

GENERAL GOVERNMENT CABINET

DEPARTMENT OF MILITARY AFFAIRS



DEPARTMENT OF MILITARY AFFAIRS

STEVE BESHEAR
Governor

OFFICE OF THE ADJUTANT GENERAL
100 Minuteman Parkway
BNGC — EOC Building
Frankfort, KY 40601

EDWARD W. TONINI
Major General, KYNG
The Adjutant General

June 18, 2012

Ms. Lorrie Hawkins
Division of Financial Audit
209 St. Clair Street
Frankfort, KY 40601

Dear Ms. Hawkins:

Enclosed is the Department of Military Affairs, Title VI Compliance Status Report and Title VI Plan Update for subsections (4), (6), (7), (9), (10), (12) and (13) for the fiscal year ending June 30, 2012. There were no changes except for an update of the number of employees as broken down by racial origins for the Department of Military Affairs in paragraph 13(c).

If you have questions concerning the plan or compliance status report, please contact this office.

Sincerely,

Steven P. Bullard
Director
Division of Administrative Services



DEPARTMENT OF MILITARY AFFAIRS

TITLE VI MANUAL UPDATE

Updates only

Subsections (6), (7), (9), (10), (12), and (13) are included in this document, per submission guidance.

Editor's note: All sections were reviewed. No changes were made for Calendar Year 2012 except for an update of the number of employees as broken down by racial origins for the Department of Military Affairs in paragraph 13(c).

(6) PROGRAMS SUBJECT TO TITLE VI

- (a)** The following table provides a listing of the programs or activities administered by The Department of Military Affairs that are subject to Title VI. It also identifies the type of assistance in the federal grant agreement and the manner in which the agency delivers the service or performs the activity.

- (b)** The table also provides information on the coverage and potential beneficiaries for each of the federal programs.

Table 1. Programs Subject to Title VI

Program By CFDA #	Type of Assistance	Delivery	Coverage	Potential Beneficiaries
Military Construction, National Guard CFDA # - 12.400	Project grants provide combat-ready reserve force facilities for training and administering the Army and Air Force National Guard units in the 50 States, District of Columbia, Puerto Rico, Virgin Islands and Guam.	The funds are used by eligible applicants such as States, District of Columbia and territories. The State Adjutant General submits proposed projects. After Congress authorizes, approves and appropriates funds and the National Guard Bureau approves the plans; the awards can be made to the State.	The project grants are used by the State for armories, to provide offices, storage, assembly areas, rifle ranges and classrooms. They are used for non-armories, to provide for maintenance, supply, training and other administrative and logistical requirements.	The 50 States and territories. The State National Guard unit must be Federally recognized. The State must provide real estate for armory projects.
National Guard Military Operations and Maintenance (O&M) CFDA # - 12.401	Project grants provide a combat-ready reserve force in the Army and Air Force National Guard units in the 50 States, District of Columbia, Puerto Rico, Virgin Islands and Guam.	The funds are used by eligible applicants such as States, District of Columbia and territories. The State Adjutant General submits proposed projects in accordance with National Guard Bureau criteria guidelines. After Congress authorizes, approves and appropriates funds and the National Guard Bureau approves the plans; the awards can be made to the State.	The project grants are used by the State for: ARNG and ANG Real Property O&M Projects. Examples include: Environmental Resource Management; Security Guard Activities; Electronic Security System; Telecommunications; Aviation Operations; Automated Target Systems; Fire Protection; Natural and Cultural Resources Management; Air Traffic Control Activities; etc.	The 50 States and territories. The State National Guard unit must be federally recognized.
National Guard Civilian Youth Opportunities CFDA # - 12.404	Formula grant that provides funds to the state for the use of civilian employees in the Kentucky National Guard Youth ChalleNGe Program.	The Secretary of Defense, in agreement with the Governor of the state, provides grant funds to states and territories to fund civilian personnel costs attributable to the use of civilian employees in the conduct of the National Guard Youth ChalleNGe Program.	The grant funds are utilized by the KyNG to fund civilian personnel costs attributable to the use of civilian employees in the conduct of the Kentucky National Guard Youth ChalleNGe Program.	The 50 States and territories. The State National Guard unit must be federally recognized.
Interagency Hazardous Materials Public Sector and Planning Grants CFDA # - 20.703	Project grant to the State to manage hazardous materials accidents and promote planning and training in the response to HAZMAT accidents.	The grant is used by KyEM to encourage planning and conduct training courses for State and local responders to handle hazardous materials accidents and incidents.	The grant is used to improve the capability of communities to plan and respond to accident and incidents involving hazardous materials. Two principal uses: (1) developing, improving and implementing emergency response plans under EPCRA; (2) Support training of Public Sector employees to respond to accidents and incidents involving hazardous materials.	Federal, State and local responsibilities are assisted through the grant. Students and trainees in emergency response and local emergency planning are the program beneficiaries.

