



LOUISVILLE METRO COMMUNITY ACTION PARTNERSHIP

Department of Community Services and Revitalization

Louisville Metro Government

COMMUNITY SERVICES BLOCK GRANT

2013 - 2014 ACTION PLAN



DEPARTMENT OF
**COMMUNITY SERVICES
AND REVITALIZATION**

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1. Introduction to Agency

a. Louisville Metro Community Action Partnership

Louisville Metro Community Action Partnership (LMCAP) is a public non-profit agency originally formed by City of Louisville Ordinance #183, Series 1965. Following the city and county merger 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 cooperation agreement.” LMCAP serves as a corporation under KRS 273.410(2) in an exclusively charitable and educational capacity with primary purpose to coordinate and address the conditions of poverty affecting Jefferson County and its residents.

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 CSBG, a tripartite Administering Board formulates and recommends policies to the governing board and provides guidance and supervision to the Executive Director and the Louisville Metro Department of Community Services and Revitalization Department Director.

LMCAP functions within the framework of Louisville Metro Government as a subdivision of the Department of Community Services and Revitalization (formerly the Department of Housing and Family Services). The Department of Community Services and Revitalization (CSR) is charged by legislation to reduce poverty, revitalize neighborhoods, empower low income persons and holds a vision “to improve the lives of all the citizens of Louisville.” The mission of the Community Services and Revitalization Department is the revitalization of Louisville Metro communities by assisting low to moderate income residents of Metro Louisville in need with economic assistance, social services, and affordable housing with the goal of making them safe and self-sufficient. CSR is composed of three divisions: Community Services, Revitalization, and Research, Planning and Compliance.

The Community Services division of CSR encompasses all client-based services which include Neighborhood Place (a “one-stop shop” for social services), Community Action

Partnership, Self-Sufficiency Services, Outreach and Advocacy and Home Repair Services. The Revitalization division addresses all revitalization and affordable housing development activities including land use and development projects. The Research, Planning and Compliance division is responsible for overall planning, program policy development, and ensures compliance and success with all grants within the department.

CSR recently developed a 6-year strategic plan (covering years 2013 to 2019) to provide clear departmental priorities in line with the priorities of Mayor Greg Fischer. CSR's strategic plan objectives include the following:

- *Working with local citizens and agencies to strengthen families and neighborhoods.*
- *Helping those in need.*
- *Improving service delivery to customers-helping people faster and easier.*
- *Improving communication to our citizens what services are available and what help CSR can provide.*
- *Communicating with local agencies and business as to how to work together to improve the community.*

The team values of Louisville Metro Government and CSR 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 the most vulnerable citizens during the economic recession and ongoing recovery. LMCAP's mission is "to work with our community to reduce the causes and conditions of poverty and to promote self-sufficiency, one family at a time." It is the vision of Louisville Metro Community Action Partnership "to eliminate poverty and its effects among the residents of Metro Louisville, Kentucky."

b. Agency contact information**Virginia Peck, Director**

Department of Community Services and Revitalization
Louisville Metro Government
Urban Government Center
810 Barret Avenue, Suite 240
Louisville, KY 40204

Katina Whitlock, Assistant Director of Community Services (Executive Director for LMCAP)

Department of Community Services and Revitalization
Louisville Metro Government
Urban Government Center
810 Barret Avenue, 3rd floor
Louisville, KY 40204

Freida Winkfield, Grant Accountant (financial point of contact)

Office of Management and Budget, Grants Management
Louisville Metro Government
609 W. Jefferson St.
Louisville, KY 40202

Maribeth Schneber-Rhemrev, Grant Coordinator (CSBG Director)

Department of Community Services and Revitalization
Louisville Metro Government
Urban Government Center
810 Barret Avenue, 3rd floor
Louisville, KY 40204

c. Louisville Metropolitan Geographical Area

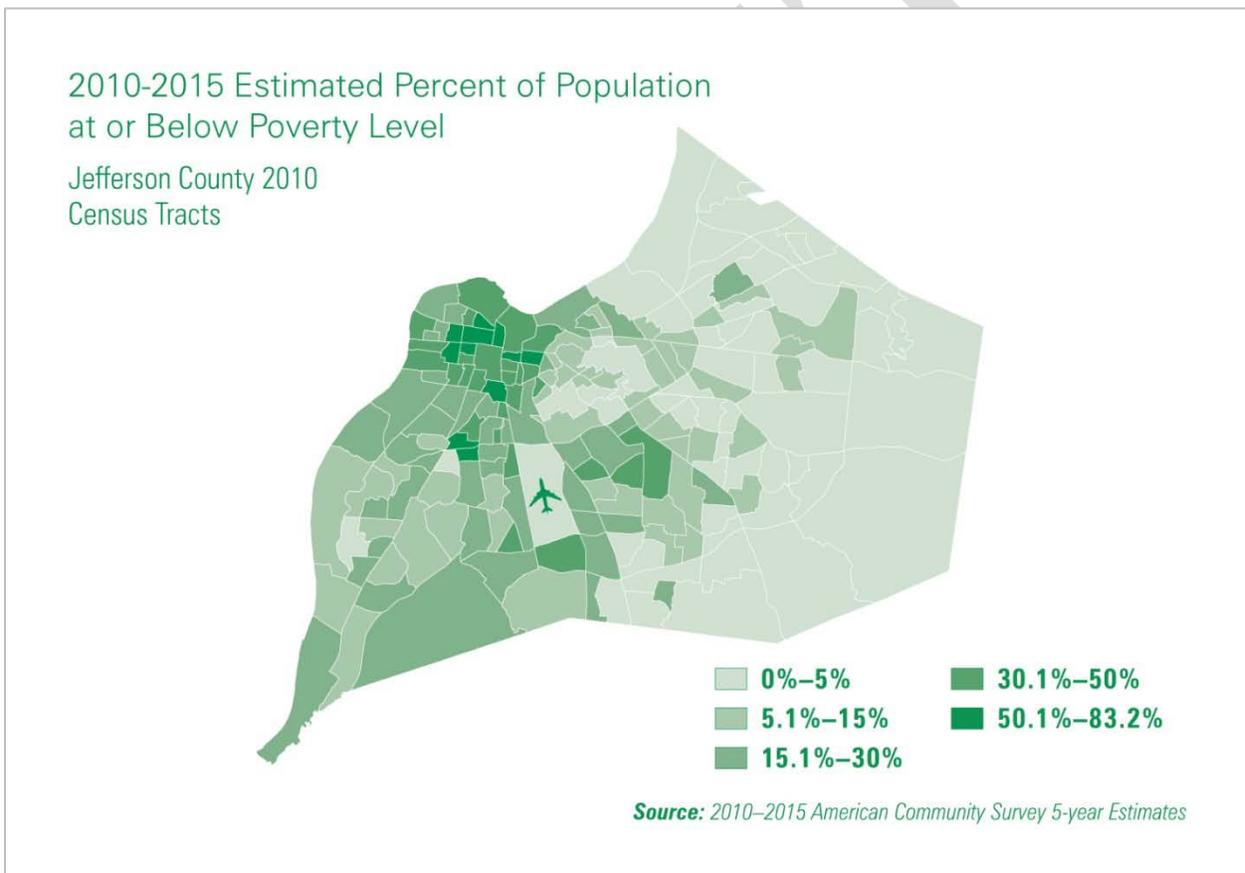
The geographic area of service for LMCAP and CSR encompass all of Jefferson County, Kentucky, which is primarily urban and holds a current population of 741,096. The Louisville Metropolitan area is an urban terrain with modern infrastructures, such as roadways, highways, water and sewer systems, schools, public transit, and suburban areas. Louisville has an Urban Service District that is the north-central portion of the city with a northern boundary of the Ohio River and a southern boundary of the Watterson Expressway. Beyond the Urban Service District, there are both commercial and residential areas with the population becoming less dense at the outer edges of Louisville-Jefferson County.

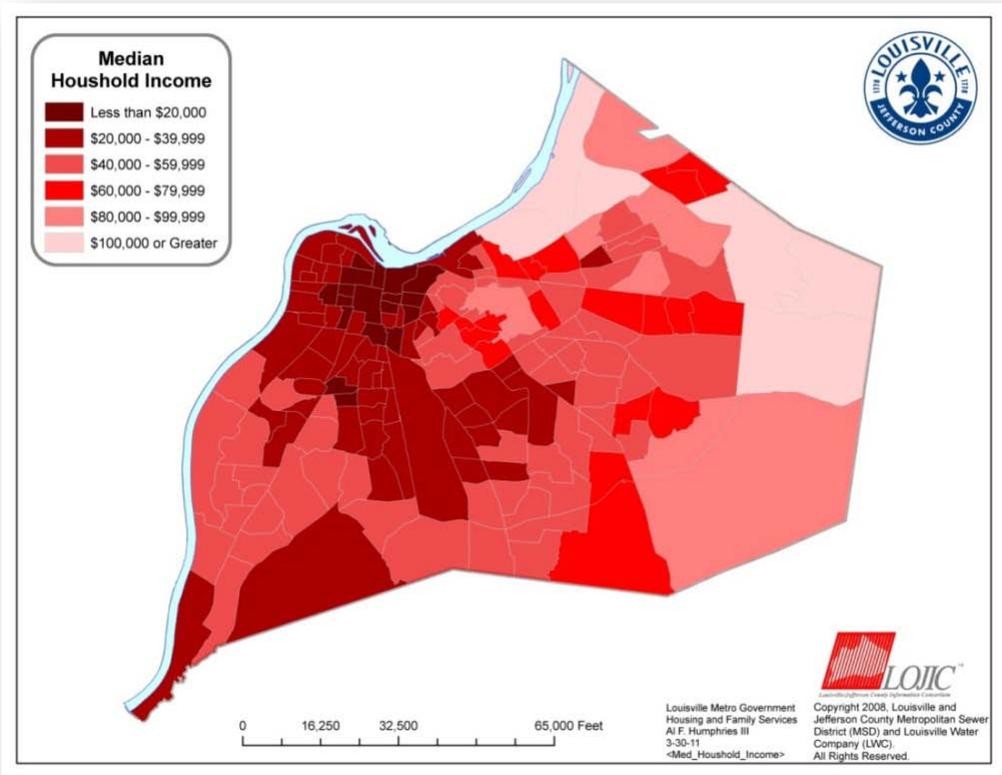
Below are some recent statistics that indicate the current prevalence and relevance of poverty related issues in Jefferson County:

- *15.5% of the total population, or approximately 114,870 persons, are living in poverty*
- *A quarter (25.1%) of persons aged 16-64 did not work in the past 12 months*
- *43.8% of the working force worked less than 50 weeks in the past 12 months*
- *The household median income is \$45,383; the household median income for families receiving food stamps is \$16,480*
- *Almost half (49.9%) of households receiving food stamps have one or more persons with a disability*

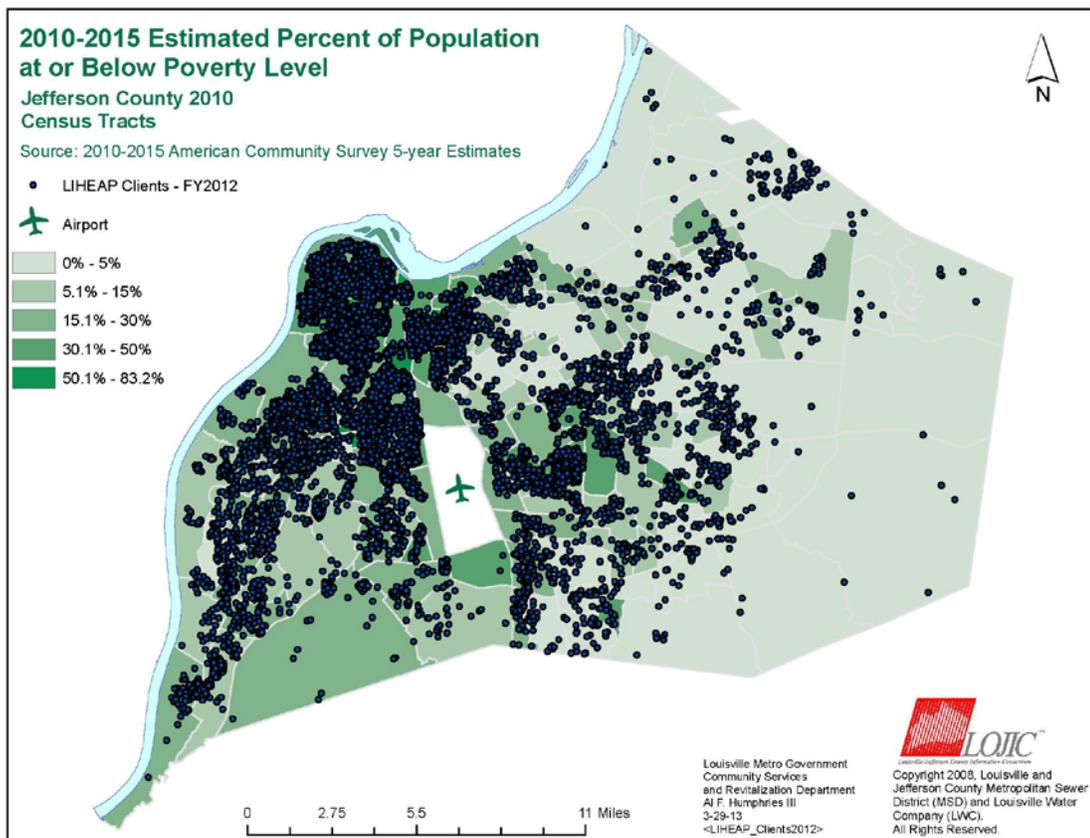
**Source: 2011 American Community Survey 1-year estimates [Kentucky]/prepared by the U.S. Census Bureau, 2012.*

While LMCAP provides services to residents throughout the entire county, there are several geographic areas where service beneficiaries are concentrated due to issues such as low economic development, vacant lots, lack of employment opportunities in the area, lack of access to necessary goods and services, etc. Due to these conditions and their high concentrations of poverty, Metro Louisville residents in the northwestern and central areas of the county experience some of the greatest needs within the community and seek and receive a substantial portion of the agency's services. The following maps indicate the distribution of poverty across the county and easily identify areas of high concentration.

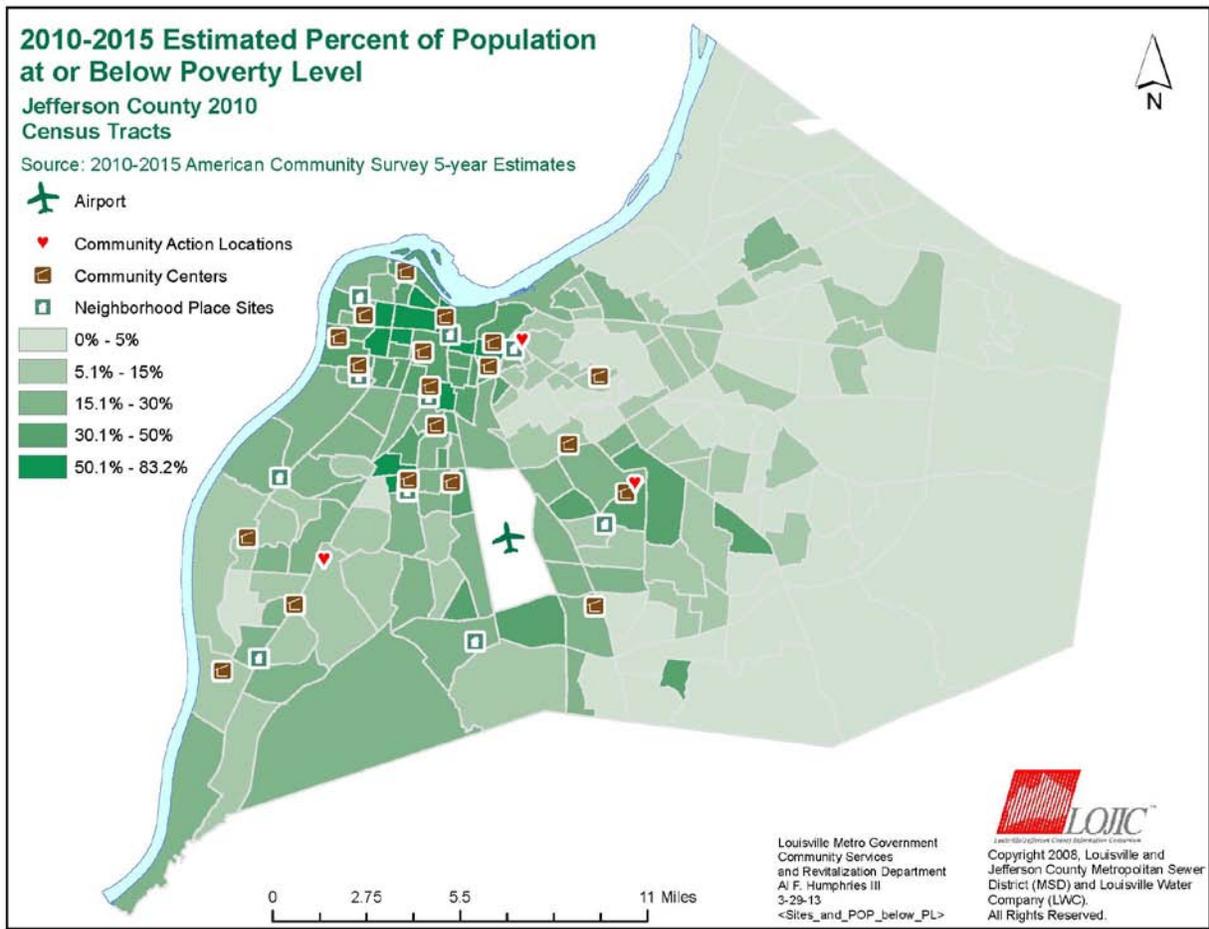




The map below provides a visual representation of the concentration of LIHEAP beneficiaries in the northwestern and central areas of the county.



The comprehensive structure of CSR allows LMCAP to operate in three primary locations and eight Neighborhood Place sites, all conveniently located for those Jefferson County residents most in need of services. The map below indicates the concentrations of poverty in Jefferson County and the LMCAP, Neighborhood Place, and Louisville Metro Community Center locations.



d. Audit Assurance

An independent public accounting firm contracted by Louisville Metro Government will operate in compliance with 1) CSBG audit specifications under 42 U.S.C. Section 9916, 2) requirements in the OMB Circular A-133, and 3) the contractual agreement between LMCAP and the Cabinet for Health and Family Services.

e. Compliance Assurance, 45 CFR Part 74

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.

2. Community Needs Assessment

a. Needs Assessment Process

Each year, LMCAP administers a needs assessment to allow community stakeholders to identify areas of need and concern. The assessment tool was redesigned and simplified in 2012. The assessment process enables community members to identify barriers to achieving self-sufficiency goals and causes and conditions of poverty in the community. The same survey tool was used to collect feedback from community partner organizations and community members. The assessment can be found in Attachment A.

