1966, 29 January 1969, 21 August 1975 and 16 January 1980.

Article II -- Purpose and Function

Section 1 It shall be the general purpose and function of the Louisville Community Action Partnership to plan and coordinate programs designed to combat problems of poverty and seek the elimination of conditions of poverty as they affect the inhabitants of the Louisville/Jefferson County Government.

This general purpose and function shall encompass the following specific purposes and functions:

1. To collect and analyze data on the incidence and nature of poverty in the metropolitan area, identify sub-areas and groups where problems of poverty are concentrated, define major problems, which require community action and clarify objectives of attack upon such problems.
2. To analyze existing public and private agencies and services concerned with the problems of poverty and to determine strategy and methods of fuller mobilization of public and private resources for support of community action efforts.
3. To ensure the participation of area residents in the development and implementation of plans and programs affecting their neighborhoods.
4. To foster action planning for specific community services and programs and plan with local governments and other public, private and voluntary agencies or groups for the mobilization of required financial funds, which may be available for such programs and for strengthening basic community services.
5. To evaluate action, plan proposals and foster cooperation among appropriate function agencies, public and private, for implementation of specific action programs recommended and approved as components of a community action program.

6. To serve as the principle public agency of the Louisville/Jefferson County Government for the solicitation of and contracting for federal funds available under the Community Services Block Grant Act of 1981.

Article III -- Administering Board

Section 1—Powers and Duties. The Agency shall administer its programs through an Administering Board which shall have such powers and duties as are specified by the rules and regulations of the Department of Health & Human Services, Office of Community Services of the United States Government, KRS 273.439 and such other powers and duties as are delegated to it by the Mayor including, but not limited to, the following:

1. To participate jointly and to concur formally in the selection of the Executive Director of the Agency.
2. To exercise all powers which the Mayor chooses to delegate to the Administering Board pursuant to KRS 273.439.
3. To oversee the extent and the quality of the participation of the poor in the programs of the Agency.
4. To determine rules and procedures for the Administering Board.
5. To select the officers and the Executive Committee of the Administering Board.
6. To deliberate upon the following matters and submit its written recommendations to the Mayor before they render a final decision unless the Mayor has specifically delegated these powers:
 - a. Determination of major personnel, organization, fiscal and program policies;
 - b. Determination of overall program plans and priorities;
 - c. Approval of all program proposals and budgets;
 - d. Approval of all evaluation and assessment studies and reports; and

- e. Approval of all arrangements for delegating the planning, conducting or evaluating a component of the work program.
7. To supervise the administration and enforcement of all Department of Health & Human Services, Office of Community Services policies and standards and of all programs, administrative and financial policies adopted by the Mayor.
8. To participate in the development and implementation of all programs and projects designed to serve the poor and low-income areas and members of groups served, so as to best stimulate and take full advantage of capabilities for self-advancement and assure those programs and projects are otherwise meaningful to and widely utilized by their intended beneficiaries.
9. To organize itself in such fashion that residents of the areas concerned will be enabled to influence the character of programs affecting their interests and enabled to regularly participate in the planning and implementation of those programs.
10. To operate as a continuing and effective mechanism for securing broad community involvement in the programs assisted under the Community Services Block Grant Act.
11. Assist the Mayor in establishing effective procedures and arrangements to enable residents concerned to influence the character of programs affecting their interests, to provide for their regular participation in the implementation of those programs, and to provide for technical and other support needed to enable low-income neighborhood groups to secure on their own behalf available assistance from public and private sources.
12. To assist the Mayor in developing methods for evaluating the community action program which provides adequate opportunity for low-income residents to obtain information and communicate with public and private officials on programs and policies proposed for adoption.

13. To make regular reports to the Mayor and the Department for Health & Human Services, Office of Community Services, of its views on the projects and activities for which funding is requested.

Section 2—Selecting and Establishing Priorities. The Board shall have the task of assessing community action priorities. Based on these priorities, recommendations shall be made to the Mayor regarding the funding for specific projects. A variety of means may be employed toward the collection of data necessary for the setting of priorities and, if financially feasible, the Board may contract with specialists to collect the information relevant to this task. The Board shall have the responsibility for selecting and establishing community action priorities.

Section 3—Operating Budget. The Administering Board may develop an operating budget subject to the approval of the Mayor and Department of Health and Human Services, Office of Community Services, which may include funds for collecting information for setting priorities and staff to monitor the special programs.

Section 4—Staff Support. The Executive Director of the Agency will be the primary staff person for the Administering Board. The Board may recommend to the Mayor the termination of the Executive Director for good cause.

Section 5—Board Composition/Allocation of Board Memberships. The Administering Board shall consist of at least twenty-four members and shall be so constituted that: (1) one-third of the members of the Board are public sector members including the chief elected official of the Louisville/Jefferson County Metro Government or their representatives; (2) at least one-third of the members are

persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of the poor; and (3) one-third of the members are members of business, industry, labor, religious, private welfare, private education, significant minority groups and other major private groups and interests located in the geographic boundaries of the Louisville/Jefferson County Metro Government.

Section 6—Public Sector Members. There shall be at least eight public sector members consisting of the Mayor of the Louisville/Jefferson County Metro Government and seven public sector members of the Louisville/Jefferson County Metro Government.

Public sector members may designate a permanent representative to serve on the Board in their place or in their absence during such member's tenure of public service. Such representative need not be a public official themselves as long as representatives are entitled to speak and act for the public officials whom they represent in connection with Board business. Such representative and alternate shall be designated in writing to the Chairperson of the Administering Board.

Terms of office for public sector members shall be regarded as indefinite until such time as the Mayor decides to replace their respective appointee(s).

In any case the Mayor declines to fill a vacancy within the public sector and the Mayor having been so notified in writing, the vacancy shall remain until such time as the Mayor decides to fill said vacancy or until the expiration of the Mayor's term of office, whichever occurs first.

Section 7—Community Sector Members. There shall be at least eight members or one-third of the membership of the Board consisting of members of the community sector with one member representing each geographic area into which

the Board may divide Jefferson County from time to time. Each community sector member must be at least 18 years of age and reside in the geographic area they represent.

