

**COMMUNITY SERVICES BLOCK GRANT
PLAN AND BUDGET PROPOSAL**

for

July 1, 2013 – June 30, 2014

Submitted to

Cabinet for Health and Human Services

Department for Community-Based Services

Division of Protection and Permanency

Commonwealth of Kentucky

by

Community Action of Southern Kentucky, Inc.

Bowling Green, Kentucky

April 12, 2013

**Community Action of Southern Kentucky
Community Services Block Grant
PROGRAM WORK PLAN
SFY 2014**

Community Action of Southern Kentucky, Inc hereby certifies that the Agency will comply with all requirements of Kentucky's Community Service Block Grant (CSBG) Plan and Budget and will cooperate with the Administering Agency to assure compliance with all state and federal requirements within the CSBG Plan and Budget.

Community Action of Southern Kentucky, Inc. has developed the 2013 – 2014 program work plan in accordance with the Administering Agency's instructions for proposals.

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

Community Action of Southern Kentucky, Inc. was established on February 24, 1965 under the authority of the landmark federal law, The Economic Opportunity Act of 1964, and program services began in 1966. Community Action of Southern Kentucky, Inc. is a non-profit 501(c) (3) corporation. Federal, state, and local government funding, private contributions and user fees enable the Agency to provide a comprehensive range of services to residents of the Barren River Area of Kentucky, especially those individuals and families confronting poverty conditions.

The mission of the Agency Staff is to create opportunities for individuals and families to be self-reliant. We envision an organization valued and respected for its ability to create opportunities and achieve results, an organization committed to the principles of public service.

The values of Community Action of Southern Kentucky, Inc. include:

- demonstrate compassion, consistency, and the highest ethical conduct in dealing with the public and employees;
- provide training and encouragement for all staff;
- assess and monitor our operations;
- establish goals and a written plan of action which is communicated throughout the organization;
- respond in a timely manner to all questions and complaints from clients and the public at large;
- work to ensure that every staff member is fully committed to the highest standards of public service; and
- engage the Board of Directors and other citizen groups in program development and review.

The Agency will continue to play a leadership role in the development of the counties we serve. We will advocate for the children, youth, families, and senior adults who need our support. Community Action Staff will respect our history, address current needs, and plan for our future.

The Agency is governed by a board of directors which includes one-third elected officials, at least one-third low income citizens and advocates, and the remaining community representatives. The Board of Directors establishes policy and approves operating budgets while the CEO/Executive Director implements policy and

manages personnel and programs. The Agency maintains approximately thirty-five facilities in ten counties. With a budget and assets valuing over \$25 million, the Agency manages approximately nine major programs including, Children's Services (Head Start and Child Care), Community Services (Community Services Block Grant, Supportive Housing, and other services), Food Services, Senior Services, Transportation, Foster Grandparent, Family Nurturing, and Weatherization.

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

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- c. Discuss the geographical area served by the Community Action Agency and distinguish the areas served by programs you provide. Describe your geographical/topical terrain, such as mountainous, remote roads for transportation in certain counties and lack of good infrastructure. Likewise, if you serve a more metropolitan area, you can demonstrate the segments of the city that are more densely populated by clients and distinguish how their issues relate to those locations. The families in these counties and regions may require services that might be unique to the agency's client population. Counties and regions need to be named as well as any type of infrastructure problems that exists that explains the lack of industry and jobs, travel issues, and any problems unique to the area that illustrate how this affects the clients' standards of living.**

The service area consists of the Barren River Area Development District (BRADD) in rural south central Kentucky. The nearly four thousand square miles includes Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, and Warren counties. The Bowling Green-Warren County metropolitan area has a

population approximately 113,792 and was named the third largest city in Kentucky. Most Agency programs are available in all ten counties. The surrounding counties could be characterized as 75% rural with 40.66% of the population being either under 19 years of age or over 64 years of. There are more females than males in every county in the BRADD region, except Butler County. BRADD totals and percentages are just about on target with the rest of the State of Kentucky. Bowling Green is home to Bowling Green International Center, a refugee resettlement agency, which provides the local area with twenty-seven different nationalities and brings much cultural diversity to our population.

Warren County is the population and market center of this particular development district. Barren and Logan counties are secondary population and market centers. Of the 284,195 individuals within this area, approximately 64.32% reside in Barren, Logan, and/or Warren counties. In December 2010 the US Census Bureau, Small Area Income and Poverty Estimates Branch released the 2010 Poverty Estimates for the United States. 18.9% of the Kentuckians live below the federal poverty level however that number is 20.3% for the BRADD region, and in our area the poverty rate varies from 16.2% in Simpson County to 25.3% in Hart County.



- d. **Provide written assurance that any audit of CSBG funds performed by an independent public accounting firm designed by the agency will be performed in compliance with CSBG Audit Specifications in accordance with 42 U.S.C. Section 9916 and requirements in the OMB Circular A-133, and the contractual agreement between the agency and CHFS.**

Community Action of Southern Kentucky, Inc. provides assurance that an audit of CSBG funds will be performed by an independent public accounting firm and in compliance with CSBG audit specifications in accordance with 42 U.S.C. Section 9916 and the requirements of OMB Circular A-133, and the contractual agreement between Community Action of Southern Kentucky, Inc. and CHFS.

- e. **Provide written assurance that the agency shall comply with 45 CFR 74 except where state Procedures, including Kentucky Administrative Regulations, specifically exclude certain sections of Part 74. Also, give assurance that if any agency is a private, nonprofit agency, the agency is in compliance with OMB Circular A-122 and A-110, and for public agency with OMB Circular A-87 and 45 CFR Part 92.**

Community Action of Southern Kentucky, Inc. shall comply with 45 CFR 74 except where state procedures including Kentucky Administrative Regulations specifically exclude certain sections of Part 74. As a private nonprofit we will comply with the OMB Circular A-122 and A-110.

- a. **Describe in depth the agency's CSBG community needs assessment process and procedures (e.g., who in the community is involved and how are they involved? Does this represent a cross-section of the community, agency and family? How often does your agency undergo the needs assessment process? What times/seasons of the year do you have input from stakeholders to your needs assessment tool?). Document in this section the date of your agencies last comprehensive needs assessment. Make sure the results of your needs assessment is reflected in the SFY 2013 Solicitation Packet and *all* attachments. Do the findings of your needs assessment reflect your goals? Do your needs assessment and goals correlate with your budget?**

Describe methods utilized to assure community and consumer representation in the needs assessment process. Attach copies of surveys, survey summaries, minutes of the meetings, and other tools such as newspaper articles advertising these meetings that are utilized in obtaining input from the community and consumers.

Each year, Community Action of Southern Kentucky, Inc. conducts regular, ongoing assessments of community needs throughout our designated ten county services area. These assessment strategies are varied and include the following: 1) formal surveys to client participants and service providers; 2) community meetings; 3) discussion/participation with other educational and social service agencies in needs assessment planning meetings; 4) review of the latest Census data as well as other demographic data reports in our service area. Agency program staff, Policy Council representatives, Health Advisory Council members, and the Agency Board of Directors are involved in this systematic gathering of data and holistic analysis of the well-being of our community residents.

Community Action of Southern Kentucky ensures low-income persons and the local communities are represented in the CNA process as well as in the character of Agency programs. The CNA process involved advertising Community Needs Assessment meetings in each county where focus groups analyzed community situational data, identified causes of poverty, determined local needs, discussed resources available, gaps in services, and established priorities. CNA meetings were organized and conducted by local Community Service Block Grant (CSBG) staff between **August and December 2012** many times in collaboration with local Children's Services, Senior Services, or VISION meetings. In addition to these CNA meetings, consumers were invited to complete a CNA survey while applying for services in the local offices. Also, the Agency Board of Directors was given the opportunity to complete the CNA survey at the local meetings, during the Board of Directors Meeting, or on an individual basis. A cross-selection of the community was represented through this population as outlined by those invited to participate in the process. **Two thousand and ninety-six clients** and community partners completed the Community Needs Assessment Surveys.

Staff reviewed existing data for the service area describing low-income needs: aging population needs, education, population projections, poverty levels, unemployment, and others. CNA meetings included some of the following activities:

- a. Reviewed Community Action of Southern Kentucky programs;

- b. Reviewed local programs;
- c. Identified local needs;
- d. Identified possible programs to address the local needs; and
- e. Identified possible avenues of collaboration.

Additionally, the Agency's Head Start Program completes a comprehensive needs assessment yearly. Data for Head Start's Needs Assessment is collected from a variety of sources not limited to; Kentucky Kids Count 2011 demographic information, 2011 Labor Force Data from Kentucky's Office of Employment and Training, FedStats.gov, Kentucky Postsecondary Education Profile, and other sources. Also, data was reviewed from the Barren River Area Development District Aging Needs Assessment. The 2013 - 2014 plan and budget was developed to address the targeted needs.

Community Action of Southern Kentucky believes the concerns, thoughts, and beliefs of low-income persons and the local communities are the key to implementing successful programs. First, the Administering Board of Directors with at least one-third representation of low-income individuals or representatives must approve program activities for the agency. Second, consumers within all agency programs are encouraged to provide feedback regarding programs in which they participate. Third, homeless persons or advocates are encouraged to serve on the regional Emergency Food and Shelter Program (EFSP) Board of Directors. Fourth, Head Start parents as key members of the Head Start Policy Council make important decisions regarding personnel, finance, and activities for the Head Start Program. Fifth, Foster Grandparents serving as members of the Foster Grandparent Advisory Council make important decisions regarding the Foster Grandparent Program, personnel decisions, and finance issues. Sixth, many low-income individuals are active volunteers in agency programs.

Attached are copies of survey summaries, minutes of the meetings and other tools utilized to obtain input from the community and consumers.

b. Describe collaboration in the community needs assessment process with community service organizations.

The Department for Community Based Services (DCBS) and Community Action of Southern Kentucky work together to identify and to address client needs in an efficient, effective, and timely manner. In addition, Community Action of Southern Kentucky and DCBS serve jointly on local inter-agency groups which assess the status of services available in the community. This process assures that the agencies maintain a continuing assessment of current social services and local needs.

CSBG staff seeks to obtain involvement from Agency program participants and a variety of community service organizations, including but not limited to public and private groups, faith-based organizations, neighborhood groups, vendors, business representatives, and local officials. Staff conducts surveys of local community needs and participates in county meetings conducted specifically to assess community-wide needs and services. In order to assure the critical input of local service organizations and local inter-agency groups, many of the annual CNA meetings are conducted in collaboration with other agencies.

Specifically, during this year's process, the following groups and organizations were involved:

- Adult Education Centers
- American Red Cross

- Barren River Area Development District
- BRASS, INC.
- Brownsville Community Center
- Coventry Cares
- Edmonson County Chamber of Commerce
- Elected Officials
- Experience Works
- Extension Offices
- Department for Community Based Services
- Faith Based Organizations
- Family Resource Centers
- Feeding America
- Foster Grandparent Program
- Franklin Elementary
- Gasper River Association
- Great Onyx Job Corps
- Hart County Repair Affair
- Head Start Centers
- Health Departments
- Housing Authorities
- Kentucky Heartland
- Kentucky Homeplace
- Kentucky Spirit Health Plan
- LifeSkills Industries
- Lions Club
- Modern Woodmen of America
- Morgantown Mission
- Senior Centers
- South Central Coalition on Homeless
- Stevenson Elementary
- St. Vincent De Paul
- Treetop Apartments
- United Way
- VISION Meetings
- WKU Alive Center
- WRECC
- Youth Service Centers

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

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

Strengths

While the economy continues slow growth across the nation, South Central Kentucky has also witnessed some area growth. Vital regional players in industry, education, healthcare and culture have come together to create an atmosphere of revitalization that is drawing residents and businesses from around the world. In 2012, the Bowling Green Area Chamber celebrated several economic projects announcing 537 new and retained jobs and capital investment of more than \$45.6 million for South Central Kentucky. In 2011, the Bowling Green Area Chamber supported 14 economic development announcements representing a capital investment of more than \$200 million and 1,500+ jobs to be realized over the next three years. This year the Chamber has already announced a new manufacturing company to be located in Bowling Green creating 72 full time jobs and investing \$22.4 million. The Bowling Green Area Chamber is a collaborative effort of other area Chambers and strives to ensure that every county in the region is served by either their own economic development professional or by the Bowling Green Area Chamber of Commerce with their Menus of Services Program to promote industry projects, economic and job growth.

A major hub of the area is the city of Bowling Green, now the third largest city in Kentucky according to the 2010 census data. The city grew an estimated 17.8 percent from the 2000 census slightly ahead of Owensboro's. Warren County is in the top five Kentucky counties in population, showing a 23 percent growth. Warren County, one of 12 counties in the state that grew 15 percent or more, had a population behind that of Jefferson, Fayette, Kenton and Boone counties. Elsewhere in the region Allen, Barren, Edmonson, Hart, Logan, Metcalfe, and Simpson counties' populations posted growth.

Bowling Green serves as the center of business, education, industry and healthcare for approximately ten counties in South Central Kentucky. Located within a day's travel of nearly fifty percent of the U.S. population, Bowling Green has experienced tremendous population growth and is home to people from around the world. Bowling Green, a city with a population of over 56,000, is located approximately 110 miles south of Louisville and 65 miles north of Nashville, Tennessee. U.S. Highway 31-W and Interstate 65 intersect with U.S. Highways 68 and 231 at Bowling Green, and the Cumberland and William H. Natcher parkways provide additional easy highway access to Bowling Green.

South Central Kentucky offers amenities usually found in larger cities, while at the same time enjoying the family atmosphere offered by this scenic and relaxed region of Kentucky. Recently recognized as one of America's Dozen Distinctive Destinations, Bowling Green is firmly rooted in its historic past. In 2011, *Site Selection* Magazine ranked Bowling Green third on the list of U.S. Small Towns for number of industry locations and expansions and in 2010, *Forbes* Magazine selected Bowling Green as 5th on their list of "Best Small Places for Business and Careers" climbing 28 spots on the annual list from the previous year. In 2010, the American Chamber of Commerce Executives (ACCE) recognized the Bowling Green Area Chamber of Commerce as Chamber of the Year during ACCE's annual conference thereby declaring it the top chamber of its size in the United States and Canada.

Warren County was one of the first Kentucky counties to become a Work Ready Community, according to the Kentucky Workforce Investment Board. Last year, Monroe County started the Work Ready process and continue to strive to obtain this designation. To receive this designation a county must demonstrate the workforce capacity to staff existing jobs and to master the innovative technologies that new jobs will require in the future. Additionally, representatives from CSX and The Austin Company, a national site consulting firm, presented the Kentucky Transpark with the CSX Select Site certificate, designating Lot 6 as one of the premier manufacturing properties in the nation. The Kentucky Transpark's prestigious designation was one of only five business parks in the nation and the only one in Kentucky to be named a CSX Select Site.

The presence of Western Kentucky University (WKU) in the city of Bowling Green offers many opportunities for community growth through education, tourism, and employment. In addition, the continued growth of university athletics enhances WKU, which in turn exposes the community to state and national recognition.

Community Action of Southern Kentucky continues to provide quality services to individuals and families with children as well as those families without children. Agency programs continue to strengthen due to thorough policies, procedures, systems, and staff. In addition to providing

quality services to consumers, the Agency continues to enhance relationships with community partners including but not limited to local government, other non-profit agencies, civic organizations, and private businesses.

Community Action of Southern Kentucky helps plan inter-agency meetings with community partners and other social service organizations to avoid duplication of services and identify gaps in services. The Agency is the convener of the Board for Emergency Food and Shelter for nine of the ten counties of the Barren River Development District; organizes Head Start Policy Council, several Advisory Committees, Regional Continuum of Care meetings, Community Collaboration for Children Regional Network, and others that focus on the issues of poverty. During 2011, Community Action served as a catalyst for the newly formed South Central Kentucky Coalition on Homelessness. Community Action of Southern Kentucky also provides Poverty Simulation trainings throughout the Barren River Area Development District which give workshop attendees the opportunity to learn more about the realities of living in poverty. Last year, Community Action provided five Poverty Simulations with approximately 309 attendees from across the region and State.

Bowling Green, Kentucky is home to The International Center, Western Kentucky Refugee Mutual Assistance Association. The International Center is a non-profit organization incorporated in 1981 providing a wide array of services. They specialize in advocacy and services to the foreign born and serve refugees, asylees, and immigrants. The International Center is a partner agency of Immigration and Refugee Services of America (IRSA) in the resettlement of refugees and asylees. They provide immigration assistance and are advocates for immigrant rights. They are the only non-profit organization in Kentucky recognized by the Board of Immigration Appeals. Warren County was recognized as one of the top fifty-eight counties in the nation in regards to the number of individuals resettled. Community Action of Southern Kentucky recognizes the need for communication and services for the foreign born. Last year, Community Action started offering an Employment Program specifically targeting refugees who have been in the United States at least one year but less than five years. This year, we received additional funding to serve newly arrived refugees with job placement, case management, and other social services. Ongoing collaborations between Go bg Transit and The International Center are ensuring that residents have access to public transportation services and understand the transit system. Currently, Community Action of Southern Kentucky has staff members that speak Spanish, Swahili, and Bosnian and the Agency website was updated with a translation feature that allows users to translate each Agency page into fifty-two different languages. Staff also have access to *In Every Language*, an over the phone interpreting service to help serve non-English speakers. This allows greater access to non-English speaking individuals to learn about programs and services available.

A group of concerned civic leaders, interested in creating a new, larger venue for the Performing Arts, and also creating an attraction that would help stimulate downtown development, sought support for this new venue. In July 2000, Warren County created the Southern Kentucky Performing Arts Center, Inc. (SKyPAC) to accept a \$6.7 million dollar appropriation from the Commonwealth of Kentucky designed to fund early architectural and feasibility studies, acquire land, hire architects and fund early operating costs. After twelve years in the making, the project came to completion for opening night on March 10, 2012. SKyPAC has become a facility in

Bowling Green, Ky., that attracts the arts from all over the country. Area residents are able to enjoy Broadway shows and large concerts as well as local artists without having to drive to Nashville, Louisville, or further.