7

Table 1. Programs Subject to Title VI (Continued)

Program By CFDA #	Type of Assistance	Delivery	Coverage	Potential Beneficiaries
Adult Education – State Grant Program CFDA # - 84.002	Formula grant that provides funding to adult education and literacy services.	The grant funds are utilized by the KyNG to fund adult education services in the Kentucky National Guard Youth ChalleNGe Program.	The grant is used to fund the Kentucky National Guard Youth Challenge Program's adult education and literacy services.	Out of school adults who are 16 years of age or older, who are not enrolled or required to be enrolled in secondary school under State law and who lack mastery of basic educational skills, a secondary school diploma, or unable to speak, read or write the English language.
Centers for Disease Control and Prevention Investigations and Technical Assistance CFDA# 93.283	Project grant to assist the Kentucky Community Crisis Response Board (KCCRB) to assist state and local health authorities and other health related organizations in controlling communicable diseases, chronic diseases and disorders, and other preventable health conditions.	The project grant funds are received through a master agreement with the State Department of Health.	Investigations and evaluation of all methods of controlling or preventing disease and disability are carried out by providing epidemic aid, surveillance, technical assistance, consultation, and program support; and by providing leadership and coordination of joint national, state, and local efforts.	The general population and state/regional coordinators.
National Bioterrorism Hospital Preparedness Program CFDA # - 93.889	Project grant to assist the Kentucky Community Crisis Response Board (KCCRB) in providing training to local communities and Staff.	The project grant funds are received through a master agreement with the State Department of Health.	Increases Regional KCCRT capabilities by training and equipping the 13 regional coordinators statewide in response readiness.	The general population and state/regional coordinators.
Pre-Disaster Mitigation (DM) Competitive Grants CFDA # - 97.017	Provides a consistent source of funding to state, tribal and local governments for pre-disaster mitigation planning and projects primarily addressing natural hazards.	Project grants are applied for by State emergency management agencies or a similar office of the State governments.	Funding these plans and projects reduces overall risks to populations and structures and also reduces reliance on funding as a result of actual disaster declarations.	State and local governments.
Flood Mitigation Assistance (FMA) CFDA # - 97.029	Assists State and local communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program (NFIP).	The State applies through grant negotiation, State reviews, prioritizes, and selects applications from local communities for funding Planning and Project Grants. FEMA Director allocates funds to the State, and the State distributes subgrants to the communities.	Eligible applicants for Project Grants are State and local communities participating in the NFIP and with a FEMA-approved Flood Mitigation Plan. Suspended communities or communities on probation under the NFIP are not eligible.	States and local communities.
Crisis Counseling CFDA # - 97.032	Provides immediate crisis counseling services, when required, to victims of a major Federally declared disaster for the purpose of addressing mental health problems caused or aggravated by a major disaster or its aftermath.	The project grant is made to the Kentucky Community Crisis Response Board (KCCRB) through a Memorandum of Agreement (MOA).	The grant provides funding for technical assistance and training, as well as short term crisis counseling services to people affected by the disaster. The program is divided into an Immediate Services Program and a Regular Services Program.	Residents of the designated disaster area or persons in the designated area at the time of the disaster.