Such members and their alternates shall be chosen in accordance with such democratic selection procedures and any other guidelines as may be approved from time to time by the Board. All selections of community sector members and their respective alternates must be approved by the Board at their October meeting prior to the commencement of their term in February. **The term of office for such members shall commence on the first day of February following their selection and continue for the term of three years unless sooner terminated by removal or other cause.** The Board shall fill such vacancy at the next regular or special meeting for the remainder of the unexpired term. Upon the completion of the aforementioned term, the seat shall be filled in the manner set forth above. **Community sector members may serve no more than two full consecutive terms and no more than four full terms total.** **The Board shall specify term of office for which each such member is selected prior to such selection with the aim of having approximately** one-third of such members expire on first day of February of each year.

Section 8—Private Sector Members. There shall be at least eight members or one-third of the membership of the Board consisting of members of the private sector. These members shall be selected by the Nominating & Membership Committee of the Board and shall be selected from business, industry, labor, religious, private welfare, education, significant minority communities, or other similarly situated private groups in the geographic boundaries of the Louisville/Jefferson County Government.

When a vacancy of a private sector seat on the Board occurs, the Nominating and Membership Committee shall create a list of at least two organizations and/or groups from any of the categories stated above invited to name a representative,

who shall be considered in nomination for a seat on the Board representing the private sector.

Upon approval of the recommended organizations to be invited to serve, the Nomination and Membership Committee shall solicit these organizations and make inquiry as to whether they are willing to serve.

Once written responses have been received from solicited organizations, the Nomination and Membership Committee shall forward to the Administering Board a list of interested organizations for their approval. The Board shall approve which organizations are to be seated pending the availability of vacant seats of the private sector.

All selections of private sector members and their respective alternates must be approved by the Board at their October meeting prior to commencement of their term in February. All private sector members shall be seated no later than the February meeting of the Board unless otherwise specified by the Board.

All terms of office will be three-year terms, thereby having one-third of the private sector rotating off each year.

The selection process of such members from private sector shall ensure that there is an equitable representation of the various groups and interests within the community on the Administering Board. If necessary to accomplish such equitable representation, a rotation process may be adopted.

When any private sector member organization has completed six consecutive years of service, the organization that they represent may, at the option of the Board, be dropped from the list of eligible organizations for a minimum of one year, to provide for rotation of the opportunity to serve on the Board among other private groups and agencies in the community.

If any significant minority group should not be adequately represented on the Board, then the selection of as many of the private sector memberships as necessary to provide for such representation shall be allocated to representatives of

such minority groups provided however that no more than three private sector memberships on the Board may be reallocated for this purpose.

In the event of vacancies arising on the Board by reason of resignation, death or other termination of office of a private sector member selected by the Board, the Board may fill such vacancy at any regular or special meeting or may refuse or fail to do so and leave such membership vacant until the following February at which time such vacancy shall be filled in the manner set forth above.

Each organization selected under this section may also select an alternate to serve on the Board in their representative's place in their absence during such person's term of office as Board member. Such alternate shall be designated in writing to the Chairperson of the Board and shall be subject to approval by the Board.

Section 9—Appeals Procedure/Petition for Representation. Any private agency or group, or representative group of the poor, or significant minority group as defined under sections 7 and 8 above which feels itself inadequately represented on the Board, may petition the Board for adequate representation thereon. The procedure for consideration and action with respect to any such petition shall be as follows:

1. The petitioning agency or group shall file, at the office of the Administering Board, a petition which shall set forth the names and addresses of the agency or group and such additional information with respect thereto as may be appropriate to sufficiently describe and identify the petitioners (such as approximate membership, geographical area, general interest of members, etc.). The petition shall state briefly that the reason(s) why the petitioner believes its members are inadequately represented on the Board. Such petition shall be signed by not less than

- fifty percent of the membership of the petitioning agency or group, or fifty persons, whichever is smaller.
2. The petition shall be scheduled for an open hearing by the Board not later than the second regular meeting of the Board following the date of filing of such a petition. The petitioning group or agency shall be given not less than 15 days written notice of the date of such hearing, by certified mail addressed to the petitioning agency or group at the address specified in the petition.
 3. At the hearing, representatives of the petitioning agency or group shall be provided ample opportunity to present its case for more adequate representation. If it appears that additional information is requested by the Board or if the petitioner desires to submit additional information, the Board shall provide the petitioner with a reasonable period of time within which to submit same in writing.
 4. The Board shall consider the petition, the presentation at the hearing and any additional information submitted and shall decide whether the petitioning agency or group is entitled to the representation petitioned for and shall promptly cause a written statement to be provided to the petitioning agency and the Mayor. Whenever a petitioning group or agency is accorded representation pursuant to this procedure, the Board shall consider whether such representation required the adjustment or realignment of Board membership so as to maintain proper representation of public and private sectors under the provisions of these By-Laws and shall take appropriate action with respect thereto. Such action shall be reflected in the written statement aforesaid.

SECTION 10—Compensation. No Board member shall be entitled to, or shall receive, any compensation for attendance at meetings of the Board or for other services rendered to the Louisville Community Action Partnership as a Board member except for expenses necessarily incurred by them in the performance of their duties as a Board member and approved by the Board.

SECTION 11—Quorum. The number of members present either in person or by proxy shall constitute a quorum. Once a quorum is present, the Board may proceed with the business of the Board. Each Board member, at the time any vote or action of the Board is taken upon any matter, shall be entitled to cast one vote with respect thereto. Any action taken by the majority of the Board shall be binding on the Board unless otherwise expressly provided herein. No proxy voting shall be allowed.

Article IV -- Meetings

Section 1—Regular Meetings. Regular meetings shall be held bi-monthly, beginning with the month of February, at such time and dates to be determined by the Administering Board. Regular meetings shall be held at the principle offices of the Agency or at other such places within the geographic boundaries of the Louisville/Jefferson County Government as shall be designated in the notice of the meeting, provided that all such meetings are held in a place and at a time convenient to the poor and the community sector members.

Section 2—Special Meetings. Special meetings of the Board may be held at any time upon the call of the Chairperson or Vice-Chairperson or one-third of the members of the Board.