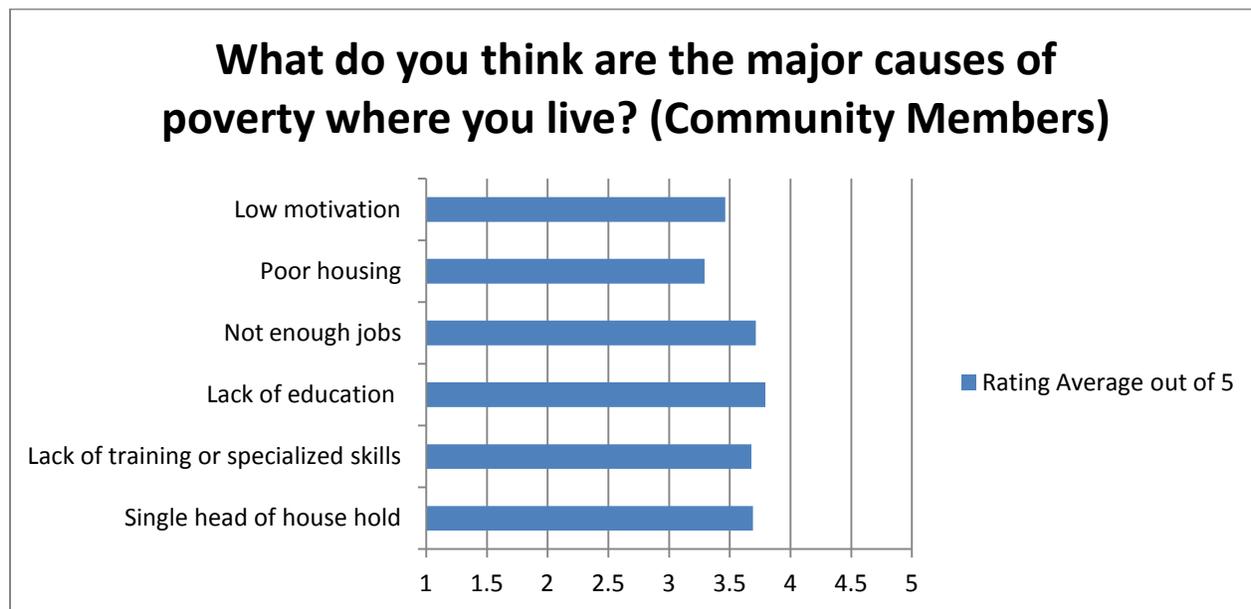
The needs assessment was conducted between November 2012 and January 2013. The needs assessment was administered to community partners and service providers via Survey Monkey and generated 192 responses. Community partners were invited to participate in the survey via CSR's intranet and LMCAP's website. The needs assessment was administered to community members in conjunction with Louisville Legal Aid Society, the Low-Income Home Energy Assistance Program, and Neighborhood Place. This assured that both LMCAP program participants and community partner participants had an opportunity for input. The community survey generated 222 responses. In total, LMCAP collected 414 responses.

The needs assessment had five questions and asked the participant to rank conditions and causes of poverty on a scale from most to least important. The rankings were assigned values of 1-5, with 5 being most important and 1 being least important. To determine the highest ranking need, the ratings were averaged to give each response a value out of 5. What follows is the summary of the top three rankings broken out by community member and community partner responses in descending order from most important to least important.

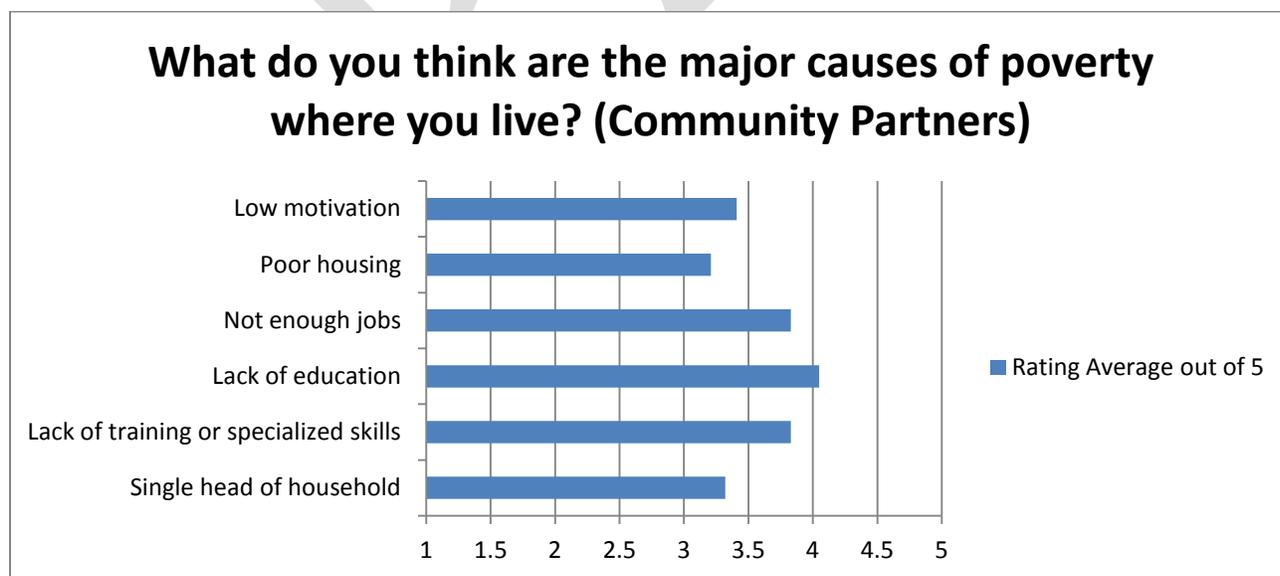
Summary of Survey Responses

What do you think are the major causes of poverty where you live?

Community members: Lack of education, not enough jobs, single heads of household

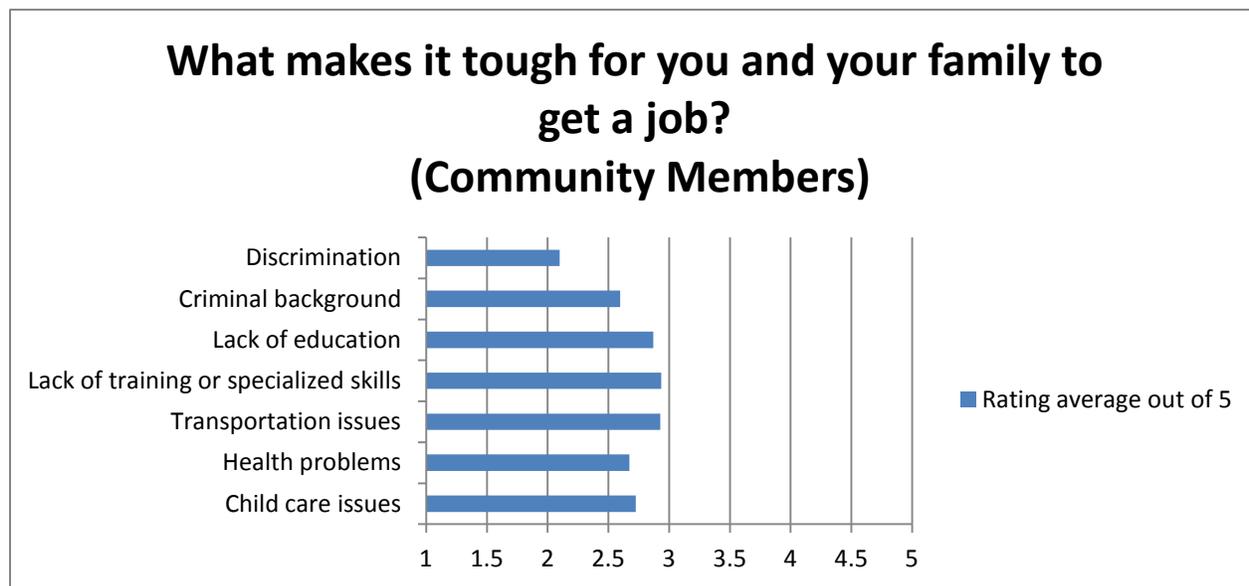


Community partners: Lack of education, not enough jobs, lack of training or specialized skills

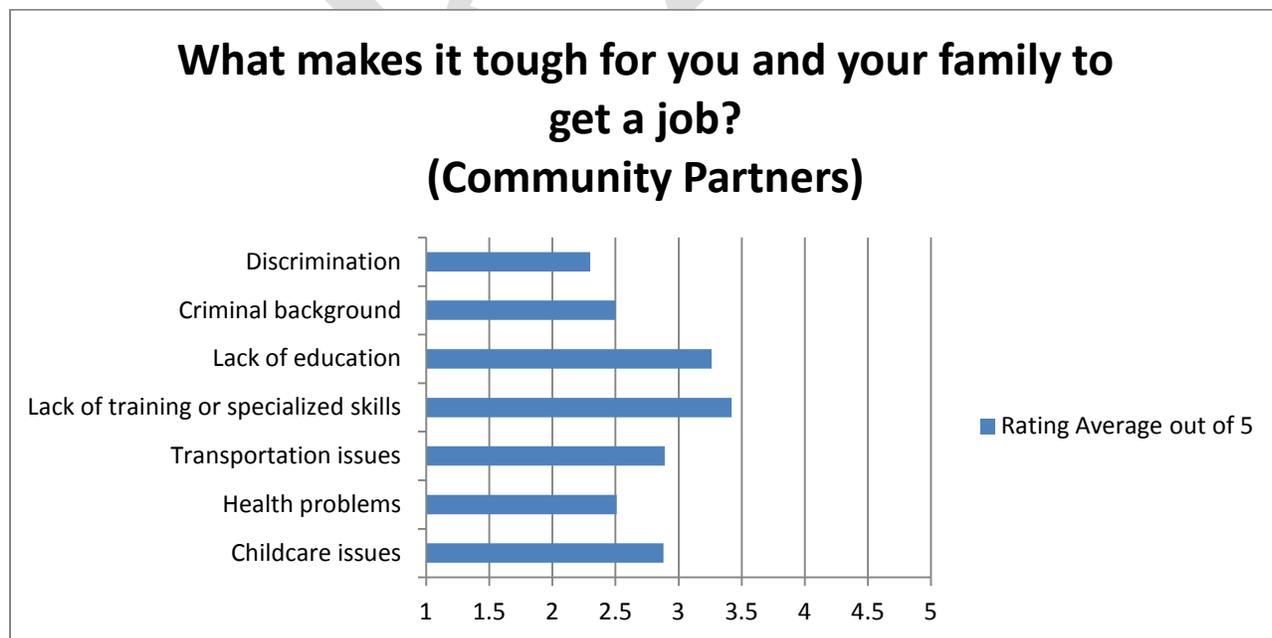


What makes it tough for you and your family to get a job?

Community members: Lack of training or specialized skills, transportation issues, lack of education

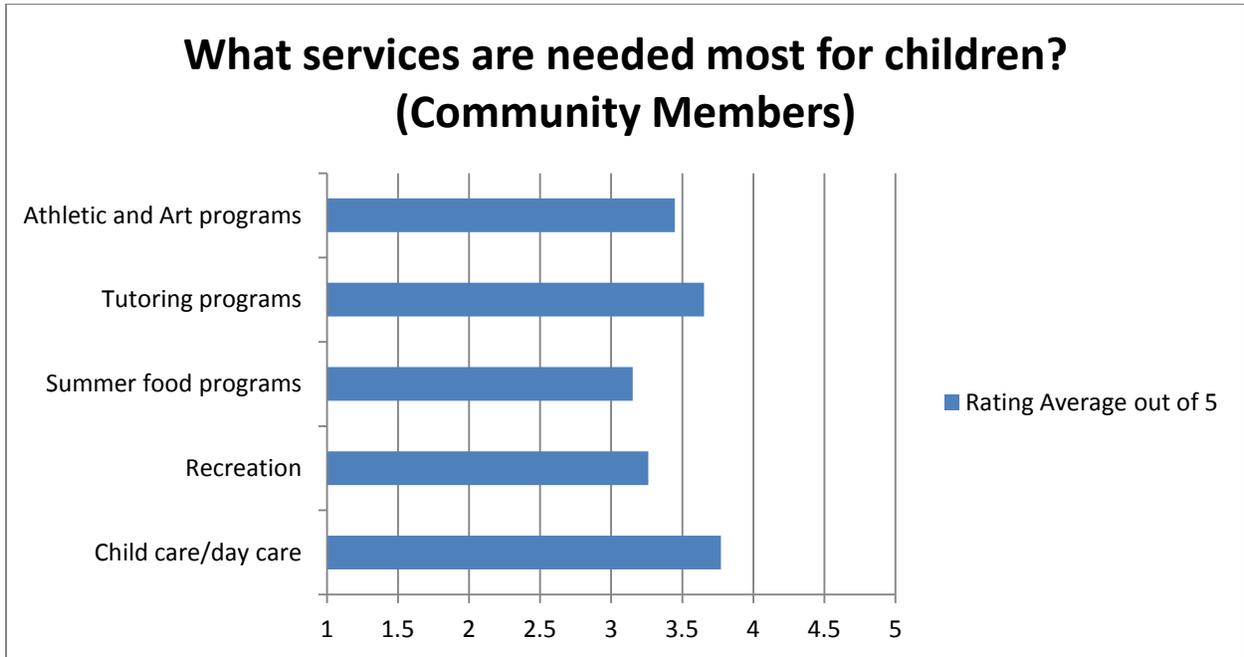


Community partners: Lack of training or specialized skill, lack of education, transportation issues

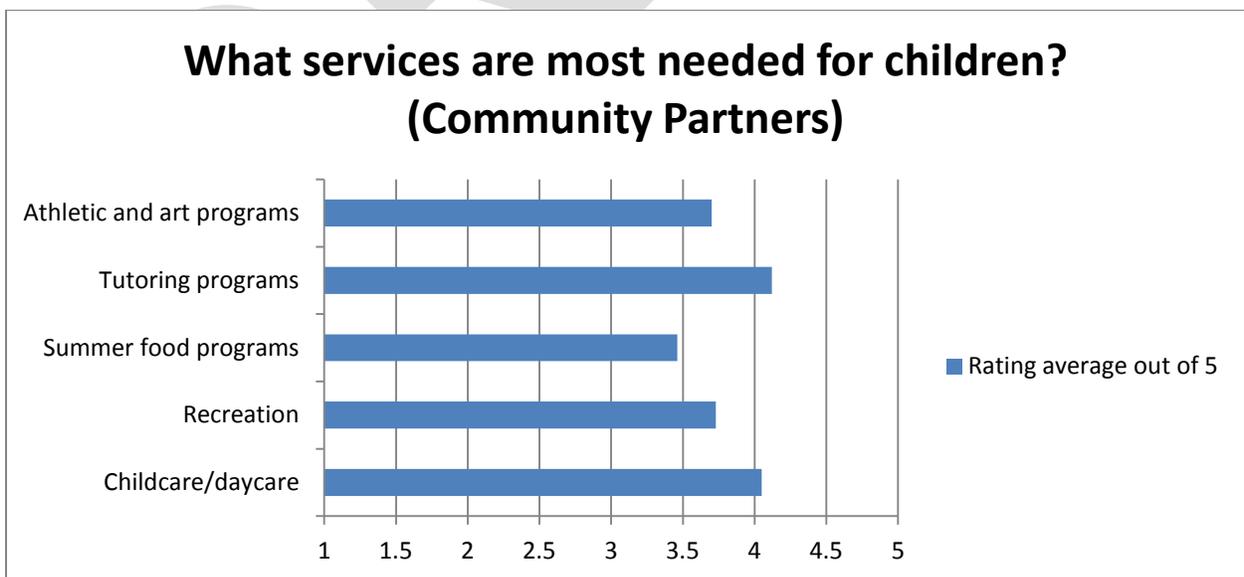


What services are needed most for children?

Community members: Childcare/daycare, tutoring programs, athletic and art programs

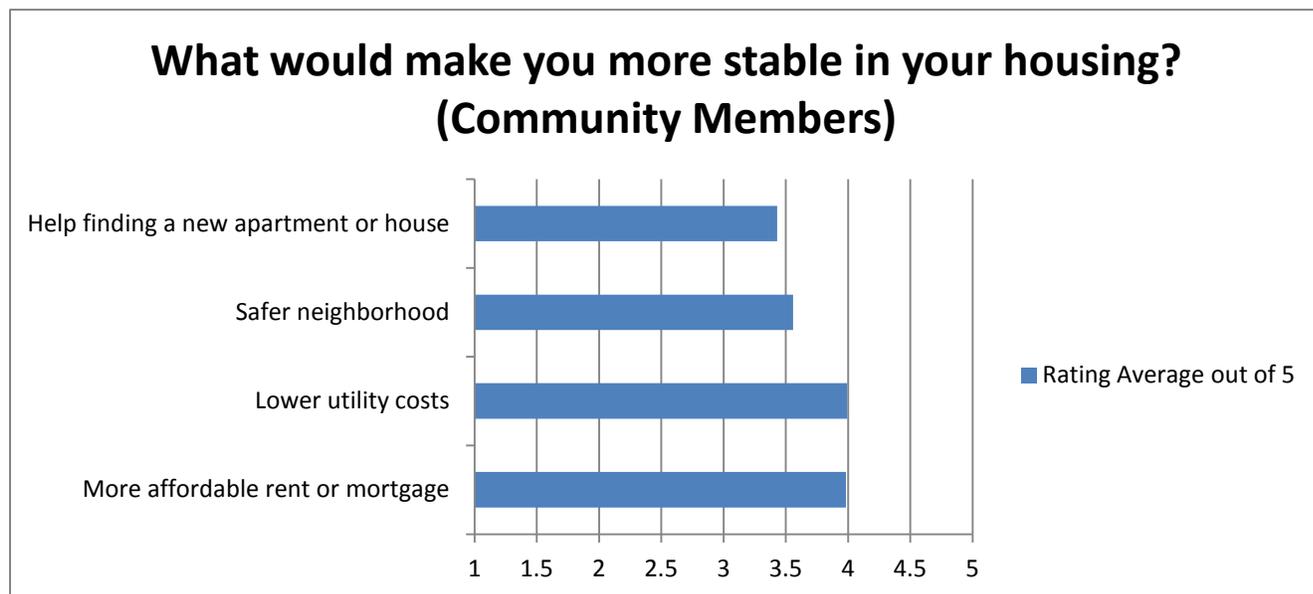


Community partners: Tutoring programs, childcare/daycare, athletic and art programs

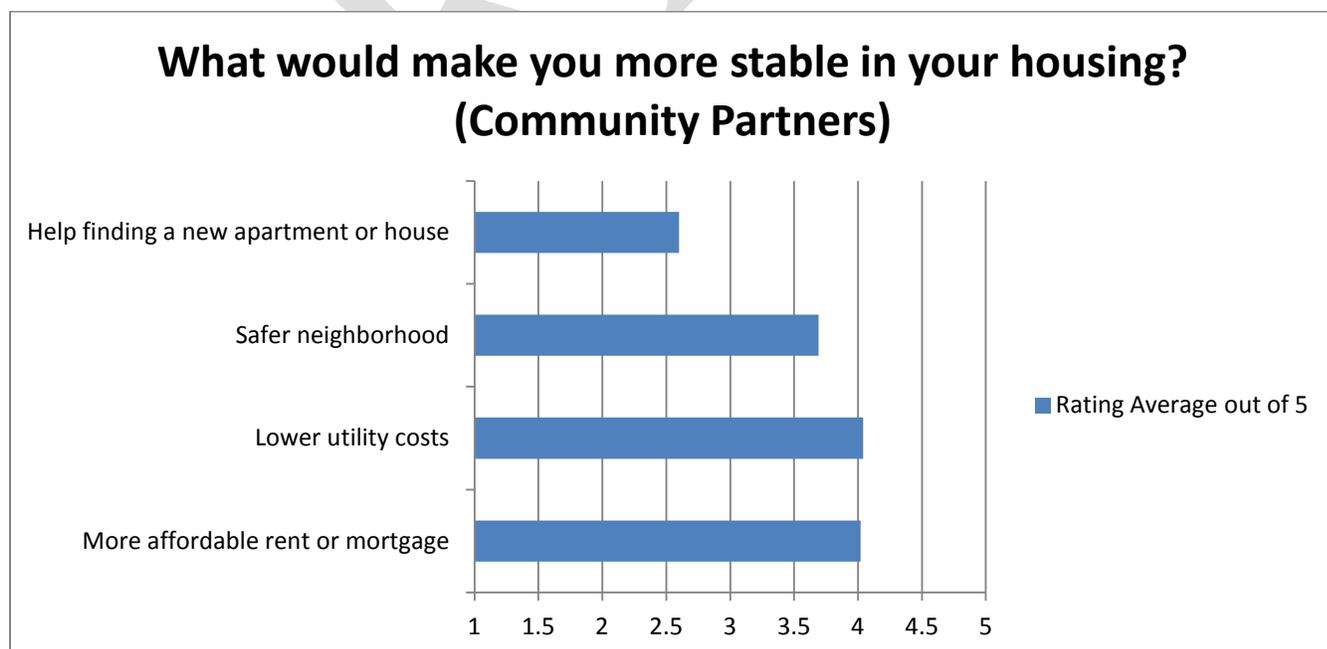


What would make you more stable in your housing?