Needs

The recession that the country began fighting in late 2007 continues with every American, particularly our families, being affected. The Barren River Area is no exception to the recession and many local communities are being greatly affected. Over several years many local businesses have made major layoffs or shut their doors completely leaving limited employment opportunities for individuals. While, employment opportunities still exist within some communities, underemployment is prevalent due to the low wages available to the under-educated workforce. Additionally, many people are taking jobs at lower pay even when they are over qualified because there are not enough jobs. Economic opportunity for a variety of workforce skill levels is needed. Additionally, an increase in workforce training appropriate for available workforce needs improvement.

One of most pressing issues facing service providers and families is the sequestration and potential funding cuts facing agencies. While families are still struggling with lack of employment, underemployment and low wages the agencies they depend on to help meet immediate needs may be faced with tough decisions and fewer services. Additionally, families and individuals that use services throughout the region to stay in their homes such as meal delivery and respite care are also facing cuts that could have dramatic impact for these individuals concerning health, nutrition, housing, and community engagement.

The Basic Economic Security Tables (BEST) for Kentucky, is a measure of the basic needs and assets individuals and families require for economic security throughout a lifetime and across generations. The BEST captures the local variance in prices which determine how well incomes allow families to make ends meet. The core BEST Index contains basic budget items essential to all workers' health and safety: housing, utilities, food and essential personal and household items such as clothing, household products and a landline telephone. Basic needs are not enough to ensure financial stability.

The Barren River Area Development District reports Warren County's median household income at \$41,001 for 2010. The BEST indicates that working parents in Warren County with a preschool child and a school age child would require \$56,952 a year in income meaning both parents working 40 hour work weeks would each need to earn \$13.48 an hour in their respective job positions. A single parent with the same two children would require \$48,060 a year, or \$22.75 an hour. MSNBC reports that the median household income declined by 2.3 percent since 2009, after adjusting for inflation and the number of people in poverty rose for the fourth consecutive year.

The majority of the Barren River Area with the exception of Bowling Green and Glasgow lacks any public transportation. Several counties are relatively isolated from the major thoroughfares. Regional human service delivery systems do provide certain transportation services for eligible persons. Go by Transit, is a collaborative service between Community Action of Southern Kentucky, Inc. and the City of Bowling Green. Go by Transit operates multiple transit services

within designated areas of Bowling Green however does not have the funds to provide services all hours of the day or to the entire City of Bowling Green.

Other community needs include access to affordable housing, affordable childcare services, and affordable medical care. Health care costs continue to rise and challenge all segments of all ten counties; however, the health care costs are especially disproportional in the several counties lacking access to competitive rates. The Fairview Health Clinic had to close its Butler County office this year now causing individuals to seek affordable treatment in other counties. Affordable housing continues to plague many communities and individuals we serve as heating cost, groceries, gas, and other necessities continue to rise simultaneously. Minimum wage income households lack safe, affordable, housing opportunities. Furthermore, affordable housing in most rural areas is very limited in location. Childcare is an expense that has to be paid if individuals want to move forward. They want safe, secure, locations for their children so they can work and get ahead yet the burden of the expense is sometimes more than an individual makes. Unfortunately, there is not enough childcare subsidy assistance available to meet the needs of individuals and families trying to work.

Kentucky's Department for Community Based Services announced drastic measure to address an \$86.6-million shortfall in the 2014 fiscal year. The department announced major cuts to the Child Care Assistance Program which offers [subsidies to low-income families](#) so parents can work or go to school. At the moment, a monthly average of 23,700 Kentucky families, consisting of 42,000 kids, use the program, according to the Cabinet for Health and Families Services, which oversees the department. As of April 1, the department will freeze applications for the Child Care Assistance Program. There are a few exceptions—teen parents or children in protective service, for example—but, otherwise, no new families will get the subsidy once this measure goes into effect. And starting July 1, the department is reducing the eligibility requirement for the program from the current 150 percent of the federal poverty level to 100 percent.

Food insecurity continues to rise. In 2012, six out of ten counties in Community Action's service area had a greater percentage of public school students who qualified for free or reduced lunch than the state average, some reaching as high as 73% such as Metcalfe County. The other three counties, Allen, Simpson, and Warren, were less than the state average of 54.75%. We are also seeing an increase in participants accessing food pantries and fewer donations due to economic struggles.

Additionally, as we continue to see an increase in non-English speaking populations or English as a second language (ESL), there is a growing need for programs designed to meet their needs. Not only programs, but program materials need to be converted to different languages for ease of participants understanding.

Fundraising is one way that organizations supplement their budgets, stock food pantries, and provide services to meet community needs. This year, as businesses and individuals struggle with economic hardships, donations have continued to decrease. Decreasing donations affects local agencies but also the individuals being served by those agencies.

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

(1) To secure and retain meaningful employment

Strengths

Community Action of Southern Kentucky recognizes Employment training activities help low-income households obtain the skills and knowledge necessary for employment in the competitive job market. Applicants seeking services are screened upon intake to determine how the agency can enhance individuals' employability. Assistance to low-income households is offered in employment training, resume/application preparation, job search, and interviewing on an individual or group basis, as needs arise. When the lack of job training is seen as a major obstacle to the alleviation of the poverty, referrals are made to the appropriate training entities.

Job Development and literacy are special projects of the Agency designed to build upon the other services offered by the Agency. The instructional and supportive services help individuals acquire the skills necessary to become economically self-reliant and thus enhance the family situation. Education and training assistance is funded, in part, by the Dollar General Foundation and utilizes staff to focus on increasing and improving education and computer skills of Agency participants. While working with individuals to meet their employment related goals staff will make referrals to the Department of Employment Services and other private sector employers.

The Agency continues as a sponsor/host for training programs such as Experience Works, KTAP, Work Experience Program (WEP) as well as Southern Kentucky community and Technical College's Work and Learn Program and Ready to Work Program. These enrollees receive direct training in working with the public, receptionist/clerical duties, task management, record keeping, and public relations. The enrollees are provided on the job training in several of Community Action of Southern Kentucky's programs including Community Services, Head Start Centers, Childcare Centers, and Senior Centers. In Warren County, the Agency also provides a work training program for high school students with special needs in food services, senior meal programs and in our custodial and maintenance department.

Experience Works, Inc. is a national non-profit organization that offers training, employment, and community service opportunities for senior citizens. Individuals must be at least 55 years old with limited income and unemployed. Upon acceptance in the program, senior citizens are placed at non-profit or governmental offices for approximately twenty hours per week and receive \$7.25 per hour as they gain training, which will increase their employability. The Agency provides opportunities for senior citizens through this program at numerous sites in Children's Services, Community Services, and Senior Services.

The Agency's CEO/Executive Director serves on the Barren River Area Workforce Investment Board of Directors, Barren River Area Development District Board of Directors, and the Metropolitan Planning Organization. The Associate Director is an active member on the Bowling Green Chamber's Workforce Development committee and of the Business Education Partnership sub-committee and services.

A representative of the office for Vocational Rehabilitation operates from the Butler County Community Services Office one day a week. This proximity affords a ready working relationship among these programs – an arrangement most conducive to comprehensive service to the needs of program participants.

Community Services Staff seek qualified applicants within the participants of Agency programs for jobs created by program activities, such as Summer Food Service Program, Low-Income Home Energy Assistance Program, Senior Center, and Children's Services.

As the Agency continues to utilize K-Tap volunteers in many offices, we are partnering with the Housing Authority of Bowling Green's Reach Higher Program to provide job skills training to participants. The Reach Higher Program provides welfare recipients six months of job skills training and weekly life skills classes to prepare them for employment. As a partnering site the Agency provides the participant with hands on work experience, at 32 hours a week, for a six month period. Each Friday the participant attends the life skills class hosted by the Housing Authority.

Follow-up and support services will vary according to individuals needs but will include contact with prospective employers, application/resume assistance, notification of job leads, one-on-one counseling assistance with child care/transportation arrangements, etc. The Supportive Housing Program offers such services directly to support participation in employment opportunities.

Through the American Reinvestment and Recovery Act funds (ARRA), Community Action of Southern Kentucky implemented the Employment Enhancement Program which continues today through regular CSBG funding and is operated by CSBG outreach staff. The Employment Enhancement Program is a work plan for the unemployed and underemployed population that they serve throughout our Agency. These work sessions focus on employment enhancement education to better prepare to obtain, maintain and / or upgrade employment. Many low-wage workers have limited education and few skills in seeking employment. Work sessions were facilitated to develop self confidence, filling out job applications, how to handle interviews, resume building, dressing for the interview and discovering the skills they possess will be useful in their employment search. These work sessions include simulations so each participant would have a chance to experience the roles they would be playing in real life employment seeking situations. Additionally, staff work with clients to identify and address participant's strengths and areas of growth. They work closely together to identify barriers to employment, and encourage the changes necessary to make employment a reality. The efforts are collaborative in nature as they work with other Agency Staff, community partners, local employers and employment agencies to identify opportunities within each community to ensure success in gaining meaningful employment. Last year, the Employment Program branched out to the local Job Corp. The Edmonson County Community Services Coordinator works monthly with Job Corp students on employment skills, interviewing, dress, and budgeting. The Supportive Housing Case Manager visits the local jail weekly to offer employment education to inmates participating in the reentry program.

Warren County ranked as one of the top 58 counties nationwide in the number of refugees being resettled during Federal Fiscal Years 2009 and 2010 according to the Kentucky Office of Refugees making the county eligible for Targeted Assistance funding. Community Action provides employment

services for refugee women through the Targeted Assistance Discretionary funding and uses Targeted Assistance Formulary funding to assist the refugee population with employment education and case management needs. Community Action was awarded additional funding this year to provide similar services to newly arrived refugees.

The Kentucky Transpark, an environmentally friendly and attractive, high-tech commerce and business park, is located on U.S. 31-W and Highway 68/80 on the north side of Bowling Green in Warren County. This mixed use, south central Kentucky development is centrally located, within 600 miles of 43% of the U.S. population and less than a mile from Interstate 65, the busiest north/south corridor. With additional access to rail transportation and a state-of-the-art communications infrastructure, the Transpark will facilitate the “Just in Time” needs found in many of today’s businesses.

There is an Incubator Program in Butler County. The program is designed to coach entrepreneurs by providing assistance securing a location for the business, initially working to fill empty commercial building in Morgantown and matching the individual business’ needs with the location’s resources. The program also offers assistance with cost associated to get the business open, rent assistance, and additional support to the business owner. The county entrepreneurial coaching team has coached fourteen businesses and worked with Butler county community Advisory Committee, The Mammoth Cave RC&D Council, Morgantown City Council and Butler County Fiscal Court. Business owners would have responsibilities such as providing quarterly statements to the incubator oversight committee and complete the coaching process with one of the Butler County Entrepreneurial Coaches before opening the business. The program will financially support a business for 12 months, and the most a single business could receive is \$7,000.

In cooperation with Southern Kentucky community and Technical College and Kentucky Community & Technical College System and Western Kentucky University, the Transpark features onsite educational and research centers. These facilities provide customized workforce training and specialized services to meet the needs of, not only Transpark tenants, but newly created, existing or expanding regional businesses as well. Adjacent to that, a regional high school technical center known as, the Warren County Schools Area Technology Center is located. The school has five training programs, auto technology, welding technology, construction technology, information technology, and health science. Currently students from Greenwood, Warren Central, Warren East, Bowling Green High, Lighthouse Academy and Edmonson County attend classes. Approximately 160 students attend class per day.

Additionally Bowling Green has a Minor League Single A baseball team, the Bowling Green Hot Rods, an affiliate of the Tampa Bay Rays. The stadium employs 150 to 200 part-time employees seasonally. Another area attraction, Beech Bend Park performed a multi-million dollar park expansion and several significant improvements to the existing facilities. This 379 acre family recreation destination located in Bowling Green, Kentucky is home to an amusement park, water park, campground and nationally recognized drag strip and stock car track.

Needs

The majority of the counties in the Barren River Area Development District reduced their unemployment rates however unemployment rates remain high ranging from 6.4% to 8.8% in the Barren River region. The US Census Bureau, Small Area Income and Poverty Estimates Branch released the new Poverty Estimates for the United States this year. 18.9% of Kentuckians live below the federal poverty level, higher than the National Average of 15.3%, and in our area the poverty rate varies from 16.2% in Simpson County to 25.3% in Hart County.

With Barren, Logan, Simpson and Warren being the only counties with average weekly wages over \$600; gas prices continue to strain the budgets of our area workers, as many travel to other counties for employment. For example, sixty five percent of Edmonson County residents commute to another county for employment and forty six percent of Metcalfe County residents commute to another county for employment.

Many of the available jobs within the BRADD are entry-level positions that pay minimum wage or are part-time positions, which rarely offer any benefits. Neither of these is sufficient enough to replace welfare benefits. Additionally, a trend of temporary full-time and part-time positions, which do not offer employee benefits, has increased. Numerous placement agencies, which specialize in hiring temporary staff, have appeared in many of these communities. The Agency provides opportunities for senior citizens through this program at numerous sites in Children's Services, Community Services, and Senior Services in an effort to find qualified individual to fill positions that may result in longer term employment.

Industry closings and lay-offs have heavily impacted the Barren River Area. Many local factories have cut their workforce or have ceased operations completely. In addition, layoffs in neighboring communities can be devastating to those surrounding counties as many individuals travel out of county to work. Also, some local communities with one major employer can be crippled by a shutdown or mass layoff forcing individuals to drive further, take less pay, and pay more for in wear and tear on vehicles.

In 2010, Metcalfe County experienced a flood that resulted in several buildings, businesses, and homes being condemned. Federal Emergency Management Agency funds were approved to help the county residents and buildings rebuild but the process has been slow. This community is still recovering.

2. To attain an adequate education

Strengths

Education activities are supportive services designed to assist low-income households in gaining access to and enrolling in GED, adult literacy programs, Adult Basic Education (ABE), vocational training, and other educational training programs. Upon intake, program applicants are screened in regard to educational background. When appropriate, a detailed educational needs assessment is performed, educational goals are included in the services plan, and referrals are made to the appropriate adult education programs. County Coordinators may make referrals when appropriate as a component of service planning. Follow-up supportive services many

include the acquisition of textbooks and supplies, GED test scheduling, advocacy, and progress checks.

The region is served by three colleges and one university located in Bowling Green. Five additional colleges or university campuses can be found within the Barren River Area. According to the Kentucky Education Cabinet, thirty-seven colleges and university campuses and ten technical schools are located within sixty miles of Bowling Green.

Western Kentucky University (WKU), one of the fastest growing universities in the state, maintains a growing campus in Bowling Green, has a satellite campus in nearby Glasgow and offers off-campus courses in communities such as Brownsville, Morgantown, and Russellville. WKU offers many opportunities and services for non-traditional students including but not limited to Bowling Green Community College, Veterans Upward Bound, and Women in Transition. Over the past several years web enrollment has steadily increased and WKU has risen to meet student demand. To assist those who work during the week but still want the classroom experience WKU offers a variety of weekend classes to students.

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Lindsey Wilson College operates a satellite campus in Allen County on the Scottsville Square. The satellite campus continues to grow and now offers: Associate of Arts in Business Management, Associate of Arts in Early Childhood Education and Development, and Bachelor

of Arts in Human Services and Counseling, Bachelor of Business Administration, Bachelor of Communications, and a Masters in Counseling and Human Services.

Kentucky Advanced Technology Institute, Daymar College, Barren County Area Technology Center, and Barren County Health Technology Center all provide educational opportunities to local citizens. Moreover, Southern Kentucky Community and Technical College reported enrollment continues to increase. Additionally, PJ's Beauty College, South Central Kentucky Barber College, The Regina Webb Academy, and Lindsey Madison Institute offer programs for those interested in cosmetology and barbering.

In Butler County, Sumitomo Electric Wiring Systems, which no longer employs individuals in the Butler County Plant, has donated one building for the use of a vocational technical school. Additionally, the building known as the Butler County Educational Complex is being used for community education, family literacy, Educational Opportunity Center, parenting classes, free computer classes, English as a second language, and the Alternative Learning Center. They also have a Family in Transition class in conjunction with the local court system. This class is court ordered to couples with children who are in the process of divorce.

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Adult education programs in each county include those sponsored by the Southern Kentucky Community and Technical College and an adult literacy program usually associated with the local library. Many libraries offer public enrichment programs and Community Education Programs for adults. Community Action of Southern Kentucky offers a job development program. The instructional and supportive services help individuals acquire the skills necessary to become economically self-reliant and enhance the family situation. In this program, staff assists adult students in determining their educational needs, setting goals, and taking the necessary steps to improve their personal and family life.

The Agency's Head Start Program is a child development program funded to serve 683 three and four year old children from income-eligible families. Some of the services offered through Head Start include but are not limited to education, health services, disability services, nutrition education, speech and hearing screenings, and social services. The Agency's Migrant Head Start Program is a delegate of the Community Action Council in Lexington, funded to serve thirty-six children and families. To be eligible, the family had to have an income eligible child, had to have moved in the past two years for the purpose of agriculture, and over 50% of their income must have come from agriculture. All staff for the Migrant Head Start Program is bi-lingual, and all instruction is spoken in Spanish.

Community Action has seen a significant increase in the number of children for whom English is not their primary language. Eighty-five Head Start families consisting of one hundred and eleven children spoke a language other than English as the primary language in the home and there is some difficulty in meeting the needs of the families because of the lack of resources within the service area. The majority of these families speak Spanish; The Agency hired a Translator/Migrant Assistant Coordinator for 40 weeks for 40 hours per week to assist primarily Latino children with transition in and out of Head Start.