Table 1. Programs Subject to Title VI (Continued)

Program By CFDA #	Type of Assistance	Delivery	Coverage	Potential Beneficiaries
Disaster Grants - Public Assistance (Presidential Declared) Grants CFDA # - 97.036	Public Assistance is awarded in the form of cost-shared grants which provide assistance to States, local governments, and selected non-profit organizations in alleviating suffering and hardship resulting from major disasters or emergencies declared by the President.	The State Coordinating Officer (SCO) and the Federal Coordinating Officer (FCO) coordinate the delivery of services to state agencies, certain private non-profit organizations, and local governments through their designated Applicant's Agents.	The program provides assistance for debris removal, implementation of emergency and protective measures, and permanent restoration of infrastructures.	State and local government agencies, authorized tribal organizations and critical private non-profit organizations.
Hazard Mitigation Grant (HMGP) CFDA # - 97.039	Provides project grants for State and local governments to implement measures which will permanently reduce or eliminate future damages and losses from natural disasters through safer building practices, improving existing structures and supporting infrastructure.	The State solicits reviews, prioritizes, and selects applications from eligible communities for funding. These are forwarded to FEMA for review. The State submits a funding request after the application review.	HMGP assistance can be used for the acquisition of real property, relocation, demolition, retrofitting and elevation of residential structures, training for building professionals, elevation of residential structures and other mitigation activities.	State agencies, local governments, public entities, private non-profit organizations as defined in 44 CFR Section 206.433.
Chemical Stockpile Emergency Preparedness Program (CSEPP) CFDA # - 97.040	Project grant to enhance emergency preparedness capabilities of the State and local communities at each of the chemical agent stockpile storage facilities in the USA.	Funds are made available to 10 local jurisdictions through the State's Memorandum of Agreement (MOA) process.	CSEPP funds are to be utilized for effective emergency management capabilities in the affected States that surround the Army stockpile locations.	State and local governments and general public.
Emergency Management Performance Grants (EMPG) CFDA # - 97.042	Formula grant that provides funding to assist the development, maintenance, and improvement of State and local emergency management capabilities. May be used to deliver Federal assistance for specified program activities.	EMPG funding is made available to the local emergency management organization through the State's Memorandum of Agreement (MOA) process.	EMPG funds may be used for necessary and essential expenses involved in the development, maintenance, and improvement of State and local emergency management programs.	State and local emergency management organizations and programs. Local government entities are not eligible to apply directly to DHS/FEMA for these funds.
Pre-Disaster Mitigation (PDM) CFDA # - 97.047	Project grant to provide pre-disaster mitigation funding for activities which are part of a comprehensive mitigation program.	The State is encouraged to use grants for the implement the pre-hazard mitigation program. There is an emphasis on "brick and mortar" mitigation projects. FEMA-approved state and local mitigation plans are required for approval of projects.	The State is encouraged to use grants to implement a sustained pre-disaster hazard mitigation program to reduce risk to the population, the costs, and disruption to individuals and businesses caused by severe property damage, and the ever-growing expense to all taxpayers related to Federal disaster relief efforts.	State and local governments and general public.

Table 1. Programs Subject to Title VI (Continued)