Community members: Lower utility costs, more affordable rent or mortgage, safer neighborhood

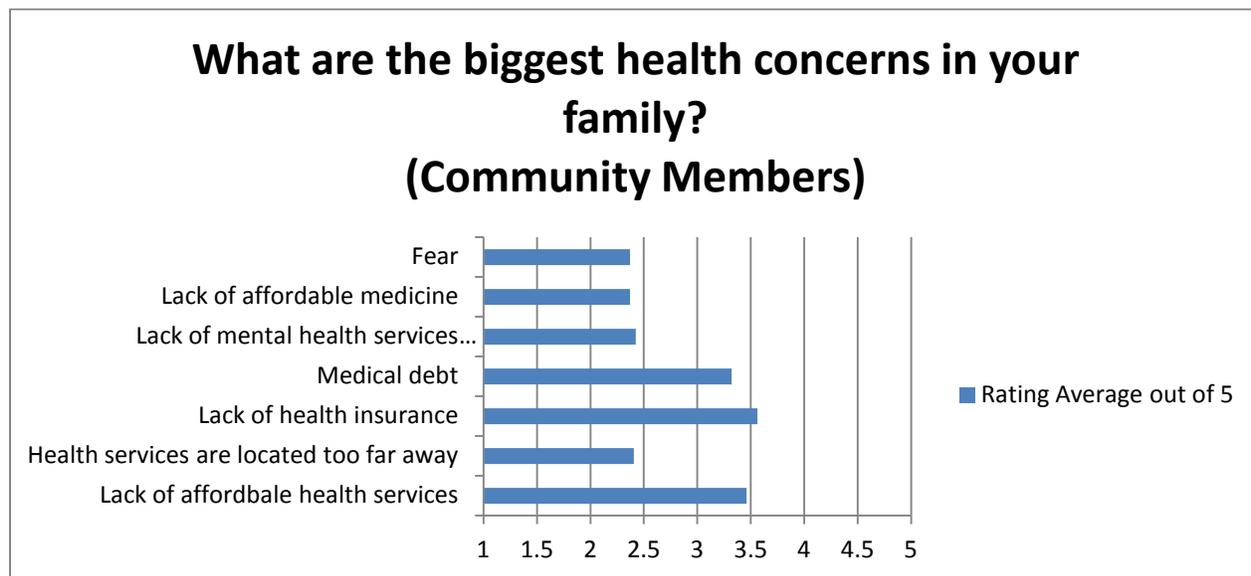


Community partners: Lower utility costs, more affordable rent or mortgage, safer neighborhood

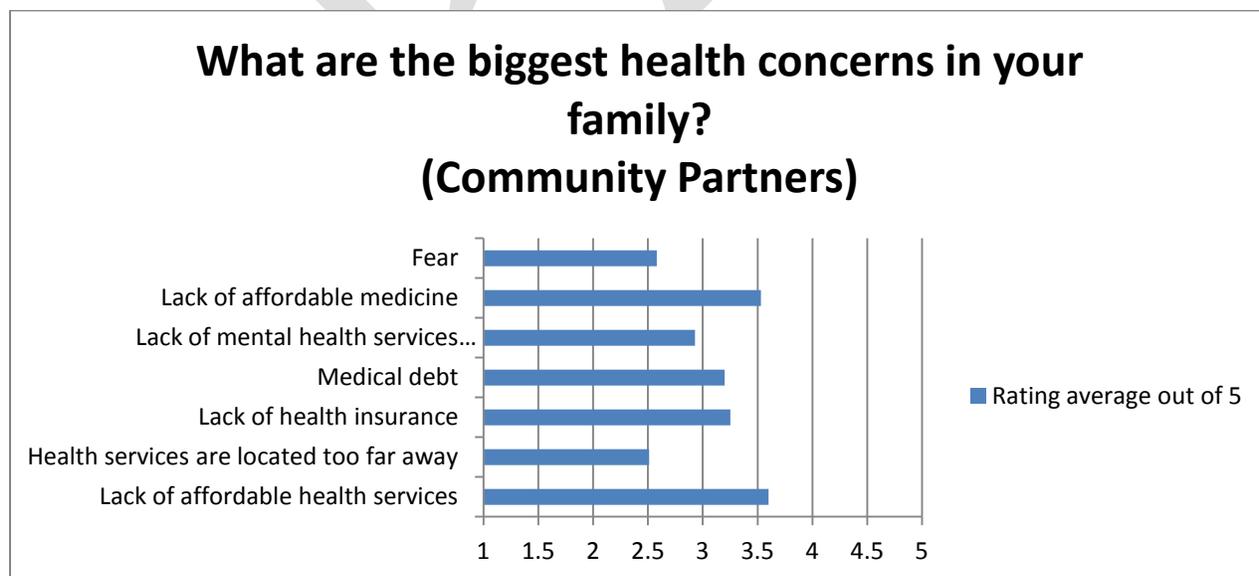


What are your biggest health concerns in your family?

Community members: Lack of health insurance, lack of affordable health services, medical debt



Community partners: Lack of affordable health services, lack of affordable medicine, lack of health insurance



b.) Community Collaboration

In FY 14, LMCAP will focus on creating greater collaboration within the CSR department to bundle services to combat the causes and conditions of poverty. LMCAP collaborated around the needs of our community with these internal partners. LMCAP requested input on service rankings from internal partners, reviewed Neighborhood Place assessments, and reviewed preliminary Neighborhood Revitalization Strategy Area (NRSA) data.

In FY 13, LMCAP partnered with Neighborhood Place by requiring all program participants first visit one of the eight Neighborhood Place locations. This assured that participants received information on other available services through CSR and received assistance with any immediate needs before being referred to LMCAP. LMCAP assessed feedback from participants on their experience at Neighborhood Place to identify how we can expand and improve this partnership. Two items of particular interest to CSR that LMCAP can assist with are increasing the rate at which participants learn about available services and what steps to take next.

In FY 14, CSR will begin revitalization work in the Shawnee neighborhood of Louisville. The Shawnee neighborhood of Louisville has a large concentration of LMCAP program participants and a high poverty rate. Community input meetings were held on November 17, 2012 and March 7, 2013. During those meetings, community members expressed the need for a dedicated CSR staff member to serve as a point of contact and conduct outreach and education related to the NRSA program and other available CSR programs that may benefit the residents of the area. Because the NRSA can have a major impact on poverty in the area and many LMCAP participants come from this area, LMCAP will assign a staff person to this role.

c.) Community Strengths, Needs and Services

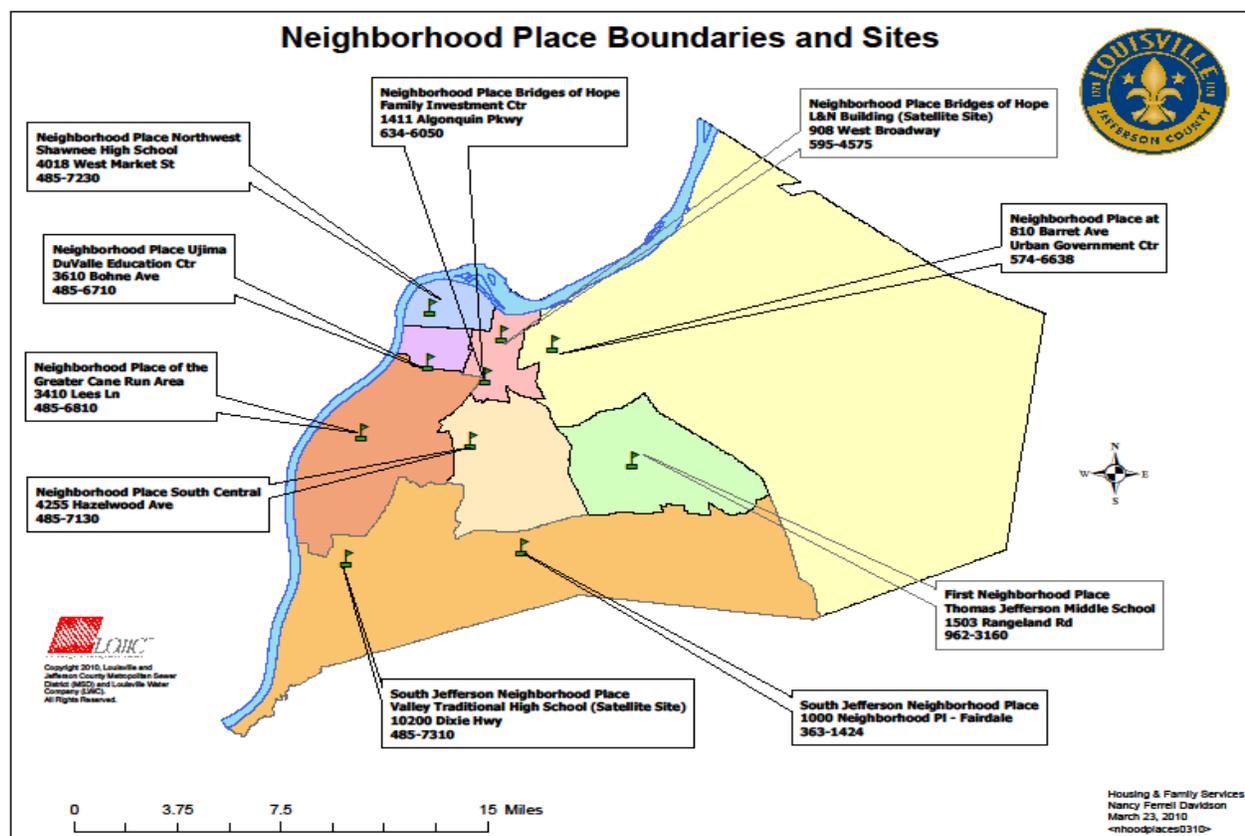
The social services agencies in Louisville have a history of collaboration, working to address many of the core issues surrounding poverty including financial security, education and job training, employment opportunities, safe and affordable housing, and access to medical and mental health services. Task forces provide opportunities for collaboration by regularly bringing agencies together. The following organizations continue to engage in collaboration to reduce poverty in Metro Louisville: 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, Kentuckiana Works, 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, and Youth Build.

i.) Services having measurable impact and potentially major impact on causes of poverty

Neighborhood Place locations are a one stop resource center for a multitude of service providers to reach clients in the community. Each service provider addresses various aspects of the causes of poverty. Neighborhood Place has the presence and reputation in the community of providing comprehensive case management, coordination of services, and referrals for clients with the flexibility to change with community needs.

Map of Neighborhood Place sites and points of entry for all CSR and LMCAP programs in FY 2014.



ii.) Existing and Continuing Community Services to Assist Low-Income Individuals**1) Employment**

Employment support services without restrictions are Jefferson County Public Schools Career Assessment Center, Jefferson County Public Schools Workforce Services, Kentucky Office for Employment and Training, Louisville Urban League Employment Services, and Metro United Way Special Outreach Services to the Unemployed. Programs for Economically Disadvantaged are Jewish Family & Vocational Services, Job Corps Employment Training Program, Louisville Education and Employment Partnership, Louisville Youth Alliance, Catholic Charities, Kentucky Refugee Ministries, Project One, and Wesley House Community Services. Programs for Persons with Disabilities are Access Partnership, Career Visions, Center for Accessible Living Employment Program, Goodwill Industries, Harbor House, and Kentucky Department of Vocational Rehabilitation. For seniors is the AARP Senior Community Service Employment Program. Seniors are also served by a multitude of other agencies including KIPDA and CSR's Foster Grandparents Program which provides stipends for income-eligible seniors.

2) Education

Educational services are provided by Jefferson County Public School System, Jefferson Technical and Community College, 55,000 Degrees Campaign, Graduate Greater Louisville: GED to PhD, the VITA/FASFA Partnership, and Family Scholar House.

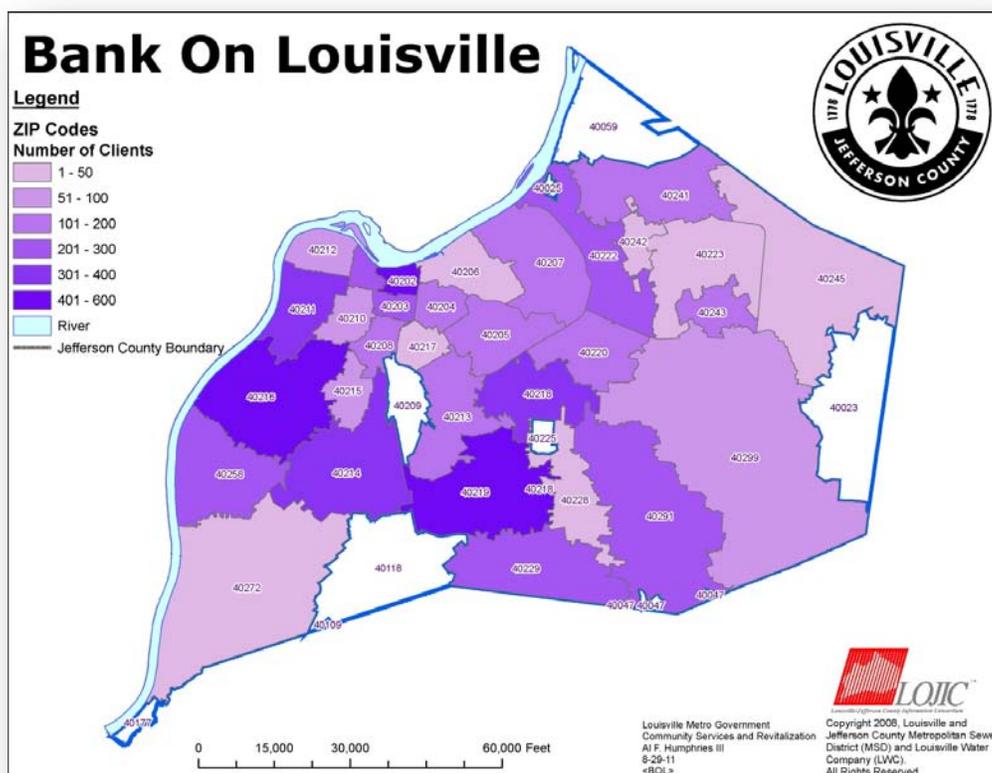
With nearly 20 institutions of higher education in the Louisville area, Louisville Metro government has made a significant commitment and investment in increasing the number of college graduates in the community. Louisville students start college in substantial numbers, but too many drop out before completion due to family dynamics and financial hardships.

Early educational services are provided by the Jefferson County Public School (JCPS) system, the Archdiocese of Louisville, and a host of private and parochial schools. Through JCPS 53 sites and 138 classrooms serve more than 2000 families through the Head Start program. The program is currently at capacity leaving eligible families to find additional options or qualified childcare programs.

LMCAP seeks to provide support to low income families seeking to enroll children in early education programs and individuals and parents seeking degree completion. A partner in this effort is Family Scholar House. Family Scholar House seeks to end poverty by supporting single-parent student while they earn their four-year college degree. LMCAP will continue providing referrals to Family Scholar House for eligible students and expand our partnership in FY 14.

3) Financial Literacy, Education and Empowerment

Bank On Louisville (BOL) is bringing together an innovative partnership from private, public, and community sectors with the goal of giving all citizens the opportunity to achieve financial stability. The network of partners strive to offer everyone a chance to open a bank account, even if they have had a poor relationship with a bank in the past, have a bad credit history, or never had an account before. This partnership also connects individuals with free classes and services that can help them make the most of their money. BOL is a comprehensive program to serve the "unbanked" and "under-banked," those who live without access to mainstream financial institutions and are forced to rely on expensive check-cashing services. Partners include BB&T Bank, Class Act Federal Credit Union, Chase Bank, Commonwealth Bank and Trust, Fifth Third Bank, First Capital Bank of Kentucky, L&N Federal Credit Union, Old National Bank, Park Community Federal Credit Union, PNC Bank, Republic Bank, and Your Community Bank.



Consumer Credit Counseling and Louisville Urban League 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. Guardia Care provides Payee and Guardianship Services which are daily money management services and court-appointed fiduciary services for individuals who are elderly, disabled, or homeless and cannot handle their own finances.

Louisville Asset Building Coalition (LABC) coordinates the Volunteer Income Tax Assistance (VITA) program. This trains volunteers, including retired tax professionals and senior volunteers, to offer free tax preparation in neighborhood locations for low-income individuals. In FY 13, LMCAP assisted with outreach and advertisement of VITA services. LMCAP will continue this commitment in FY 14. In addition, LABC offers credit building, debt management and financial education.

Finally, the Center for Women and Families offers Individual Development Accounts (IDAs). In addition to coordinating with the LABC, the agency provides IDAs to community residents. The center provides \$2 for each \$1 the participant saves. In FY 13, this IDA program was offered through Neighborhood Place. LMCAP provided roughly 20 referrals into this program in FY 13 and will continue to connect its participants with this program, contingent on program funding, in FY 14.