Community Action manages an on-site child care center in a housing complex for primarily single parent students. Through a grant with Kentucky Housing Corporation, Wabuck Development built the complex to include a Community Center and Child Care. Residents of the complex have first priority in the child care center; however, if the center is not at capacity, slots are open to the public. The development is located in an area formerly known as the Bowling Green Enterprise Community. Traditionally consisting of higher levels of poverty, unemployment, single parent families, predominately female head-of-household, crime related problems, lower educational levels and/or training skills, fewer transportation opportunities, a lack of decent, safe and affordable housing, youth development problems, and a fragmented system for the delivery of services. The development has 54 units and targets the single parent who is a full-time student. Residents of the facility who qualify for Head Start have on-site facilities complete with wrap-around child care services.

Parents who attend school and working parents do not often have the luxury of having summers off, which means that they have the added burden of finding care for their children when Head Start is not in session. Community Action Children's Services currently provides full-day/full-year services to five classrooms of children in Warren County and one classroom of children in Metcalfe County so that parents can work and/or attend school. The Agency also provides a Summer School Age Program in Metcalfe County with a variety of activities offered for children while school is out and parents are working.

In 2010, four new schools were completed. Two of the new schools, Richardsville and Bristow Elementary, were built behind existing ones to replace those already there. Both of those new schools are among the first most energy efficient school buildings in the country; planned as 'Net Zero' buildings that use solar panels along with energy-saving design elements. The third project was the construction of a new middle and high school in South Warren County. There was an explosive enrollment growth in Warren County and the new schools were needed to relieve the pressure. The new 339,000 square foot facility is the largest school in the state of Kentucky and houses both the middle and the high schools connected by an auditorium in the middle. This unique design allows both schools to share one kitchen facility and with the connecting auditorium allows middle school students the opportunity to take advanced courses. Last year, the county's third net zero Elementary school was built to address the growing population in Warren County. The Jody Richards Elementary School opened this year with the capacity to accommodate 750 students.

Several area community organizations offer after school programs and affordable educational services when schools are out for the summer or closed for breaks and holidays. Community

Education offers a wide variety of classes, workshops, and events when schools are closed. Bowling Green Parks and Recreation and the local Boys and Girls clubs also offer an affordable option to parents who work or are in school when their children are out.

CSBG funds support educational scholarships in each of Barren River Area counties for income-eligible high school graduates and/or adult students. The scholarship may be applied to post-secondary programs at a college or university, vocational or technical school, or a professional program. Last year, the Agency awarded a \$1,500 scholarship to graduating high school seniors and non-traditional students throughout our region, for a total of nineteen scholarships and \$28,500. In addition, CSBG funds were utilized to pay the GED testing fee for several low-income individuals.

Needs

According to the U.S Census, almost twenty-two percent of adults who live in the Barren River Area do not have a high school diploma, and only 10.57 percent complete a bachelor's degree or higher. Thirty percent or more of the people living in Hart and Metcalfe counties do not have high school diplomas. This is higher than the average for Kentucky (19.04%).

As with most post secondary institutions, WKU has continued to increase full time tuition. Full time students at WKU will pay \$4,236 undergraduate level and between \$467 graduate level per credit hour for in-state tuition. Southern Kentucky Community and Technical College's tuition cost is \$140 per credit hour while Daymar students pay between \$325 and \$410 per credit hour depending on the course studied. Currently, there are discussions about projected budget cuts to universities and local school districts throughout the state. These projected cuts could mean an even bigger increase in tuition cost for private education, post-secondary education and fees. Budget cuts also mean larger loss of jobs, loss of programs, and an increase in student to teacher ratio in the classrooms.

Some school districts in our local region are struggling to reach goals mandated under the No Child Left Behind Act though many have reported growth in other areas. After failing to meet federal standards of adequate yearly progress some districts are subject to consequences such as; notifying parents, revising the district's improvement plan, receiving technical assistance from the state and continuing to be subject to corrective action from the Kentucky Department of Education. A school has to meet its targets for two consecutive years to get out from under federal consequences. The school systems in Metcalfe County and Simpson County failed to meet state requirements for educational gains and is receiving frequent visits from the Kentucky Department of Education to implement corrective action.

The fee to take the GED test has steadily risen over the years. Last year, the amount rose from \$55 to \$60 per time the test is taken an increase for the third year in a row. This fee is not always affordable for low-income individuals and can be a deterrent for someone who wants to pursue educational opportunities and become more self-reliant.

Community Action Head Start Centers have a funded enrollment number of children and can only serve a certain number of children. There are, however, more children needing services than available enrollment slots. A waiting list is maintained based on a point system so the children who are most in need are the ones who are served first.

More Afterschool Programs are needed for children of parents who are working. Often children are left unattended at home in the afternoons or in care of older siblings and expected to complete homework and other household chores. Afterschool Programs provide much needed supervision, instruction, and recreation for children whose parents work later than the typical school day.

3. To make better use of available income

Strengths

Community Services Staff determine the need for income management services during intake interview. Private counseling on financial planning and consumer education takes place between Community Services Staff and low-income households as benefits are issued. Referrals are made to the Kentucky Transitional Assistance Program (K-TAP), Child Support Office, Food Stamp Office, and others deemed appropriate.

Community Action offers individual and group training related to budget counseling and income management. Specifically, individuals and families accessing supportive housing services work one-on-one with Agency Staff to prepare monthly household budgets which track expenditures, prioritize spending, and encourage saving. Several community partners, including but not limited to Housing Authority of Bowling Green, Housing and Development Services (HANDS), and Department for Community Based Services within the BRADD region offer free assistance on personal income management and counseling.

The Agency has partnered with the local extension offices to provide classes regarding budgeting with food stamps, cooking with the food in the pantry, and using coupons. For example, Community Action of Southern Kentucky in collaboration with the University of Kentucky Extension office in Edmonson County provided food preservation classes in conjunction with the Community Action Garden Program. In preparation for the Garden Program, the County Coordinator contacted the Extension Office developed a Garden Expo to generate interest in gardening and preservation classes, approximately 99 people attended. Each of the ten community partners in attendance was allotted ten minutes for a demonstration related to gardening, soil preparation, container gardening, composting, composting worms, selecting plants for your garden, herbs, soil samples, and the importance of bees in the garden. The County Coordinator worked with Kentucky Nutritional Education Program (KYNEP) and Expanded Food and Nutrition Education Program (EFNEP) Agents to schedule follow-up classes. Additionally, garden kickoffs were held in Allen, Hart, Logan, and Metcalfe with a total of 41 participants involved. Cooking classes scheduled throughout the growing season generates interest for healthy eating and safe preservation of garden produce for the pantry and freezer. New recipe ideas, along with couponing and different methods of cooking, and using leftovers, educate individuals and families in stretching the food dollars that are available. These classes

show participants many cost saving techniques that are a great value for our low-income families.

The Simpson County Coordinator works with a local church, the Housing Authority and the local extension office to offer gardening to interested individuals who may not have land for a garden. Individuals or families are assigned a plot of ground they are responsible for gardening. The vegetables and fruits that are produced in that plot belong to the assigned individual / families. Basic gardener classes are taught at the Community Gardens by the local high school Agriculture Department, to assist those who have little to no experience with gardening. Community Action's RSVP Program, has taught participants how to recycle and make their own fertilizer which they can use on their gardens and not worry about pesticides or costs. The Garden Program is directly related to income management and teaching clients to conserve food cost. It also gives them a sense of pride and accomplishment as well as promotes good health and eating habits.

This year, Community Action was approached by Feeding America to participate in their Farm to Food Bank Program in Simpson County. Twice a week a community business would pick up fresh produce in a neighboring county and the CSBG County Coordinator would arrange volunteers to distribute the produce throughout the community. The program, itself, is not income limited however concentrated efforts were made to deliver to low income areas in the community. Additionally, the local Wal-Mart contacted the Feeding America to make weekly surplus donations to be distributed with the Farm to Food Bank Program. This was not old or unusable produce but fresh from the truck corn, grapes, oranges, kiwi, mango, lemons, cherries, blueberries, plums, carrots, and honeydew melons among other items. Community Action staff worked with community partners to offer food demonstrations and cooking tips for food items they were distributing in the community. Many individuals received produce they have never had the opportunity to buy such as mango, avocado, and kiwi. Between July and December 2012, 110,988 pounds of food was distributed throughout Simpson County.

Other saving tips being taught by Community Service's staff discuss the benefits of using common ingredients for household cleaning such as vinegar, baking soda, and rubbing alcohol instead of spending money on more expensive items like Drano, Windex, and bathroom, and floor cleaners. Families with young children are taught to make their own baby-wipes, a cost cutting strategy that really works. In other classes participants were taught to make homemade laundry detergent and homemade gifts such as painted tiles, candles making, baked goodies in a jar, and picture frames instead of buying expensive items to give during the holidays.

This year Community Action of Southern Kentucky became the facilitator for the Barren River Asset Building Coalition. This is the fifth year Community Action of Southern Kentucky has been involved offering free assistance with tax preparation in several counties. Other partners in the coalition are AARP, the local refugee center, a domestic violence shelter, banks, local volunteers, and the local public libraries. Community Action of Southern Kentucky is responsible for four of nine free tax sites, Allen, Edmonson, Monroe, and Warren counties. To date over 902 tax returns have been filed by the Coalition and 62 individuals have utilized the free file software within the Coalition.

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Community Action of Southern Kentucky is making great strides to meet the needs of public transportation in the Bowling Green area. Management decisions and marketing efforts continue to to growth of the transit system even in difficult economic times. For FY12 compared to FY11, *GO bg transit* ridership increased by 14% overall, including a 5 % increase of ADA trips. FY11 compared to FY10, overall growth was 20%, with ADA trips increasing 27%. In an uncertain economy with rising fuel costs, *GO bg transit* offers individuals a safe, economical, means of getting where they need to GO. Cash fare is \$2 per trip. Various discounts are available, including GO Passes with 4 trips for \$5 or 9 trips for \$10, good any time on fixed route or shuttles. Half-price cash fare during non-peak hours is available for persons over age 65 or any age with disabilities, showing an identification card issued by the transit system. These economical fare prices versus \$4 a gallon for fueling a private automobile allows more travel for less cost, while contributing to the environment by lessening the number of vehicles operated in the service area..

In recent years, Go BG Transit was awarded Outstanding Statewide 5307 Agency Award in Kentucky and was featured in two national magazines. We attribute the on-going annual growth to the efforts and contributions of a team of persons, including the Agency CEO, Associate Director, Finance Director, Transit management, dispatch, drivers, maintenance personnel and community partners who all work together to identify needs and opportunities to achieve improvement.

The Foster Grandparent Program has speakers from the Social Security Office and other community partners presenting information to the Foster Grandparents during both Pre-Service Training and In-Service Training. The Foster Grandparents benefit greatly from this information on living with a limited, fixed income and the interaction allowing them to ask questions and get prompt answers.

During the Christmas season, many communities including but not limited to Allen, Butler, and Barren counties collect gifts for needy families, and in many of these communities, Community Services Staff coordinate this service. Last year, Community Services was contacted by an agency in Barren County to speak about agency services and organize a personal care drive and toy drive for children and seniors. The Foster Grandparent and Head Start Programs work collaboratively with community partners during the Christmas season as well. Head Start workers are contacted yearly by various organizations that want to donate gifts for Head Start children. Last year, every child and every Foster Grandparent received Christmas gifts through this donation process.

Needs

While the country sees increases in the cost of living, high unemployment rates, and slim employment opportunities, many households continue in lower paying jobs. Employment with few to no benefits are often the only opportunities available to lower-income families. Gas prices consistently remain near \$3.75 a gallon and show no signs of decrease. The high cost of gas has caused a financial strain on the low-income individuals who were traveling to medical appointments, to receive services, or to work. With the limited access to public transportation in the rural communities, gasoline prices will continue to impact individuals of all economic statuses.

Families are struggling to make ends meet often making tough choices between paying for food, medicine, utilities, and/ or rent. Families with limited income continue to be tempted by society's attraction to have more material items, a desire to be like everyone else. This materialistic attraction discourages prioritizing financial obligations and conserving home income. Many families lack the skills needed to financially budget for monthly expenses and save for unexpected expenses.

Families with limited income are often enticed by Tax Programs that promote same day returns. However, most do not realize that in exchange for a fast tax return they are paying an average \$100 fee called a "refund anticipation loan." This fee reduces the average refund amount by about 10 percent.

In 2011, the local Angel Food Ministries closed operations. This service was used to help individuals and families buy food for less closed in our service area. Angel Food Ministries sold vouchers for food boxes that would last a family of four for one week for the cost of \$30 plus tote rental of \$4. In Allen County, Community Services and Retired Senior Volunteer Program (RSVP) jointly shared in the process of getting residents signed up with Angel Food Ministries and providing volunteer services on distribution day to hand out Angel Food orders. The

Agency's Community Collaborations for Children Program allocated \$2000 or approximately 65-70 vouchers and totes annually as a faith based initiative to help the families served in the community.

Another temptation for many individuals is the local Payday Lender or Cash Advance Store. These seemingly one time quick fixes have exorbitant interest rates and often lead families into an endless cycle of debt. For families with poor credit and no savings, a payday loan seems like the perfect solution to a short-term cash flow problem. But all too often these "no credit check required" loans have long-term consequences that put families further behind and further in debt.

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

Strengths

The Supportive Housing Program of Community Action of Southern Kentucky continues to focus specifically upon the housing needs of low-income households. Participants include but are not limited to the elderly, disabled population, and households with children. County Coordinators in the Barren River Area counsel households on landlord/tenant relations, clarify the terms of the contracts between the landlord and tenant, and assist in the development of housing contracts between landlords and low income households. Additionally, financial assistance is available for first month's rent or housing deposit through the Supportive Housing Program for households who agree to participate in the six-month program. Routinely, County Coordinators work with households to develop financial plans and options that will enable families to attain housing stability in quality structures.

Housing and Urban Development (HUD) through KHC funds the Supportive Housing Program (SHP) for our ten-county service district. The program establishes a district-wide partnership among four homeless shelters and Community Action of Southern Kentucky which is the lead agency for the partnership, serving as administrative channel for funds supporting emergency shelter services and resettlement services for homeless families in ten counties. The grant was renewed for an additional year through 2013. SHP provides a percentage of the initial rental and utility deposits and/or a percentage of first month's rent and utility payments in order to establish housing stability among homeless families.

All Community Services Staff as well as the Barren River Stabilization Services partners utilize Kentucky's Homeless Management Information System (HMIS). Kentucky HMIS is an information system for agencies, in Kentucky, which provide housing and services to homeless people. With the Kentucky HMIS software, providers can capture client level information, over time, allowing the provider staff to give more effective service and speed the referral process. It allows agencies to share information for faster intake and processing. Agencies can coordinate services to best assist their clients. Within an agency, it can be used to share client's needs and track the services provided.

Community Services Staff serve on a Regional Planning Board for the statewide Homeless Continuum of Care (COC) planning process. This board is responsible for developing local

homeless priorities, contributing to the Consolidated Plan for the Kentucky COC, and selecting proposals for funding under the SHP. The regional COC has been established to investigate and/or to generate on-going support of homeless prevention benefits. Referral activities focus chiefly upon home loan assistance, subsidized housing, mortgage assistance, and other housing programs.

The Community Services Offices in all counties receive a listing of available affordable rental property from KHC on a monthly basis. In conjunction with this list, contacts with local officials and utilities are used to locate vacant rental housing. Supportive and follow-up services are typically required for each participant in this service area due to the unavailability of affordable housing. Activities may include advocacy, utility connection assistance, direct contacts with landlords and program officials, location of moving assistance, and application assistance.

Financial assistance is issued from the Emergency Food and Shelter Program for households who have experienced a recent economical disaster. Community Services Program may also mobilize public and private resources on behalf of the housing needs of low-income households through locally funded agencies and organizations, such as, local ministerial groups, veterans' organizations, school groups, and charitable organizations.

County Coordinators are case managers for the Kentucky Housing Corporation's (KHC) Family Self-Sufficiency Program. Within this program, families enter into a five-year contract that requires them to seek and to maintain employment, to attend a comprehensive home ownership-counseling program, and to remain welfare-free for one year prior to expiration of the contract.

Each county office provides referrals for the HUD Section 8 Rental Assistance Program, which is administered through KHC and/or the City of Bowling Green. These programs focus directly on the housing needs of the homeless, the elderly poor, handicapped family members, and families with children. County Coordinators assist in establishing waiting lists for Section 8 by advising applicants on eligibility, required documentation for the application, and establishing Federal preference for the program. Landlords are informed of procedures for placing property on the program. Program participants are also advised of available KHC programs for financing security deposits, down payments, and closing costs, as well as home ownership and special needs programs.

The Agency maintains a Relocation Agreement with the City of Bowling Green's Community Development Block Grant Office that commits agency-administered resources to families displaced by enforcement of the City's housing ordinances.

In 2011, Community Action's Retired and Senior Volunteer Program began an ambitious recycling project to positively impact the environment and provide local homeless individuals a dry place to sleep. After learning the results from the local Point In Time Count, Senior Services partnered with Community Services about a partnership that would enable Retired and Senior Volunteer Program volunteers to use recycled grocery bags to make dry mats for homeless individuals. Retired and Senior Volunteer Program has engaged the community at large in the mat project providing information through seminars and community workshops. The events have been multicultural (hosting a booth and seminar at the International Festival in Bowling

Green) and cross generational with many examples of seniors and college or high school students working together on the project. This simple project has remarkably impacted our community by bringing people into awareness of homelessness, gathering people to work together towards solutions to homelessness and offering a tangible way to share resources about homelessness, through recycling bags and having a positive impact on our environment.

