

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the ^{2nd} 9th day of July, 2019, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the Commonwealth of Kentucky created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, **ARBOR YOUTH SERVICES** with offices located at **536 West Third Street, Lexington, Kentucky 40508**, (hereinafter "Organization").

RECITALS

WHEREAS, the Government and the Sponsor desire to provide to strengthen and enhance Community Wellness and Safety, by supporting programs and services addressing Mental Health, Substance Misuse Disorder, and Violence Prevention, and to fund programs and services to provide low-barrier, rapid resolution, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness.

WHEREAS, the Government and the Sponsor solicited Requests for Proposals from public organizations and private non-profit organizations to provide this service through RFP No. 11-2019 – Extended Social Resources (ESR) Grant Program; Priority Area: Community Wellness & Safety and RFP No. 14-2019 – Extended Social Resources (ESR) Grant Program; Priority Area: Overnight Emergency Shelter;

WHEREAS, the Organization submitted a proposal which was deemed by the Government and Sponsor to be one of the best and most responsive proposals to implement and/or provide these services.

WITNESSETH

NOW, THEREFORE, in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. This Agreement shall include the following additional documents, which are attached hereto as exhibits and incorporated herein by reference as if fully stated:
 - a. Exhibit A – RFP No. 11 – 2019, consisting of 26 pages
 - b. Exhibit B – RFP No. 14 – 2019, consisting of 28 pages
 - c. Exhibit C – Organization's Formal Response to RFP No. 11 – 2019, consisting of 8 pages
 - d. Exhibit D – Organization's Formal Response to RFP No. 14 – 2019, consisting of 24 pages

In the event of a conflict between and among the provisions of these documents the provisions of this Agreement shall prevail, followed by Exhibit A and Exhibit B, and then Exhibit C and Exhibit D.

2. Government hereby retains Organization for the period beginning on **July 1, 2019**, and continuing for a period of one (1) year from that date. The Government may terminate this Agreement at any time and for any reason by providing the Organization with at least thirty (30) days written notice of termination. In such case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

3. Government shall pay Organization the sum of **TWO HUNDRED, THIRTY-SEVEN THOUSAND and 00/100 Dollars (\$237,000)** for the services required by this Agreement, said services being more particularly described in the Exhibit C and Exhibit D attached hereto and incorporated herein by reference as Exhibit A and Exhibit B, one-half (1/2th) of which shall be payable in August 2019 or shortly thereafter upon receipt of an invoice, and with one-half (1/2th) payable in January 2020 or shortly thereafter upon receipt

of an invoice, and detailed mid-year and year-end program reports. **First biannual invoice shall be submitted by August 5th, 2019, and second biannual invoice and first six-month detailed program report shall be due January 13th, 2020. A year-end program report shall be submitted by July 17th, 2020.** Reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

4. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

5. Organization shall perform all duties and services included in the Exhibit C and Exhibit D, attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Addendum and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and

6. Organization shall indemnify, defend and hold harmless Government, its officers, agents and employees, from and against any and all liabilities, claims, demands, losses, damages, costs, and/or expenses arising out of, from, relating to, and/or based on the Organization's violation of any such laws, ordinances or regulations or Organization's breach of this Agreement.

7. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

8. The Organization shall, on such forms as the Sponsor shall provide, submit to Sponsor an annual report and financial statement which summarize the previous year's activities regarding the services enumerated in the addendum attached hereto.

9. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

10. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the

responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

11. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

12. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

13. Organization agrees that it shall apply all funds received by it from the Urban County Government in accordance with the following investment policy guidelines:

- A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.
- B. Investment Funds Management: The governing board may elect to either:
 - (1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise and/or available time capacity of the executive director and the operating staff; or
 - (2) Utilize the professional investment management facilities of a local bank trust department acting in a fiduciary capacity within the same approved investment policies and federal, state, local and trust laws and regulation. The trust department may utilize its regular short-

term one hundred percent (100%) US Treasury Fund for daily funds investment.

The election of option 1 or 2 should be made consistent with the relative cost incurred and in the case of option 2 the cost shall be competitive among local trust departments.

C. Investment Policies - - Safety and Prudence.

(1) Short-term liquidity funds shall be invested in "riskless" investment, i.e., deposits in Kentucky commercial banks or savings and loan associations that are fully federally insured or deposits collateralized by U.S. Treasury securities with a current market value of at least one hundred percent (100%), or in direct obligations of U.S. Treasury securities.

Investments shall be diversified according to maturity in order to meet projected cash flow needs.

Collateral pledged to secure uninsured deposits shall be held at a federal reserve bank with the receipt providing absolute control by the agency.

(2) Retirement funds, endowment funds, long-term capital reserve funds and any other special funds may be held and invested by a local bank trust department under investment objectives and diversification in accordance with the individual nature of the funds and pursuant to the "prudent man" investment rule as well as general trust law.

(3) All investments shall be reviewed monthly by a finance or investment committee of the agency.

(4) Local brokerage firms may hold and invest funds provided that investments are located within Kentucky and are full insured.