Section 3—Notice of Meetings. It shall be the duty of the Secretary to cause notice of each regular and special meeting to be given to all members of the Board by sending notice thereof at least seventy-two hours for regular meetings and forty-eight hours for special meetings before the holding of such meeting. The notice shall include an agenda of all known matters, which are to be presented at the meeting. With regard to special meetings of the Board, an agenda shall accompany the notice of that meeting and shall be sent to all Board members. No meeting, be it regularly scheduled or special call, may address the issues of (1) removal of a member of the Board for cause, (2) the election of officer(s) of the Board, and (3) the amendment or revision of these Policies and Procedures or (4) recommendation for the hiring or firing of the Executive Director of the Agency unless such items appear on an agenda circulated pursuant to the requirements of this Article.

Section 4—Meetings Open to the Public. All regular and special meetings shall be open to the general public. At meetings where matters not required by law to be discussed in session are taken up, such matters may be taken up in closed session upon a majority vote of the Board present and voting.

Section 5—Procedures. The parliamentary procedures of all meeting of this Board shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Revised unless expressly stated herein.

Section 6—Secret Ballot. Secret ballots will be used in voting on all motions to (1) remove a Board member for cause, (2) recommendation to hire or fire an Executive Director of the Agency, or (3) elect any officer of this Board.

Section 7—Removal from Membership. Any member of the Board other than of the public sector may be removed from membership for willful misconduct. Removal for cause must be supported by a two-thirds vote of board members at a meeting at which a quorum is present. Written notice must be given to any such member of the nature of misconduct and of the date of the meeting of the Board at which a motion for removal will be made.

Any member of the Board who, without just cause, is absent from three consecutive regularly scheduled meetings, is a public sector member or representative of the public sector member, the Board may vote and recommend to the Mayor that the public sector member be removed from the Board. Should need arise for removal of any Board member(s) for willful misconduct, all such proceedings shall take place in Executive Session. A public sector member must receive a timely warning prior to actual removal and must be reminded of their right to appoint a permanent representative to serve in their behalf. If a public sector

member misses the meetings requiring removal from the Board and declines to appoint a representative to the Board, the Mayor must be promptly informed of the vacancy. If a member who is removed is the appointed representative of a public sector member, the sector member shall be afforded an opportunity to appoint another representative.

Any member of the Board who ceases to live in the district they represent or ceases to be a member of the group or private community organization which they represent on the Board, or any public sector member who ceases to hold the position which entitles them to sit on the Board, shall no longer be a member of the Board provided, however, that the representative of a public sector member may serve until a successor is appointed by such public sector member's successor in the position.

Article V -- Officers of the Administering Board

Section 1—Officers. The Officers of this Board shall be Chairperson, Vice Chairperson, Secretary and Finance Officer. All officers of this Board shall be duly-elected members of the Board. No person shall be elected to more than one office of the Board during the same term. All such officers shall be elected annually by the Board at its first regular meeting. Officers shall hold office for one year or until their respective successor shall have been duly elected and qualified provided, however, that any officer may be removed at any regular or special meeting at which notice of such contemplated action is given by a majority of the members of the Board.

Section 2—Chairperson. The Chairperson shall be the principle representative of the Agency. When present, the Chairperson shall preside at all meetings of the Board. The Chairperson shall, in general, perform all duties relevant to the office of the Chairperson and such other duties as may be prescribed by the Mayor and the Board from time to time.

Section 3—Vice Chairperson. The Vice Chairperson shall perform all duties of the Chairperson of the Board in the absence of that officer and may perform such other duties as may be assigned by the Board.

Section 4—Secretary. The Secretary shall (1) keep, or have kept, the minutes of the Administering Board and see that copies are made available to members, (2) see that all notices are duly given in accordance with the provisions of these Policies and Procedures and as required by law, (3) be custodian of the official minutes and related records of the Board and (4) perform other such related duties as may be assigned by the Board.

Section 5—Finance Officer. The Finance Officer shall (1) be a member of and Chairperson of the Finance Committee, (2) make regular reports on the financial condition of the Agency to the Administering Board, (3) delegate and assign those duties ordinarily associated with the office of Finance Officer to the Fiscal Agent for the Agency and (4) perform such other related duties as may be assigned by the Board.

Section 6—Vacancies in Offices. Any vacancy in any office of the Board because of death, resignation or other cause may be filled by the Board for the unexpired portion of the term. In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall become acting Chairperson until a new Chairperson is elected by the Board.

Section 7—Election of Officers. All officers of the Administering Board shall be elected at the regular meeting of the Board held in October of each year. Each such officer shall serve for a period of one year and may succeed in office if re-elected by the Board.

Article VI Committees of the Administering Board

Section 1—Executive Committee. There shall be an Executive Committee fairly representative of the Board in terms of representation of public, private and community sector members which shall consist of the officers of the Board (Chairperson, Vice Chairperson, Secretary and Finance Officer), and in addition, two members of the Board, appointed by the Board Chairperson with the approval of the Board. Two of the six appointees will be appointed from among the public sector members, two from among the members, and two from the Board members representing the poor. Fifty-percent of the Executive Committee must be present to have a quorum for transacting business and a majority of those present and voting may take action for the Committee.

The duties of the Executive Committee shall be to act for the Board between meetings of the Board, and to assist the Executive Director of the Agency in determining matters which need the attention of the full Board. All actions of the Executive Committee shall be ratified or rescinded at the next meeting of the Board.

Section 2—Standing Committees. There shall be four standing committees, in addition to the Executive Committee, with the names and duties as hereafter set forth:

- A. Finance Committee—There shall be a Finance Committee composed of up to nine members. The Finance Officer shall be the Chairperson of the Committee by reason of this office. Its duties shall be (1) to exercise general oversight over the receipt and expenditure of all Agency funds, budgets, accounts inventories and audits, (2) to recommend to the Board and the Mayor general policies about fiscal and accounting practices, (3) to study the budgets of all grant proposals and certify to the Board and the Mayor that they are reasonable, necessary and adequate, and (4) to

review monthly expenditures in all program accounts and call to attention of the Board and the Mayor any significant under- or over-expenditures and the reasons thereof. This Committee shall also assist in the development of the Agency's fundraising plan and monitor its implementation.