Thousands of volunteer hours have been donated to this project by collecting bags and making plarn, crocheting mats, and raising awareness. **At the end of FY 2011, 50 mats had been made and 45 had been distributed.** Countless community members and others have been educated through print media, television, Facebook, You Tube, and our Agency website about this project and other services we provide. The sleeping mats have become a profound tool to convey the needs of the homeless and inform the community of the struggle these people face right here in Bowling Green. Most folks in our community do not see people sleeping on benches in the square or under a bridge so they are not aware of the issues with homelessness.

This project was a catalyst to South Central Kentucky Coalition on Homelessness, a community-wide collaboration that works to connect, to coordinate, and to resource our community's efforts to identify and eliminate those conditions that inhibit/prevent persons and families from access to safe, affordable, and permanent housing.

Needs

The cost of housing increases at greater strides than does the household income. While the median household income for Kentuckians is \$40,089 the median household income for the BRADD service area ranges from \$28,074 to \$41,001 with only two counties reaching a median income over \$40,000. As the cost of fuel continues to rise the increase is passed on to the consumer in everyday cost of living expenses such as, utility costs, food, and other consumer products.

Additionally, households who live on a fixed income are forced either to sacrifice other basic needs, such as food and medication in order to have a home or to live in an unsafe housing unit. Still others are without homes due to the lack of affordable housing within our community.

Many of our homeless shelters remain at full capacity with few available slots for the growing homeless population. Over half of the Barren River Area counties do not have access to a homeless shelter within their community. In order to stay in a shelter, they are forced to leave their community, possibly even the community in which they work.

Emergency Food and Shelter Funding is one way the Agency is able to help individuals and families maintain safe, adequate housing and prevent homelessness. These program funds can be used when a family has suffered a one-time economic crisis and be payable for rent expenditures. **Emergency Food and Shelter Funds were impacted by Federal Budget cuts this year as well. The reduction in benefits ranged from 8.7% decrease in Hart County to 21.7% decrease in Metcalfe County decreasing the number of families served in our service area. Due to the issues at the Federal level, funds were released months behind the expected date and given a very short spending period.**

Local school officials have reported seeing an increase in the number of homeless students. The number has more than doubled from the previous year while the community is trying to address these needs. Fair Market Rent in Warren County is \$669 per month which is \$35 higher than the average Kentucky Fair Market Rent according to the National Low Income Housing Coalition.

The Community Services Staff in conduct the outreach, referral, eligibility determination, and application activities for the Agency's Home Weatherization Program. If during the intake interview the need for weatherization is determined, steps are taken to enroll program participants in the agency-operated program. Referrals are made when services outside the realm of the Agency are required. The Community Services Staff complete several steps necessary for weatherization services to be rendered. In each weatherization request, home ownership and income is verified, and applications are reviewed. After twelve months, applicants must be re-certified to maintain eligibility. In general, the local Community Services Staff may offer recruitment and application assistance to other home energy conservation projects, such as the Community Action Kentucky Rehabilitation Assistance and the Repair Affair. During last FY year our Weatherization Program spent the remainder of ARRA funding and all DOE funding. Once DOE funds were expended Weatherization staff were terminated and others were temporarily without work. Applications could not be processed all but two counties and the waitlist for Weatherization services had over 100 homes. In FY 13, Weatherization received a reduction in DOE funds that was expended by October 2012. After several months of no funds and no weatherization services the program received additional funds from LIHEAP in February 2013 that will result in approximately 57 homes receiving weatherization assistance by June 30.

Kentucky has experienced a decrease in housing foreclosures over the last 12 months. Across the nation foreclosure activity followed a similar pattern. According to the Business First, U.S. Foreclosure Report for November 2012 Kentucky's foreclosure rate was 2.28 percent, more than half a percentage point lower than November 2011 rate of 2.81 percent. The Kentucky rate was lower than the U. S. rate. In November 2012, 2.97 percent of all U.S. Mortgage loans were in foreclosure, a decrease of nearly half a percentage point from November 2011 rate of 3.46 percent.

5. **To obtain emergency services through one time payments or short term loans to meet immediate needs and urgent individual and family needs, including health services, nutritious food, housing, and employment related services**

Strengths

Community Action of Southern Kentucky provides comprehensive emergency services for participants in Agency programs from a vast array of funding sources. Unless these immediate needs are met, it would be nearly impossible for an individual to move forward in any capacity. The participant's crisis, whether it be rent, food, utility, or employment is often their sole focus and until addressed through intervention, voucher assistance, food assistance, case management, or referral they cannot be open to progress. This assistance takes a lot of personnel time. Most participants don't seek services until they are in a crisis situation and need help.

The emergency needs of program applicants are established during the intake interview. Referrals are accepted from the area's churches, human service providers, local governments, and the public at large. In determining eligibility for emergency services, Community Services Staff consider the following factors in assessing the applicant's emergency situation:

- the extent to which applicant cannot control the circumstances;
- the one-time nature of the event; and
- the applicant's degree of vulnerability.

Community Action Staff meet with local officials, emergency service providers, and agency personnel to establish procedures for weather emergencies. Additionally, a list of program participants who are at high risk of needs during weather and other emergencies is available for telephone and face-to-face safety checks. Communications, transportation, food, and shelter provisions are arranged for those in need.

Also, the Agency serves on the Warren County Citizens Corp, providing social services contact and transportation for the emergency response teams; and several agency Staff serve on Community Emergency Response Teams (CERT). CERT is a local grass roots training program which prepares local individuals to work gathering preliminary information for first responders. For example, local residents would respond to immediate needs of the neighborhood, locate other local residents, and evaluate damage to property. **This year in Hart County the CSBG County Coordinator volunteered use of the local Community Services office as the meeting location for a new CERT training and became certified.**

Homeless shelters in Logan, Monroe, and Warren counties provide emergency and transitional shelter to victims of domestic violence and to the general homeless population. The American Red Cross and county rescue teams respond to victims of natural disasters while an array of private service providers including but not limited to St. Vincent DePaul Society, local ministerial associations, and private churches offer emergency financial and food assistance. Specifically, the Agency has partnered with Good Samaritan of Franklin and Logan County, and St. Vincent DePaul in Brownsville and the city of Bowling Green to assist the low-income through direct referrals and enhanced collaboration regarding food assistance. In Brownsville we also partner with another local faith-based partner to provide food assistance and other immediate needs such as coats in the winter and fans in the summer for low income individuals.

Local Community Services offices provide assistance through the Emergency Food and Shelter Program to households experiencing economic emergencies. Eight Community Services offices maintain an emergency food pantry, and the remaining two work closely with local food pantries to maintain a referral source for needy households. Emergency food and clothing supplies are maintained by most agency offices. Community Action of Southern Kentucky Staff routinely solicits the donation of these types of items and issue donated foods to eligible program applicants. Staff members in many of our offices cooperate with United Way Feed the Need, the Postal Food Drive, the local Boy Scout "Scouting for Food Drive", and other organizations to stock on-site emergency food pantries. Program applicants in need of emergency food, shelter, or clothing are assisted in the following ways: pantry services, clothing banks, food/shelter vouchers, church food vouchers, and referrals to other local emergency service providers. Staff

routinely advocate on behalf of program participants to obtain emergency transportation or transportation to essential services.

Furthermore, Low Income Home Energy Assistance Program (LIHEAP) is offered to households in a home heating crisis. This year 5,665 households received assistance during the Subsidy component and an additional 4,711 households received assistance during the Crisis component of LIHEAP. During the winter months, *Operation Warm Hearts*, a program with Warren Rural Electric Cooperative Corporation (WRECC), provided emergency assistance to low-income households. During this year's *Operation Warm Hearts*, WRECC customers donated approximately \$5,571 providing both income management assistance and emergency payment assistance forty-five households. Community Action of Southern Kentucky collaborated with Farmers Rural Electric Cooperative to offer *Operation Warm Hearts* to customers serviced by them. Last year \$3,859 was donated and twenty-three households received assistance. During FY 11, Atmos Energy invited their customers to participate in Sharing the Warmth, to assist low income Atmos customers with heating costs. Atmos contacted Community Action to distribute these funds to persons in need. Last year, \$14,480 was donated and eighty-four households have received assistance.

Community Services staff work with the Kentucky Vision Program and local Lions Clubs making referrals and filling out applications for vision screenings and eyeglasses. Routinely, Community Action serves as a screener for other programs requiring income guidelines and verification. The Refugee Services staff are often making appointments and providing transportation services to the Health Department when working with families. Additionally, Community Action has a Clothing Warehouse located in Allen County where individuals and families can get clothing they are in need of or staff can access the Warehouse on the client's behalf.

Employment services are offered through the Employment Enhancement Program or on a case-by-case basis depending on what the client's needs may be. Agency staff are willing to work with clients to review applications, resumes, and make referrals when and where appropriate.

Needs

Limited funding precludes any service provider from completely satisfying the demand for emergency financial assistance and other tangible necessities. Economic fluctuations affect households' ability to plan and to provide adequately for current and future needs of all household members. Uncontrollable market variances, such as increase in home energy prices, distress the financial focus of even relatively stable households and individuals.

In the last several years the number of new families seeking services continues to increase. Community Action of Southern Kentucky continues to see new households applying for assistance each year. Furthermore, in FY 09 only 107 households reported having zero income however that number increased to a resounding 608 households reporting zero income in FY 12.

One of the local shelters in our services area, Bowling Park in Metcalfe County, closed its doors last year. Due to an outbreak of bedbugs the shelter was forced to close for clean up. After the

bedbug contamination was clean the shelter succumbed to insurance premiums and closed permanently.

In more rural counties, there can be a sense of isolation. Transportation is limited and may be are no or limited supports for accessing services. Numerous existing services are fragmented and fail to recognize interrelated problems and causes. Eligibility requirements for assistance vary widely among agencies. Many communities need access to an unrestricted source of assistance that can respond to forces beyond the control of vulnerable populations. Local non-profits are faced with providing more services with the same amount of funding and many times with less funding.

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

Strengths

To supplement the diets of low-income households within our community, a variety of public nutrition programs exists such as free or reduced cost breakfasts and lunches, Food Stamps, and Summer Food Service Program. County Coordinators provide referrals to Women, Infants, and Children (WIC), Expanded Food and Nutrition Education Program, elderly nutrition programs, church food pantries, the local Department for Community Based Services, and provide food through the local food pantry to low-income families who are in need. Eight counties maintain an emergency food pantry in the Community Services Office to assist with food needs. In Edmonson County, the Agency works directly with St. Vincent de Paul to provide food vouchers to those individuals in need. Additionally, Senior Services in all ten counties is the key contact for the vouchers for the Farmer's Market.

When the school season ends, the Agency sponsors the Summer Food Service Program in six of the Barren River Area counties. In four other counties, the school systems provide the service with the assistance from County Coordinators as needed. The Program is the single largest Federal resource available for local sponsors who want to provide nutritious food to children while school is not in session. Last summer, the Agency served approximately 9,784 meals thru June and July across 19 sites. There was an average daily attendance of 239 children participating in the program in 2012.

The Body Mass Index of children in our Head Start program area is very high with one hundred and thirty-four children being served by a medical professional for being overweight. Head Start staff work with families and children in a variety of ways to address this issue. Assistance is provided by: as least twice annual growth assessments of children, documented conversation with families to identify and develop a plan for improvement, referrals to the child's health care provider and/or nutritionist, address physical activity during the Head Start day and at home, nutrition activities in the classroom, materials sent home with children to address nutrition, training at parent meetings, and provide nutritious meals according to USDA guidelines to children. To combat obesity, all teaching staff are trained in "I am moving, I am learning" and are incorporating two hours of moderate to vigorous physical activity in classrooms per day.

In Monroe County, the County Coordinator works directly with the local Judge Executive's Office and Community Outreach, local homeless shelter, to provide commodities at three different sites in the rural community and the Senior Center Manager distributes approximately 200 senior commodities through the Senior Center. In Butler County and Simpson County the Agency is the sponsor for the commodities program serving approximately 405 families between the two counties on a monthly basis. In Edmonson County, Agency Staff coordinate the monthly commodities program for senior citizens for approximately 160 households. The Glasgow Housing Authority partners with the Agency to distribute commodities monthly to senior citizens in the Glasgow and Barren County Community.

Throughout the year, several local groups and organizations have organized food drives, which benefit the Agency's local food pantries. Local Boy Scout troops and local church groups as well as the National Association of Letter Carriers have collected and donated numerous food items for the local community. Annually, United Way of Southern Kentucky held a region wide food drive titled "Feed the Need" in Allen, Barren, Logan, Simpson, and Warren counties. Volunteers were on hand two days to pass out suggested items lists to customers as they entered stores and help manage donations. Volunteers also were at the main drop off site in each county helping sort and package the donated items. "Feed the Need" was created last year in response to the increased need in our communities for resources. After speaking with the local food pantries that benefited from the drive last year, it became abundantly clear that the need for this drive continues this year. Last year 52,030 items were collected and distributed to these local food banks and this year's event is scheduled for April 12.

The Garden Program is designed to assist households in growing their own gardens. Households are given vouchers for fruit and vegetable plants and/or seeds and fertilizers to begin a garden. County Coordinators collaborate with local county extension offices in an attempt to educate households about productive gardening tips. Most households save between \$200 and \$500 in food cost per year due to the productivity of their garden. For example, in preparation for the Garden Program, the Edmonson County Coordinator contacted the Extension Office and worked to develop a Garden Expo to generate interest in gardening and preservation classes, approximately 95 people attended. Community partners in attendance presented and/or demonstrated information related to gardening, soil preparation, food preservation, and the importance of bees in the garden. The County Coordinator worked with Kentucky Nutritional Education Program (KYNEP) and Expanded Food and Nutrition Education Program (EFNEP) Agents to schedule follow-up classes. Additionally, garden kickoffs were held in Allen, Hart, Logan, and Metcalfe with a total of 41 participants involved. Cooking classes scheduled throughout the growing season generates interest for healthy eating and safe preservation of garden produce for the pantry and freezer. New recipe ideas, along with couponing and different methods of cooking, and using leftovers, educate individuals and families in stretching the food dollars that are available. These classes show participants many cost saving techniques that are a great value for our low-income families.

The Simpson County Coordinator works with a local church, the Housing Authority and the local extension office to offer gardening to interested individuals who may not have land for a garden. Individuals or families are assigned a plot of ground they are responsible for gardening. The vegetables and fruits that are produced in that plot belong to the assigned individual /

families. Basic gardener classes are taught at the Community Gardens by the local high school Agriculture Department, to assist those who have little to no experience with gardening. Community Action's RSVP Program, has taught participants how to recycle and make their own fertilizer which they can use on their gardens and not worry about pesticides or costs. The Garden Program is directly related to nutrition and teaching clients to conserve food cost. It also gives them a sense of pride and accomplishment as well as promotes good health and eating habits.

This year, Community Action was approached by Feeding America to participate in their Farm to Food Bank Program in Simpson County. Twice a week a community business would pick up fresh produce in a neighboring county and the CSBG County Coordinator would arrange volunteers to distribute the produce throughout the community. The program, itself, is not income limited however concentrated efforts were made to deliver to low income areas in the community. Additionally, the local Wal-Mart contacted the Feeding America to make weekly surplus donations to be distributed with the Farm to Food Bank Program. This was not old or unusable produce but fresh from the truck corn, grapes, oranges, kiwi, mango, lemons, cherries, blueberries, plums, carrots, and honeydew melons among other items. Community Action staff worked with community partners to offer food demonstrations and cooking tips for food items they were distributing in the community. Many individuals received produce they have never had the opportunity to buy such as mango, avocado, and kiwi. Between July and December 2012, 110,988 pounds of food was distributed throughout Simpson County.

The Salvation Army in Warren County, Jesus Community Center in Logan County, and Community Outreach in Monroe County provide hot meals to individuals in distress, and the Good Samaritan in Logan and Simpson counties assists with food needs through local food pantries. The Barren River Area Safe Space provides hot meals to individuals in their domestic violence shelter. Additionally, on Saturdays, Meals, Inc. in Warren County provides warm meals to senior citizens. In the past year, Christ Episcopal Church started providing lunch one day each week to individuals in need and Hotel, Inc. started a Street Outreach Program for homeless serving a meal one evening each week.

The Agency's Senior Services provides meals to senior citizens in the local Senior Center as well as to senior citizens who are not physically able to attend. These seniors who cannot attend at the center receive nutritious meals at home through this program. In Warren County alone, 64 seniors receive a daily meal from this program. Additionally, each low-income Foster Grandparent receives a meal every day they serve during the year. Currently, all Foster Grandparents meet the low-income criteria.

God's Food Pantry in Allen County, Food from the Heart in Edmonson County, St. Vincent de Paul in Brownsville, Revenna Baptist Church in Metcalfe County, and the local American Red Cross chapters collaborate closely with the Agency to ensure food supplies and services are provided for the low-income community.

Needs

According to the USDA Economic Research Service, one in six Americans, 14.9 % of US households did not have access to enough food to meet their basic needs and over forty percent

of low-income children live in hunger or at-risk of hunger. A recent U.S. Department of Agriculture study determined that 49 million Americans - 17 million of them children - were unable to consistently get enough food to eat. Nearly 18 percent of households, virtually unchanged since previous studies, were having trouble finding food, the highest number recorded since the agency began measuring hunger in 1995. Feeding America, the nation's leading domestic hunger relief organization shows 16.8% of Kentucky families, and 24.1% of Kentucky's children under the age of eighteen were living with food insecurity.