Program By CFDA #	Type of Assistance	Delivery	Coverage	Potential Beneficiaries
<p>Disaster Housing Assistance to Individuals and Households in Presidential Declared Disaster Areas (IA) CFDA # - 97.048</p>	<p>Project grant provides financial assistance and, if necessary, direct assistance to individuals and households affected as a direct result of a presidentially-declared major disaster or emergency, who are uninsured or under-insured, have necessary expenses and serious needs, and are unable to meet such expenses or need through other means.</p>	<p>Program activates only after issuance of a presidential declaration. Housing assistance, either financial or direct, may be provided for 1) Temporary Housing, 2) Home Repair, 3) Home Replacement, and 4) Permanent Housing Construction.</p>	<p>The Individual Assistance project grant is a 75/25 grant. The federal government provides 75% coverage and the local/state/individual provides 25% match. Households receive assistance directly from FEMA or through disaster aid programs of other participating federal or state agencies. Grants come to Kentucky, but are not administered by Kentucky.</p>	<p>Individual/Family; Homeowner (located within an area which has been designated as a disaster area by Presidential declaration).</p>
<p>Presidential Declared Disaster Assistance – Disaster Housing Operations for Individuals and Households (Housing) CFDA # - 97.049</p>	<p>Disaster-related housing needs of individuals and households suffering hardship within an area which, by Presidential declaration, has been designated as a disaster area.</p>	<p>Program activates only after issuance of a presidential declaration. Direct assistance under this program is used for temporarily housing disaster victims who lack available housing resources and would be unable make use of potential financial assistance to rent an alternative place to live.</p>	<p>Housing assistance is 100% direct payment to individual/family. Grants come to Kentucky, but are not administered by Kentucky.</p>	<p>Individual/Family (located within a Presidentially – declared emergency or disaster area).</p>
<p>Presidential Declared Disaster Assistance to Individuals and Households – Other Needs (Other Needs) CFDA # 97.050</p>	<p>Provides assistance to individuals and households affected by a disaster or emergency declared by the President, and enable them to address necessary expenses and serious needs, which cannot be met through other forms of disaster assistance or through other means, such as insurance.</p>	<p>Program activates only after issuance of a presidential declaration. “Other Needs Assistance” may be provided for the following 1) Medical, 2) Dental, 3) Funeral, 4) Personal Property, 5) Transportation, and 6) Other Miscellaneous Expenses.</p>	<p>Other Needs Assistance is a 75/25 grant. The federal government provides 75% coverage and the local/state/individual provides 25% match. Individual/Households receive assistance directly from FEMA or through disaster aid programs of other participating federal or state agencies. Grants come to Kentucky, but are not administered by Kentucky.</p>	<p>Individual and family located within an area which, by Presidential declaration, has been designated as a disaster area.</p>
<p>Homeland Security Grant Program CFDA # - 97.067</p>	<p>Formula grants to enhance the capacity of State and local emergency responders to prevent, respond to and recover from a weapon of mass destruction (WMD) terrorism incident involving chemical, biological, radiological, nuclear and explosive devices and cyber attack.</p>	<p>The grants are made available to State and local emergency management/response organizations through the State’s Memorandum of Agreement (MOA) process.</p>	<p>The grants integrate the following 5 programs:</p> <ul style="list-style-type: none"> • State Homeland Security Program (SHSP) • Urban Area Security Initiative (UASI) • Law Enforcement Terrorism Prevention Program (LETPP) • Citizens Corps Program (CCP) • Metropolitan Medical Response System (MMRS) 	<p>State and local governments.</p>

Table 1. Programs Subject to Title VI (Continued)

Program By CFDA #	Type of Assistance	Delivery	Coverage	Potential Beneficiaries
Earthquake Grant CFDA # 97.082	Project grant that provides support for the Kentucky Earthquake Preparedness Program.	The grant is used by KyEM to support earthquake planning and exercise activities, mitigation project development, and printing of earth information materials.	The grant is used to improve the ability of all Kentuckians to prepare for and survive a catastrophic earthquake with pre-planning by government and individuals.	State and local governments.
Repetitive Flood Claims (RFC) CFDA # - 97.092	Project grants for activities that reduce or eliminate the long-term of flood damage to structures, insured under the National Flood Insurance Program (NFIP), that have had one or more claims for flood damages. This may include the acquisition of insured structures for the purpose of converting flood-prone land back to open space use.	State emergency management agencies or a similar office (i.e., the office that has primary emergency management or floodplain management responsibility) of the State.	The funds are used to reduce or eliminate the long-term risk of flood damage to structures to include the possibility of acquiring insured structures for the purpose of converting flood-prone land back for open space use.	States, communities, and land/property owners.