- B. Nomination and Membership—This Committee shall consist of three members, none of whom shall be current Board officers. The Committee shall monitor the attendance of Board officers and Board members, shall monitor whether vacancies have occurred and advise the Board regularly of steps needed to keep the Board at its full complement of members. The Committee shall solicit membership from the private sector when vacancies occur. The Committee shall also draw up a slate of nominees for the various Officers of the Board and present it at the regular meeting in October of each year. It is the responsibility of this Committee to ensure that diverse representation from all sectors of the Board's membership is represented on each committee.
- C. Planning & Reporting—This Committee shall consist of up to nine members. The Committee may sub-divide its work into two or more functional or programmatic areas and delegate the Committee's responsibilities in these areas to sub-committees. The Committee shall assist in the development of the Agency's planning system and monitor its implementation; oversee program operation and evaluation according to specifications provided by funding sources and/or grant proposals and ensure the Agency's adherence to all reporting requirements of all funding sources; and such related matters as shall be assigned by the Board.
- D. Public Relations—This Committee shall consist of up to six members. This Committee shall assist in the development of the Agency's public and community relations campaign (for both the Agency and all of its programs and services) and monitor its implementation.

Section 3—Special Committees. The Chairperson of the Board may appoint special committees from time to time depending upon the needs of the Board. Such committees shall have such functions and serve for such time as may be determined by the Board.

Section 4—Membership. Committee members shall be appointed by the Chairperson of each committee. All standing and special committees of the Board shall fairly reflect the composition of the full Board and at least one-third representatives from among the public sector members of the Board.

Section 5—Ratification. Any and all acts of any and all standing and special committees must be ratified by an act of the Board or subsequent meeting.

Section 6—Quorum and Act. The number of members present shall constitute a quorum of that committee. Any act of the majority of a committee at which a quorum is present shall constitute an act of that committee.

Section 7—Notice. Each member of any committee must be notified personally or in writing of the time, date and location of such meetings at least 36 hours before the committee shall meet. The requirement for notice may be waived, however, upon written agreement of all members of the committee which is meeting.

Article VII -- Powers of the Agency

Section 1—Planning and Administration. The Agency shall be responsible for the planning, coordination, evaluation and administration of the community action program for the Louisville/Jefferson County Government.

Section 2—Administration of Funds. The Agency shall have the power to receive and administer funds pursuant to the Community Services block Grant, to receive and administer funds and contributions from private and local public sources, and to receive and administer funds under any federal, state or local government assistance program pursuant to those programs.

Section 3—Delegation of Powers. The Agency shall have the power to contract and to do any and all acts necessary to carry out its function in accordance with the Community Services Block Grant, the Interlocal Cooperation Agreement between the City of Louisville and Jefferson County, as amended and any other legislation.

Section 4—Implement Programs. The Agency shall have the power to carry out any programs consistent with the Interlocal Cooperation Agreement, Community Services Block Grant or these Policies and procedures, which may be funded by local or state government or has private funding sources.

Section 5—Principle Community Services Agency. The Agency shall serve as the principal public, non-profit Agency in the geographic boundaries of the Louisville/Jefferson County Government for the solicitation of the contracting for federal funds available under the Community Services Block Grant Act of 1981.

Article VIII -- Administration

Section 1—Executive Director. There shall be an Executive Director who shall be the Chief Administrative Officer of the Louisville Community Action Partnership and who shall hold office at the discretion of the Mayor. It shall be their function (1) to recruit, employ, supervise, evaluate and terminate such other staff as are necessary to conduct the business of the Agency, (2) to keep, or have kept, and to be responsible for the custody and accuracy of all accounts, ledgers, inventories and audits of the Agency, (3) to direct personnel which may, at their request, be loaned by the existing organizations or be obtained by contract with other organizations, (4) and to direct and supervise the implementation of all organizational activities necessary to achieve the goals and objectives of the Agency.

Section 2—Central Staff. There shall be a central staff whose function shall be:

1. To collect and analyze data on the incidence and nature of poverty in the geographic boundaries of the Louisville/Jefferson County Government, identify sub-area and groups where problems of poverty are concentrated, define major problems which require community action and clarify objectives of attach upon such problems.
2. To identify existing public and private agencies and services concerned with the problems of poverty and determine strategy and methods of fuller mobilization of public and private resources for support of community action efforts.
3. To ensure the participation of area residents in the development and implementation of planned programs affecting their neighborhoods.
4. To foster action planning for specific community services and programs and plan with local governments and other public, private and voluntary

agencies or groups for the mobilization of funds which may be available for such programs and for strengthening basic community services.

5. To evaluate proposals and foster cooperation among appropriate functional agencies, public and private, for implementation of specific components of community service programs. To evaluate proposals submitted from neighborhood organizations to ensure compliance with federal regulations and to be consistent with neighborhood priorities.

Article IX -- Fiscal Responsibility

Section 1. To conform with federal and local guidelines, primary fiscal responsibility will rest with the Louisville/Jefferson County Government through the Mayor. Funds received and those disbursed will follow the same procedures as any other federal program administered by the Metro Government. All funds will come to the Metro Government Finance Department as fiscal agent for the Agency and will be disbursed in accordance with the approved Agency budget. The Administering Board, with the assistance of the Executive Director and staff, will be responsible for administering, planning and monitoring all Agency-sponsored programs.

Article X -- Amendment of the Policies and Procedures

Section 1—Administering Board. These Policies and Procedures may be amended, altered or revised by the Board at any regular meeting of the Board provided, however, that notice of seven days of the meeting be sent to all members of the Board and shall set forth specifically or in general terms what amendment or change is proposed to be made in the Policies and Procedures.

Section 2—Interlocal Cooperation Agreement. Amendments of the Policies and Procedures may not be inconsistent with the provision of the Community Services Block Grant regulations, the Interlocal Cooperation Agreement, and any other appropriate legislation unless the Agreement or legislation is also amended to conform to the provisions of the Policies and Procedures of the effective date of such changes.

Section 3—Notice. Notice of any changes in the Policies and Procedures and/or the Interlocal Cooperation Agreement shall be promptly transmitted to the Kentucky Cabinet for Human Resources, Department for Social Services; the Department for Health and Human Services, Office of Community Services; and the Mayor.