D. Audit - - All investments shall be audited at least annually by independent certified public accountant who shall express an opinion as to whether or not investments during the year audited have conformed with state and local law and regulation and with the approved investment policies.

14. This Agreement, and Exhibits incorporated herein, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

15. Organization shall not assign any interest, obligation, or benefit of this Agreement or transfer any interest in the same, whether by assignment or novation, without prior written consent of LFUCG.

16. Organization expressly agrees to abide by the General Conditions and Risk Management Provisions included in Exhibit A which is attached hereto and incorporated herein by reference.

17. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Organization acknowledges and agrees that any claims, legal proceedings or litigation arising in connection with this Agreement or the Services provided hereunder shall be brought solely in Fayette County, Kentucky.

18. If any particular provision of this Agreement is determined to be invalid or unenforceable, that determination will not affect any other provision hereto, which will be construed in all respects as if the invalid or unenforceable provision were omitted.

19. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization:

Arbor Youth Services
536 West Third Street
Lexington, KY 40508

Attn: Lori Clemons

For Government:

Lexington-Fayette Urban County Gov.
200 East Main Street
Lexington, Kentucky 40507

Attn: Chris Ford, Commissioner
Department of Social Services

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington,
Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

ARBOR YOUTH SERVICES

BY:

Linda Gorton
Linda Gorton, Mayor

BY:

Lori Clemons

Title: EXECUTIVE DIRECTOR

ATTEST:

[Signature]
Clerk of the Urban
County Council



Lexington-Fayette Urban County Government

Request for Proposal

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #11-2019 Community Wellness & Safety – Extended Social Resources (ESR) Grant Program** to be provided in accordance with terms, conditions and specifications established herein.

Proposals will be received **online only** at <https://lexingtonky.ionwave.net> until **2:00 PM**, prevailing local time, on **April 19, 2019**.

Proposals received after the date and time set for opening proposals will not be considered for award of a contract/grant. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted online before the date and time set for opening proposals.

Additional copies of this Request For Proposals are available from the Division of Central Purchasing, Room 338 Government Center, 200 East Main Street, Lexington, KY 40507, (859)-258-3320, at no charge.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Electronic signature online at <https://lexingtonky.ionwave.net> constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Pre-Proposal Meeting will be held on **Monday, April 8th, 2019 at 8:30AM** at the Phoenix Building 3rd Floor Conference Room, 100 East Vine Street, Lexington, KY 40507.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

Laws and Regulations

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its subcontracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;

(3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and

(4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the

contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available workforce in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

LFUCG Non-Appropriation Clause

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

AFFIDAVIT

Comes the Affiant, _____, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is ANDREW SHAYDE and he/she is the individual submitting the proposal or is the authorized representative of ARBOR YOUTH SERVICES, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

STATE OF KENTUCKY

COUNTY OF FAYETTE

The foregoing instrument was subscribed, sworn to and acknowledged before me by Andrew Shaye on this the 18th day of April, 2019.

My Commission expires: 8/4/2021

Jane Marie Courtney
NOTARY PUBLIC, STATE AT LARGE



JANE MARIE COURTNEY
Notary Public, Kentucky
State At Large
My Commission Expires
August 4, 2021
Notary ID# 583441

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.


Signature

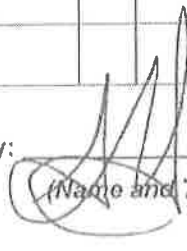
ARBOR YOUTH SVCS
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Arbor Youth Services

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators		1	1														
Professionals		2	6		1	1	9										
Superintendents																	
Supervisors			1			1											
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical			1														
Skilled Craft																	
Service/Maintenance																	
Total:																	

Prepared by:

 **ANDREW SHAYDE**
(Name and Title) **DIRECTOR OF DEVELOPMENT**

Date: 04__/18_/2019__

Revised 2015-Dec-15

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted

to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to RFP Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract/Grant under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.

- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
 - (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
 - (d) Failure to diligently advance the work under a contract for construction services;
 - (e) The filing of a bankruptcy petition by or against the contractor; or
 - (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

- 13. Assignment of Contract: The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
- 14. No Waiver: No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
- 15. Authority to do Business: The Respondent must be a duly organized and

authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.

Signature

Date

4-18-19



Lexington-Fayette Urban County Government
Request for Proposals

Extended Social Resources (ESR) Grant Program
Priority Area: Community Wellness & Safety

Purpose

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG") has historically partnered with non-profit agencies for the purpose of providing priority social services to supplement and support the work of the Urban County Government. These agencies are diverse in their missions and work plans, and provide services to the most vulnerable populations in our community.

Eligibility

- Eligible Responders shall be a non-profit 501(c)(3) organization with a physical presence in Lexington-Fayette County
- Responders shall be registered and have a current, complete agency portrait on GoodGiving.net
- Programs receiving grant funds for Partners for Youth are not eligible to also receive funding from the ESR Grant Program (a Program cannot receive funding from both)
- ESR funds cannot be used to teach, advance, advocate or promote any religion
- Be located in and/or serve Fayette County residents with ESR funds in Fayette County
- Applying organization agrees to comply with all applicable local, state, and federal laws

Instructions

Please follow the attached instructions and submit all required forms no later than the deadline indicated below:

Proposal Deadline – 2:00 PM EST Friday, April 19th, 2019.
Proposals received after this deadline or incomplete proposals will not be considered.