(7) COMPLAINT PROCEDURES

- (a)** An individual or client may file a complaint alleging discrimination against a facility of the DMA service delivery system (Attachment 3). The following outlines the procedures for filing a complaint.

1. How to file a complaint.

- a)** Complaints must be filed in writing.
- b)** The complaint form can be filled out by the complainant or by his/her representative, or by the Title VI Coordinator.
- c)** If the complainant is unwilling to complete the complaint form, he/she may write, or have written, a letter stating the circumstances of the complaint. The complaint form must then be filled out by the Title VI Coordinator and should be attached to the complainant's letter.
- d)** The Local Coordinator at each facility or contracting agency has the primary responsibility for receiving, acknowledging and investigating complaints and for reporting the findings.
- e)** The Local Coordinator must notify the Division Coordinator immediately when a complaint is filled.
- f)** The Local Coordinator for the facility or agency should retain a copy of the form for their file.
- g)** All levels of the DMA service delivery system will ensure that individuals with limited English proficiency (LEP) are provided meaningful access to complaint procedures.

2. Where to file a complaint.

- a)** A complaint alleging discrimination against a facility of the DMA service delivery system may be filed by a client as an internal complaint or as an external complaint, i.e., a complaint may be filed at the (1) local level (Local Coordinator), (2) Department level (Division Coordinator), or (3) the federal level (Regional Office for Civil Rights, U.S. Department of Health and Human Services). The first two avenues for complaint filing are internal and the third is external to the Department.
- b)** The Local Coordinator at each facility or contracting agency has the primary responsibility for receiving, acknowledging, and investigating complaints and for reporting the findings.

- c) Complaints that are initially received in Frankfort by Title VI Division Coordinators will be remanded to the appropriate local facility or agency where the complaint originated. Unless an external complaint is being filed, all complaints must be filed at the local level. Experience shows that the complaints have a good probability of being resolved at the level where they arose. Thus, no complaint should bypass the first, or local, level.

June 2005 Plan Update

3. Time frame for processing a complaint.

- a) When a complaint is received at the local level, the Local Coordinator (or designee) will conduct and complete a fact-finding investigation within thirty (30) calendar days of receipt of the complaint and report the findings to the facility or agency director.
- b) If the report includes a finding of violation of Title VI, the facility should include any proposed remedial action in the report. Within five (5) calendar days after this report, the written findings will be given to the complainant. Complainant's rights to appeal (including instruction for filing) will also be provided at this time.
- c) According to federal regulations, a federal complaint (to the U.S. Department of Health & Human Services) must be filed no later than 180 calendar days after the alleged discrimination occurred. However, to allow a complainant time to file sequentially within the Department and external to the Department if he/she chooses, the complaint should be filed at the local level no later than 30 calendar days after the alleged discrimination occurred. If it is filed beyond the 30 calendar day period, the facility is encouraged to still investigate and process the complaint at the local level if the filing is prompt enough to allow proceeding to be concluded and leave sufficient time for the complainant to file externally. If a complainant wishes to appeal a finding or the proposed remedial action by the agency at the local level, he/she should do so within the next 30 calendar day period, the Department may still proceed if the proceedings can be concluded and leave sufficient time for the complainant to file externally. If, after appealing to the Department level in Frankfort, a complainant remains unsatisfied with the findings or proposed remedial action, then he/she still has time to file externally, with the U.S. Department of Health and Human Services, within their stated time limit of 180 calendar days.

4. Withdrawal of a complaint.

- a) The complainant may withdraw his/her complaint at any time during the process by notifying in writing the office where the complaint was first filed or the Title VI Division Coordinator.
- (b) The following information outlines the DMA procedures relating to investigations; report of findings, hearing and appeals.