Department of Housing & Family Services
Louisville Metro Community Action Partnership
810 Barret Avenue
Louisville, KY 40204

PHONE: 502.574.1157 • FAX: 502.574.1246
www.louisvilleky.gov

April 4, 2011

Ms. Charlene Manuel
Cabinet for Health and Family Services
Department for Community Based Services
Division of Family Services
275 East Main Street, 3E-I
Frankfort, KY 40621-0001

Dear Ms. Manuel,

I certify that the Agency's Affirmative Action Plan, in effect for both Agency's employees and clients, has not changed since the submission of last year's CSBG Plan and Budget Proposal to the Cabinet for Health and Family Services.

Sincerely,

Regina Warren
Interim Executive Director



Greg Fischer
Mayor
Louisville
Metro Council

ROMA Outcomes of Efforts, SFY 2012

Name of Agency Reporting:

Reporting Period:

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

INITIATIVES

National Performance Indicator 1.1 (Guide Pages 16-18)	Number of Participants Enrolled in Program(s)	Number of Participants Expected to Achieve Outcome in Reporting Period (Target)	Number of Participants Achieving Outcome in Reporting Period	Percentage Achieving Outcome in Reporting Period	
Employment	(#)	(#)	(#)	(%)	
The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by <u>one or more</u> of the following:					
A. Unemployed and obtained a job	#	30			Moving Forward, CAP Enterprise, employment job search
B. Employed and maintained a job for at least 90 days	#	6			Moving Forward, CAP Enterprise, employment job search
C. Employed and obtained an increase in employment income and/or benefits	#	2			Moving Forward, CAP Enterprise, employment job search
D. Achieved "living wage" employment and benefits	#	12			Moving Forward, CAP Enterprise, employment job search
National Performance Indicator 1.2 (Guide Pages 21-24)	Number of Participants Enrolled in Program(s)	Number of Participants Achieving Outcome in Reporting Period			
Employment Supports	(#)	(#)			
The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by <u>one or more</u> of the following:					
A. Obtained skills/competencies required for employment	#	#			Job training: Moving Forward, CAP Enterprise Team HOPE
B. Completed ABE/GED and received certificate or diploma	#	#			
C. Completed post-secondary education program and obtained certificate or diploma	#	#			Education in Action Scholarships, Education Opportunity Assistance
D. Enrolled children in before or after school programs					
E. Obtained care for child or other dependant	#	#			
F. Obtained access to reliable transportation and/or driver's license	#	#			
G. Obtained health care services for themselves or a family member	#	#			
H. Obtained safe and affordable housing	#	#			
I. Obtained food assistance	#	#			
J. Obtained non-emergency LIHEAP energy assistance	#	#			
K. Obtained non-emergency WX energy assistance	#	#			
L. Obtained other non-emergency service (State/local/private energy programs. Do Not Include LIHEAP or WX)	#	#			

ROMA Outcomes of Efforts, SFY 2012

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

National Performance Indicator 1.3 (Guide Pages 27-29) Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Aggregated Dollar Amounts (Payments, Credits or Savings) \$	Percentage Achieving Outcome in Reporting Period %
ENHANCEMENT					
1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits	50	30			
2. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments	0	0			
3. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings	900	750			
UTILIZATION					
1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days	45	25		N/A	
2. Number and percent opening an Individual Development Account (IDA) or other savings account	25	25		N/A	
3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings	40	25			
4. Of participants in a community action asset development program (IDA and others):					
a. Number and percent of participants capitalizing a small business with accumulated savings	3	3		N/A	
b. Number and percent of participants pursuing post-secondary education with accumulated savings	1	1		N/A	
c. Number and percent of participants purchasing a home with accumulated savings	2	2		N/A	
d. Number and percent of participants purchasing other assets with accumulated savings	0	0		N/A	

ROMA Outcomes of Efforts, SFY 2012

Agency Notes/Clarification on Goal 1: Low-income people become more self-sufficient.

ROMA Outcomes of Efforts, SFY 2012

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

National Performance Indicator 2.1 (Guides Pages 32-35) Community Improvement and Revitalization	Number of Projects or Initiatives	Number of Opportunities and/or Community Resources Preserved or Increased
Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by <u>one or more</u> of the following:	(#)	(#)
A. Jobs created, or saved, from reduction or elimination in the community	#	#
B. Accessible "living wage" jobs created or saved from reduction or eliminatin in the community	#	#
C. Safe and affordable housing units created in the community		
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy		
E. Accessible safe and affordable health care services/facilities for low-income people created or saved from reduction or elimination		
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or elimination		
G. Accessible "before" school and "after" school program placement opportunities for low-income families created or saved from reduction or elimination		
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation	#	#
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post secondary education	#	#

ROMA Outcomes of Efforts, SFY 2012

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

<p>National Performance Indicator 2.2 (Guide Pages 37-39) Community Quality of Life and Assets</p> <p>The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by <u>one or more</u> of the following:</p>	<p>Number of Program Initiatives or Advocacy Efforts</p> <p>(#)</p>	<p>Number of Community Assets, Services, or Facilities Preserved or Increased</p> <p>(#)</p>
<p>A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets</p>		
<p>B. Increase in the availability or preservation of community facilities</p>		
<p>C. Increase in the availability or preservation of community services to improve public health and safety</p>		
<p>D. Increase in the availability or preservation of commercial services within low-income neighborhoods</p>	#	#
<p>E. Increase or preservation of neighborhood quality-of-life resources</p>		
<p>National Performance Indicator 2.3 (Guide Pages 41) Community Engagement</p> <p>The number of community members working with community action to improve conditions in the community</p>	<p>Total Contribution by Community</p> <p>(#)</p>	
<p>A. Number of community members mobilized by community action that participate in community revitalization and anti-poverty initiatives</p>	#	
<p>B. Number of volunteer hours donated to the agency (This will be ALL volunteer hours)</p>	#	
<p>National Performance Indicator 2.4 (Guide Pages 43) Employment Growth from ARRA funds</p> <p>The number of community members working with community action to improve conditions in the community</p>	<p>Number of Jobs</p> <p>(#)</p>	
<p>A. Jobs created at least in part by ARRA funds</p>		
<p>B. Jobs saved at least in part by ARRA funds</p>		

ROMA Outcomes of Efforts, SFY 2012

Agency Notes/Clarification on Goal 2: The conditions in which low-income people live are improved.