The Backpack Program, through Feeding America, is one way that many organizations and schools try to meet the needs of children in our school systems. Children are identified by school personnel as being hungry, or food insecure, and referred to the program. This program sends backpacks filled with food home with children on weekends, food that is child-friendly, nonperishable and easily consumed. In Edmonson County, the University of Kentucky Cooperative Extension Service partnered with Feeding America who had previously received grant funding to operate the Backpack Program. Through donations and grant funding 83 students receive a bag a week to combat hunger. Last year, the grant funding ended and the Edmonson County Cooperative Extension Service was notified that they would need to seek donations in the amount of \$100 per child per school year to feed the 83 children they served. Due to lack of funding, UK sought donations and applied for Emergency Food and Shelter Funds but the difference in amount led to twenty-two less children being served.

According to the Center for Disease Control and Prevention, Kentucky's adult obesity rate is the 9th highest in the nation at almost 31.3%. Locally, the Barren River District Health Department studied obesity in children within the district. They found, among sixth grade students surveyed, thirty percent of children had *BMI's* (Body Mass Index) equal to or greater than the 95th percentile. This is compared to 15% nationwide.

In 2011, the local Angel Food Ministries closed operations. This service was used to help individuals and families buy food for less closed in our service area. Angel Food Ministries sold vouchers for food boxes that would last a family of four for one week for the cost of \$30 plus tote rental of \$4. In Allen County, Community Services and Retired Senior Volunteer Program (RSVP) jointly shared in the process of getting residents signed up with Angel Food Ministries and providing volunteer services on distribution day to hand out Angel Food orders. The Agency's Community Collaboration for Children Program allocated \$2,000 or approximately 65-70 vouchers and totes annually as a faith based initiative to help families served in the community.

The TFAH report also states the current economic crisis could exacerbate the obesity epidemic. Food prices, particularly for more nutritious foods, continue to rise, making it more difficult for families to eat healthy foods. At the same time, safety net programs and services are becoming increasingly overextended as the numbers of unemployed, uninsured and underinsured continue to grow. In addition, due to the strain of the recession, rates of depression, anxiety and stress, which are linked to obesity for many individuals, also are increasing.

This year the Barren River Community Health Council published results from a study conducted in our service area during 2012. The results indicated obesity being a priority health issue in our

ten counties. Furthermore, the study reported that high rates of obesity may be caused by environment, income, education, and poor diet among other things. Many of the individuals and families we serve do not have resources available to purchase nutritious food which often cost more. They may also lack educational resources to understand the benefits of nutrition, diet, and exercise as they are struggling just to make ends meet.

The sequestration and potential funding cuts also affect nutritious supplies or services that may be needed to counteract starvation or malnutrition. Many seniors in the local service area receive services from the Barren River Area Development District's Aging and Disability Resource Center Programs. The program provides hot, home delivered meals weekdays to those who qualify and has a waiting list of others who need services. This program is facing an 8% cut resulting in \$90,000. These cuts could affect the 586 people receiving meals and impact the 900 on the waiting list.

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

Strengths

Agency staff continues efforts to increase both public awareness and public involvement in Agency program activities. A systematic public information program will continue in each county to include distribution of Community Action of Southern Kentucky's Annual Report, Agency brochure, and program fact sheets. There are also numerous opportunities within the Agency and throughout the community to assist low-income individuals in achieving greater community involvement. For example, within the Agency, low-income individuals serve as volunteers in service delivery, as consultants to advisory councils, as program planners for programs, and as participants in the Community Needs Assessments.

Children's Services has one of the largest volunteer pools within the Agency; Head Start parents are encouraged to volunteer in many capacities within many Agency programs. Head Start volunteers can volunteer to do numerous activities for the children and program. Some of the activities include reading to the children, assisting teachers, and planning holiday parties.

Through the Recovery Act Funds a Public Information Coordinator position was created and sustained when ARRA funding ended. This position allowed the Agency to educate the community about poverty and our services. The Public Information Coordinator has been responsible for maintaining current research information regarding employment, education, and health in order to prepare a wide range of communications and information materials including press releases, fact sheets, brochures, articles, and news letters; arrange and coordinate press conferences, special events, and opportunities for public input; make presentations at public meetings and to organizations, clients and groups to explain projects and programs.

CSBG provides space in outreach offices for Kentucky Homeplace (access to medical, social and environmental services *at the lowest cost possible*), Vocational Rehabilitation, and Social Security Administration to reach low-wage workers, seniors, and others. CSBG staff work with numerous local churches and other faith-based organizations to screen clients for eligibility.

CSBG provides space for meetings such as Regional Continuum of Care, Emergency Food and Shelter, and HUD Homeless Management Information Systems training (HMIS), and operational

costs of program outreach (media, news releases, staff time, client services, etc.), space and/or personnel cost to provide Poverty Simulation workshops (a role-playing workshop that offers an opportunity to learn more about the reality of living in poverty) free of charge to the community. Staff serve as members and/or officers on other Agency Boards/Councils/Committees making decisions affecting their communities including staff who serve/served as, Secretary of Family Resource Youth Service Center, Secretary of the local Welfare Committee for the Salvation Army, Secretary of the Repair Affair Committee, Secretary of the Hart County Safety Committee, Chair of the local Inter Agency Council Meeting (Vision), Family Self Sufficiency Program Coordinating Committee, Family Resource Advisory Council, 4-H Extension Council, ASAP(Substance Abuse Prevention Program) Board, and United Way allocations Committee, to name a few. The Agency's CSBG Director is a Nationally Certified ROMA Trainer/Mentor and provides assistance to other agencies and/or trainers throughout the State when requested.

In the past year, Community Action became activity involved working with refugees. This involvement has allowed for Community Action exposure in sections of the community where we previously didn't have a lot of impact. One staff member for Refugee Services serves on the International Community's Advisory Council and has also offered Swahili classes to the public to better enhance communication. Refugee staff attend weekly and monthly meetings with the International Center and community partners to further educate and network resources for this population.

In many Agency offices volunteers are used to meet the needs of programs, services, and office efficiency. In the Community Service's offices, workers use volunteers from the Kentucky Transitional Assistance Program (KTAP). These volunteers serve in a variety of roles within their placement office including service delivery, as consultants to advisory councils, as program planners for programs, linking individuals to other programs and services, to refer individuals to community projects including but not limited to school activities, and neighborhood clean up, as assistants for the Low Income Home Energy Assistance Program, as managers for the Clothing Warehouse, as receptionists for the local offices, as site supervisors for the Summer Food Service Program, and as participants in the Community Needs Assessments.

Volunteers are also active in many of the Senior Centers. For example, in Logan County, Senior Center Volunteers do everything from wrapping silverware and riding meal routes to actually managing a meal delivery route themselves or overseeing the daily activities of a center when staff are needed elsewhere.

Retired and Senior Volunteer Program (RSVP) is a volunteer program funded by the Corporation for National Service and began nationally in 1971 and locally in 2003. RSVP volunteers are 55 years of age or older, willing to serve on a regular basis without compensation, and reside in or nearby the community they serve. RSVP participant sites include but are not limited to local law enforcement agencies, Head Start, and local health departments. One hundred and forty-eight RSVP volunteers are active within Allen, Barren, Logan, Simpson, and Warren counties provided 19,855 volunteer hours during FY 2012.

The Foster Grandparent Program began in 1965 as a national effort, and locally, the program began in 1981 with seven Foster Grandparents. Today in ten counties, ninety-nine Foster

Grandparents, age fifty-five and older, work at forty-two different sites with two to four children each. The Foster Grandparents work with children who have special needs such as physical, mental, or emotional disabilities as well as with those who are in the juvenile justice system. The children as well as the Foster Grandparents benefit from the average of 20 hours per week of individual attention and assistance.

Community Action of Southern Kentucky continues to involve faith-based organizations and groups in the activities of the Agency. In Butler County, local churches collect personal hygiene and household cleaning items for low-income families, and Gasper River Association partners with the Agency to distribute USDA commodities. Other church groups have come together to help make mats for the homeless, recycling project with RSVP, using plastic grocery bags and in many counties, local churches supervise Summer Food Service Program sites.

An advantage of being located close to the University is student involvement. Many students throughout their coursework need to fulfill volunteer hours, internships, or practicum. Fortunately, Community Action of Southern Kentucky has licensed staff that are willing to supervise these volunteers and interns in their departments.

Advocacy services are provided to program participants in virtually all of the CSBG service areas. Agency staff serves as spokespersons for low-income households and links with the private sector and public sectors. Community Services Staff routinely serve as authorized representatives of program participants during food stamp re-certification and similar services. The Agency presents issues related to poverty to the public by way of media exposure, public speaking, community contacts, and board/advisory council membership. Research and policy papers will continue as an Agency function to describe the needs in our service area and propose solutions to identified problems. Staff will continue to receive training that will equip them to advocate on behalf of low-income individuals including families with children, the homeless, pregnant adolescents, and the elderly.

Community Action of Southern Kentucky used CSBG funds to purchase the Poverty Simulation Training Kit. The Agency's Associate Director and Community Services Program Director were both trained as facilitators for the Simulation and to date have provided five Poverty Simulations throughout the service area. The Poverty Simulation Workshop is a role-playing experience that offers the opportunity to learn more about the realities of living in conditions of poverty. Participants enter the workshop with an assigned identity and family profile and role-play the lives of single parents trying to care for their children to senior citizens trying to maintain their self sufficiency on Social Security. The task of each family is to provide food, shelter and other basic necessities during the simulation while interacting with various community resources staffed by low-income volunteers. Participants experience one month of poverty compressed into the real time of the simulation (generally three hours total). Afterward in the debriefing, they share insights of experience, often expressing frustration, sadness, and stress. The participants thus far have a vast array of backgrounds including DCBS staff, elected officials, community partners, housing, police, educators, local government, media personalities, and others. The request for Poverty Simulation Workshops has continued to increase as it becomes more publicized. Last year, the Agency facilitated five Poverty Simulations across the BRADD region with approximately 309 participants from around the State.

Needs

The public continually needs to be educated about Community Action and about the services provided to low-income individuals and families. They need to know what has taken place during the last forty-eight years and what still needs to be done. The public needs to know our mission and purpose is not a hand out but a hand up that so many of our neighbors and friends need during this economic hardship. Research and policy papers need to continue and be stronger in the fight for funding when describe the needs in our service area and propose solutions to identified problems.

The public needs to be educated about the sequestration and what that means for local agencies and services currently provided. Newspaper articles during the last few weeks/months began to highlight the impact these cuts could have on local agencies however community members need to be educated as to what they can do to help. During this time of uncertainty, every voice is needed to shed light on the cause and devastating effects that may happen.

Communities would benefit from increased recruiting of lower-income households for volunteer services. Outreach activities for volunteer recruitment need to be tailored to the specific needs of lower-income households (i.e. it is hard for people who do not live 'in town' to be as involved, consider your agency dress code and make exceptions). Utilizing this population in mainstream activities is a compelling means of combating some attitudes that can contribute to chronic, intergenerational poverty and to negative perceptions of lower-income households. We need to educate the community and change 'It's not my problem' thinking. Poverty impacts everyone.

Continued education to local businesses and agencies about the mission of Community Action of Southern Kentucky will benefit the community. As more local businesses and agencies are educated about the importance of stronger families and communities, more collaborations between these groups and the Agency will ensue.

- 8. To remove obstacles and solve problems by establishing comprehensive, long term programs of family development which will help achieve goals, solve problems, and maintain self-sufficiency**

Strengths

Community Action of Southern Kentucky, Inc. and other community partners provide case management, advocacy, and referrals to promote financial self-sufficiency within low-income households. Community Collaboration for Children, Family Preservation and Reunification Programs, Kentucky Housing Corporation's Family Self Sufficiency Program, and Supportive Housing Program are just a few of the many community programs available to low-income households. Staff draw upon a multitude of resources and skills as the initial service plan evolves toward progressively greater self-reliance.

The Agency offers Access to Visitation Services in all ten counties of the Barren River Region. The program offers four primary services: Mediation, Supervised Visitation, Therapeutic Monitoring, and Neutral Drop-Off/Pick-Up. Access to Visitation Services are currently available via referral by the families themselves or community partners. The purpose of the

Access and Visitation Grant funded by the Cabinet for Health and Family Services is to support and facilitate non-residential parent's access to and visitation of their children, by means of activities including mediation, counseling, education, development of parenting plans, visitation enforcement and development of guidelines for visitation and alternative custody arrangements. When parents are separated, often it is the children who suffer not only from the disruption of the family, but also from the loss of routine and regular contact with a parent. As long as the safety of the child is given paramount importance, our staff works to maintain and strengthen family ties. The goals and objectives of the Access and Visitation Grant. The goals and objectives of the Access and Visitation Grant are in keeping with the agency's mission to strengthen family ties. From July 2012 through February 2013, the Access to Visitation program has received a total of eight (8) referrals. Eleven (11) families, 18 adults and 19 children have received supervised visitation services. One hundred percent (100%) of the non-custodial parents have increased parenting time with their children through supervised visitation program. Two (2) of the non-custodial parents have received therapeutic monitoring which includes parent education and counseling. Access to Visitation has mediated one (1) case to develop and coordinate a visitation schedule and develop a parenting plan/agreement that may be recognized by the court and decrease the amount of court involvement. The Access to Visitation program tracks child support payments from intake through closure and again at 6 month and twelve month follow up. The key operating philosophy is that the greater the access a non-custodial parent has to his/her child, the more likely he/she is to support his/her children financially, emotionally and socially. The Access to Visitation program tracks child support payments from intake through closure and again at 6 month and twelve month follow up. The key operating philosophy is that the greater the access a non-custodial parent has to his/her child, the more likely he/she is to support his/her children financially, emotionally and socially.

From July 2012 through February 2013, the Community Collaboration for Children's In Home Service's program has served a total of thirty two (32) families, 50 adults, and 66 children. There have been 207 visits and 462.25 hours of intervention. The parent education curriculum for the in-home services is Active Parenting Now which covers topics related to preventive and corrective teaching, handling emotionally intense situations, and helping children succeed in school. Parents received a completion certificate at the end of services. The Ages and Stages Questionnaire 3 is used to screen all children under the age of 5 to determine as a part of the assessment process and to initiate appropriate referrals as needed. The North Carolina Family Assessment Scale is used to assess area of strengths and areas of concern to develop the family goals. Families typically receive six to ten weeks of intervention.

The Supportive Housing Program (SHP) is designed to promote, as a part of a local Continuum of Care strategy, the development of supportive housing and supportive services to assist homeless persons in the transition from homelessness and to enable them to live as independently as possible. The goals of the program are to help homeless individuals and families to achieve residential stability, to increase their skill levels and/or incomes, and to obtain greater self-determination. The program places less emphasis on emergency shelter and crisis services, and a greater emphasis on projects that serve homeless individuals who are already removed from the crisis situation.

The Kentucky Housing Corporation's Family Self Sufficiency Program consists of families who enter into a five-year contract of participation that requires them to seek and maintain employment, to attend comprehensive homeownership counseling program, and to remain welfare-free for one year prior to expiration of contract. Through Community Services, case managers provide expertise that helps the participant establish short and long term goals as well as connect the participants to services and programs designed to help the participants.

Community Action is offering parenting classes focused on prevention of child abuse, neglect, building relationships, safety, and stability. Classes provide logical, practical teaching methods to help the child learn self discipline and encourage unconditional love for the child. Perfect parents do not exist, but through the sessions, parents learn a variety of logical techniques to use as a foundation for discipline. Topics include understanding child development, setting expectations, using consequences, being a teacher, using praise effectively and teaching your child self-control. Parents learn how to improve communication with their children, how to help their children succeed in school and how to encourage positive behavior and prevent misbehaving. Class discussions, peer support, homework assignments, videos and group activities will allow parents opportunities to learn, practice and share results with each other. Homework consists of question based exercises, which are worded in a way for parents to practically use these skills with their children. Role plays and demonstrations are used to practice parenting discipline techniques and skills. The class also includes guest speakers to discuss topics requested by the parents, such as nutrition, budgeting and child abuse prevention. Classes are offered to the public and also as a collaborative partnership with Haven 4 Change, a substance abuse treatment facility for women.

The Agency's Child Care Centers serve children age six weeks of age and older. Each center strives to provide age appropriate education in learning through play environment; caring and trained employees; nutritious meals; and a clean and safe environment. Funding is provided by parents' fees and CDBG vouchers for services and a decrease in subsidized payments from the Child Care Council of KY. In addition to financial support from various Agency programs, support is provided by the CDBG, Edmonson County Fiscal Court, Metcalfe County Fiscal Court, and Warren County Fiscal Court. Additionally, the Agency's Child Care Centers participate in the STARS rating system. STARS is Kentucky's Child Care Quality Rating System through the Early Childhood Initiative. Raters come in and look at health and safety, education, materials, and environment to determine the STAR level. For each STAR, a center receives a one time monetary award. In addition, with participation, centers are able to order non-consumable materials and supplies from local Early Childhood Councils without having to expend Community Action funds. Currently all Agency centers are STAR rated centers. In the past four years, through the addition of Little Scholars and a four year old preschool classroom, Community Action has increased the capacity of child care by seventy slots.

Community Services training strategies emphasize learning about other programs and opportunities for the improvement of daily living conditions of lower-income households. Community Services staff at all levels continuously share program information within the agency and with other community partners. Community Services staff assume an active role in local interagency networking for the benefit of lower-income households.