1. An appeal by a complainant regarding a finding made at the local level may be filed at the Department level (Division Coordinator), in Frankfort. This appeal opportunity constitutes the second, and last, level in the Department's internal complaint system.
2. When an appeal is filed, the Title VI Division Coordinator, in cooperation with the Executive Director/or designee, has broad latitude to review an appeal case and make a finding. Procedures can include, but are not limited to, discussing the complaint with the complainant, the alleged offender, and the initial reviewer, to determine the facts. When an appeal is concluded, a copy of the findings will be sent to the Local Coordinator where the complaint originated. The complainant will then be informed of the findings by the DMA.
3. When a finding is appealed from the local level to the Division Coordinator in Frankfort, a copy of the complaint, the findings, the proposed action, and the request for appeal must be forwarded by the Local Coordinator to the Division Coordinator within ten (10) calendar days after the date of the appeal. Any coordinator handling complaints must maintain a Title VI complaint log to show identifying information, type, and status of each complaint filed at his/her level.
4. The Division Coordinator must conduct and complete fact-finding within thirty (30) calendar days after receipt of the appeal and convey the findings in writing, to the concerned parties. At this point, a complainant who wishes to pursue the complaint may choose to appeal the charges to the federal level, i.e., the U.S. Department of Health and Human Services. These appeal rights should be explained to the complainant at this time. If a complaint is filed both within the Department and external to the Department (i.e., federal level) during the same time, the external complaint supersedes the internal complaint filing; accordingly the local level or Departmental level complaint procedures will be suspended pending outcome of the external, or federal, complaint.

(9) AGENCY TRAINING PLAN

- (a) Employees of the DMA facilities and agencies will also receive some orientation regarding the obligations and rights involved in the Title VI program. The training plan provides for all employees to be continually appraised of their responsibility to render a high quality of service to all clients regardless of their race, color, or national origin.
- (b) The DMA will offer Title VI in-service training programs for all employees to improve staff capability and augment knowledge and effectiveness. For state operated facilities, this might best be accomplished by the respective Personnel sections, but ultimately it is the responsibility of the Local Coordinator.

(10) TITLE VI PLAN EVALUATION PROCEDURES

- (a) The Department of Military Affairs (DMA) task force will monitor, review and report the number of complaints filed or significant problems of general compliance determined during the year to the Executive Director for Management and

Administration.

(b) The following are the DMA Title VI Plan Evaluation Procedures.

1. The DMA will annually review the Title VI Plan and provide updates, corrections or changes to the Auditor of Public Accounts and the Kentucky Commission on Human Rights by 1 July of each year.
2. Identify any existing needs or plan deficiencies. The annual review by the DMA and the Auditor of Public Accounts, annual Report on Compliance with Civil Rights Laws will provide a basis for the identification of plan deficiencies. The following are deficiencies or updates identified during the annual review of the Plan:
 - a) No changes for Calendar Year 2012 except for an update of the number of employees as broken down by racial origins for the Department of Military Affairs in paragraph 13(c) below.
3. Maintain written progress reports. All taskforce and progress reports will be maintained in the office of the Title VI Advisor for the DMA.
4. Describe corrective procedures. When identified, corrections to the DMA Title VI Plan will be promulgated no later than the next annual Title VI plan update, submitted to the Auditor of Public Accounts Office by 1 July and to appropriate Department officials. Corrections to the DMA Title VI Plan for the annual update due July 1, 2012 include the following:
 - a) No changes for Calendar Year 2012 except for an update of the number of employees as broken down by racial origins for the Department of Military Affairs in paragraph 13(c) below.

(12) PUBLIC NOTICE AND OUTREACH

- a) The DMA will provide public notice and outreach to inform persons about the following items:
 1. Title VI Plan - The agency will provide information concerning the DMA Title VI Plan to employees of the Department through in-service training. Information will be provided to subgrantees through the contracting process. Clauses have been included in Section 6.01 Non-discrimination of the Master Agreement Clauses (Attachment 2).
 2. Complaint Procedures – Information concerning the filing of a complaint with the Division will be provided to employees of the Department through in-service training. Information concerning the filing of a complaint will be provided to subgrantees through the contracting process, applicant’s agent briefings and public information campaigns (Attachment 4).
 3. Nondiscrimination Policy – Information concerning the DMA nondiscriminatory policy will be provided to employees of the Department through in-service training.