ROMA Outcomes of Efforts, SFY 2012

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

<p>National Performance Indicator 3.1 (Guide Pages 44) Community Enhancement through Maximum Feasible Participation</p> <p>The number of volunteer hours donated to Community Action.</p>	<p style="text-align: center;">Total Number of Volunteer Hours</p> <p style="text-align: center;">(#)</p>
<p>Total number of volunteer hours donated by low-income individuals to community action (This is ONLY the number of volunteer hours from individuals who are low-income)</p>	<p style="text-align: center;">#</p>
<p>National Performance Indicator 3.2 (Guide Pages 46-47) Community Empowerment Through Maximum Feasible Participation</p> <p>The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by <u>one or more</u> of the following:</p>	<p style="text-align: center;">Number of Low-Income People</p> <p style="text-align: center;">(#)</p>
<p>A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts</p>	<p style="text-align: center;">#</p>
<p>B. Number of low-income people acquiring businesses in their community as a result of community action assistance</p>	<p style="text-align: center;">#</p>
<p>C. Number of low-income people purchasing their own home in their community as a result of community action assistance</p>	<p style="text-align: center;">#</p>
<p>D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action</p>	<p style="text-align: center;">#</p>

ROMA Outcomes of Efforts, SFY 2012

Agency Notes/Clarification on Goal 3: Low-income people own a stake in their community.

ROMA Outcomes of Efforts, SFY 2012

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

National Performance Indicator 4.1 (Guide Pages 49)	Number of Organizational Partnerships
Expanding Opportunities Through Community-Wide Partnerships The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes	(#)
Non-Profit	#
Faith Based	#
Local Government	#
State Government	#
Federal Government	#
For-Profit Business or Corporation	#
Consortiums/Collaboration	#
Housing Consortiums/Collaborations	#
School Districts	#
Institutions of post secondary education/training	#
Financial/Banking Institutions	#
Health Service Institutions	#
State wide associations or collaborations	#
The total number of organizations CAAs work with to promote family and community outcomes	

ROMA Outcomes of Efforts, SFY 2012

Agency Notes/Clarification on Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

ROMA Outcomes of Efforts, SFY 2012

Goal 5: Agencies increase their capacity to achieve results.

National Performance Indicator 5.1 (Guide Page 52)	Resources in Agency
Agency Development	
The number of human capital resources available to community action that increase agency capacity to achieve family and community outcomes, as measured by <u>one or more</u> of the following:	(#)
Number of C-CAPs	
Number of ROMa Trainers	
Number of Family Development Trainers	
Number of Child Development Trainers	
Number of staff attending trainings	#
Number of board members attending trainings	#
Hours of staff in trainings	#
Hours of board members in trainings	#

ROMA Outcomes of Efforts, SFY 2012

Agency Notes/Clarification on Goal 5: Agencies increase their capacity to achieve results.

ROMA Outcomes of Efforts, SFY 2012

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

National Performance Indicator 6.1 (Guide Pages 55)		Number of Vulnerable Individuals Living Independently (#)
Independent Living The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:		
A. Senior Citizens		
B. Individuals with Disabilities		
Ages: 0 - 17		#
18 - 54		#
55 - over		#

National Performance Indicator 6.2 (Guide Pages 59-62)		Number of Individuals Seeking Assistance	Number of Individuals Receiving Assistance
Emergency Assistance The number of low-income individuals served by community action that sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:			
		(#)	(#)
A. Emergency Food		#	#
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources		#	#
C. Emergency Rent or Mortgage Assistance			
D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)			
E. Emergency Temporary Shelter			
F. Emergency Medical Care			
G. Emergency Protection from Violence		#	#
H. Emergency Legal Assistance		#	#
I. Emergency Transportation			
J. Emergency Disaster Relief		#	#
K. Emergency Clothing		#	#

ROMA Outcomes of Efforts, SFY 2012

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

National Performance Indicator 6.3 (Guide Pages 44-49) Child and Family Development	Number of Participants Enrolled in Program(s)	Number of Participants Expected to Achieve Outcome in Reporting Period (Target)	Number of Participants Achieving Outcome in Reporting Period	Percentage Achieving Outcome in Reporting Period
	(#)	(#)	(#)	(%)
INFANTS & CHILDREN				
1. Infants and children obtain age appropriate immunizations, medical and dental care				
2. Infant and child health and physical development are improved as a result of adequate nutrition	#	5000		
3. Children participate in pre-school activities to develop school readiness skills				
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade				
YOUTH				
1. Youth improve health and physical development				
2. Youth improve social/emotional development	#	50		
3. Youth avoid risk-taking behavior for a defined period of time	#	20		
4. Youth have reduced involvement with criminal justice system	#	30		
5. Youth increase academic, athletic or social skills for school success	#	50		
ADULTS				
1. Parents and other adults learn and exhibit improved parenting skills				
2. Parents and other adults learn and exhibit improved family functioning skills				

National Performance Indicator 6.4 (Guide Pages 72-74) Family Supports (Seniors, Disabled and Caregivers)	Unit of Measurement	Number of Participants Enrolled in Program(s)	Number of Participants Achieving Outcome in Reporting Period
		(#)	(#)
Low-income people who are unable to work, especially seniors, adults with disabilities and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by <u>one or more</u> of the following:			
A. Enrolled children in before or after school programs	Individuals		
B. Obtained care for child or other dependant	Individuals	#	#
C. Obtained access to reliable transportation and/or driver's license	Individuals	#	#
D. Obtained health care services for themselves or family member	Individuals	#	#
E. Obtained safe and affordable housing	Individuals	#	#
F. Obtained food assistance	Individuals	#	#
G. Obtained non-emergency LIHEAP energy assistance	Individuals	#	#
H. Obtained non-emergency WX energy assistance	Individuals	#	#
I. Obtained other non-emergency assistance (State/local/private energy programs. Do No Include LIHEAP or WX)	Individuals	#	#

ROMA Outcomes of Efforts, SFY 2012

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

National Performance Indicator 6.5	Number of Services
(Guide Pages 72-74)	
Service Counts	
The number of services provided to low-income individuals and/or families, as measured by <u>one or more</u> of the following.	(#)
A. Food Boxes	#
B. Pounds of Food	
C. Units of Clothing	#
D. Rides Provided	#
E. Information and Referral Calls	#

ROMA Outcomes of Efforts, SFY 2012

Agency Notes/Clarification on Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Memorandum of Agreement

This Memorandum of Agreement, by and between **Louisville/Jefferson County Metro Government, by and through its Department of Housing and Family Services , Louisville Metro Community Action Partnership Division ("Metro")**, and **the Commonwealth of Kentucky, Cabinet for Health and Family Services, Department for Community Based Services ("State")**.