4) Housing and Homelessness Prevention

CSR offers supportive services and federally funded permanent housing programs, outreach and advocacy, and home repairs. CSR also administers rental development, Community Housing Development Organizations, neighborhood stabilization, and land use initiatives including the Land Bank Authority, Vacant Property Review Commission, and Urban Renewal Properties. LMCAP is situated within CSR and has access to supervisors, managers, and administrators of these programs for collaboration and leveraging opportunities.

There is an extensive consortium of service providers whose clients are either experiencing homelessness or at high-risk of experiencing homelessness. The Coalition for the Homeless is the federal Housing and Urban Development grant administrator for the Louisville Continuum of Care (CoC). The CoC provides the coordination of grant application, grant administration, grant compliance and monitoring, data collection, service coordination, and continuity at intake and referral for homeless service among other functions for the providers in Louisville. CSR is represented on the Advisory Board and in monthly CoC meetings.

Other agencies providing housing services include Kentucky Housing Corporation, Louisville Metro Housing Authority (LMHA), Metropolitan Housing Coalition, and New Directions Housing Corporation. LMHA is represented on LMCAP's board.

5) Emergency Services

There are numerous public and private institutions addressing the emergency needs of Louisville Metro residents. Within LMCAP, LIHEAP subsidy and crisis programs provide emergency energy assistance to an estimated 20,000 households annually.

Emergency financial assistance is available through Neighborhood Place, Community Ministries, and local churches. Generally, clients are eligible for assistance one time annually and household income and documentation are 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 for unaccompanied youth, St. Vincent DePaul, and 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. Many area churches also distribute emergency food.

6) Nutrition

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. Meals on Wheels and Senior Congregate Meal Program are both managed by CSR, serving 500 meals daily to homebound and active seniors respectively.

7) Community and Civic Participation

Services and programs designed to increase community and civic participation in the community include Foster Grandparents Program, NRSA initiatives, Retired and Senior Volunteer Program (RSVP), AmeriCorps, Habitat for Humanity, and Metro United Way. CSR and LMCAP plan to increase community and civic participation by program participants through volunteerism or other participation requirements in select programs.

8) Long-Term Self-Sufficiency Programs

LMCAP has greatly improved its linkages in FY 13. Increased partnerships include those within CSR as well as involving the community through participation on boards, committees, and working groups. LMCAP is emphasizing linkages in the community in FY 14

Currently, CSR works with families and individuals in the community to achieve self-sufficiency by providing information and referral, crisis intervention, and direct services including housing and supportive services like case management. The goal is to be a “one-stop-shop” to help families address multiple barriers to self-sufficiency by assessing their situations as a whole, then linking the family to available departmental or community services and resources.

Louisville Metro Housing Authority and Section 8 have a self-sufficiency program providing intensive case management services to residents living in public or subsidized housing to accomplish long-term goals and to develop knowledge about income management, homeownership, job skills, and parenting skills. LMCAP will be leveraging the Louisville Metro Housing Authority’s position on the LMCAP board as a resource of knowledge and best-practices for self-sufficiency services.

As previously discussed, Family Scholar House is a community leader in long-term self-sufficiency programming by providing supports to single-parent households completing a four year college degree. The services offered are comprehensive in nature to include housing, child development, financial counseling and education, and family development.

9) Emergency Health Services

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., and Phoenix Health Centers. Family Health Centers (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 for anyone in need of care. Phoenix Health Center is a non-profit medical facility that provides medical treatment and prescription assistance to individuals who are homeless.

University of Louisville Hospital (ULH) has a long-term funding commitment for hospital care of the medically indigent through the Quality Care Trust Fund and financial support from the University Of Louisville School Of Medicine. ULH is a contemporary acute and trauma care hospital. The hospital provides a full range of diagnostic, therapeutic, emergency, and surgical services. It is Kentucky's only Level One Trauma Center and has a 24-hour helicopter emergency medical service.

Kosair Children's Hospital has a 24-Hour Emergency Department staffed by caring specialists; the department is the region's only trauma center offering equipment and facilities geared to young patients. Kid's Express is a special area within the emergency department able to treat non-critical illnesses or injuries with less delay. "Just for Kids" Critical Care Center is able to treat the most seriously ill and injured children utilizing sophisticated technologies and equipment. Kosair Neonatal Intensive Care is one of the largest in the country. Connected by pedway to the Norton Hospital Women's Pavilion ensures that at-risk newborns get the care they need without delay. "Just for Kids" Transport Team is a fleet of vehicles and aircraft maintained and used to safely transport children to Kosair Children's Hospital for specialized medical care. Kentucky Regional Poison Center offers comprehensive poison information and a toll free hot line. Kosair Children's Hospital has the Office of Child Advocacy.

iii.) Linkages between 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. LMCAP collaborates with the following agencies and/or forums: Coalition for the Homeless, Community Coordinated Child Care, Continuum of Care, Jefferson County Public Schools and Adult Education, Jefferson Community and Technical College, Kentuckiana Works, Louisville Free Public Library, Louisville Urban League, Legal Aid Society, Metro Call, Association of Community Ministries, Department for Community Based Services, CSR and its subdivisions, including the Office of Aging and Disabled Citizens, Office of Women, Office of Homelessness, Neighborhood Place, and Senior Services, Louisville Metro Economic Growth and Innovation, Louisville Metro Office for Globalization, Louisville Metro Parks, Transit Authority of River City, Louisville

Asset Building Coalition, Family Scholar House, Jewish Family and Career Services, Greater Louisville Inc, Small Business Development Center, and Community Ventures Corporation.

iv.) Private Sector Activities to Alleviate Poverty

Among private partners in the community, local banks are some of the private entities helping to protect the assets of low-income individuals. Those banks are part of the Bank On Louisville movement that provides outreach and services to the unbanked. Over the course of a working lifetime, a wage earner using alternative financial services will pay \$40,000 in transaction fees related to cash checking, money orders, etc. that would otherwise be available for other purposes and long-term financial stability. Retail investments are often heavily tied to credit card and checking account transactions within a geographic area, which will lead to new economic opportunities for individuals and the neighborhoods in which they reside.

v.) Economic Development Activities to Assist Low-Income Individuals

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 individual entrepreneurs and the community by promoting economic development and employment opportunities in low-income areas. LMCAP is the lead agency for micro-enterprise development activities for low and moderate income entrepreneurs.

LMCAP conducts outreach to identify potential micro-enterprise participants, provides them with technical assistance to create business plans, exposes participants to financing options and requirements, and assist them in finding micro-enterprise loans. Loans are made with a relatively small investment of Community Development Block Grant funds that: 1) leverage other resources; 2) provide gap financing keeping a project moving forward; 3) support local business ownership; 4) revitalize neighborhoods; or 5) create, retain or expand micro-enterprises to increase tax revenue and sustain local services.

vi.) Compliance with Equal Opportunity Legislation

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 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.

d. Prioritized Services Funded by CSBG**Prioritizing Services**

To set service priorities, LMCAP reviewed needs assessment data and polled staff and CSR leadership on what they felt the service rankings should be for FY 14. Based on the Needs Assessment results and the ranking done by staff and partners, LMCAP will focus on employment and education programming and services. In both the needs assessment and the internal poll, these two needs surged to the top. These two service categories will create the lead programming for our FY 14 plan, with supportive programming in the categories of self-sufficiency and housing to follow.

Based on the community needs assessment, partner assessment, and CSR input, the ranked categories are as follows for FY 14:

- 1.) Employment
- 2.) Education
- 3.) Self-Sufficiency
- 4.) Housing
- 5.) Linkages
- 6.) Nutrition
- 7.) Income management
- 8.) EA
- 9.) Health

Centralized Intake

Beginning in FY 14, all CSR program participants will begin services through Neighborhood Place (unless a program has another established intake process). When entering Neighborhood Place, participants will receive a comprehensive assessment that will identify all of their needs and provide them with information on all services they qualify for within the CSR department. LMCAP will support this effort by housing three staff members in Neighborhood Places in the community to assist in the administration of these assessments.

Once programs and services for each participant are identified, LMCAP staff will act as liaisons and support for participants as they navigate the supports. By providing a consistent contact person for program participants, CSR hopes to prevent participants from falling through the cracks as often happens when providing referrals. LMCAP staff will assist participants with accessing all available services by working with staff in various departments to see that program requirements are met and that necessary supports are rendered. Services will cease to these participants from LMCAP staff when the participant 1) completes identified services, or 2) no longer needs services/meets goals, or 3) fails to follow through with referrals.

Employment (Leading Program)

Short-Term Job Training. LMCAP will offer short-term job training to help people of low-income obtain specialized skills for employment. Training must be less than one year in length, and the participant must have GED to qualify. The ultimate goal of short-term job

training is employment for the participant, and LMCAP will bring a new emphasis to this component in FY 14.

Intake: Eligible individuals will be identified through the central intake process described above and referred to an LMCAP social worker. LMCAP social workers will collect all necessary documentation and verify eligibility at their first meeting. The social worker will administer a scale assessment to identify if the individual qualifies for supportive programming (described on pages 33-34). The social worker will also work with the individual to create a Progress and Achievement plan.

The social worker will provide self-development supports prior to job training to ensure the participant has thought through their selected field. Once self-development is successfully completed, the participant will enter their selected job-training program. The participant must remain in contact with their social worker on a monthly basis.

Termination: If the participant does not proceed with short-term job training, then those funds will either not be disbursed to the vendor, be refunded to LMCAP, or used as credit with vendor for another short-term job training client. Supportive programming supports will also be stopped at that time.

When a participant successfully completes training and obtains certification, the participant will be reassessed for additional supports. The participant will also be offered general employment supports. If appropriate, the participant will be referred to the Microbusiness Development Program.

General Employment Supports. LMCAP recognizes that the best path out of poverty is gainful employment. LMCAP will offer general employment supports to include resume development, job search assistance, and employment coaching to eligible individuals.

Intake: Eligible individuals will be identified through the central intake process described above and referred to an LMCAP social worker or outreach specialist. The employment support division will also accept participants who have completed their

college program or short-term job training. LMCAP staff will collect all necessary documentation and verify eligibility at their first meeting. LMCAP staff will administer a scale assessment to identify if the individual qualifies for supportive programming (described on pages 33-34). LMCAP staff will also work with the individual to create a Progress and Achievement plan.

LMCAP staff will help the participant identify potential fields of work, potential employers, and identify and remove employment barriers as needed. Participants engaged in employment supports will maintain contact with staff at least once a month.

Termination: If the participant misses or is late to three appointments without 24 hour notice, they will be terminated from services. Supportive programming supports will also be stopped at that time.

When a participant successfully obtains employment, LMCAP staff will obtain employment verification from the employer. The participant will be reassessed for additional supports. LMCAP staff will continue to follow up with the participant and obtain verification of continued employment at 90 days, six months, and one year.

Education (Leading Program)

College Scholarships. LMCAP will provide 30 \$2,500 scholarships to students who have an expected graduation date before June 30, 2014. Students must have a 3.0 cumulative GPA in order to qualify for the scholarship. Scholarships will be awarded on a first-come, first-served basis. Students will be required to have monthly contact with their social worker to assure continued progress to their goal, and must submit proof of semester or program completion as necessary.

Intake: Eligible students will be identified through the central intake process described above and referred to an LMCAP social worker. LMCAP social workers will collect all necessary documentation and verify eligibility at their first meeting. The social worker will administer a scale assessment to identify if the student qualifies for supportive

programming (described on pages 33-34). The social worker will also work with the participant to create a Progress and Achievement plan.

Termination: Because tuition assistance is awarded prior to the start of the semester, students are expected to maintain their class schedule and credit hours being funded by LMCAP. If the student drops their courses, LMCAP will seek repayment of the scholarship from the school. Supportive programming supports will also be stopped at that time.

When a student completes their college program, the social worker will obtain verification of completion and reassess the participant for other supports. Employment services will also be offered to the student.

Preschool Scholarships. LMCAP recognizes poverty prevention and reduction must include services that address the needs of children of people in poverty. In light of this, LMCAP will provide 20 scholarships to families with three and four year olds to enroll in a qualified preschool. LMCAP will specifically seek to form a partnership with Jefferson County Public Schools or other preschools that can provide evidence that their program prepares a child for Kindergarten. Scholarships will be awarded on a first-come, first-served basis. Scholarships will be paid on a monthly basis, and monthly enrollment verification will be required.

Intake: Eligible families will be identified through the central intake process described above and referred to an LMCAP social worker. LMCAP social workers will collect all necessary documentation and verify eligibility at their first meeting. The social worker will administer a scale assessment to identify if the family qualifies for supportive programming (described on pages 33-34). The social worker will also work with the family to create a Progress and Achievement plan.

Termination: A family will be terminated from the program if their child does not remain enrolled in the preschool program. Supportive Programming supports will also be stopped at that time.

When a child successfully completes preschool, verification of preparedness for Kindergarten will be obtained by the social worker from the preschool. The family will also be reassessed for other supports.

Housing (Supporting Program)

Rental Assistance (Supporting Program). LMCAP will provide rental assistance to participants engaged in scholarship, job training and microbusiness development programs. LMCAP will also provide rental assistance to CSR program participants who are in case management services.

Intake: Eligible individuals are identified by the LMCAP social worker or CSR case manager. For participants already engaged in LMCAP services, the leading program intake process is used and service is rendered by the social worker. For participants in case management programs in CSR, the CSR case manager will request assistance from an outreach specialist on behalf of their program participant. Outreach workers will work with the case manager to collect necessary documentation and render assistance. Outreach workers are responsible for following up with case managers to verify completion of participant goals.

Termination: Termination is based on the policies of the participant's leading program.

General Self-Sufficiency (Supporting Program)

Transportation. Transportation is a leading barrier to self-sufficiency. LMCAP will provide transportation assistance to those enrolled in leading programs and CSR case management programs to remove employment, education, or other self-sufficiency barriers.

Intake: Eligible individuals are identified by the LMCAP social worker or CSR case manager. For participants already engaged in LMCAP services, the leading program intake process is used and service is rendered by the social worker. For participants in case management programs in CSR, the CSR case manager will request assistance from

an outreach specialist on behalf of their program participant. Outreach workers will work with the case manager to collect necessary documentation and render assistance. Outreach workers are responsible for following up with case managers to verify completion of participant goals.

Termination: Termination is based on the policies of the participant's leading program.

Childcare. Although LMCAP is offering preschool scholarships, the slots available will not serve every childcare need for our program participants. LMCAP will offer childcare assistance to program participants in leading programs and CSR case management programs to remove employment, education, or other self-sufficiency barriers.

Intake: Eligible individuals are identified by the LMCAP social worker or CSR case manager. For participants already engaged in LMCAP services, the leading program intake process is used and service is rendered by the social worker. For participants in case management programs in CSR, the CSR case manager will request assistance from an outreach specialist on behalf of their program participant. Outreach workers will work with the case manager to collect necessary documentation and render assistance. Outreach workers are responsible for following up with case managers to verify completion of participant goals.

Termination: Termination is based on the policies of the participant's leading program.

Emergency Services (Other Program)

One-time emergency assistance is made available to the public through Neighborhood Place locations. Neighborhood Place will provide emergency assistance not to exceed \$400 to participants who are deemed eligible by their program guidelines and CSBG income guidelines to participants who have not received emergency services in the last calendar year. Eligible participants are identified during the central intake process. Because this is one-time assistance, termination procedures do not apply.

Nutrition (Other Program)

Summer Food Service for Children. The Summer Food Service for Children program, managed by LMCAP, is a USDA pass through grant from the Kentucky Department of Education and provides breakfast, lunch, snack, and dinner to low-income children throughout Louisville. The program is administered from June through August by the Crisis Prevention and Assistance staff with CSBG funding for salaries and transportation. Eligible children are identified by Jefferson County Public Schools.

Senior Services (Other Program)

Senior Transportation (Funded in Nutrition category): Senior Transportation provides senior citizens monthly bus passes so that they may attend congregate meal sites throughout the city. This access ensures that senior citizens receive nutritious meals, continuing social interaction, and general supports through their senior center. This program is vital to the health and continued wellbeing of the seniors within the Louisville Metro community.

Intake: Eligible seniors are identified by the congregate meal site and assessed for services. Verification of eligibility is collected by meal site staff and verified by the program manager.

Termination: Participants are terminated if they fail to pick up their bus pass at their meal site, or if they do not continue to eat at a meal site at least once a week. Participants are made aware of these provisions at the time of enrollment.

Aging in Place (Funded in Housing category): With more seniors desiring to stay in their home as they age, accessibility and safety issues in the home are becoming a pressing issue. Aging in Place helps seniors stay in their homes by providing minor home improvements such as grab bars or repairs to their handrails or steps that the homeowner would not otherwise be able to afford. Keeping seniors in their homes helps keep neighborhoods stable.

Intake: Participants are identified within CSR services (including Foster Grandparents, Senior Nutrition, Senior Transportation participants). The program manager completes a

home visit and collects necessary documentation to verify eligibility. Once eligibility is verified, CSR Rehab staff complete necessary repairs to make the home safe.

Termination: Participants are terminated once repairs are verified as complete.

Youth Services (Other Program)

Youth services are greatly needed in Louisville to combat crime, help youth graduate school, and prepare youth for adulthood. LMCAP will respond to the needs for youth services by dedicating two Youth Specialists to CSR's Office of Youth Development. These staff members will provide direct services to youth to teach them about positive relationships, healthy communication skills, self-esteem, and other personal development topics. Staff will partner with community centers and Jefferson County Public Schools to provide this curriculum to teens living in low income, high poverty areas. Participants will be identified by JCPS or community centers. The Youth Specialists will provide referrals to other programs as necessary when services end.

e. Logic Models

Please see attachment

f. CSBG- Allocation of Funds Based on Prioritized Services

CSBG funding will be broken out over six of the nine categories with a fairly even distribution despite rankings. This is largely because the supportive categories of Self-Sufficiency and Housing can be accessed by all CSR participants. LMCAP has also chosen not to fund the categories of linkages, income management, and health. This is largely due to the integration of LMCAP within CSR, which will allow LMCAP to access many of these services easier than ever.

FY 2014 Fund Allocations

1.) Employment	\$150,000
2.) Education	\$155,000
3.) Self-Sufficiency	\$75,000
4.) Housing	\$130,000
5.) Linkages	-0-
6.) Nutrition	\$40,000
7.) Income management	-0-
8.) Emergency Assistance	\$125,000
9.) Health	-0-

g. Commonwealth of Kentucky Laws and Mandates

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.

h. Services Provided Administered by KY in Other Agencies

The programs and services proposed in the 2010-2011 CSBG service plans 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). LIHEAP is administered by LMCAP and the weatherization program is under CSR but does not operate under LMCAP.

i. Service Coordination and Non-Duplication

i. Sharing Necessary Information. 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

CSR, LMCAP is a part of Community Services; 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 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. 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.

ii. Activities the Agency Jointly Pursues. One primary coordinated effort on part of LMCAP is with the Community Ministries of Louisville, a faith-based organization with multiple locations throughout Louisville Metro serving clients with utility and other emergency financial assistance. During LIHEAP subsidy and crisis phases, LMCAP uses standard procedure of referral to anyone of the Community Ministries once a client has exhausted LMCAP resources allotted to their household. Community Ministries' referrals are standard during this process and Community Ministries will not serve a client until they have accessed any benefits available to them through LIHEAP.