Information concerning the Department's nondiscriminatory policy will be provided to subgrantees through the contracting process, applicant's agent briefings and public information campaigns (Attachment 4)

4. Programs and Services - Information concerning the Title VI programs and services will be provided to employees of the Department through in-service training. Information concerning the Department's Title VI programs and services will be provided to subgrantees through the contracting process, applicant's agent briefings and public information campaigns (Attachment 4 and Attachment 5).
5. Limited English Proficiency (LEP) - An evaluation was conducted for all programs listed in section (6) Programs Subject to Title VI of this plan utilizing a four factor analysis to ensure meaningful access for limited English proficiency (LEP) applicants and beneficiaries. The four factors include:
 6. • Number or proportion of LEP individuals;
 7. • Frequency of contacts;
 8. • Nature and importance of the program or activity; and
 9. • Resources available.

From this analysis two programs are identified as serving populations that meet the majority of the requirements. The program entity and affiliated grants are:

- a) Kentucky Community Crisis Response Board (KCCRB)
 - 1) Centers for Disease Control and Prevention – CFDA# 93.283
 - 2) National Bioterrorism Hospital Preparedness Program – CFDA# - 93.889
 - 3) Crisis Counseling – CFDA# - 97.032
 - 4) Kentucky Community Crisis Response Board (KCCRB) has staff members that provide limited English proficiency support or have local contacts to provide services.
- b) Kentucky Division of Emergency Management
 - 1) Disaster Grants – Public Assistance (Presidential Declared) – CFDA# - 97.036
 - 2) Pre- Disaster Mitigation (DM) Competitive Grants – CFDA# - 97.017
 - 3) Disaster Housing Assistance to Individuals and Households in Presidential Declared Disaster Zones – CFDA# - 97.048
 - 4) Presidential Declared Disaster Assistance – Disaster Housing Operations for Individuals and Households - CFDA# - 97.049
 - 5) Presidential Declared Disaster Assistance to Individuals and Households – Other Needs – CFDA# - 97.050
- c) The Individual Housing Assistance Grant programs are activated after a presidential declaration and the registration is accomplished on-line through a 1-800 number. The Federal Emergency Management Agency (FEMA) provides limited English proficiency support to the applicants through their service. Any requests for information though the local or Division offices are referred to the FEMA on-line registration system.

- (b) The DMA contact person responsible for distribution of information relating to item (a) of subsection (11) Public Notice and Outreach is listed below.

Name: Steven P. Bullard
 Title: Director, Division of Administrative Services
 Address: Department of Military Affairs
 Boone National Guard Center
 Frankfort, KY 40601
 Telephone Number: (502) 607-1738

(13) MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

- (a) Whenever a planning or advisory body, such as a board or committee is an integral part of the recipients program, the facility or agency should take such steps as are necessary to ensure that minorities are notified of the existence of such bodies and are provided equal opportunity to participate as members.
- (b) Where members of a board or committee are appointed by the facility and where minorities comprise as much as 5% of the catchment’s area or the surrounding community, the facility or agency must appoint a minority representative to serve on the board or committee.

BOARD/COMMITTEE	MEMBERS	MINORITY REPS	PERCENTAGE
Kentucky Emergency Response Commission* (KYERC)	25	1	4%
Kentucky Community Crisis Response Board* (KCCRB)	17	1	5%

* Board appointments are by statute made by the Governor’s Office.

- (c) The summary of racial origins for the Department of Military Affairs includes the following permanent and Non P-1 employees:

RACE/NATIONAL ORIGIN	NUMBER
White Male	447
White Female	309
Black Male	41
Black Female	23
Hispanic Male	3
Hispanic Female	0
Asian Male	2
Asian Female	0
American Indian Male	4
American Indian Female	4
Hawaiian Pacific Male	1
2 or more races Male	0
2 or more races Female	0
Unknown Male	4

Unknown Female	3
TOTAL	841

THIS PAGE LEFT BLANK INTENTIONALLY