WHEREAS, the Parties wish to provide services to low income residents of Louisville/ Jefferson County; and

WHEREAS, each of the Parties wishes to coordinate its services with those of the other Party; and

WHEREAS, each of the parties is a partner in the Neighborhood Place system and primary opportunities for collaboration and coordination of services will occur through the Neighborhood Place Partnership

NOW, THEREFORE, the Parties agree as follows:

1. Metro will offer the following services to the low-income residents of Louisville/Jefferson County.
 - a. Crisis Assistance & Prevention Programs will counsel customers and provide emergency or disaster relief in life or health-threatening situations. Crisis and Prevention also provides emergency food assistance for low-income families through local resources.
 - b. Family Support Programs will counsel customers and provide appropriate direct services and/or referrals to other agencies. Residents are provided information and help in organizing around issues and problems affecting their lives.
 - c. Low-Income Home Energy Assistance Program will provide a one-time (annual) energy subsidy and assists low-income households facing a home heating crisis situation.
 - d. Summer Food Service Program for Children will supply free box lunches to low-income, school-age children during the summer.
 - e. Transportation Assistance for low-income groups and individuals will be provided as needed to participants of Metro programs. Assistance will be provided to and from service sites and special events and locations.
2. State shall provide names of its customers to Metro for said services, but services shall also be provided to low-income families who are not customers of the State.
3. Referrals and coordination of services will be made at the Louisville/Jefferson County level between identified points of contact. The Community Action Partnership Division Director and the Cabinet for Health and Family Services, Department for Community Based

Services, KIPDA Service Region Administrator agree to be available to assist in resolving problems and informing each agency of service program changes affecting common clientele.

4. Metro and State will schedule meetings, at least two times per year, between the staff of the two agencies to plan and implement local coordination and referral processes between the agencies. Appropriate referrals between agencies will be accepted during normal working hours. Metro and State agencies will include as appropriate, Neighborhood Place partners in meeting to maximize collaboration and coordination opportunities.

5. Metro and State will provide assurances that through cooperative efforts both parties are able to identify and address the vital service needs of low-income individuals and families in the geographic service area.

6. This Memorandum of Agreement is entered into pursuant to Kentucky Administrative Regulation, Title 905, Chapter 6, Community Action Agencies, 905KAR6:010 Standards, Section 6, Number 6.

**LOUISVILLE/JEFFERSON COUNTY
METRO GOVERNMENT**

**COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY
SERVICES, DEPARTMENT FOR
COMMUNITY BASED SERVICES**

GREG FISCHER, MAYOR

By:

Title:

Date:

**DEPARTMENT OF HOUSING AND
FAMILY SERVICES,
LOUISVILLE METRO COMMUNITY
ACTION PARTNERSHIP DIVISION**

**ADRIA JOHNSON,
ACTING DIRECTOR**

DATE: _____



Louisville Metro Community Action Partnership

810 Barret Avenue, Louisville, Kentucky 40204

FOR IMMEDIATE RELEASE:

April 8, 2011

Media Contacts

Debbie Belt, (502) 574-6200

(502) 303-6167 (cell)

Rebecca Fleischaker, (502) 574-1903

Community Invited to Comment on CAP Block Grant

2011-2012 Community Services Block Grant Annual Plan available

The public may inspect the Louisville Metro Community Action Partnership (CAP) 2011-2012 Community Services Block Grant Annual Plan on-line, at two CAP locations and at all eight Neighborhood Place locations through Thursday, April 14, 2011.

The Annual Plan outlines service programs and financing provided through the Community Action Partnership. Community Services Block Grants are administered by CAP. An advisory board with one-third public sector representation, one-third private sector representation and one-third community sector representation makes recommendations to the Louisville Metro Family Services' Division Director who oversees CAP.

The full Plan is available for viewing online at www.louisvilleky.gov/CAP and at the following two Community Action Partnership locations during regular business hours: the Urban Government Center, 810 Barret Avenue, Suite 240 (574-1157) and the Newburg Community Center, 4810 Exeter Avenue (574-1270). All eight Neighborhood Place locations, which can be located by calling MetroCall at 311, will also have the plan available for viewing.

Any interested agencies, groups, or persons may submit comments regarding the proposed amendment via e-mail to CAP@louisvilleky.gov, fax to (502) 574-1246, or mail to the CAP office at the Urban Government Center address above during the comment period beginning April 8, 2011 and ending April 14, 2011. For further information, please call (502) 574-1157.

The mission of the Louisville Metro Community Action Partnership is to eliminate poverty and its effects among the residents of Metro Louisville, one family at a time. For more information about CAP, visit our website at www.louisvilleky.gov/cap or call CAP at 574-1157 (TDD available at MetroCALL – 574-5000; the Kentucky Association for Community Action (KACA) at 1-800-456-3452; or the Department for Community Based Services Ombudsman Office at 1-800-372-2973 (TDD available).

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-7000

OFFICE OF THE ASSISTANT SECRETARY
FOR COMMUNITY PLANNING AND DEVELOPMENT

November 5, 2009

Mr. Kevin Moore
Executive Director
Louisville-Jefferson County Metro Government
611 West Jefferson Street
Louisville, KY 40202

Dear Mr. Moore:

Attached is an original and one copy of the indirect cost Rate Agreement for your signature. This agreement reflects an understanding reached between your organization and this Department concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the original copy of the agreement signed by an authorized representative of your organization and return it to me, retaining a copy for your files. The agreement will become effective upon signature. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Abell".