As part of the Summer Food Service Program it provides for low-income youths in Jefferson County. Coordination is required between LMCAP and faith-based organizations for daily delivery of meals.

iii. 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 Memorandum 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.

j. Services for Low-Income Youth

Research available from 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 will provide preschool scholarships this year to help children access these programs that will break the cycle of 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 Dare to Care site administered in our East office. 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.

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.

k. Services for Coordination and Linkages

Louisville Metro has an abundant community of resources. Economic conditions and changes are posing challenges to the Louisville community to fine tune our competitive

economic edge to attract businesses and other development, not only to Louisville, but to the larger region. LMCAP's continued participation by staff and leadership in local community groups and non-profits helps LMCAP stay abreast of current events, services, and changes in the needs of community members. The relationships gained from these activities result in increased opportunities for partnerships and alliances between similarly focused organizations. Within CSR 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.

3.) Community Needs Assessment (Attachment A)

PLEASE SEE PRINT OUT

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4.) Agency Budget

a. Line Item Budget for CSBG (Attachment B1)

PLEASE SEE PRINT OUT

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b. Local In-Kind Match Certification (Attachment B2)

PLEASE SEE PRINT OUT

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c. Budget Narrative

B1 Budget Narrative

1. Employment \$150,000

Short-term job training fees paid on behalf of client directly to vendor providing services

2. Education \$155,000

Scholarship paid to college on behalf of student for credit hours/courses

Preschool scholarship paid to school on behalf of parent for child enrollment

3. Self-Sufficiency \$75,000

Supportive programming including transportation, and childcare assistance

4. Housing \$130,000

Direct rental assistance paid on behalf of program participants to landlords

Minor accessibility and safety improvements to homes of senior citizens

5. Linkages -0-

Linkages unfunded due to centralized intake and LMCAP consolidation into CSR

6. Nutrition \$40,000

Transportation assistance to seniors to get to-and-from congregate meal sites

7. Income management -0-

Income management unfunded due to partnership with CSR Financial Empowerment

8. Emergency services \$125,000

Safety net funds for clients in exceptional, crisis, or emergency situations to be administered through Neighborhood Place

9. Health -0-

Health unfunded due to low utilization in FY 13

10.	Personnel	\$824,580
11.	Non-Personnel	\$718,705 (includes client services)
	Total	\$1,543,285

B2 In-Kind Budget Narrative

Salaries/Wages

Value of approximately 2,000 volunteer hours @ \$7.25/hour working from all LMCAP locations	\$ 14,500
Value of indirect costs from services provided by Louisville Metro Government (Total Personnel costs @ indirect rate of 17.23%)	\$136,786
TOTAL SALARIES/WAGES	\$151,856

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
TOTAL CONSULTANTS/CONTRACT SERVICES	\$75,000

Space

Value of donated office space at two district offices	
East district (Newburg Community Center) 1650 sq. ft. \$13,200	
South district (Southwest Government Center) 744 sq. ft. \$1,500	
TOTAL SPACE	\$14,700

Consumable Supplies

Value of weatherization kits distributed during LIHEAP season (1,000 kits at \$16.00 each)	\$16,000
TOTAL CONSUMBLE SUPPLIES	\$16,000

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
TOTAL OTHER	\$125,000

TOTAL IN-KIND GOODS AND SERVICES* **\$381,986**

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

5.) Board (Attachment C)

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CAP Administering Board Vacancy Update (as of 4/1/13, Prepared by Katina Whitlock)

The Louisville Metro Community Action Partnership has submitted a request for the amendment of chapter 32 of the Louisville Metro Code of Ordinances Community Action Agency. The amendment requests that Section V, B state the following:

“The administering Board shall be broadly representative of the community, shall be composed of not less than fifteen (15) members, and shall be constituted in accordance with the requirements of 42 USCA 9910 and KRS 273.437. Public officer members as defined by those statutes shall be appointed by the Mayor in compliance with the requirements of those statutes. For the other types of members, the administering Board may institute through its Bylaws procedures for selection of Board members, provided such procedures comply with the above referenced statutes.”

The amendment is currently under review for approval by the Kentucky Cabinet for Health and Family Services as the administering CSBG agency. Upon confirmation of requested changes, the proposed amendment must be submitted to Louisville Metro Council by a sponsoring council member for review and consideration of council vote to change LMCO 32.890. Until such time, LMCAP will not fill the 8 vacant board positions (2 public, 2 community, 4 private) until approval of ordinance amendment.

6.) Board Meeting Schedule for 2013

Listed below is the schedule of meeting dates for the Louisville Metro CAP Administering Board for the 2013 calendar year. The Board meets at 5:30 p.m. at 810 Barret Avenue, Louisville, Kentucky 40204.

Thursday, February 21, 2013 – meeting room to be determined

Thursday, April 18, 2013– meeting room to be determined

Thursday, June 20, 2013 – meeting room to be determined

Thursday, August 15, 2013 – meeting room to be determined

Thursday, October 17, 2013– meeting room to be determined

Thursday, December 19, 2013– meeting room to be determined

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

7.) Board Bylaws

Louisville Metro



ADMINISTERING BOARD

POLICIES AND PROCEDURES

Currently, the board bylaws are being revised by the County Attorney's Office.

Rev: November 2008

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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 Metro 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 Metro 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 Metro 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 it 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) exactly one-third of the members of the Board are public sector members including the Mayor of the Louisville Metro Government and his/her representatives; (2) at least one-third of the members are community sector members chosen in accordance with democratic selection procedures adequate to assure that they are representatives of the poor; and (3) up to one-third of the members are private sector members representing 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 Metro Government.

Section 6—Public Sector Members. There shall be exactly one-third public sector members consisting of the Mayor of the Louisville Metro Government and other public sector members of the Louisville Metro Government as appointed by the Mayor. Each public sector member shall have an alternate to serve in their absence.

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 one-third community sector members with one member representing each geographic area into which the Board may divide Jefferson County from time to time. Each community sector member shall have an alternate to serve in their absence. 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 up to one-third private sector members 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 Metro 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 it 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. A simple majority (half plus one) of the current board members shall constitute a quorum. Once a quorum is present physically, or by video/teleconference, 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 Metro 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.

Should need arise for removal of any Board member(s) for willful misconduct, all such proceedings shall take place in Executive Session.

Any board member representing the community or private sectors who misses three (3) consecutive Board meetings (whether regular or special, or both) without immediately presenting a written or verbal excuse acceptable to the Administering Board, shall be automatically removed from office by the Administering Board.

Any board member appointed by the Mayor to represent the public sector, who misses three (3) consecutive Board meetings (whether regular or special, or both) without immediately presenting a written or verbal excuse acceptable to the Administering Board, the Board may vote and recommend to the Mayor that the public sector member be removed from the Board, and request that the Mayor appoint a replacement.

Any designated representative of an appointed public sector board member who misses three (3) consecutive Board meetings (whether regular or special, or both) without immediately presenting a written or verbal excuse acceptable to the Administering Board, the Board may vote and recommend to the appointed public sector board member, that the designated member be removed from the Board. If a designated representative is removed, the appointed public sector board 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:

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.

- A. 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.
- B. 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.
- C. 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.

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

Section 6—Quorum and Act. A simple majority (half plus one) of the committee members shall constitute a quorum of that committee. Official committee action requires a majority vote at a committee meeting at which a quorum is present, either physically or by video/teleconference. No proxy voting shall be allowed.

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.

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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 Metro 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 Metro 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 Metro Government, identify sub-area and groups where problems of poverty are concentrated, define major problems which require community action and clarify objectives of action 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 Metro 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.

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Community Services and Revitalization

6 Year Strategic Plan



FY13-FY19

January 3, 2013

Version 1.0

Message from the Director to the Department of Community Services and Revitalization

Dear Staff:

The Department of Community Services and Revitalization is a critical component of city government but even more important, a critical component that will help the Fischer Administration make a difference in the lives of many of our most vulnerable citizens. The Department is charged by the legislation that has authorized many of our funding streams with reducing poverty, revitalization of neighborhoods and empowerment of low income persons. This charge is not one that I take lightly.

The Mayor established the basic framework for the Department's Strategic Plan, centered around "Louisville's Dream: A city of Life-Long Learning & Great Jobs, Wellness and Compassion." We were asked to develop measurable goals and objectives that would fit into the Mayor's 5 priorities:

1. Deliver Excellent City Services
2. Solve Systematic Budget Issue
3. Take Job Creation to the Next Level
4. Invest in our People and Neighborhoods, Advance "Quality of Place"
5. Create Plans for a Vibrant Future

If Community Services and Revitalization is anything, it is a Department that has consistently provided excellent city services. That is evident based on feedback from many of the organizations and individuals with whom we do business. But providing excellent city services is only a part of our challenge. We must be smart about what services we provide, analyze whether those services are the "right" services that will lead to revitalization of communities and empowerment of low income persons through continuous self-evaluation and improvement. Dedication to this on-going analysis will help us work smarter and move us towards addressing the systematic budget issues that face us on a daily basis.

We have been challenged to transform. One of the fundamental concepts of transformation is that an organization must grow, change, or die. Community Services and Revitalization is an integral player. Our programs contribute to the eradication of vacant and abandoned properties, move individuals to independence with financial empowerment initiatives and provide affordable housing and educational opportunities. Change is inevitable and the growth that comes with positive change is uplifting. It is to that culture of positive change that I invite everyone to be a part.

I want to thank Joe Hamilton for his leadership with this project and especially thank Jim Parobek for volunteering his time to help us with our plan and rewriting our new Mission Statement. But I also want to thank each and every one of you, particularly those who participated in the focus group sessions. This work has just begun. Become engaged if you have not done so. We need your insight and ideas to move this plan forward. Please read our strategic plan and ask questions regarding it. Stay engaged as we go through this process. It is not meant to be a static document. A good Strategic Plan is only as good as its implementation.

Virginia Peck
Director, Community Services and Revitalization

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Overview of Sections

Vision for Louisville

The future state Louisville Metro Government envisions for our city, for the residents of Louisville, and for all who visit.

Mission

Why the department exists within Metro and for the community.

Core Services/Programs

What a department provides to residents to fulfill its mission and meet the 5 strategic objectives of Louisville Metro Government: *Deliver excellent city services; Solve systemic budget issues; Take job creation to the next level; Invest in Our People and Neighborhoods, Advance “Quality of Place”; Create plans for a vibrant future.*

Objectives

Louisville Metro Government objectives are the five strategic outcomes the Fischer Administration is driving towards. While every department strives to achieve the 5 objectives for Louisville Metro Government, each has its own functional objectives or high-level accomplishments it strives to achieve to fulfill its mission.

Goals

Departments should include applicable Louisville Metro Government strategic goals as their own, as well as develop department specific short (1-2yr), mid (2-4yr) and long(4-6yr) term strategic goals.

Short term goals (and midterm if feasible) should be Specific, Measureable, Attainable, Realistic, and Time-Framed (SMART) statements about what the department will accomplish within the next 1-2 years to meet its mission, achieve its objectives and support the strategic objectives of the city to help realize the vision for Louisville Metro Government. Mid- and long term goals may be more broad and less “SMART”.

The numbers to the right of each goal indicate which of the five Louisville Metro Government strategic objectives the goal supports. The “Lead” column refers to who has ownership over the goal, however various individuals may lead supporting initiatives to the goal. The “Why” column describes why the goal is important to the department and the residents of Louisville.

The “Initiatives” column lists at a high-level, the specific projects a department will undertake (initiate and/or execute) over the next 1-2 years to help achieve their short and, as appropriate, mid-term goals; individual initiatives are not required, unless clearly known, for mid and long term goals.

The “How” column under mid- and long term goals, explains initial ways in which the department envisions making progress towards the goal.

Louisville Metro Planning Cycle & Calendar

The new fiscal year planning cycle for Louisville Metro Government puts all Departments on the same strategic planning cycle, sequenced to guide budget and operational planning.

Purpose and Vision of Louisville Metro Government

Louisville Metro Government is the catalyst for creating a world-class city that provides its citizens with safe and vibrant neighborhoods, great jobs, a strong system of education and innovation, and a high quality of life.

“Louisville is a city of lifelong learning and great jobs, wellness, and compassion”

Louisville Metro Government Objectives

These five objectives are the ultimate outcomes the Fischer Administration is working hard to achieve.

- 1. Deliver Excellent City Services.** *We strive to be the best city government in America and will use a robust measurement system to track our results.*
- 2. Solve Systemic Budget Issues.** *We will resolve the structural budget imbalance that limits our city and its growth. Our expenses cannot continue to outpace revenue growth.*
- 3. Take Job Creation To The Next Level.** *We will create a culture of innovation that fosters the growth of 21st Century jobs, focusing on our strategic economic development strengths—lifelong wellness and aging care, value-added logistics, advanced manufacturing, and the food and beverage industry. We will champion a business-friendly entrepreneurial environment that recognizes education is the foundation for job creation. We will work with our schools, colleges and universities to deliver a 21st century workforce.*

- 4. Invest In Our People And Neighborhoods, Advance “Quality Of Place”.** *We will build on Louisville’s unique and creative people and history, embracing all citizens and our growing international population, by improving public transportation, the arts, and our parks. We will ensure a safe, inclusive, clean and green city -- a city that looks toward the future by capitalizing on our diverse population, our geography, and the Ohio River.*

- 5. Create Plans For A Vibrant Future.** *We will develop and begin implementation of a 25-year vision for the city, including targeted neighborhood revitalization. The vision will detail how the city will look, feel and flow in the short, mid, and long term.*

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Community Services and Revitalization Vision

“Community Services and Revitalization strives to improve the lives of all the citizens of Louisville”

Department Mission Statement

The mission of the Community Services and Revitalization Department is the revitalization of Louisville Metro communities by assisting low to moderate income residents of Metro Louisville in need with economic assistance, social services, and affordable housing with the goal of making them safe and self-sufficient. Our staff works with Federal, State, and other Metro governmental departments, non-profit organizations, private citizens, and local businesses to achieve our goals.

Core Services/Programs:

❖ **Community Action Partnership**

Community Action Partnership (CAP) emphasizes self-sufficiency by providing supports to overcome barriers through information and referral services, training, financial assistance, and case management in coordination with community partners. Services and programs provided by CAP include the Low-Income Home Energy Assistance Program (LIHEAP), the Summer Food Service Program, microbusiness development and loans, education assistance, and short-term job training.

❖ **Community Revitalization**

The Revitalization Division works to increase the supply of affordable housing. Division staff works with developers and housing non-profit organizations to expand the housing opportunities available to low and moderate income residents. The Revitalization Division oversees Real Estate programs such as the Landbank Authority and Urban Renewal Commission. Special tax assessments, foreclosure acquisitions and condemnation are utilized to redevelop and create stronger neighborhoods. Other programs offered by the Revitalization Division include the Vacant and Abandoned Properties Initiative, the Community Housing Development Organization (CHDO), and capital investments of the Community Development Block Grant (CDBG).

Community Services and Revitalization Strategic Plan
FY13-FY19

- ❖ **Economic Empowerment**

The Office of Economic Empowerment increases access to services and resources to educate our citizens on financial management, budgeting and asset building with the goal to make people financially capable and self-sufficient. Community Services and Revitalization works with community partners to embed financial empowerment strategies into service delivery across the continuum, through a holistic approach.
- ❖ **Neighborhood Place**

Neighborhood Place is a consortium of public sector and non-profit agencies that have come together to create a network of community-based “one-stop” service centers. This partnership includes the Kentucky Department of Community-Based Services (DCBS), Jefferson County Public Schools, Seven Counties Services, Metro Health and Wellness, and others. The purpose of Neighborhood Place is to provide blended and accessible health, education, employment and human services that support children and families in their progress toward self-sufficiency.
- ❖ **Outreach and Advocacy**

Outreach and Advocacy raises awareness of the issues of vulnerable populations, advocates for their needs and connects them to needed services. This division includes the Office for Aging and Disabled Citizens, the Office for Women, Office for Youth Development and Senior Nutrition. Services provided within Outreach and Advocacy include the Meals on Wheels, Retired and Senior Volunteer Program (RSVP), Foster Grandparent Program, Senior Day Out, Safe Havens, Take Back the Night, Alliance for Youth, and Youth Service Worker Training, among others.
- ❖ **Research, Planning, and Compliance**

The Research, Planning, and Compliance unit of CSR is responsible for overall planning, developing program policies, and ensuring compliance and success with all grants within CSR. The Research, Planning, and Compliance unit also coordinates the application process for other grant opportunities. Programs directly administered by the unit include the External Agency Fund, the Emergency Solutions Grant (ESG), Housing Opportunities for People with AIDS (HOPWA), and the Public Service funding of the Community Development Block Grant (CDBG).

❖ **Self-Sufficiency Services**

The Self-Sufficiency Services team provides permanent supportive housing to the formerly homeless. The team utilizes multiple Federal funding sources to provide security deposits, utility assistance, rental assistance and supportive services to the homeless and disabled. The team focuses on the provision of housing stabilization, coupled with applicable supportive services and financial education, eventually leading to self-sufficiency.

DRAFT

Department Objectives

1. CSR will work with local citizens and agencies to strengthen families and neighborhoods.
2. CSR will help those in need.
3. CSR will improve the way we deliver services to our customers. We will help people faster and easier.
4. CSR will better communicate to our citizens what services are available to them and how we can help.
5. CSR will communicate with local agencies and businesses as to how we can work together to improve our community.

Community Services and Revitalization Strategic Plan
FY13-FY19

Short Term Goals (1-2yr)

The goals listed below detail what the department will accomplish over the next 1-2 years to meet its mission, achieve its objectives and help realize the vision for Louisville Metro Government.