Go bg transit is a service operated by Community Action of Southern Kentucky for the City of Bowling Green. GO bg transit operates multiple transit services within designated areas of Bowling Green. The five (5) routes were recently redesigned and the new system was implemented on February 11, 2013. The focus of the redesign was to improve connectivity between routes, and between GO bg transit and WKU Topper Transit, and WKU South and Main campuses, providing a link between student housing and WKU Campus' with transfer points between systems to access shopping, restaurants, hospitals, and other local interest areas. The redesign also eliminates travel-time to the now-former central transfer station for two (2) routes, providing that time to expand service to other areas of the city; eliminates all railroad grade crossings, uses parallel streets to widen the corridor of service in the system, and increases sight distance at stops where possible. As a way to promote ridership on public transit, and help alleviate the shortage of parking spaces at Western Kentucky University, WKU purchases Student Passes from GO bg transit for \$40 per Semester Pass then sells them to students for \$10 a Semester Pass. A student who purchases the pass for two consecutive semesters of the three (Fall, Spring and Summer) semesters rides free the third consecutive semester. This pass is for unlimited rides on GO bg transit routes and shuttles. WKU Transit and GO bg transit have several joint stop locations which permit a student, faculty, or staff to transfer from one system to the other. GO bg transit operates four (4) routes Monday through Friday between 7 a.m. and 6 p.m. and one (1) route 6:30 am – 6:30 pm. All routes are fixed, four (4) with stops repeating hourly and one (1) with stops repeating twice hourly. Go shopping, the Saturday shopping shuttles has been rebranded as the Second Saturday Shuttle, operating the second Saturday of each month so riders can participate in the City of Bowling Green's Second Saturday events, and avoid scheduling conflicts with first Saturday holidays. The fleet consists of 22 vehicles, including 19 buses (all lift or ramp equipped) and 3 vans (1 of which is lift-equipped). Accessible vehicles are in use in all services to provide access for persons with disabilities.

Community Action of Southern Kentucky Community Services also partnered with Head Start and the Summer Food Service Program to bring awareness to the "Too Good for Drugs" Program operated by Head Start Centers to reduce risk factors of substance abuse and negative behavior while teaching positive decision making skills. This program works with the family holistically to build positive self esteem in children through an educational emphasis on substance abuse prevention through building self-efficacy. Head Start Center staff worked with children and families on identifying risk factors for addictive behaviors and building skills to overcome these risk factors. The program used the "Too Good for Drugs" curriculum which is a school based prevention program designed to reduce risk factors and enhance protective factors related to alcohol, tobacco and other drug use among students. The curriculum focuses on goal setting, decision making, bonding with pro-social others, identifying and managing emotions and communicating effectively. "Too Good for Drugs" has been designated a Model Program by the Substance Abuse and Mental Health Services Administration (SAMHSA). In addition to "Too Good for Drugs" the program uses "Second Step" curriculum as a supplement. The curriculum is used for preschool and elementary children to promote social and emotional competence while reducing aggressive and other negative behaviors. Parent meetings/trainings were also incorporated as an essential part of the program. During FY 2012, the "Too Good for Drugs" Program serviced one hundred and fifty-eight Head Start and school age children, two hundred and forty five children ages six to eighteen year olds from the Summer Food Service Program, and ninety parents or grandparents.

The Family Preservation Program, operated by Bellwood Home for Children, provides in-home specialists who are trained to work with families in crisis whose children are at imminent or serious risk of removal. The Family Reunification Program provides in-home specialists who are trained to work intensively with family members whose children, at time of referral, are in out-of-home care in order to prepare them for reunification. Children who have been in out-of-home care longer than seven days but less than 15 days of the last 22 months are eligible for services. Both used the Homebuilders Model to identify family strengths as well as areas of concern and work with family members to increase their ability to function as a unit. Additionally, both strive to provide emotional support, concrete services, teach methods/techniques for dealing with identified problems and empower parents to successfully confront those problems that have disrupted the family in the past by building upon identified strengths. The Family Preservation Program provides TANF eligible services as well; meaning they provide the same above mentioned programs to families that are income eligible under 200% of the federal poverty guidelines.

Needs

Expansion of programs regarding family development and self-sufficiency is a great need within the community. Family Preservation, Family Nurturing, and Too Good for Drugs are examples of programs designed to strengthen the family unit, encourage positive decision making and reduce high risk behavior. These programs empower parents and children with to take ownership of their actions and provide them with tools needed to achieve self-sufficiency.

The need of self-sufficiency programs within the community is greater than can be supplied by service providers due to a decrease in or lack of funding for these types of programs. Additionally, service providers must continue to increase coordination efforts within agencies and with other service providers in attempts to maximize resources and services available to clients.

Even though the Agency has made strides in increasing intra agency collaboration, intra agency case management could be facilitated and encouraged to minimize fragmentation of service delivery. The creation of a clearinghouse for client data could maximize effective use of a variety of programs.

The sequestration includes changes in funding for Community Action programs including reduction in the Community Services Block Grant. Without CSBG funding, the communities in 10 counties lose the #1 resource agency as stated by the Barren River Area Development District's FY 2012 Aging Needs Assessment Results. These communities would lose a trusted, local social service provider that takes on program responsibilities, fills gaps and works in partnership with faith-based and other organizations to help people in need be self-reliant.

Reduced CSBG funds the garden program and would limit the nearly 800 households provided with a \$20 voucher to grow vegetables for their families, meeting their needs much longer and healthier than food pantry assistance. The Garden Program enhances family time and is especially critical during summer months when children are home from school eating more. No new and innovative projects would evolve, such as meal stacking, food preservation and

preparation, which have evolved from the Garden Program. Food preservation classes and other opportunities including learning composting, making homemade laundry detergent, and financial literacy education, assist approximately 250 families per year toward achieving self-sufficiency. These initiatives are teaching people that \$20 dollars in seeds can produce so much more value when you learn other skills. Individuals and families have learned to save money and increase healthy eating habits. With the canning, freezing, and other preservation and preparation classes, individuals and families are able to be self-reliant for months and/or longer.

Reduced CSBG core funding could limit the ability for residents in three counties to have access to services at a one-stop facility. The Agency's Allen County facility and Education and Human Services Building in Warren county provides all services in one location, including those directly funded by CSBG, Head Start, Senior Center, Child Care, and other services. The Hart County location houses both CSBG and Senior services, and without CSBG support, the Senior Center would not be able to be centrally located and provide additional supports for our most fragile and growing population to be self reliant. The Resource and Development Center in Warren County provides CSBG services including Low Income Home Energy Assistance Emergency Food and Shelter, Food Pantry, Case Management, Employment Enhancement, Tax Preparation, and Garden Program, along with Child Care and Head Start under one roof through CSBG funds.

The City of Bowling Green's CDBG allocations were released and instead of monies provided to the agency for operations the city provided money for child care vouchers. While the vouchers will be beneficial for families the zero allocation for operations will result in fewer infant slots available.

Kentucky's Department for Community Based Services announced drastic measure to address an \$86.6-million shortfall in the 2014 fiscal year. The department announced major cuts to the Child Care Assistance Program which offers [subsidies to low-income families](#) so parents can work or go to school. At the moment, a monthly average of 23,700 Kentucky families, consisting of 42,000 kids, use the program, according to the Cabinet for Health and Families Services, which oversees the department. As of April 1, the department will freeze applications for the Child Care Assistance Program. There are a few exceptions—teen parents or children in protective service, for example—but, otherwise, no new families will get the subsidy once this measure goes into effect. And starting July 1, the department is reducing the eligibility requirement for the program from the current 150 percent of the federal poverty level to 100 percent.

- 9. To provide on an emergency basis for the provision of goods or services, health care, and related services, as may be needed to assure good health care**

Strengths

Health services are designed to assist program participants in receiving needed medical care or medical payment services. This is accomplished by referrals to health departments, vocational rehabilitation, physicians, Medicaid/Medicare, nursing homes, the Community Free Clinic, home health care, and other health services. Community Services Staff assess client needs for referral

services regarding substance abuse, teen-age pregnancy, and suicide prevention. Program participants are assisted in making applications to the Kentucky Vision Project, National Eye Care Project, Kentucky Children's Health Insurance Program (K-CHIP), and the Kentucky Physicians Care Program. Follow-up and support services include advocacy, application/insurance assistance, transportation, and prescription assistance.

Community Action of Southern Kentucky, Inc. assists numerous senior citizens with enrolling in the Medicare Part D Program. Through direct services provided by Senior Services at the local Senior Centers, low-income people with Medicare reduced their prescription drug costs by receiving benefits from the Medicare Prescription Drug, Improvement, and Modernization Act of 2003. Other Agency programs provided outreach and referrals to the Senior Centers for this service. Additionally, through the Senior Centers, senior citizens can benefit from health care services such as speakers, exercise, and screenings. Senior citizens can also benefit from transportation to medical appointments. The Senior Center Program Director has been trained to teach Tai Chi which is a good exercise for arthritis and recently, the Director and six Senior Center managers are trained to teach the Arthritis Foundation Exercises as well.

The Partnership for Prescription Assistance "Help is Here Express" bus tour partnered with Community Action of Southern Kentucky to help uninsured and financially struggling individuals access information on programs and provide prescription medicines for free or nearly free. The bus tour is part of the Partnership for Prescription Assistance (PPA) – a nationwide effort sponsored by America's pharmaceutical research companies – raising awareness of patient assistance programs and the need to effectively address the rising and alarming rates of chronic disease in the United States. Patients also learned about new medicines in development to fight chronic diseases such as cancer, heart disease, diabetes, and asthma.

Promoting oral health is an integral part of the overall well-being of our children, and necessary for their healthy development. Head Start supports children in the program in obtaining a dental home, an annual dental examination and follow-up treatment when needed. During the 2011-2012 Program year, 714 of the 791 children who attended the Head Start program at any time during the program year received a dental exam. Ninety-nine of the one hundred and thirteen children identified as needing treatment, received treatment prior to the end of the program year and others are continuing treatment through other months.

Community Action of Southern Kentucky is an active participant on the Barren River District Early Intervention Council and has a strong relationship with agencies that serve children with documented disabilities including the Commission for Children with Special Health Care Needs, First Steps and Regional Child Development Clinic. A representative from Life Skills Mental Health serves on Policy Council and staff from both the Commission for Children with Special Health Care Needs and First Steps serve on the Health Advisory Council. During the 2011-2012 school year, Community Action served 103 three and four year-old children (15%) with a documented disability including:

- 72 Speech;
- 1 Visual Impairment
- 27 Developmental Delay

• 3 Autism

The Barren River District Health Departments, as well as, Allen and Monroe Health Departments, provide preventive care services and environmental health services. Additionally, they provide the HANDS program, a voluntary home visitation program to parents at no cost. Participation in this program can start at any time during pregnancy and until the baby reaches three months of age and last until the child turns two years old. The program focuses on health, nutrition, safety, stimulation and development, and connecting parents to community resources. Some of the program goals are independence and self-sufficiency and ensuring all children are cared for in a loving, nurturing, stimulating environment. Western Kentucky University's Health Services provides numerous services to students, faculty, and staff including urgent care, annual examinations, internal medicine, and laboratory testing.

Last year, professionals from hospitals, health departments, health care facilities, schools, community organizations and the university joined to form the Barren River Community Health Council which facilitated a Community Health Assessment in our service area. The members of the Council sought input from peers, constituents, employees, organizations, and families considering local health indicators, priority health concerns, local and national experience of "what works", which conditions and forces contribute to, threaten, and impact our health, and strategies to address the issues. The results were released this year and five priority issues were identified; Cardiovascular Disease, Diabetes, Obesity, Lung Cancer, and Drug Abuse and Addiction. A plan for 2013-2015 has been put in place with various workgroups taking different initiatives to task to educate the communities served.

Many of our counties are plagued with extremely high rates of teen-age pregnancy. Sixty percent of the counties served by the Agency have teen pregnancy rates above that of the entire state. Adolescent pregnancy is recognized as a primary precursor of poverty status. In response to this apparent need, several counties have teamed with Cooperative Extension Service and Youth Service Centers in the local counties to develop a series of educational sessions for pregnant adolescents. Topics include but are not limited to pre-natal care, parenting skills, developmental activities, and infant nutrition. In Metcalfe County, community partners including but not limited to Adult Education, Metcalfe County Health Department, Metcalfe County schools, and Community Action of Southern Kentucky collaborated for the annual Baby Open House. During September 2012, a total of thirteen expectant mothers, received a variety of child focused information regarding nutrition, health needs, child development, education, child safety and care.

In FY 11, Community Action sent five staff and/or volunteers to participate as leaders in the Stanford University evidence based Chronic Disease Self-Management Program training. Last year an additional 5 staff and/or volunteers were trained. This workshop is now offered in our service area for two and half hours once a week for six weeks in senior centers, churches, libraries, and hospitals by non-health professionals to address ways individuals can manage chronic illnesses. The Self-Management Program does not conflict with other existing programs or treatment. It is designed to enhance regular treatment and disease specific education such as Better Breathers, cardiac rehabilitation, or diabetes instruction. The program is especially

helpful for those with more than one chronic condition as it gives them the skills to coordinate all things needed to manage their health and keep them active. To date approximately 55 individuals have participated in classes provided by Community Action.

Primary Care Centers provide equal access to medical and dental services to Medicaid and uninsured clients, including laboratory services and case management. Additionally, the Centers participate in pharmaceutical assistance programs. In the city of Bowling Green, the Fairview Health Clinic expanded services. The clinic provides medical services including prescriptions to the working poor and low income on a sliding scale. Due to these services, individuals have received care at this facility instead of the local emergency rooms. Within the Fairview Health Clinic, Bosnian and Hispanic translators are available.

In the Barren River Area Development District, eight hospitals offer services including surgical services and emergency services. Additionally, health clinics are available in local communities to address health concerns and needs. Community free health clinics that offer free medical and dental services to working individuals without health insurance coverage or Medicaid are available in Warren, Metcalfe, and Barren counties.

Kentucky Homeplace, which was established in 1994 by the Kentucky General Assembly, was originally developed by the UK Center of Excellence in Rural Health as a demonstration project and was funded by the Kentucky Cabinet for Human Resources. Kentucky Homeplace employed people from the local community as Family Health Care Advisors (FHCA's). The FHCA's were trained to provide a variety of health and social services to people living in their communities including but not limited to providing health information; notifying participants of services available in the community, state, or nation; referring to agencies or providers; making appointments for participants; speaking to agencies or providers on behalf of participants; and helping arrange transportation, where available. Kentucky Homeplace provided services in all ten counties served by the Agency, and in Butler and Allen counties, FHCA's utilized space in the local Community Services office.

Numerous mental health agencies address mental health, developmental disabilities, and substance abuse. LifeSkills, Inc., the local community mental health center, Hope Harbor, the local rape crisis center, and Barren River Area Safe Space, the local domestic violence shelter, offer free or reduced mental health services to the community. In addition, WKU offers free mental health counseling to its students.

Eight out of the ten counties in the Barren River Area Development District are designated as Medically Underserved Areas (MUA) by the U. S. Public Health Service. Four of the ten counties are designated as Health Professional Shortage Areas (HPSA) in the area of primary care: Allen, Edmonson, Hart and Metcalfe. Access to care due to a lack of health care providers and / or the ability to pay for services is the primary reason cited by the individuals for not seeking health care. The Institute for Rural Health Development and Research at Western Kentucky University (WKU) attempted to address many of the health disparity and access issues faced by this population. Their Mobile Health and Wellness Unit focuses on student engagement and community service throughout the entire Barren River area. In collaboration with other community based organizations and private businesses, the Unit provides health screenings to

the area's population along with health education. To accomplish this, the Institute engaged numerous undergraduate and graduate students from WKU. In addition, dental care is provided as well as vision screenings, eye glasses, influenza and pneumonia immunizations for the senior population; lifestyle programs tied to diabetes management, heart disease prevention and maintenance and smoking cessation.

Needs

According to United Health Foundation, Kentucky has the following statistics for 2011:

- 24.8% of Kentuckians smoke;
- 17.5% of Kentuckians are without health insurance;
- Approximately 1% of deaths are related to heart disease; and
- Less than 1% of deaths are related to cancer.

Many households lack health care coverage, and the high cost of medical treatment may deter many from routine screenings or visiting the doctor before an illness becomes overwhelming. For example, low-income individuals work as temporary or part-time employees, and therefore, they receive no health care benefits within their employment. Due to rising costs of health insurance and mass layoffs by industries over the last two years many more people are having difficulty keeping health insurance for themselves and their children.

Community Action regularly accessed the Prevent Blindness Healthy Eyeglass Program to assist individuals and families with vision concerns. In April 2011, the program stopped taking applications as they reassessed their funding allocations and how to best help families.

Broader access to services is needed for low-income individuals. Employment, transportation, childcare, and health care cost could all detour someone from seeking routine and preventative screenings. Traditional hours of operation may not meet the needs of many who face these types of barriers on a daily basis. This year, the Fairview Health Clinic closed its Butler County office. Fairview Health Clinic provides medical services including prescriptions to the working poor and low income on a sliding scale. Due to these services, individuals have received care at this facility instead of the local emergency rooms. This closing will cause a hardship for individuals seeking affordable health care and force many to once again seek services in the Emergency Room or travel to other counties.

Our Community Needs Assessment identified Health as a growing need in our service area. Often the clients we serve have no health or dental insurance and insufficient funds to cover any extenuating costs. Community Action continues to look for partnerships to assist with local health, vision, and dental issues to alleviate eliminate this barrier to addressing several specific needs including, health, income management, linkages, and self sufficiency but also indirectly employment. As we have begun working with more refugees this last year we have noticed additional barriers to services for foreign born. Lack of services providers and language accommodations top the list of barriers for this population.

(iii.) Describe the coordination and established linkages between governmental and other social programs to assure the effective delivery of such services to low-income individuals;

Community Action of Southern Kentucky seeks to address poverty through linkages between governmental and other service programs as well as through agency services. Volunteer recruitment, fundraising, participation and leadership in inter-agency groups, and presentations to the community-at-large; impact the coordinated effort of service providers within the community. Additionally, Community Action of Southern Kentucky reaches the public through media releases to local newspapers, radio stations, internet, and television stations.