Lisa Abell
Assistant Comptroller

Enclosure

**STATE AND LOCAL
INDIRECT COST RATE NEGOTIATION AGREEMENT**

ORGANIZATION		Date:	October 28, 2009
DUNS Number:	073-135-584		
Name	Louisville-Jefferson County Metro Government	FILE REFERENCE:	This replaces the
Address	611 West Jefferson Street Louisville, KY 40202	Agreement dated:	October 15, 2008

The rates approved in this Agreement are for use on grants, contracts and other agreements with the Federal Government to which OMB Circular A-87 applies, subject to the conditions in Section II, A below. The rate(s) were negotiated by the above named organization and the U.S. Department of Housing and Urban Development in accordance with the authority contained in Attachment A, Section E of the Circular.

SECTION I: INDIRECT COST RATES

<u>TYPE</u>	<u>EFFECTIVE PERIOD</u>		<u>RATE(%) *1</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
	<u>FROM</u>	<u>TO</u>			
Final	07/01/06	06/30/07	15.5%	All	All Programs
Final	07/01/07	06/30/08	18.6%	All	All Programs
Provisional	07/01/08	Until Amended	18.6%	All	All Programs

***1 BASE:** Direct salaries and wages including vacation, holiday, sick leave and all other fringe benefits.

DEPARTMENT/AGENCY:

AGREEMENT DATE: October 28, 2009

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

FRINGE BENEFITS:

Health Insurance
Life Insurance
Long Term Disability
FICA
Retirement
Unemployment Compensation
Workers Compensation

EQUIPMENT DEFINITION:

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than two years and an acquisition cost of \$5,000 or more per item.

DEPARTMENT/AGENCY:

AGREEMENT DATE: October 28, 2009

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rate(s) is subject to the following conditions: (1) Only costs incurred by the governmental unit and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the governmental unit which was used to establish the rate(s) is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government. Also, the rate(s) cited in this Agreement may be subject to audit.

B. ACCOUNTING CHANGES

This Agreement is based on the accounting system purported by the government unit to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain prior approval may result in cost disallowances.

C. NOTIFICATION TO FEDERAL AGENCIES

The rate(s) cited in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-87, and should be applied to all grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The governmental unit may provide copies of this Agreement to other Federal Agencies as a means of notifying them of the Agreement contained herein.

D. RATES

Fixed Rates: If a fixed rate is included in this Agreement, it is based on an estimate of the costs for the period covered by this rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

Provision-Final Rates: If a provisional rate is included in this Agreement, the governmental unit must submit a proposal to establish a final rate within six-months after their fiscal year end. Billings and charges to Federal awards must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the governmental unit may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the governmental unit will be required to pay back the difference to the funding agency.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) cited in this Agreement, the governmental unit should (1) credit such costs to the affected programs and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

DEPARTMENT/AGENCY:

AGREEMENT DATE: October 28, 2009

SECTION IV SPECIAL REMARKS

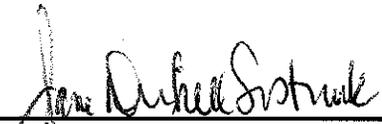
Louisville-Jefferson County Metro Government uses the "Consolidated Local-wide Cost Allocation Plan" approach in the development of its proposal. This approach combines certain central service functions associated with a specific department together with the administrative costs of the department to produce an indirect cost rate for the central service functions.

In accordance with OMB Circular A-87, a Attachment B, Paragraph 8.d (3) the cost of unpaid leave associated with separating employees will be treated as an indirect cost and included in the computation of the indirect cost rate.

BY THE GOVERNMENTAL UNIT

BY THE COGNIZANT AGENCY ON
BEHALF OF THE FEDERAL
GOVERNMENT

DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT

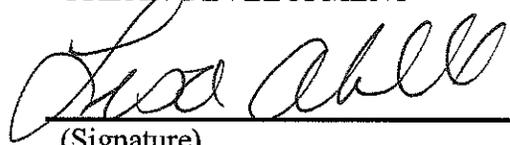


(Signature)
JANE DRISKELL SISTRUNK

(Name)
Director / CFO

(Title)
11/24/2009

(Date)



(Signature)
Lisa Abell

(Name)
Budget Director

(Title)
11-19-09

(Date)
HUD Representative:

Telephone: 202-402-8130

**Community Service Block Grant (CSBG)
Plan and Budget Proposal SFY 2012
Checklist**

Utilize the following checklist to ensure all narratives, assurances, and attachments are completed and incorporated in your agency's CSBG Plan and Budget Proposal.

- 1) Introduction to the Agency
Completed and included items XIII. B. 1. a-e.....
- 2) Community Needs Assessment Narrative
Completed and included items XIII. B. 2. a-j.....
- 3) Community Needs Assessment
Completed and included in XIII. B. 3. Attachment A.....
- 4) Agency Budget
Completed and included in XIII. B. 4. a-d. Attachments B1, B2, and B3
& budget narrative.....
- 5) Board
Completed and included in XIII. B. 5. Attachment C.....

Board meetings schedule.....

Include Agency Tripartite Board's bylaws.....
- 6) Affirmative Action
Provided a copy of the agency's Affirmative Action Plan only if it
has been revised since the one last submitted to the Cabinet, **or confirmation that no
change was made**
- 7) ROMA Outcomes of Efforts Form for SFY 2010
Include with Plan and Budget Proposal in binder and tab.....
- 8) Agreement with local DCBS Office.....
- 9) Public Review Notice
- 10) **Indirect Cost Rate Agreement**
- 11) Checklist
Completed and signed in XIII. B.5 Attachment D.....

Attachment D
SFY 2012

I affirm that the information submitted in the CSBG Plan and Budget Proposal for 2012 follows the guidelines of the SYF 2012 CSBG Solicitation Packet, and it is an accurate reflection of our projections for next year.

MAYOR SIGNATURE _____ DATE _____

EXECUTIVE DIRECTOR SIGNATURE _____ DATE _____

CFO SIGNATURE _____ DATE _____

CSBG Director _____ DATE _____