	Goal	Department Objective	Mayor's Objective	Why	Initiatives
	Create an internal and external directory of services that clearly defines the services provided, eligibility requirements, office location and program manager and point-of-contact. The menu of services will be completed by March, 2013 and available to all customers.	2,3,4	1	To decrease the confusion for those seeking assistance from CSR and better coordinate services within CSR and metro government.	<ul style="list-style-type: none"> • Definition of all CSR departments and their programs • Identify leaders within each department and program along with their contact information • Marketing campaign to educate all on CSR services and the new directory • Participate in monthly/quarterly outreach events to educate Metro government and the community about CSR programs and services beginning in 2013.
	Establish a central intake service to be the initial point of contact for external and internal customers by September, 2013.	4,5	1	By identifying the initial needs of a customer they will be directed to the person/ program that will be able to assist. This will lead to less "run-around" and better efficiency.	<ul style="list-style-type: none"> • Goal 1 must be met first • A recognition of program intake providers must be done • Mapping of services will identify resources able to be transferred to the central intake department • Identify and properly train the central intake representatives

Community Services and Revitalization Strategic Plan
FY13-FY19

	<p>Increase program income by increasing the rate of loan collections, and improving the efficiency of internal procedures.</p>	<p>1,2</p>	<p>1, 2</p>	<p>If more dollars are available to CSR and our partners, more individuals can be assisted.</p>	<ul style="list-style-type: none"> • Inventory the past 3 years of income used by housing and community development • Research procedures used by peer organizations in similar communities. • Closely track loan repayment and other sources of program income. • Revise policies and procedures for collecting program income.
	<p>Participate in Louisville Metro Cross-Functional Teams to develop solutions for pressing issues impacting multiple departments (e.g., Vacant and Abandoned Properties) beginning in 2013.</p>	<p>3,4</p>	<p>1, 2,5</p>	<p>Improved collaboration amongst Metro agencies will improve service delivery and decrease redundancy leading to more streamlined, efficient and cost effective community services. Resulting in helping more people and maximizing available resources.</p>	<ul style="list-style-type: none"> • Ms. Peck will appoint a point person to service as CSR's liaison to Louisville Metro Cross-Functional Teams. • Budgeting review of CSR and establishment of CSR Directory will identify current state • Planned budgeting/manpower review within CSR to see if reorganization is possible to improve coordination and service delivery • Goal 6 below needs to be completed to assist attainment of this goal
	<p>Develop and implement an annual orientation program for all staff on essential functions by Dec 2013.</p>	<p>3</p>	<p>2, 4</p>	<p>Improving the training and clarifying expectations of our staff will lead to a more satisfied and competent workforce.</p>	<ul style="list-style-type: none"> • Review and update all position descriptions for each employee in CSR with Human Resources. • Re-write job descriptions where needed • Establish an orientation program: <ul style="list-style-type: none"> *General HR/CSR Departmental Orientation *Position specific Job Orientation *New hire orientation *Annual re-orientation that will occur during annual performance review

Community Services and Revitalization Strategic Plan
FY13-FY19

	<p>Reduce the average turnaround time from qualifying application to service delivery by 10% by March of 2014.</p>	<p>3,4</p>	<p>1</p>	<p>Improving our efficiency will greatly improve our customer service and their satisfaction.</p>	<ul style="list-style-type: none"> • Implement plan • Measure the average turnaround time between qualifying application and service delivery beginning in March 2013; each division will track 10 new clients through the services they provide to them from March 2013 through the end of the year. • Concurrent review of observations that could improve the efficiency (reduce time/promote customer satisfaction) to occur during this time. • Small group to compile observations and enact meaningful changes to meet goal, occurs prior to March 1, 2014.
	<p>Create jobs through economic development using CSR resources in collaboration with the Office of Economic Growth and Innovation.</p>	<p>1,2,5</p>	<p>3</p>	<p>Some CSR funding sources can reduce poverty and build community more effectively by harnessing entrepreneurship to develop small businesses and create jobs.</p>	<ul style="list-style-type: none"> • Consult with all State, Federal, and other funding providers to determine legal capacity of each source of funding to be used for economic development, completed no later than December 2014. • Shift usage of CDBG and other funding sources to small business/job creation by maximum feasible extent by FY2015.

Community Services and Revitalization Strategic Plan
FY13-FY19

Mid-Long Term Goals (2-6yr)

The goals listed below detail broad goals the department plans to achieve over the next 2-6 years to meet its mission, achieve its objectives and help realize the vision for Louisville Metro Government.

	Goal	Department Objective	Mayor's Objective	Why	How
	Implement a professional development program for all staff by the end of 2015.	3	1	The CSR staff is very caring and customer focused. Investing in their development will improve services and prepare the department's next generation of leaders. Our management team must become better trained and more competent in higher level management strategies. This will allow them to better lead their teams and improve employee satisfaction with their work and our customer's satisfaction with the services we provide.	<ul style="list-style-type: none"> • HR to work with Management Team during Management Training Program to establish the program necessary to meet this goal. • Establish a formal reward and recognition program. • All CSR leaders (program supervisors and above) will receive regular training in a core management curriculum; including conflict resolution, effective counseling, staff development, performance improvement, finance, city government 101, basic administrative overview, and stress management by July 1, 2014.

Community Services and Revitalization Strategic Plan
FY13-FY19

	<p>Develop a customer data base for all who request services from any CSR Program. This data base will be complete by the end of 2015 and available to all appropriate CSR staff.</p>	<p>1,2, 3</p>	<p>1</p>	<p>The ability to track services and the progress toward acquiring services for the individuals who need it will greatly improve service delivery and customer satisfaction.</p>	<ul style="list-style-type: none"> • Current available information system client tracking service should be assessed to see if it could meet the requirements necessary to meet this goal. • If it cannot, evaluate new software to meet this goal.
	<p>Increase emergency financial assistance by 250 families per year with a goal of assisting an additional 1,250 per year by 2017.</p>	<p>2,3, 4</p>	<p>1, 3</p>	<p>We must push ourselves with a clear target in mind to allow us to serve more families in need.</p>	<ul style="list-style-type: none"> • Tracking system of current progress toward this goal to be established. • Budget and road map to meet this goal to be established and promoted within CSR. • Refer all eligible applicants to applicable self-sufficiency services.
	<p>Work with developers, land owners and community stakeholders to recognize and redevelop 500 abandoned properties by the year 2017.</p>	<p>1,2, 5</p>	<p>1, 5</p>	<p>Tracking the progress we are making in redeveloping lands will benefit more citizens in need and recognize our valued community stakeholders and land owners/developers.</p>	<ul style="list-style-type: none"> • Establish tracking system of current progress • Consideration of a CSR (Gov't) / Community Board made up of key stakeholders to be established to help meet this goal. • Budget and road map to meet this goal to be established and promoted within CSR and with community stakeholders and land owners/developers.
	<p>Lead the</p>	<p>1,2</p>	<p>4</p>	<p>We must have more and improved affordable</p>	<ul style="list-style-type: none"> • Tracking system of current progress toward this goal to be established.

Community Services and Revitalization Strategic Plan
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	<p>development of 1500 new and/or rehabilitated quality and affordable housing units by FY 18 and encourage public-private partnerships to increase the number of available quality and affordable housing units.</p>			<p>housing options for those in need. Increasing the number of quality low-cost housing options will help to reduce homelessness and help those in poverty to become self-sufficient.</p>	<ul style="list-style-type: none"> • Consideration of a CSR (Gov't) / Community Board made up of key stakeholders to be established to help meet this goal. • Budget and road map to meet this goal to be established and promoted within CSR and with community stakeholders (this goal may include some of the properties identified in Goal 6 above).
	<p>Work internally, and with community partners, to proactively integrate financial empowerment strategies to guide low and moderate-income families along the pathway to financial stability.</p>	<p style="text-align: center;">1,2, 3</p>	<p style="text-align: center;">4</p>	<p>By working with families and individuals to increase their financial capability we give them the tools they need to build assets, get better jobs, invest in their neighborhoods and potentially impact the tax base.</p>	<ul style="list-style-type: none"> • Tracking system of current progress toward this goal to be established. • CSR will provide financial empowerment services all eligible families that apply for emergency assistance through Neighborhood Place, with a goal of assisting 3,000 per year by 2017. • CSR will offer financial empowerment services to all clients throughout the Department. • Consideration of a CSR (Gov't) / Community Board made up of key stakeholders to be established to help meet this goal. • Track financial empowerment outcomes as reported by External Agency Funds, ESG and CDBG recipient agencies. • Establish tool to track repeat emergency services clients. • Reduce the number of repeat clients by 10%

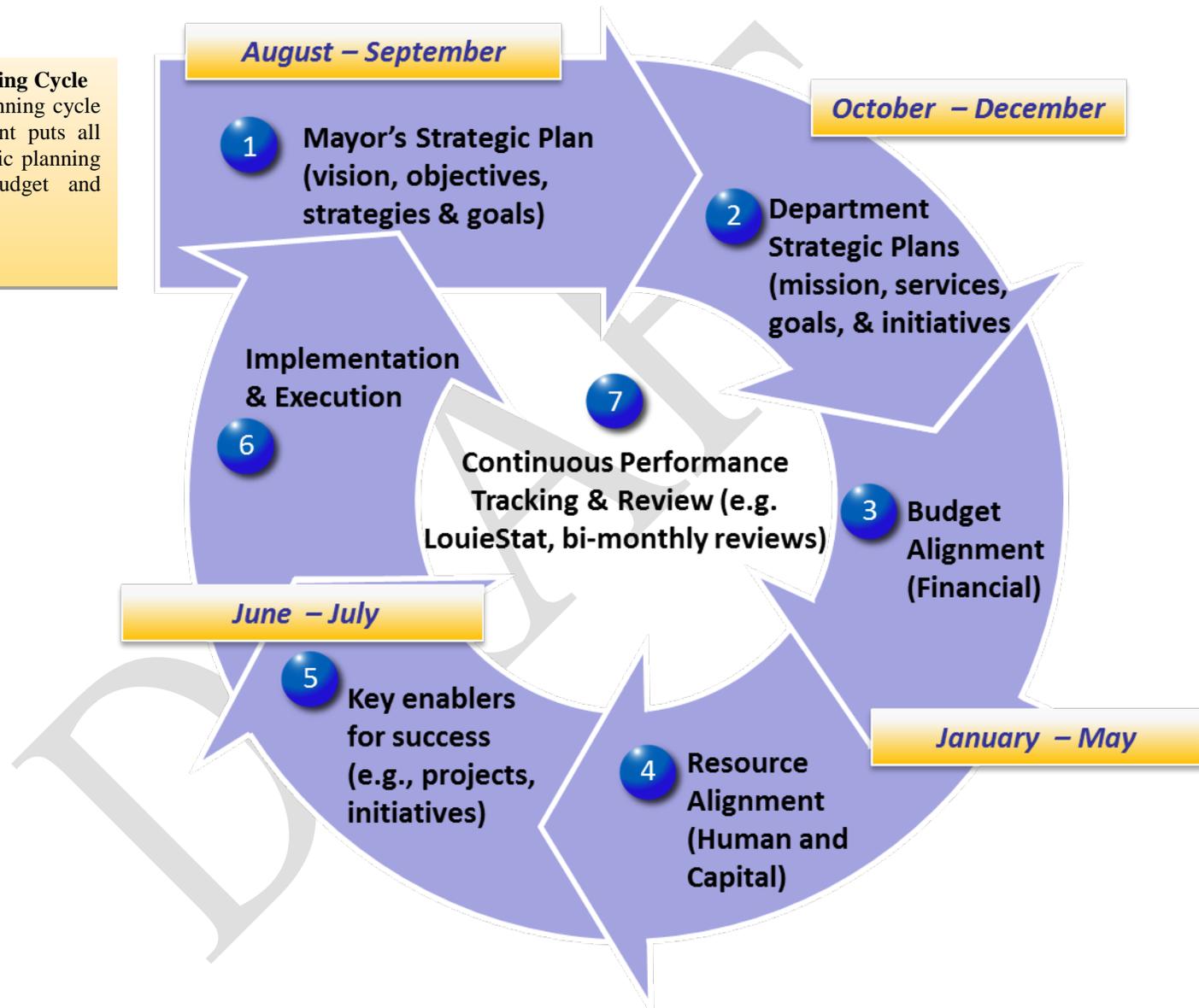
Community Services and Revitalization Strategic Plan
FY13-FY19

	<p>Work to end homelessness in Louisville by maximizing additional permanent housing resources and partnerships.</p>	<p>2,5</p>	<p>4, 5</p>	<p>Even chronically homeless individuals can become stable and/or self-sufficient in transitional housing with the necessary support services.</p>	<ul style="list-style-type: none"> • Build on the existing strong relationships with homeless service agencies to partner on future homeless housing and service projects. • Increase emphasis on education, training, and budgeting/financial education to enable 25% of CSR Self-Sufficiency Services clients to increase their income by March 2014. • Sustain and add 75 additional homeless housing units over the next 6 years in collaboration with the Continuum of Care.
	<p>Expand the number and improve access to quality Out of School Time (OST) opportunities for youth in our community.</p>	<p>1,5</p>	<p>1, 4,5</p>	<p>Research shows that youth who participate in quality, structured out of school time programs are more likely to graduate from high school and less likely to get involved in risky behaviors (such as crime, violence, drugs, alcohol, etc.). So that youth will have the skills and education to be self-reliant, healthy, engaged and economically thriving</p>	<ul style="list-style-type: none"> • Collaborate with JCPS to expand the number of OST/JCPS Learning Centers providing educational enhancement by 20% • Develop and implement a youth jobs skills training program that provides opportunities for job shadowing and internships for 100 youth • Lead development of an OST "System" to coordinate youth programs and services • Implement Youth Program Quality Standards for all out of school time providers • Develop and implement a training institute to aid in professionalizing the field of youth work, which will reduce staff turnover

***Innovation Delivery Team supported goal** - *In 2011, Bloomberg Philanthropies awarded Louisville a \$4.8 million grant to help bring innovation and breakthrough ideas to improve city services. Louisville was one of five large cities to receive a grant, which will be matched by \$1.6 million in local money. The money funds our Innovation Delivery Team (IDT), which works full-time with departments on problem solving to achieve the IDT related goals.*

Community Services and Revitalization Strategic Plan
FY13-FY19

Louisville Metro Planning Cycle
The new fiscal year planning cycle for Louisville Metro Government puts all Departments on the same strategic planning cycle, sequenced to guide budget and operational planning.



COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES

Agency Name: _____
Address: _____

For CSBG Program Only
SFY 2014

Attachment B1

Invoice Period: _____

Contract Number: _____

Vendor Number: _____

Mark One:
Original Budget: _____
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 EXPENDITURES	TOTAL EXPENSES YEAR- TO- DATE	AVAILABLE BALANCE
I. PERSONNEL:												0.00	0.00	0.00
A.) SALARIES / WAGES	552,022.00	134,212.00					63,596.00	63,596.00	40,456.00	250,162.00		552,022.00	552,022.00	0.00
B.) FRINGE BENEFITS	241,858.00	75,971.00					23,882.00	23,882.00	18,000.00	100,123.00		241,858.00	241,858.00	0.00
C.) CONSULTANT / CONTRACT SERVICES	30,700.00	4,400.00							6,300.00	20,000.00		30,700.00	30,700.00	0.00
II. NON-PERSONNEL:												0.00	0.00	0.00
A.) SPACE COSTS	4,200.00									4,200.00		4,200.00	4,200.00	0.00
B.) EQUIPMENT	0.00	0.00										0.00	0.00	0.00
C.) CONSUMABLE SUPPLIES	24,005.00	6,000.00	505.00	500.00				200.00	8,100.00	8,700.00		24,005.00	24,005.00	0.00
D.) UTILITIES	0.00	0.00										0.00	0.00	0.00
E.) TRANSPORTATION / TRAVEL	11,500.00											0.00	0.00	11,500.00
F.) CLIENT SERVICES	675,000.00		150,000.00	155,000.00		130,000.00	125,000.00	40,000.00		75,000.00				
G.) STAFF DEVELOPMENT	4,000.00													
H.) OTHER COSTS	0.00													
III. INDIRECT COSTS:	0.00											0.00	0.00	0.00
TOTALS	1,543,285.00	220,583.00	150,505.00	155,500.00	0.00	130,000.00	212,478.00	127,678.00	72,856.00	458,185.00	0.00	1,527,785.00	1,527,785.00	15,500.00
APPROVED BUDGET	1,543,285.00													

Executive Director: _____ Date: _____

CSBG Director: _____ Date: _____

Finance Director: _____ Date: _____

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

Attachment B2
SFY 2014

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	552,022	\$151,286
2	FRINGE BENEFITS	241,858	
2	FRINGE BENEFITS		
3	CONSULTANT/CONTRACT SERVICE	\$30,700	\$75,000
4	SPACE COSTS	\$4,200	\$14,700
5	EQUIPMENT	0	0
6	CONSUMABLE SUPPLIES	\$24,005	\$16,000
7	UTILITIES	0	0
8	TRANSPORTATION/TRAVEL	\$11,500	0
9	CLIENT SERVICES	\$675,000	\$125,000
10	STAFF DEVELOPMENT	\$4,000	0
11	OTHER	0	0
12	INDIRECT	0	0
	TOTAL PROJECTED EXPENDITURES	1,543,285	\$381,986

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

CSBG Director _____ Date _____

CFO _____ Date _____

Executive Director _____ Date _____

COMMUNITY NEEDS ASSESSMENT FORM COMMUNITY SERVICES BLOCK GRANT SFY 2014									
Agency Name:									
Agency Priority	Other Area Resources	NASCSPP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes	
				Services	Households	Services	Households		
	Department for Employment Services, DCBS, Louisville Urban League, Career Resource Centers, KentuckianaWorks, Jefferson County Public Schools Career Assessment Center, Jewish Family & Career Services, Vocational Rehabilitation, NIA Center	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 Employed and obtained an increase in employment income and/or benefits 1.1.D Achieved "living wage" and/or benefits 1.2.A Obtained skills/competencies required for employment 1.2.D Enrolled children in before or after school programs 1.2.E Obtained care for child or other dependent 1.2.F Obtained access to reliable transportation and/or drivers license 1.2.G Obtained health care services for themselves or a family member 1.2.H Obtained safe and affordable housing 6.5.E Information and referral calls	
001			Requests referral and/or information for agency employment program	200					
002			Requests referral and/or information for non-agency employment program	50					
003			Requests referral and/or information for youth employment/opportunities	25					
004			Requests referral and/or information for senior employment program	10					
005			Participates in employment assessment session				60		
006			Develops Employment Progress & Achievement Plan				175		
007			Attends employment counseling (1 hour)				2000		
008			Completes employment testing				30		
009			Earns skill-related certification or completes employment training				30		
010			Participates in WIA and/or application process				0		
011			Utilizes employment assistance funds				30		
012			Conducts job search				250		
013			Utilizes assistance in removing employment obstacles				0		
014			Employment Participant enrolls in State sponsored Child Care Subsidy Program				0		
015			Employment Participant recertifies for State sponsored Child Care Subsidy Program				0		
016			Obtains employment				47		
017			Utilizes assistance with job retention				25		
018			Retains employment for 6 months				40		
019			Retains employment for 12 months				35		
020			Obtains benefits or wage increase through employment				30		
021			Participates in youth employment program/on the job training				0		
022			Employment services follow-up				47		
			Employment Subtotals	285		2799			

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes
				Services	Households	Services	Households	
	Jefferson County Public Schools Adult and Basic Education, Kentuckiana College Access Center, Vocational Rehabilitation, Family Scholar House	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 1.2.D Enrolled children in before or after school programs 1.2.E Obtained care for child or other dependent 6.3.1.3 Children participate in pre-school activities to develop school readiness skills 6.3.1.4 Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st grade
			023 Requests referral and/or information for agency education program	75				
			024 Requests referral or information for non-agency education program	25				
			025 Requests referral and/or information for Head Start Program/preschool	30				
			026 Participates in educational assessment session			50		
			027 Develops Education Progress & Achievement Plan			50		
			028 Participates in educational counseling (1 hour)			50		
			029 Enrolls in adult literacy program			0		
			030 Enrolls in adult ABE/GED program			0		
			031 Enrolls in adult instructional program			0		
			032 Enrolls in degree program (count 1 time per quarter/semester)			45		
			033 Utilizes educational assistance funds/books/supplies/materials			0		
			034 Utilizes assistance to remove educational obstacles			50		
			035 Completes adult literacy program			0		
			036 Completes adult ABE/GED/other instructional program			10		
			37 Completes adult instructional program			0		
			038 Completes 1 quarter/semester post-secondary program			45		
			039 Obtains 2 year degreee and/or 4 year degree			30		
			040 Education services follow-up			100		
			Education Subtotals	130		430		