Community Action of Southern Kentucky participates in and with boards and committees, such as, Family Resource and Youth Service Centers, literacy councils, and Continuum of Care that address low-income interests. The Head Start Policy Council meets monthly to discuss funding, policies, procedures, and issues specific to the children we serve and our Foster Grandparents have a monthly In-Service to receive training and learn of services available to them within the Agency and in the community. Specifically, the County Coordinator in Metcalfe County is the Secretary for the local Salvation Army and the County Coordinator in Hart County is the Secretary for the local Repair Affair Committee and Secretary of the County Safety Committee. The County Coordinators and Director of Community Services carry out the linkages and coordination efforts; yet, numerous staff throughout the agency participate with linkage and coordination efforts.

Regional DCBS staff, including the SRA, supervisors for Protection and Permanency, and Family Support meets approximately four times per year to discuss program services and upcoming changes. These meetings serve as a way for staff to exchange information and continue to build a strong partnership. Typically, these staff also attend the CCC Network meetings to provide information to other community partners. Many times information at the CCC Network meetings is shared and discussed regarding food stamp application process, out of home placements, and reports of child abuse and neglect.

Community Action of Southern Kentucky coordinates the Low-Income Home Energy Assistance Program (LIHEAP). Through this program low-income households are assisted with heating costs. Through the coordinated efforts of service providers such as Department for Community Based Services, Family Resource and Youth Service Centers, and United Way of Southern Kentucky agencies, LIHEAP continues to provide needed services to low-income households.

Community Action of Southern Kentucky is actively involved in the coordination of the Emergency Food and Shelter Program (EFSP) Board of Directors. The Emergency Food and Shelter Program provides assistance to eligible households with emergency rent, utility, or food needs. Community Action of Southern Kentucky has served as the local convener of the board for many years so local agencies can access these funds.

Community Action of Southern Kentucky participates as a host site for the Workforce Investment Act's Summer Youth Employment Program. Local youth apply for paid and unpaid summer work positions through the local Barren River Area Development District. Youth are

then placed with host agencies during the summer months and are able to gain meaningful work experiences, invaluable opportunities to learn about career opportunities, and to gain the skills necessary to succeed in the workplace.

The active involvement of government officials on Community Action of Southern Kentucky's Administering Board of Directors and the Emergency Food and Shelter Board assures the awareness and involvement of local government in effective service delivery to low-income households.

This year Community Action of Southern Kentucky became the facilitator for the Barren River Asset Building Coalition. This is the fifth year Community Action of Southern Kentucky has been involved offering free assistance with tax preparation in several counties. Other partners in the coalition are AARP, the local refugee center, a domestic violence shelter, banks, local volunteers, and the local public libraries. Community Action of Southern Kentucky is responsible for four of nine free tax sites, Allen, Edmonson, Monroe, and Warren counties.

(iv) Describe how the agency will encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community;

Community Action of Southern Kentucky is committed to the collaborative efforts with the private sector in efforts to ameliorate poverty in the community. Currently, the Community Services Program benefits from in-kind contributions of goods and services from private entities in local communities. For example, in Allen County, Kids Warehouse, a clothing distribution center, exists due to donations from community members, and in Logan County, the *People Need People* column within the local newspaper allows local citizens to donate specific items to meet specific needs of low-income households. Likewise, the Bowling Green Daily News in collaboration with United Way of South Central Kentucky includes a weekly listing of needs for individual families, *Friend In Need*, reported by the agencies, and the newspaper reports the positive responses to reinforce public contributions.

For some time, Kentucky Utilities has been involved in *Project Winter Care*, Warren Rural Electric Cooperative Corporation (WRECC), and Farmers Rural Electric Cooperative (Farmers RECC) involved local customers in a program titled *Operation Warm Hearts*, which assisted low-income families with heating costs. WRECC and Farmers RECC customers donated funds to provide assistance to households at or below 130% of the Federal Poverty Income Guidelines. In addition, WRECC provides energy evaluation self audit packets to the homeowners. Once the self-audit is completed and mailed in, WRECC compiles a written report for the homeowner. The report will recommend improvements to make the home more efficient. There is no cost for this service and is available through all WRECC offices. Atmos Energy has invited their customers to participate in *Sharing the Warmth*, to assist low income Atmos customers with heating costs. Atmos contacted Community Action to distribute these funds to persons in need.

County Coordinators maintain communication with the Department for Employment Services, local employment agencies, and local employers in regards to employment opportunities. Through Chamber of Commerce membership, the Agency has opportunities to communicate with local employers and business professionals while investing in the future of business in the

specific community. The CEO/Executive Director serves on the Workforce Investment Board of Directors, while the Associate Director serves on the Chamber Talent Committee.

Numerous private groups such as the Boys Scouts of America and National Association of Letter Carriers organize food drives and disperse the collected food to agencies for low-income households. Faith-based organizations within the local communities such as ministerial associations, local churches, and the Good Samaritan are an excellent resource for many clients. The Agency continues to work closely with organizations, specifically churches, which are recipients of Second Harvest food to ensure non-duplication of services and linkages for low-income participants. In Logan County, First Baptist Church sends \$25.00 per month to assist with *People Need People*, Calvary Baptist Church in Bowling Green provides meals to those in need, and Pamida, a local grocery store donated \$1,000 in Hart County to be used as needed for the food pantry.

Several years ago, United Way of Southern Kentucky recognized a need for additional food donations in the communities they serve. In response to that need, a two-day “Feed the Need” food drive was organized in Allen, Barren, Logan, Simpson, and Warren counties at local grocery stores, as well as, other locations serving as drop off points for the public. Community Action was a recipient of food donations in all five counties. This year “Feed the Need” is looking to expand in Butler and Edmonson counties and has contacted Community Action to receive donations. The food drive is scheduled for April 12.

The CEO/Executive Director is very involved with the Noon Rotary Club in Warren County. Through her interaction, many business owners and local political figures receive education about poverty and seek to ameliorate poverty in this community.

In early FY 2009 Community Action of Southern Kentucky began a partnership with The Laura Goad Turner Charitable Foundation which resulted in the donation of the J.L. Turner & Son Warehouse property, on Old East Main Street, where the Dollar General Corporation legacy began. In addition to the property donation, the Foundation committed \$1,750,000 towards a new 13,600 square foot facility for Community Action services in Allen County. The handicap accessible Allen County Community Action Center houses the Head Start/preschool Programs, Seniors Services, Community Services, Adult Education and Job Development; a one stop shop with wrap around services to help meet the needs of the individuals and families we serve. Furthermore, as a result of an evaluation conducted by community leaders in Allen County on the needs of children from birth to six years of age, the Foundation approved additional funding of a challenge grant up to \$250,000. A total of \$141,405 was raised to help pay for construction of the project. These funds were matched with \$50,000 a year allocations towards an additional preschool classroom in Allen County and the foundation has continued to fund the additional preschool classroom. The Agency continues to work getting the private sector involved through events annually that raise awareness including the golf and shooting tournaments, a night with the Bowling Green Hot Rods, Chili Cook off, and Table Decorating events.

Groups such as Veterans of Foreign Wars and American Legion as well as private individuals routinely make financial contributions to Community Services Program initiatives and other Community Action of Southern Kentucky programs.

Sun Products, a local business, continues to collaborate with the Agency to provide clothing detergent, dish washing detergent, fabric softener, and personal care items to Agency consumers. Sun Products graciously donated over \$29,923 in products to low-income households in the Barren River area in 2012. The teamwork and enthusiasm displayed by both groups is amazing. Currently, we are organizing our next collaboration.

Community Action of Southern Kentucky used CSBG funds to purchase the Poverty Simulation Training Kit. The Agency's Associate Director and Community Services Program Director were both trained as facilitators for the Simulation and to date have provided six Poverty Simulations throughout the service area. The Poverty Simulation Workshop is a role-playing experience that offers the opportunity to learn more about the realities of living in conditions of poverty. Participants enter the workshop with an assigned identity and family profile and role-play the lives of single parents trying to care for their children to senior citizens trying to maintain their self sufficiency on Social Security. The task of each family is to provide food, shelter and other basic necessities during the simulation while interacting with various community resources staffed by low-income volunteers. Participants experience one month of poverty compressed into the real time of the simulation (generally three hours total). Afterward in the debriefing, they share insights of experience, often expressing frustration, sadness, and stress. The participants thus far have a vast array of backgrounds including DCBS staff, elected officials, community partners, housing, police, educators, local government, media personalities, and others. The request for Poverty Simulation Workshops has continued to increase as it becomes more publicized. Last year, the Agency facilitated five Poverty Simulations across the BRADD region with approximately 309 participants from around the State.

A Repair Affair was conducted in Hart County during 2012 to assist local households with minor repairs to their homes. This event was possible because of a grant through the Kentucky Housing Corporation as well as donations from local businesses. Several applications were processed and twelve of those households actually received repairs to their homes. The local Community Services Office served as the point of contact for applications, and the County Coordinator served as the secretary for the board and on the decision-making committee which made decisions regarding who was eligible for repairs and who would receive the assistance, as well as, actually working on repairs for one particular home. The homes which needed wheel chair ramps received priority during the process.

- (v) **The development, promotion, and ways to encourage economic development activities, which result in assisting low-income persons to become economically productive members of their community;**

Community Action of Southern Kentucky's mission to create opportunities for individuals and families to become self-reliant supports the concept of economic development on an individual basis as well as a community basis. Historically, affordable childcare services and public transportation have been reoccurring challenges for low-income households. Currently,

Community Action of Southern Kentucky's Children's Services and Transportation Services continue to lead the efforts of the agency to meet these needs.

Participation in local Chambers of Commerce and Chamber of Commerce Leadership Development Programs allow staff to influence the participation of the poverty community in broad economic development movements. Community Services staff advocate for the application of community development initiatives to the needs of low-income households. Additionally, Agency Staff actively participate with Southern Kentucky Society for Human Resources Management, the Talent Committee of Bowling Green's Chamber of Commerce, and Kentucky Public Human Resources Association.

The Agency promotes and encourages low-income families in becoming economically productive by empowering clients and helping clients discover their marketable skills. Clients are referred to occupational training programs and Workforce Investment Act training courses, and clients are engaged in commodity generating programs such as the garden program and craft projects.

The Agency encourages refugees in the community to become contract interpreters for us and other community partners. Many refugees have been providing interpreting services for friends and family at no cost however to promote economic self-sufficiency refugees are encouraged to become certified in interpretation and contract their services to others.

In Warren County, Agency Staff actively participate in a Program Coordinating Committee at the Housing Authority to address local needs including transportation, equal opportunity, education, childcare, youth development, employment, and housing. Other staff routinely participate in Fair Housing Coalition meetings and the Refugee Partnership meetings.

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

The agency complies with all provisions of Equal Opportunity Legislation. The Human Resources Coordinator serves as the Equal Opportunity Officer and provides training, counseling, and technical assistance to individuals and to public and private organizations.

Agency staff works with the Equal Opportunity Officer or the local Human Rights Commission to address client requests for assistance in this area. Kentucky Legal Aid serves as a community resource in equal opportunity issues. The Agency continues its on-going efforts to extend all community services to minorities and challenged individuals. Currently, the Agency has on staff, individuals that speak Spanish, Bosnian, Swahili, and German.

The Migrant Head Start Program focuses on services for thirty six children up to five years old and their families. Services include nutrition education, health services, and disability services as well as prenatal and social services. Children will receive educational services which will help prepare them for kindergarten while the families will receive services designed to ensure they have the basic necessities. Migrant staff are bi-lingual and class instruction is conducted in

Spanish. Community Action has seen a significant increase in the number of children for whom English is not their primary language. Eighty-five families consisting of one hundred and eleven spoke a language other than English as the primary language in the home and there is some difficulty in meeting the needs of the families because of the lack of resources within the service area. The majority of these families speak Spanish; The Agency has hired a Translator/Transition Coordinator for 40 weeks for 40 hours per week to assist primarily Latino children with transition in and out of Head Start.

Within Children's Services, bi-lingual members of staff translate all our Head Start forms to Spanish so the Hispanic families can have access to information in their primary language. Additionally, an Agency employee translates information provided by speakers and staff at monthly Head Start Parent Meetings. The Agency has also attempted to provide Public Transit information to the Bosnian and Hispanic populations in their primary languages and in Braille for the visually impaired. This year, the Agency is working to expand Public Transit information for other nationalities as well.

Warren County ranked as one of the top 58 counties nationwide in the number of refugees being resettled during Federal Fiscal Years 2009 and 2010 according to the Kentucky Office of Refugees making the county eligible for Targeted Assistance funding. Community Action provides employment services for refugee women through the Targeted Assistance Discretionary funding and uses Targeted Assistance Formulary funding to assist the refugee population with employment education and case management needs. Community Action was awarded additional funding this year to provide similar services to newly arrived refugees.

The Agency works closely with the City of Bowling Green's International Communities Liaison who serves to coordinate the City's role in communicating and working effectively with the diverse international communities represented in Bowling Green, and to serve as an advocate for LEP (Limited English Proficient) persons who may seek City services. We also work closely with The City of Bowling Green International Communities Advisory Council that established to advise the International Communities Liaison regarding the needs of immigrant and international residents in Bowling Green. The Advisory Council represents members of our diverse communities and identify issues of concern, important changes in needs of the immigrant and international community and general ideas for improving the City's mission of "strengthening our vibrant community by focusing on quality of life, service delivery, fiscal responsibility, public safety, neighborhood revitalization, visionary leadership, and economic development. Currently, one Agency staff person is an active member of this council.

Go bg transit and Community Services also have Limited English Proficiency (LEP) Plans for clients and/or participants that may need additional help accessing services. When such instances arise, a plan is in place for addressing these situations and providing assistance necessary so services can be administered. 'I Speak' cards are located at each Community Service office to help clients with limited English skills can indicate to staff their native language so staff may contact and Interpreter when necessary.

The Edmonson County Community Services Coordinator works monthly with Job Corp students on employment skills, interviewing, dress, and budgeting. The Supportive Housing Case

Manager visits the local jail weekly to offer employment education to inmates participating in the reentry program.

- d. **Prioritize services funded by CSBG, based on the needs assessment process and available resources. Describe in detail the activities to be performed in each, from the point of intake to termination of services, when the service is client-oriented. Utilize Kentucky's most recent publication of Lexicon, and the Lexicon for CSBG Funded Programs and a Classification of CSBG Services.**

According to the 2012-2013 needs assessment:

The major identified needs of the community were:

- employment related (not enough jobs, low paying jobs, high cost of living),
- affordable housing,
- education and job training skills
- assistance with health/medical concerns/costs
- the need for more assistance programs and community to be more involved

The major causes of poverty in the communities were:

- employment related (not enough jobs, low paying jobs, and high cost of living),
- health (poor health/low access to health services, substance abuse)
- lack of affordable housing,
- education (GED, college, vocational),

7% of respondents did not answer the question related to education level, 24% of the respondents have less than a high school diploma, 35% have a high school diploma/GED and 34% have additional education beyond a high school diploma. This information is necessary to consider when looking at reported needs and causes of poverty. Education will have an impact of the type of job a person can obtain and whether it may or may not include insurance benefits. A complete copy of the Needs Assessment survey results and Community Reports is included with this application.

Besides using the needs assessment data, thorough review of the Head Start comprehensive Needs Assessment, review of the previous CSBG Section G reports for client trends, statistical information for compilation of this grant application including median income, poverty rates, high school graduation rates, and health statistics were considered and compared to previous years.

In order to most effectively address the needs of the Barren River Area Development District, families and individuals in our communities, Community Action must continue to focus on the areas identified above as means to end poverty. Emergency services will continue to rank high and demand a large percentage of staff time as expected during times of economic hardship; however to help families move out of poverty emergency services will be a support service but not a number one priority.

With CSBG funding, Community Action of Southern Kentucky will use funding in the following areas for 2013/2014 Fiscal Year:

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

From the point of intake, staff will work with each individual/family to determine the area/s of need most appropriate to help them reach sustainable levels to become self reliant. Together staff and individuals will work on areas of improvement specific to the client's need.

Detailed explanation of the services offered by Community Action of Southern Kentucky in each of the nine categories can be found in the previous section used by the Kentucky Work plan for the Community Services Block Grant.

- e. **Construct a logic model using attachments D1 and D2 for each of the nine services categories (employment, housing, education, health, emergency services, income management, linkages, nutrition, self sufficiency.)**

See logic models under tab 8 further in the grant.

- f. **Describe the manner in which the allocation of funds will be targeted to need, based on your agency's community needs assessment and priority-setting process.**

Funds will be targeted and distributed according to the needs identified within the Community Needs Assessment; unavailable services in our ten county region; research data, and feedback from collaborative meetings attended throughout the year; with priority given to the respective services needed. In keeping with sound management practices, the funds will be allocated across the ten-county service area unless operational and other costs prove cost-prohibitive.

Results Oriented Management Accountability (ROMA) is an interagency and intra-agency initiative promoting outcome-based management strategies for community, state, and federal agencies participating in the CSBG programs. The Office of Community Services' Monitoring and Results Act designed ROMA. Community Action of Southern Kentucky measures and demonstrates outcomes and performance indicators achieved according to the six national ROMA goals.

Through local inter-agency, Agency Staff including County Coordinators meet regularly with community partners to discuss local activities and events and share information about services. Additionally, community partners are members of the Agency's Board of Directors and Advisory Councils while Agency Staff are also members of advisory councils, board of directors, and agency committees. This interaction not only assists in the communication of ideas but acts as increased measure to prevent duplication of services.

- g. Describe whether laws of the Commonwealth of Kentucky mandate the programs and services being provided and specify the Kentucky Revised Statute(s) that apply.**

The programs and services must be provided within the legal requirements established by the Commonwealth of Kentucky and by the applicable Federal Laws as outlined in KRS 273.441 – KRS 273.443. However, specific services are regarded as allowable rather than mandated.