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes
				Services	Households	Services	Households	
	Bank on Louisville, Center for Women and families, Louisville Asset Building Coalition, Kentucky Domestic Violence Association	3	Income Management (activities designed to assist participants to make better use of available income including energy conservation)					1.3.1.1 Number and percent of participants who qualified for any Federal or State tax credit and the expected aggregated dollar amount of credits 1.3.1.3 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 1.3.2.1 Number and percent demonstrating ability to complete and maintain a budget for over 90 days 1.3.2.2 Number and percent of participants opening an Individual Development Account or other savings account
			041 Request referral and/or information for budge/credit counseling	25				
			042 Requests referral and/or information for legal services	5				
			043 Requests referral and/or information for clothing assistance	5				
			044 Requests referral and/or information about furniture/household items/materials	5				
			045 Requests referral and/or information for Food Stamp Program	0				
			046 Requests referral and/or information for TANF, EITC, Unemployment, SS, SSI	0				
			047 Requests referral and/or information for Child Support Program	5				
			048 Requests referral and/or information for holiday assistance	0				
			049 Participates in income management assessment session			0		
			050 Develops Income Management Progress & Achievement Plan			0		
			051 Attends budget/credit counseling			0		
			052 Attend budgeting workshop(s)			50		
			053 Applies budgeting/credit counseling plan			0		
			054 Receives energy conservation materials			1500		
			055 Utilizes agency tax preparation services (for non-seniors)			0		
			056 Utilizes agency tax preparation services (for seniors)			0		
			057 Applies/recertifies for energy assistance programs (not LIHEAP)			1000		
			058 Receives holiday assistance			0		
			059 Receives clothing assistance and/or personal items			0		
			060 Receives furniture/household items/materials			0		
			061 Receives food stamps			0		
			062 Participates in Individual Development Account (IDA) and/or other savings			0		
			063 Recieves TANF/EITC/SS/SSI/Unemployment			0		
			064 Receives court-ordered child support			1		
			065 Income Management follow-up			0		
			Income Management Subtotals	45		2551		

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes
				Services	Households	Services	Households	
	Louisville Metro Housing Authority, CSR, New Directions Housing	4	Housing (activities designed to assist participants to obtain and maintain adequate housing and a suitable living environment)					1.2.H Obtained safe and affordable housing 6.4.E Obtained safe and affordable housing 6.5.E Information and referral calls
			066 Requests referral and/or information for agency housing program	300				
			067 Requests referral and/or information for non-agency housing services	50				
			068 Participates in housing assessment			0		
			069 Develops Housing Progress & Achievement Plan			0		
			070 Utilizes agency security/utility deposit assistance			0		
			071 Utilizes Section 8 or other rental assistance			200		
			072 Develops housing plan/goals through KY Housing Corporation/USDA-Rural Development			0		
			073 Attends housing counseling (1 hour)			0		
			074 Attends prepurchase housing counseling (1 hour)			0		
			075 Attends foreclosure housing counseling (1 hour)			0		
			076 Attends housing seminar			0		
			077 Conducts housing search			0		
			078 Utilizes direct assistance in maintaining housing stability			6		
			079 Relocates to safe/more affordable housing			0		
			080 Obtains permanent housing			0		
			081 Purchases a home			0		
			082 Applies for weatherization service			0		
			083 Receives home weatherization service			0		
			084 Applies for home repair			6		
			085 Receives energy conservation services through Demand Side Management			0		
			086 Receives low interest loan for home repair			0		
			087 Receives home repair			0		
			088 Receives housing services and/or inspection for affordable housing program			0		
			089 Receives Housing Quality Standards inspection			0		
			090 Utilizes health and safety home enhancements (ie. smoke/carbon monoxide)			0		
			091 Housing services follow-up			100		
			Housing Subtotals	350		312	0	

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes
				Services	Households	Services	Households	
	Community ministries, Neighborhood Place, Wayside Christian Mission, Dare to Care	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 Emergency Food 6.2.B Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources 6.2.C Emergency Rent or Mortgage Assistance 6.5.A Food boxes 6.5.E Information and referral calls
			092 Requests referral and/or information for agency Emergency Services Program	25000				
			093 Requests referral and/or information for to non-agency emergency services	100				
			094 Requests referral and/or information for abuse intervention	0				
			095 Utilizes assistance in assessing emergency needs/resources			0		
			096 Applies for LIHEAP			20000		
			097 Receives Certificate of Financial Need (CFN)			1000		
			098 Receives emergency heating/cooling equipment			0		
			099 Receives agency emergency food bank/donated food			900		
			100 Receives assistance with emergency payments			250		
			101 Receives assistance with non-monetary emergency needs or disaster needs			0		
			102 Applies for homeless program/shelter			0		
			103 Utilizes emergency shelter program			0		
			104 Utilizes transitional housing program			0		
			105 Develops strategies to avoid future emergencies			0		
			106 Emergency Services follow-up			0		
			Emergency Services Subtotals	25100		22150		

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes
				Services	Households	Services	Households	
	Dare to Care, Community Ministries	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)					1.2.I Obtained food assistance 6.2.A Emergency food 6.3.1.2 Infant and child health and physical development are improved as a result of adequate nutrition 6.4.F Obtained food assistance 6.5.A Food boxes 6.5.B Pounds of food 6.5.E Information and referral calls
			107 Requests referral and/or information for agency nutrition program	100				
			108 Requests referral and/or information for non-agency nutrition programs	0				
			109 Requests referral and/or information for school/summer/hot meals or WIC referral	0				
			110 Participates in nutritional evaluation			100		
			111 Participates in nutritional education classes			0		
			112 Receives instruction/materials for safe food preparation/storage			0		
			113 Summer Food Service Program meal received by child			1000		
			114 Child participates in Backpack Program (Count annually)			0		
			115 Receives non-emergency food items			1500		
			116 Receives supplemental food/commodities			1500		
			117 Receives certification/recertification for commodities/nutritional programs			1500		
			118 Receives hot meals (congregate/home delivered)			20000		
			119 Participates in individual Garden/Seed Project			0		
			120 Nutrition services follow-up			0		
			Nutrition Subtotals	100		25600		

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes
				Services	Households	Services	Households	
	Transit Authority of River City, Dismas Charities, DCBS, Metro United Way, Jefferson County Public Schools, Community Ministries	7	Linkages (activities designed to assist participants to achieve greater participation in the affairs of the community)					2.2.D Increase in the availability or preservation of commercial services within low-income neighborhoods 2.2.E Increase or preservation of neighborhood quality of life resources 2.3.A Number of community members mobilized by community action that participate in community revitalization and anti-poverty initiatives 2.3.B Number of volunteer hours donated to the agency 3.1. Total number of volunteer hours donated by low-income individuals to community action 3.2.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 3.2.B Number of low-income people acquiring businesses in their community as a result of community action assistance 3.2.D Number of low-income people engaged in non-governance community activities or groups created or supported by community action
121	Requests referral and/or information for agency linkages	0						
122	Requests general referral and/or information for non-agency program	0						
123	Request referral and/or information for advocacy with other programs	0						
124	Requests referral and/or information for agency senior programs	25						
125	Requests referral and/or information for agency non-educational youth programs/projects	50						
126	Request referral and/or information for transportation	25						
127	Request referral for child care assistance	50						
128	Participates in transportation assessment				0			
129	Receives transportation service to meet needs				0			
130	Youth participates in non-educational programs/projects				50			
131	Receives advocacy with other programs				10			
132	Receives assistance from community resources mobilized				5			
133	Non-senior volunteers in agency (min. 1 hour, record each hour)				1000			
134	Youth volunteers in agency (min. 1 hour, record each hour)				0			
135	Senior volunteers in agency (min. 1 hour, record each hour)				#####			
136	Consumer participates in agency Advisory/Policy Council/Board meeting (each meeting per person)				20			
137	Consumer participates in the needs assessment process				500			
138	Consumer completes Service Satisfaction Survey				500			
139	Receives information/resources in discrimination problems				0			
140	Receives information/resources on consumer issues				0			
141	Consumer participates in economic development project				40			
142	Enrolls in child care assistance program (non SS participant)				0			
143	Linkages follow-up				0			
Linkages Subtotals				150		#####		

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes
				Services	Households	Services	Households	
	DCBS, Neighborhood Place, Center for Women and Families	8	<p>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)</p>					1.2.E Obtained care for child or other dependent
			144 Requests referral and/or information for agency comprehensive Self-Sufficiency Program	100				
			145 Requests referral and/or information for non-agency Self-Sufficiency Program	10				
			146 S.S. participant requests referral and/or participates in child care assistance program	30				
			147 Self-Sufficiency participant requests referral and/or participates in parenting program	0				
			148 Participation in case assessment for comprehensive Self-Sufficiency Program			500		
			149 Utilizes case management services (1 hour, record each hour)			400		
			150 Utilizes funds from comprehensive Self-Sufficiency Program			100		
			151 Comprehensive Self-Sufficiency Program follow-up			400		
			Self-Sufficiency Subtotals	140		1400		

Agency Priority	Other Area Resources	NASCSP Category	Service Category Milestones	I & R		Direct		Agency Specific Performance Indicators/Outcomes
				Services	Households	Services	Households	
	Family Health Centers, Louisville Metro Health 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)					
			152 Requests referral and/or information for agency health program/services	0				
			153 Requests referral and/or information for non-agency health programs/services	50				
			154 Requests referral and/or information to low-income health program (Medicaid, Medicare, KCHIP & free medication/vision/dental)	25				
			155 Requests referral and/or receives information for health care transportation	0				
			156 Receives health related assistance and/or receives monetary health costs			0		
			157 Receives Medicaid, Medicare, KCHIP			0		
			158 Utilizes assistance with health related heating/cooling equipment			0		
			159 Utilizes donated health equipment and/or personal care items			0		
			160 Health services follow-up			0		
			Health Subtotals	75		0		
Grand Totals				26375		#####		
CSBG Director's/or Designee's signature: _____				Date: _____				

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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Senior Social Worker	Provide comprehensive case management to participants engaged in employment and education programs		50%	25%						25%	
Senior Social Worker	Provide comprehensive case management to participants engaged in employment and education programs		50%	25%						25%	

Signatures:

CSBG Director _____ Date _____

CFO _____ Date _____

Executive Director _____ Date _____



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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Community Outreach Specialist	Provide comprehensive assessment, information and referral, and short-term case management to department program participants								25%	75%	
Community Outreach Specialist	Provide comprehensive assessment, information and referral, and short-term case management to department program participants								25%	75%	

Signatures:

CSBG Director _____ Date _____

CFO _____ Date _____

Executive Director _____ Date _____



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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Community Outreach Specialist	Provide comprehensive assessment, information and referral, and short-term case management to department program participants								25%	75%	
Community Outreach Specialist	Provide comprehensive assessment, information and referral, and short-term case management to department program participants								25%	75%	

Signatures:

CSBG Director _____ Date _____

CFO _____ Date _____

Executive Director _____ Date _____



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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Youth Services Specialist	Provide youth programming in the community								10%	90%	
Youth Services Specialist	Provide youth programming in the community								10%	90%	
Social Service Program Supervisor	Supervise Crisis and Prevention staff	50%					25%	25%			
Social Service Program Coordinator	Coordinate Crisis and Prevention programming						50%	50%			

Signatures:

CSBG Director _____ Date _____

CFO _____ Date _____

Executive Director _____ Date _____



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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Social Service Program Specialist	Deliver direct client services for crisis and prevention programming						50%	50%			
Social Service Program Specialist	Deliver direct client services for crisis and prevention programming						50%	50%			
Social Service Program Assistant	Assist in provision of services for crisis and prevention programming						50%	50%			

Signatures:

CSBG Director _____ Date _____

CFO _____ Date _____

Executive Director _____ Date _____



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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Social Service Program Assistant	Assist in provision of services for crisis and prevention programming						50%	50%			
Social Service Program Assistant	Assist in provision of services for crisis and prevention programming						50%	50%			
Social Service Program Assistant	Assist in provision of services for crisis and prevention programming						50%	50%			

Signatures:

CSBG Director _____ Date _____

CFO _____ Date _____

Executive Director _____ Date _____



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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Public Information Specialist	Coordinate PR efforts and manage media relationships								100%		
Information Systems Analyst	Provide information technology support	100%									
Business Accountant	Process and reviews administrative/salary expenses	100%									
Administrative Assistant	Provides administrative supports	100%									

Signatures:

CSBG Director _____ Date _____

CFO _____ Date _____

Executive Director _____ Date _____



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

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

Staff Title	Program Duties	Administration	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health
Grants Coordinator	Coordinate, report on, plan, monitor, and evaluate CSBG programming	80%							20%		

Signatures:

CSBG Director _____ Date _____

CFO _____ Date _____

Executive Director _____ Date _____



<u>Attachment C 2014 MEMBERS OF THE BOARD OF DIRECTORS</u>		
<u>REPRESENTATIVES OF THE ELECTED PUBLIC SECTOR</u> (1/3 of the members) Names, addresses and phone numbers :	<u>REPRESENTATIVES OF LOW-INCOME INDIVIDUALS AND FAMILIES</u> (at least 1/3 of the members) Names, addresses and phone numbers:	<u>REPRESENTATIVES OF THE PRIVATE SECTOR</u> (the remainder of the members) Names, addresses, and phone numbers:
Title of Public Official: The Honorable Greg Fischer, Mayor Louisville Metro Government 527 W. Jefferson St. Louisville, KY 40202 (502) 574-2003	Mr. Chris Locke 812-207-2296 Home Address: 4402 Mann Ave. Louisville, KY 40215	Mr. Jeff Been Legal Aide Society 416 W. Muhammad Ali Blvd. Louisville, KY 40202 502-614-3100
Title of Public Official: Ms. Jackie Stamps, Director Cab. for Health & Family Services 908 W. Broadway, 4 East Louisville, KY 40203 502-595-4732 (work) 502-966-4287 (home)	Ms. Jewell Douglas Howard 502-776-5127 (home) Home Address: 1313 S. 36 th Street Louisville, KY 40211	Ms. Janet A. Jernigan Just Solutions Mediation Services Chestnut Centre 410 W. Chestnut St., Ste. #628 Louisville, KY 40202-2324 502-581-1961
Title of Public Official: Tim Barry, Director Louisville Metro Housing Authority 420 S Eighth St. Louisville, KY 40203 502-569-3423 (work)	Ms. Rose M. Robinson 502-968-9091 (home) 502-966-6053 (2 nd #) Home Address: 5203 Yew Lane Louisville, KY 40213	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

<p>Title of Public Official: Catina Rivera, Internal Auditor Louisville Metro Office of Internal Audit 609 West Jefferson Street Louisville, KY 40202 502-574-3255</p>	<p>Ms. Lizabeth Mays-Baker 502-262-7141 (cell) 502-776-0155, ext 111 (work) Home Address: 3414 W Market St. #3 Louisville, KY 40212</p>	<p>Mr. Jonathan Dooley 727 S. 40th Street Louisville, KY 40211 502-817-8491</p>
<p>Title of Public Official: B.J. Levis, Recreation Administrator Louisville Metro Parks & Recreation 1297 Trevilian Way Louisville, KY 40213 502-456-2428</p>	<p>Jean M. Russell 502-608-0407 (cell) Home Address: 241 Haldeman Ave. Louisville, KY 40206</p>	<p>VACANT</p>
<p>Title of Public Official: Scott Love, Economic Development Coordinator Louisville Metro Economic Growth & Innovation, Nia Center 2900 W. Broadway, Suite 300 Louisville, KY 40211 502-574-1143</p>	<p>Jo Ann Orr 502-447-0975 (home); 767-2260 (cell) Home Address: 1824 Oehrle Dr Louisville, KY 40216</p>	<p>VACANT</p>
<p>Title of Public Official: VACANT</p>	<p>VACANT</p>	<p>VACANT</p>
<p>Title of Public Official: VACANT</p>	<p>VACANT</p>	<p>VACANT</p>

Total Number of Seats 24 Number of Vacancies (Attach explanation of vacancies) 8 CFO Signature _____

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

**ROMA Logic Model
National ROMA Peer-To-Peer Training Program**

Organization: LMCAP

Program: Employment

Family

Agency

Community

1	2	3	4	5	6	7	8
Individuals lack specialized skills needed for employment	Provide specialized job training to 42 individuals from July 1, 2013 to June 30, 2014	Individuals gain specialized skills needed for employment	30 out of 42, or 71% will obtain certification in a specialized skill 24 out of 30, or 80% individuals who complete specialized job training will obtain employment		Certification certificates School Records Employment verifications (forms, paystubs, letters from employers)	Case record. Social workers obtain certificates from participants or training vendors Case record. Social workers obtain from participant or participant's employer	Weekly data input Monthly follow-up with vendors/ participants Quarterly reporting to funder
Individuals lack sufficient employment	Provide employment supports to 60 individuals	Individuals gain sufficient employment	42 out of 60, or 70% of individuals will obtain employment 21 out of 42, or 50% will maintain employment for 90 days 15 out of 60, or 25% will obtain living wage employment		Employment verification forms, paystubs, employer letters	Case record. Social workers obtain verification from employers and maintain in participant's case file.	Weekly data input Monthly follow-up with participants Quarterly Reporting
Low and moderate income entrepreneurs lack the resources to open microenterprises	Provide specialized business training to 50 entrepreneurs and their staff Provide loans to 30 microenterprises	Low and moderate income entrepreneurs gain resources to open microenterprises	35 out of 50, or 70% of individuals will obtain specialized business training and certifications 5 out of 30, or 17% will open their business for the first time as a result of assistance and obtain employment		Certification certificates Training records Proof of business registration	Case record. Case managers obtain certificates from participants or training vendors Case record. Case managers obtain from participant	Weekly data input Bi-monthly monitoring of loan recipients Quarterly reporting

			<p>30 out of 30, or 100% of microenterprise owners will maintain employment for 90 days</p> <p>10 out of 30, or 33% will see an increase in their employment income</p>		<p>Proof of continued business activity via company records</p> <p>Tax documents Profit and loss statements</p>	<p>Case record. Case managers obtain from participant or participant's accountant</p> <p>Case record. Case managers obtain from participant or participant's accountant</p>	
<p>“To work with our community to reduce the causes and conditions of poverty and to promote self-sufficiency, one family at a time”</p>						<input type="checkbox"/>	

**ROMA Logic Model
National ROMA Peer-To-Peer Training Program**

Organization: LMCAP

Program: Education

Family **Agency** **Community**

1	2	3	4	5	6	7	8
Individuals cannot graduate from college due to tuition costs	Provide 30 scholarships to college seniors from July 1, 2013 to June 30, 2014	Individuals are able to graduate from college	24 out of 30, or 80% of participants will graduate from college before June 30, 2014		Student Records Degrees	Case managers follow up with scholarship recipients each quarter/semester and maintain records in participant case file Case managers follow up with school to confirm graduation and obtain verification	Monthly follow-up with participants Quarterly reporting
Parents lack access to affordable, quality pre-school programs for their children	Provide 20 pre-school scholarships from July 1, 2013 to June 30, 2014	Parents gain access to affordable, quality pre-school programs for their children	20 out of 20, or 100% of parents will obtain access to affordable, quality pre-school programs for their children 10 out of 20 children enrolled in pre-school, or 50% of children will be prepared to enter Kindergarten		Proof of enrollment from pre-school Verification of Kindergarten readiness from pre-school	Case managers follow up with parents and pre-school on a monthly basis and maintain verification in participant case files	Monthly follow-up with participants Quarterly reporting
<p>“To work with our community to reduce the causes and conditions of poverty and to promote self-sufficiency, one family at a time”</p>						<input type="checkbox"/>	

**ROMA Logic Model
National ROMA Peer-To-Peer Training Program**

Organization: LMCAP

Program: Self-Sufficiency

Family

Agency

Community

1	2	3	4	5	6	7	8
Individuals lack transportation while working towards self-sufficiency goals	Provide monthly transportation assistance to 75 families from July 1, 2013 to June 30, 2014	Individuals gain access to transportation while working towards self-sufficiency goals	75 out of 75, or 100% of individuals will obtain access to transportation while working towards self-sufficiency goals		Assessment of need Application for transportation assistance Verification of assistance rendered	Case record. Data entered into agency database at time of assistance by case manager. Assessments every 90 days.	Data entered at time of assistance. 90 day assessments completed by case managers Quarterly Reporting
Individuals lack access to affordable childcare while working towards self-sufficiency goals	Provide payments on behalf of 30 program participants to qualified childcare providers for children between July 1, 2013 and June 30, 2014	Individuals gain access to affordable childcare while working towards self-sufficiency goals	30 out of 30, or 100% of program participants will obtain access to affordable childcare for their children		Assessment of need Application for childcare assistance Verification of enrollment from childcare provider	Case record. Data entered into agency database a time of assistance by the case manager. Assessments every 90 days	Data entered at time of assistance. 90 day assessments completed by case managers Quarterly reporting
The agency and department lack a comprehensive tool and staff to assess customers for needs	Provide 3 staff to Neighborhood Place locations for purposes of implementing comprehensive assessment tool and complete comprehensive assessment on 500 participants between July 1, 2013 and June 30, 2014	The agency and department creates and uses a comprehensive assessment tool	Individuals applying for assistance will increase their knowledge of available assistance throughout the department by 5% Individuals applying for assistance will increase the rate at which they know what the next steps are by 5%		Customer survey Completed assessments of need	Site administrator maintains surveys Assessments of need administered when participant applies for service and will be maintained in individual case files by case managers and social workers	Surveys tabulated once a quarter Data entry into database at time of assistance Quarterly reporting

<p>Youth lack skills needed for transition into adult life</p>	<p>50 children will participate in youth skill development services from July 1, 2013 to June 30, 2014</p>	<p>Youth gain skills needed for transition into adult life</p>	<p>40 out of 50, or 80% of children will improve their social or emotional development</p> <p>35 out of 50, or 70% of children will avoid risk taking behavior</p> <p>35 out of 50, or 70% of children will reduce their involvement with the criminal justice system</p> <p>40 out of 50, or 80% of children will increase their academic, athletic, or social skills for school success</p>		<p>Participant pre and post surveys</p>	<p>Case record. Case manger inputs data on a weekly basis on service/outcomes</p>	<p>Weekly data entry</p> <p>Monitoring of outcomes after services complete</p> <p>Quarterly reporting</p>
<p>“To work with our community to reduce the causes and conditions of poverty and to promote self-sufficiency, one family at a time”</p>						<p>□</p>	

**ROMA Logic Model
National ROMA Peer-To-Peer Training Program**

Organization: LMCAP

Program: Housing

Family

Agency

Community

1	2	3	4	5	6	7	8
Families lack housing supports while working towards self-sufficiency goals	Provide rental assistance to 50 families engaged in self-sufficiency programs in Community Services and Revitalization from July 1, 2013 to June 30, 2014	Families obtain housing supports while working towards self-sufficiency goals	50 out of 50, or 100% of families will obtain housing supports while working towards self-sufficiency goals		Rental assistance applications and follow-up with landlords	Case managers obtain verification of receipt of assistance from landlords of program participants to maintain in participant files	Weekly data input by case managers into database Monthly follow-up by case managers with participants and landlords Quarterly Reporting
Senior citizens cannot age in place in their homes due to accessibility issues	Provide minor accessibility and safety improvements to the homes of 6 senior citizens from July 1, 2013 to June 30, 2014	Senior citizens can age in place in their homes	5 out of 6, or 83% of seniors will remain in their homes during the program year as a result of increased accessibility and safety		Before and after assessment of accessibility and safety of the home Follow up at the close of the fiscal year to ensure continued occupancy of home	Program manager completes before and after assessment of home accessibility and safety Program manager follows up at the close of the fiscal year to ensure continued occupancy	Data input into database as services are rendered by program manager Quarterly reporting Follow-up at close of the fiscal year with participants
"To work with our community to reduce the causes and conditions of poverty and to promote self-sufficiency, one family at a time"						<input type="checkbox"/>	

**ROMA Logic Model
National ROMA Peer-To-Peer Training Program**

Organization: LMCAP

Program:

Nutrition

Family

Agency

Community

1	2	3	4	5	6	7	8
Senior citizens and people with disabilities lack access to nutritious food	80 senior citizens and people with disabilities will receive monthly transportation assistance to help get them to congregate meal sites around the city for the period of July 1, 2013 to June 30, 2014	Senior citizens and people with disabilities gain access to nutritious food	80 out of 80, or 100% of eligible individuals will gain access to nutritious food via congregate meal sites		Attendance logs at congregate meal sites	Program Manager reviews attendance logs to verify eligibility monthly	Monthly data input into CASTiNET Quarterly bulk reporting of meals served
Children on free and reduced lunch lack access to nutritious food over summer break	Provide meals to 1000 children on free and reduced lunch from July 1, 2013 to June 30, 2014	Children on free and reduced lunch gain access to nutritious food over summer break	1000 out of 1000, or 100% of children obtain access to nutritious food over summer break		Monitoring forms from food sites	Staff obtains monitoring forms during weekly visits at food sites Program coordinator maintains records of meals and children served in site files	Reporting into database completed when program closes and when fiscal year ends
<p>“To work with our community to reduce the causes and conditions of poverty and to promote self-sufficiency, one family at a time”</p>						<input type="checkbox"/>	

**ROMA Logic Model
National ROMA Peer-To-Peer Training Program**

Organization: LMCAP

Program: Emergency Services

Family

Agency

Community

1	2	3	4	5	6	7	8
Families face eviction or utility shut off	Provide 200 families with emergency rental and utility services	Families prevent eviction or utility shut off	200 out of 200, or 100% of families will avoid eviction or utility shut off		Rental/Utility checks cut Client report	Case managers assure payment will secure housing/utilities for at least 30 days Program administrators monitor rental and utility checks cut	Entry into agency software at time of service Monthly payment monitoring Quarterly reporting
<p>“To work with our community to reduce the causes and conditions of poverty and to promote self-sufficiency, one family at a time”</p>						<input type="checkbox"/>	

Strategic Planning and Performance Report (SPP Report)

Name of Agency Reporting: LMCAP

Reporting Period:

July 1, 2013 to June 30, 2014

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

National Performance Indicator 1.1 (Guide Pages 16-18)	I.) Number of Participants Enrolled in Program(s)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual)	IV.) Percentage Achieving Outcome in Reporting Period [III/II=IV]	
Employment	(#)	(#)	(#)	(%)	
The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action Assistance, as measured by one or more of the following:					
A. Unemployed and obtained a job	65	47			Employment supports, Microbusiness
B. Employed and maintained a job for at least 90 days	100	60			Employment supports, Microbusiness, Childcare/Transportation
C. Employed and obtained an increase in employment income and/or benefits	100	30			Employment supports, Microbusiness, Childcare/Transportation
D. Achieved "living wage" employment and/or benefits	60	15			Employment Supports
National Performance Indicator 1.2 (Guide Pages 21-24)	I.) Number of Participants Enrolled in Program(s)	II.) 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	#	#			Short-Term Job Training, Employment supports, Microbusiness
B. Completed ABE/GED and received certificate or diploma	#	#			Transportation/Childcare/Housing Supportive Programs
C. Completed post-secondary education program and obtained certificate or diploma	#	#			Scholarships, Transportation/Housing/Childcare Supportive Programs
D. Enrolled children in before or after school programs	#	#			Youth programs
E. Obtained care for child or other dependent	#	#			Preschool Scholarships, Childcare Supportive Program
F. Obtained access to reliable transportation and/or driver's license	#	#			Transportation Supportive Program
G. Obtained health care services for themselves or a family member					
H. Obtained and/or maintained safe and affordable housing	#	#			Housing Supportive Program
I. Obtained food assistance	#	#			Dare to Care
J. Obtained non-emergency LIHEAP energy assistance	#	#			LIHEAP
K. Obtained non-emergency WX energy assistance					
L. Obtained other non-emergency service (State/local/private energy programs. Do Not Include LIHEAP or WX)	#	#			Housing Supportive Program

Strategic Planning and Performance Report (SPP Report)

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:	I.) Number of Participants Enrolled in Program(s)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual)	IV.) Percentage Achieving Outcome in Reporting Period	V.) Aggregated Dollar Amounts (Payments, Credits or Savings)	
	(#)	(#)	(#)	%	\$	
ENHANCEMENT						
A. 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	100	80				VITA Site
B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments						
C. 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	1200	1200				ASAP
UTILIZATION						
D. Number and percent participants demonstrating ability to complete and maintain a budget for over 90 days					N/A	
E. Number and percent participants opening an Individual Development account (IDA) or other savings account					N/A	
F. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings						
G. Number and percent of participants capitalizing a small business with accumulated savings or other savings	30	30				Microbusiness
H. Number and percent of participants pursuing post-secondary education with accumulated IDA or other savings						
I. Number and percent of participants purchasing a home with accumulated IDA or other savings						
J. Number and percent of participants purchasing other assets with accumulated IDA or other savings						

Strategic Planning and Performance Report (SPP Report)

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

Strategic Planning and Performance Report (SPP Report)

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

National Performance Indicator 2.1 (Guides Pages 32-35)	I.) Number of Projects or Initiatives	II.) Number of Opportunities and/or Community Resources Preserved or Increased	
Community Improvement and Revitalization	(#)	(#)	
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	#	#	Microbusiness, Employment Supports
B. Accessible "living wage" jobs created or saved from reduction or eliminatin in the community	#	#	Microbusiness, Employment Supports
C. Safe and affordable housing units created in the community	#	#	Aging in Place
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy	#	#	NRSA Participants
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	#	#	Preschool Scholarships, Childcare Supportive Program, Microbusiness
G. Accessible "before" school and "after" school program placement opportunities for low-income families created or saved from reduction or elimination	#	#	Youth programs
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	#	#	Senior Transportation, Transportation Supportive Program
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	#	#	Short-Term Job Training, Microbusiness

Strategic Planning and Performance Report (SPP Report)

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

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

Strategic Planning and Performance Report (SPP Report)

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

Strategic Planning and Performance Report (SPP Report)

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

<p>National Performance Indicator 3.1 (Guide Pages 44)</p> <p>Community Enhancement through Maximum Feasible Participation</p> <p>The number of volunteer hours donated to Community Action.</p>	<p>I.) Total Number of Volunteer Hours</p> <p>(#)</p>	
<p>A.) 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>#</p>	<p>Microbusiness volunteers, Foster Grandparents, Dismas volunteers</p>
<p>National Performance Indicator 3.2 (Guide Pages 46-47)</p> <p>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>I.) Number of Low-Income People</p> <p>(#)</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>#</p>	<p>Low-Income LMCAP board members, Microbusiness board members</p>
<p>B. Number of low-income people acquiring businesses in their community as a result of community action assistance</p>	<p>#</p>	<p>Microbusiness</p>
<p>C. Number of low-income people purchasing their own home in their community as a result of community action assistance</p>		
<p>D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action</p>	<p>#</p>	<p>CSBG planning participants, Microbusiness</p>

Strategic Planning and Performance Report (SPP Report)

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

Strategic Planning and Performance Report (SPP Report)

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

National Performance Indicator 4.1	I.) Number of Organizations	II.) Number of Partnerships	
(Guide Pages 49)			
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	(#)	(#)	
A. Non-Profit	#	#	All Department Partners
B. Faith Based	#	#	All Department Partners
C. Local Government	#	#	All Department Partners
D. State Government	#	#	All Department Partners
E. Federal Government	#	#	All Department Partners
F. For-Profit Business or Corporation	#	#	All Department Partners
G. Consortiums/Collaboration	#	#	All Department Partners
H. Housing Consortiums/Collaborations	#	#	All Department Partners
I. School Districts	#	#	All Department Partners
J. Institutions of post secondary education/training	#	#	All Department Partners
K. Financial/Banking Institutions	#	#	All Department Partners
L. Health Service Institutions	#	#	All Department Partners
M. State wide associations or collaborations	#	#	All Department Partners
N. The total number of organizations CAAs work with to promote family and community outcomes	#	#	All Department Partners

Strategic Planning and Performance Report (SPP Report)

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

Strategic Planning and Performance Report (SPP Report)

Goal 5: Agencies increase their capacity to achieve results.

National Performance Indicator 5.1 (Guide Page 52)	I.) 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:	(#)
A. Number of Certified Community Action Professionals	#
B. Number of Nationally Certified ROMA Trainers	#
C. Number of Family Development Certified Staff	
D. Number of Child Development Certified Staff	
E. Number of staff attending trainings	#
F. Number of board members attending trainings	#
G. Hours of staff in trainings	#
H. Hours of board members in trainings	#

Strategic Planning and Performance Report (SPP Report)

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

Strategic Planning and Performance Report (SPP Report)

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)		I.) Number of Vulnerable Individuals Living Independently (#)
Independent Living The number of vulnerable individuals receiving services from community action who 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		#
Age Unknown		#

National Performance Indicator 6.2 (Guide Pages 59-62)	I.) Number of Individuals Seeking Assistance	II.) Number of Individuals Receiving Assistance	
	(#)	(#)	
Emergency Assistance The number of low-income individuals served by community action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:			
A. Emergency Food	#	#	Dare to Care
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	#	#	LIHEAP
C. Emergency Rent or Mortgage Assistance	#	#	Emergency 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			

Strategic Planning and Performance Report (SPP Report)

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	I.) Number of Participants Enrolled in Program(s)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target)	III.) Number of Participants Achieving Outcome in Reporting Period	IV.) Percentage Achieving Outcome in Reporting Period
	(#)	(#)	(#)	(%)
INFANTS & CHILDREN				
A. Infants and children obtain age appropriate immunizations, medical and dental care				
B. Infant and child health and physical development are improved as a result of adequate nutrition	1000	1000		
C. Children participate in pre-school activities to develop school readiness skills	20	20		
D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	20	10		
YOUTH				
E. Youth improve health and physical development				
F. Youth improve social/emotional development	50	40		
G. Youth avoid risk-taking behavior for a defined period of time	50	35		
H. Youth have reduced involvement with criminal justice system	50	35		
I. Youth increase academic, athletic or social skills for school success	50	40		
ADULTS				
J. Parents and other adults learn and exhibit improved parenting skills				
K. Parents and other adults learn and exhibit improved family functioning skills				

Summer Lunch
Preschool Scholarships
Preschool Scholarships
Youth Programs
Youth Programs
Youth Programs
Youth Programs

National Performance Indicator 6.4 (Guide Pages 72-74) Family Supports (Seniors, Disabled and Caregivers)	I.) Number of Participants Enrolled in Program(s)	II.) 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	#	#
B. Obtained care for child or other dependent	#	#
C. Obtained access to reliable transportation and/or driver's license	#	#
D. Obtained health care services for themselves or family member		
E. Obtained and/or maintained safe and affordable housing	#	#
F. Obtained food assistance	#	#
G. Obtained non-emergency LIHEAP energy assistance	#	#
H. Obtained non-emergency WX energy assistance		
I. Obtained other non-emergency assistance (State/local/private energy programs. Do No Include LIHEAP or WX)		

Youth Programs
Preschool Scholarships
Senior Transportation
Aging in Place
Dare to Care
LIHEAP

Strategic Planning and Performance Report (SPP Report)

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

National Performance Indicator 6.5 (Guide Pages 72-74)	I.) Number of Services
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	#

Summer Lunch
Dare to Care
Uniforms
All referrals

Strategic Planning and Performance Report (SPP Report)

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

Strategic Planning and Performance Report (SPP Report)

√Housing Supportive Programs

/Housing Supportive Programs

Memorandum of Agreement

This Memorandum of Agreement, by and between **Louisville/Jefferson County Metro Government, by and through its Department of Community Services and Revitalization, Louisville Metro Community Action Partnership ("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:

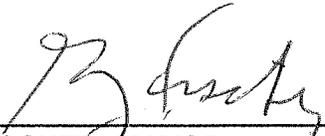
1. Metro will offer the following services to the low-income residents of Louisville/Jefferson County.
 - a. Crisis Assistance Program will counsel clients and provide referrals to community partners providing crisis programs. Crisis Assistance Program also provides emergency food assistance for low-income families through local resources.
 - b. Family Support Division will counsel clients 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. Senior Nutrition transportation will provide TARC vouchers to low-income seniors to get to-and-from congregate meal sites.
 - e. Summer Food Service Program for Children will supply free box lunches to low-income, school-age children during the summer.
 - f. Self-sufficiency case management for low-income individuals and families who will be provided financial supports based on need. Case managers will make appropriate referrals as needed.
2. State shall provide names of its clients to Metro for said services, but services shall also be provided to low-income families who are not clients 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, on an as needed basis, 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.

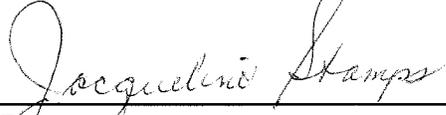
5. This Memorandum of Agreement is entered into pursuant to Kentucky Administrative Regulation, Title 905, Chapter 6, Community Action Agencies, 905KAR6:010 Standards, Section 6, Number 6.

**LOUISVILLE/JEFFERSON COUNTY
METRO GOVERNMENT**



GREG FISCHER, MAYOR

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



By:
SRA-NCBS

Title:

Date: *4/13/12*

**DEPARTMENT OF COMMUNITY
SERVICES AND REVITALIZATION,
LOUISVILLE METRO COMMUNITY
ACTION PARTNERSHIP**



ADRIA JOHNSON, ACTING DIRECTOR

DATE: *3/29/12*