- h. Describe whether the programs and services to be provided with CSBG funds are those which the Commonwealth of Kentucky currently administers and funds in other state and local agencies.**

CSBG programs and services are designed for a targeted population and operationally enhance and support rather than duplicate other programs and services administered by other State and local agencies. The Agency utilizes contracts from the State to fund including but not limited to Community Collaborations for Children, Access to Visitation, and Low Income Home Energy Assistance Program. The programs and services must be provided within the legal requirements established by the Commonwealth of Kentucky and by the applicable Federal Laws as outlined in KRS 273.443.

- i. Specify plans for ensuring the coordination of and non-duplication of the applicant agency's services with other service providers. At minimum provide:**

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

Community Action of Southern Kentucky recognizes the importance of collaboration and cooperation within the Agency and with other service providers in order to ensure coordination and non-duplication of services. The Agency will continue its willingness to provide leadership in arranging regular meetings among social service agencies. During this fiscal year, Community Collaboration for Children Network was one of the many groups for which the Agency provided leadership in arranging meetings for the purpose of developing substantial interagency cooperation and assessing the social services currently being provided.

Management team meetings with the Agency's CEO/Executive Director, Associate Director, various agency staff, DCBS Service Region Administrator (SRA), DCBS agency staff, and the Community Collaboration for Children's T & TA representative were often scheduled prior to the Community Collaboration for Children Regional meetings.

Our agreement with Department for Community Based Services assures that confidential client information may be accessed between the agencies. Furthermore, the Agency further certifies its willingness and desire to share client information and records within legal limitations.

(ii) Identification of activities the agency jointly pursues or coordinates with faith-based organizations, fatherhood programs, healthy marriage programs, rural development and One-Stop partnerships;

To provide services to the homeless population, Community Action of Southern Kentucky, Inc. maintains a working partnership with three faith-based homeless shelters. These faith-based homeless shelters in addition to the domestic violence homeless shelter provide services to low-income households in Logan, Monroe, and Warren counties. Additionally, Housing and Urban Development's (HUD) regional Continuum of Care encourages faith-based organizations who are interested in HUD funding to address homelessness locally or regionally to apply for local funds.

Community Action of Southern Kentucky, Inc. serves as the convener of the regional Board of Directors for the Emergency Food and Shelter Program (EFSP) servicing nine counties in one service area but participate in the tenth county as well. Through EFSP, new alliances with faith-based organizations are established, and other alliances continue growth in efforts to access funds for low-income households.

For years, the Allen County Ministerial Association has utilized Allen County Community Services Office as an access to human services within the community. Further, the Allen County Coordinator screens applicants for emergency funds generated by the Allen County Ministerial Association. In Barren County, the County Coordinator works closely with one local church regarding their application requirements for emergency funds and referrals when appropriate. In Butler County, Gasper River Association for Baptists allows Community Action to use their location as a distribution site for monthly commodities. In Logan County, the Ministerial Association works closely with the Good Samaritan organization, and the Logan County Coordinator works closely with both groups. In Simpson County, the Community Services Office screens applicants for assistance with local churches, and the local churches rely on our "system" of intake to identify needy individuals and families.

Numerous faith-based organizations utilize the Summer Food Service Program. For example, at local vacation bible schools and summer recreation programs, church members volunteer as site managers for food distribution to the targeted audience. Several churches, in three counties, have partnered with the Agency's Access Visitation Program to provide space for supervised visits allowing family non-custodial parente to have time with their children and in many counties, local churches supervise Summer Food Service Program sites.

Community Action of Southern Kentucky, Inc. strives to expand fatherhood involvement aimed at encouraging males to take a more active part in the education process of their children. The Agency has a strong foundation on which to build fatherhood involvement activities. The Barren River Community Collaboration for Children, which the Agency coordinates, provides educational resources for non-profits and faith based groups to share during their activities and events. These educational resources support child abuse and neglect prevention, fatherhood, and faith based initiatives.

Healthy marriage programs are emphasized through the in-home services and Access to Visitation Program. These programs work to maintain intact families, to create stable home environments for children, and to improve family functioning. Children's Services and Community Services also refer households to therapists within LifeSkills, Inc., the community mental health center and other professional marriage and family therapists. Currently, two county coordinators are trained facilitators for the Healthy Marriage program and offer classes throughout the service area.

The Agency strongly supports One-Stop partnerships as evidenced by its efforts to integrate agency services into communities and facilities shared by related programs. In Allen County, Community Services, Head Start, Adult Education and Job Development, and Senior Center are housed together in an attempt to connect families and elderly with community resources and referrals offered by Community Services. In Edmonson County, Community Services, Head Start, and Childcare are located in the Brownsville Community Center, which is connected to the local courthouse. In Monroe County, the Community Services Office is located in the basement of the local courthouse. In Warren County, Children's Services, Community Services, Senior Center, Supportive Housing, and Refugee Services are located at our Education and Human Services Building in an attempt to offer multiple services in a single facility. Also in Warren County, Community Services and Children Services are located at our Resource and Development Center. This center also has room for budgeting and employment classes. In Butler County, Head Start is located in the same building with the health department and next door to the Senior Center.

This year, the CCC Network Coordinator participated in the Expectant Parent Fair at the Medical Center at Bowling Green. During that time, she provided information to attendees with a goal of providing information to expectant fathers. This booth was the only booth with provided Father Specific handouts, resources, and information. Additionally, the CCC Network has participated in events such as the Total Fitness Expo to provide information targeted to fathers such as 10 Ways to be a better Dad, 10 ways to help your child in school, and 10 tips on raising kids without physical punishment.

- (iii) **Description and identification of the agency's coordination and consultation with the Department for Community Based Services, Service Region Administrator(s) including: (1) efforts to avoid duplication of services; and (2) services to support shared clients. *Be specific. Identify services to support families. How do you support or what services do you offer that help prevent child maltreatment, promote quality foster care and adoption services, and assist vulnerable adults or low-income families?***

A Memorandum of Agreement with the local Department for Community Based Services (DCBS) is in place to ensure that these two agencies work cooperatively toward the goal of serving those households in need of services and programs administered by each agency. Management team meetings are held at least four times a year and include the Agency's CEO/Executive Director, Associate Director, CCC program director, FPP program director, DCBS Service Region Administrator (SRA) or designee, DCBS agency staff, and CCC state Training and Technical Assistance staff.

Community Action of Southern Kentucky serves as the fiscal agent and coordinating entity for the Community Collaborations for Children Regional Network. The Service Region Administrator and other DCBS management staff participate with local parents and service providers to identify priority needs for children and families in our area. The project provides enhancement and preventive services to families or children at risk of abuse or neglect. Collaboration among service providers and parents is central to the project's design.

A key task of the CCC Network is assisting with Child Abuse and Neglect prevention activities. This year, "Impacts of Domestic Violence on Families, Services Providers, and the Community" a one day training is the result of local and state efforts. Topics covered include dynamics of domestic violence, secondary trauma, and escalation. We expect 100 people from across the state to attend.

The Agency, for many years, has been the fiscal agent for the Adoption Resource Center, a program of the Family Enrichment Center (FEC). The Agency is responsible for ensuring the contract requirements of recruiting adoptive parents, providing crisis counseling to adoptive parents, and facilitating ongoing education for adoptive parents are met. Agency staff work closely with FEC staff to complete quarterly reports, annual monitoring, and collaboration for the benefit of adoptive children and parents.

The Agency offers Access to Visitation Services in all ten counties of the Barren River Region. The program offers four primary services: Mediation, Supervised Visitation, Therapeutic Monitoring, and Neutral Drop-Off/Pick-Up. Access to Visitation Services Program is currently available via referral by the families themselves or community partners. The purpose of the Access and Visitation Grant funded by the Cabinet for Health and Family Services is to support and facilitate non-residential parent's access to and visitation of their children, by means of activities including mediation, counseling, education, development of parenting plans, visitation enforcement and development of guidelines for visitation and alternative custody arrangements. When parents are separated, often it is the children who suffer not only from the disruption of the family, but also from the loss of routine and regular contact with a parent. As long as the safety of the child is given paramount importance, our agency works to maintain and strengthen family ties. The goals and objectives of the Access and Visitation Grant are in keeping with the agency's mission to strengthen family ties.

Community Action of Southern Kentucky has two trained facilitators for the Poverty Simulation. In 2010 DCBS contacted Community Action and requested a Poverty Simulation Training for their Regional Managers which consisted of approximately eighty staff. Afterward in the debriefing, they shared insights of the experience, often expressing frustration and stress when trying to get tasks accomplished but great appreciation for the overall experience. Many DCBS staff recommended the training be mandatory for all DCBS workers as part of their training exercises.

- j. Outline the applicant agency's efforts to focus attention on: addressing the needs of youth in low-income communities through youth development programs that support the primary role of the family, giving priority to the prevention of youth**

problems and crime; and promoting increased community coordination and collaboration in meeting the needs of low income youth programs with a goal of preventing or reducing youth crime.

The Agency's plan addresses the needs of youth development programs that support the primary role of the family. Among these programs are Summer Food Service, Children's Services, and Peer-Assisted Learning Program.

After the traditional school year ends, Summer Food Service Program provides daily, nutritious meals and snacks to children and youth in our service area. These meals help meet the nutrition demands of children and youth for physical and mental development while relieving pressure on the family food budget. Numerous non-agency groups that focus on youth development such as Logan County Parks and Recreation Department, Glasgow Public Housing Authority, LifeSkills summer youth programs and local church programs utilize this nutritional program. The Agency operates a Summer Feeding site in Munfordville and utilizes community partners to provide activities and education for attendees. Last year, the local police and fire departments, Kentucky Down Under, among others visited the site to interact with children.

Many of our counties are plagued with extremely high rates of teen-age pregnancy. Sixty percent of the counties served by the Agency have teen pregnancy rates above that of the entire state. Adolescent pregnancy is recognized as a primary precursor of poverty status. In response to this apparent need, several counties have teamed with Cooperative Extension Service and Youth Service Centers in the local county to develop a series of educational sessions for pregnant adolescents. Topics include but are not limited to pre-natal care, parenting skills, developmental activities, and infant nutrition. In Metcalfe County, community partners including but not limited to Adult Education, Metcalfe County Health Department, Metcalfe County schools, and Community Action of Southern Kentucky collaborated for Baby Open House. During September 2012, a total of thirteen expectant mothers, received a variety of child focused information regarding safety and care.

The agency operates services at four head start centers in three counties because quality early childhood services reduce teen pregnancies and prevent crime involvement. In addition to financial support from Community Action of Southern Kentucky, Inc., support is provided by the City of Bowling Green, Edmonson County Fiscal Court, Metcalfe County Fiscal Court, and Warren County Fiscal Court.

Community Action manages an on-site child care center in a fifty-four unit housing complex for primarily single parent full time students. Through a grant with Kentucky Housing Corporation, the complex was built to include a Community Center and Child Care. The location of the development is in the area formerly known as Bowling Green Enterprise Community. This area consists of higher levels of poverty, unemployment, single parent families, predominately female head-of-household, crime related problems, lower educational levels and/or training skills, fewer transportation opportunities, a lack of decent, safe and affordable housing, youth development problems, and a fragmented system for the delivery of services. Little Scholars offers onsite child care and head start for Scholar House residents and the neighborhood.

Through United Way funding, the Agency began “Too Good for Drugs” program in Logan County. The project works to build self-efficacy in youth and children in order to reduce the probability of substance abuse in low-income families. In addition to the youth and children in the project, staff and community partners provide education to parents on recognizing risk factors and warning signs and how to build protective factors and self esteem in their children.

In an attempt to reduce and/or to prevent youth problems and crime and promote economic self sufficiency, Community Action of Southern Kentucky facilitates a scholarship program in all ten counties. Income eligible high school seniors are encouraged to apply for this \$1,500 scholarship. Last year alone, \$28,500 in scholarships was given to these income eligible high school seniors.

County-based initiatives supported by CSBG funds often address the educational needs of lower-income youth by offering enrichment experiences such as summer camp and field trips and tangible support such as school supplies and clothing.

In Monroe and Warren counties, a partnership between Children’s Services and local elementary schools created opportunities for youth to serve as school reading mentors for Head Start children. Through Reading Is Fundamental (RIF), elementary students came to classes to read to the three and four year old Head Start children.

The Access to Visitation, Mediation, Supervised Visitation, Therapeutic Monitoring, Neutral Drop-Off/Pick-Up, and CCC’s In Home Services provide valuable assistance to children and families throughout the ten county area.

- j. All services directed toward coordination and linkages of other community services to impact the community (non-client specific services), rather than individual client service, should be described in narrative, i.e., community participation and economic development which are directed toward amelioration of poverty in the community. Coordination with emergency energy crisis intervention programs under Title XXVI and the Low Income Home Energy Assistance Program of the Omnibus Budget Reconciliation Act of 1981 should be described. Please indicate the staff member(s) who will be carrying out coordination and linkage functions and any limitations placed on the individual client services.**

Community Action of Southern Kentucky seeks to address poverty conditions through coordination and linkages of other community services as well as through client services. These services are described in the narrative and may include volunteer recruitment, fundraising, community presentations, participation with inter-agency groups, and initiating referral and linkage mechanisms with other service groups in the community.

County Coordinators serve as case managers for the KHC’s Family Self-Sufficiency Program. Monthly case management sessions with participants and written reports of progress toward household goals are a portion of the requirements of this program. Participants have as an incentive for participation the growth of an escrow account that can be used for a home down payment after five years of program participation.

All County Coordinators coordinate with emergency energy crisis intervention programs under the Title XXVI and the Low-Income Home Energy Program of the Omnibus Budget Reconciliation Act of 1981 to alleviate energy crises in poverty households.

Primarily, the County Coordinators and the Director of Community Services carry out linkage and coordination functions. Coordination and linkage opportunities are compounded in Warren County, the market and educational center of the service area. Since Warren County has the highest population, Community Services in this particular county receives a very high volume of demand for human services. The staffing in the Warren County office includes the County Coordinator and Supportive Housing Case Manager. This will enhance and compliment individual client services rather than limit those services in any way.

Please find below a list of community partners and the staff member(s) responsible for the linkage and participation:

- Adult Education, all Community Service Staff
- ALIVE Center, County Coordinator
- Allen County Ministerial Association, County Coordinators
- Allen County Mission, County Coordinator
- American Cancer Society, County Coordinator
- American Red Cross, County Coordinators
- America's Second Harvest of Kentucky's Heartland, various Agency Staff
- Barren River Aging Council, Director of Senior Services
- Barren River Area Safe Space, all Community Services Staff
- Barren River Area Transportation Council, Transportation Manager and Public Transit Coordinator
- Boys and Girls Club, County Coordinators
- Churches, County Coordinators
- City Section 8, County Coordinators
- Commonwealth Free Health Clinic, County Coordinators
- Community Action Kentucky, Executive Director, Associate Director, Director of Finance, Director of Community Services
- Community Outreach, County Coordinators, Director of Community Services
- Continuum of Care, Director of Community Services and SHP Case Manager
- Department for Community Based Services, all Community Service Staff
- Experience Works, various Agency Staff
- Family Home Health Care, County Coordinators
- Family Resource Centers, all Community Service Staff
- FEMA/EFSP Board, County Coordinators
- Gasper River Association, Butler County Coordinator
- Gentleman's Unlimited, County Coordinator
- Good Samaritan, Inc., County Coordinators
- Habitat for Humanity, County Coordinators
- Hear Now, County Coordinators
- Helping Hands Advisory Council, County Coordinators

- Hope Harbor, Agency Staff
- HOTEL, Inc., County Coordinators
- International Center, Refugee Staff, Program Director
- Jesus Community Center, County Coordinators
- Kentucky ASAP, County Coordinator
- Kentucky Farmworkers Program, County Coordinators
- Kentucky Head Start Association, Executive Director , Director of Children's Services, and Children's Services Staff
- Kentucky Heartland Outreach, County Coordinators
- Kentucky Housing Corporation/Family Self-Sufficiency, County Coordinators
- Kentucky Public Human Resources Association, Executive Director, Associate Director, and Human Resources Manager
- Lifeline HomeHealth, County Coordinators
- LifeSkills, County Coordinators
- Local Chambers of Commerce, Executive Director, Associate Director, and County Coordinators
- Local County Governments, Executive Director
- Local County Extension Offices, County Coordinators
- Local health departments, County Coordinators, Refugee Staff
- Local housing authorities, County Coordinators, Refugee Staff
- Local newspapers, County Coordinators
- Local school districts, numerous Agency Staff
- Metcalfe County Community Medical, County Coordinator
- Metcalfe County Migrant Education, County Coordinator
- Monroe County Cancer Coalition, County Coordinator
- Monroe County Economic Development Center, County Coordinator
- Monroe County Health and Nutrition Coalition, County Coordinator
- National Association of Community Action Agencies, Executive Director
- Noon Rotary, Executive Director
- Reaping the Harvest Food Pantry, County Coordinator
- Safe Kids, County Coordinator
- Salvation Army, County Coordinators
- Simpson County Community Partnership for Protecting Children, various Agency Staff
- Simpson County Literacy Program, County Coordinator
- South Central Kentucky Coalition for Homelessness--Program Director, SHP Case Manager
- Southern Kentucky Communities and Technical College, Refugee Staff, Program Director
- Southern Kentucky Reentry Council--Program Director
- Southern Kentucky Society for HR Management, Human Resources Assistant
- St. Vincent De Paul, County Coordinators
- United Way, numerous Agency Staff
- Vision Steering Committee, County Coordinators
- Volunteers-In-Action, Agency Staff
- Warren County Welfare Office, County Coordinators

- Workforce Excellence Partnership, County Coordinator
- Workforce Investment Board of Directors, Executive Director
- Youth Service Centers, all Community Service Staff