1.0 GENERAL INFORMATION & SCOPE

1.1 Background

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program.

This grant cycle shall cover Fiscal Year 2020 (July 1, 2019—June 30, 2020), and will award grants between the four Funding Priorities, which each have separate required Proposal Submittals and criteria, and awarded on an approximate scale, listed below. Proposers may submit ONE Proposal per Funding Priority Area.

Funding Priority Area: Community Wellness & Safety

Projected funding is 40% of total ESR Grant Program Award

LFUCG seeks to strengthen and enhance Community Wellness and Safety, by supporting programs and services addressing ***Mental Health, Substance Misuse Disorder, and Violence Prevention***. LFUCG intends to award grants for priority-rated programs and services which originate with demonstrated client needs, establish clearly-defined outcomes, and are designed to best practices or evidence-based models.

2.0 GENERAL PROVISIONS

2.1 Purpose

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)3** tax exempt status and with a physical business or program site location in Fayette County (hereinafter, referred to as "Applicant") for ESR funding for FY2020 (July 1, 2019 – June 30, 2020). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS, other than overhead required to support the subject program.**

2.2 Funding Period

The funding period is from July 1, 2019 through June 30, 2020.

2.3 ESR Grant Informational Workshop

The Department of Social Services conducted a meeting on March 28, 2019 that provided potential proposers with an overview of the proposal and review process, instructions on completing the RFP, and presentation of funding priorities.

2.4 Proposal Submission

All Submissions must be uploaded to the LFUCG procurement website at <https://lexingtonky.ionwave.net> by **FRIDAY, APRIL 19th, 2019 before 2:00 PM EST**. The Submission shall include an enclosed form that shall contain the required documents, and respond to one or more established funding priorities.

Proposal submissions containing significant omissions of required information will be considered non-responsive and removed from the RFP funding process on the application deadline date (April 19th, 2019). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness and penalties will be determined by the LFUCG Division of Central Purchasing in consultation with the Commissioner of Social Services. All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.

Do not include additional documents or attachments with the Proposal Submittal Form, such as brochures or letters of support. These will be discarded.

If your agency is submitting a proposal for the funding of more than one program in a single priority area, please note that they must be included in a single Proposal Submittal completed and submitted for that priority area RFP. Only one Proposal Submittal per agency per priority area RFP will be accepted.

Submitted Proposal shall be comprised of the attached PDF formatted Proposal Submittal form. This form must be submitted in the original PDF form, and NOT be a scanned version of the original form.

2.5 Acceptance/Rejection of Submissions

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omissions, contain unauthorized alteration of the Proposal Submittal form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgment, best serve the interests of Urban County Government.

All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.

2.6 Inquiries/Questions

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:

Todd Slatin, Director

Division of Central Purchasing 200 E. Main Street, Lexington, KY 40507

E-mail: tslatin@lexingtonky.gov Phone: (859) 258-3320

Deadline for questions is Wednesday, April 10th, 2019 at 5:00 p.m. EST

3.0 FUNDING PROCESS

3.1 Timeline

This Request for Proposals is being released on **March 29th, 2019**, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Monday, April 8th, 2019, at 8:30 a.m. at the Phoenix Building 3rd Floor Conference Room, 100 East Vine Street, Lexington, KY 40507.** This meeting will be open to the public and any potentially eligible applicants are invited to attend and ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals must be submitted **no later than 2 p.m. on FRIDAY, APRIL 19th, 2019**, and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation in April and May 2019 immediately following the proposal due date, with the intention to make funding announcements in late May, 2019. This timeline is subject to change without notice.

Successful applicants may be contacted on or about June 1, 2019, to negotiate a funding agreement with expectations that an award be in place for the funded programs to begin operations by July 1, 2019. No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

3.2 Evaluation

Proposals will be evaluated by a neutral panel including LFUCG staff and third-party reviewers who have expertise in the field of human services. The scoring criteria are outlined in Section 5.0 Criteria.

3.3 Reporting

The funded project will be required to submit quarterly progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by the Department of Social Services, as will due dates and submission process. Failure to submit complete reports on time will delay processing of grant payments and may affect the grantee's competitiveness for any future funding opportunities with LFUCG.

4.0 PROPOSAL FORMAT

Proposal Submittal Forms must be uploaded to <https://lexingtonky.ionwave.net> before the 2:00 p.m. EST April 19th, 2019 deadline. Late submissions will not be considered for funding.

5.0 SCORING CRITERIA/EVALUATION

Please see attached **Proposal Submittal form** to respond to the following; the **Proposal Submittal form** is the document that shall be completed with your responses and then uploaded as your RFP submittal. **You will need to save the PDF formatted Proposal Submittal form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**

ESR Grant Program RFP Criteria

	<u>Points</u>
5.1 Program Proposal & Design	
5.1.1 Needs Statement	15
5.1.2 Service Delivery Model	15
5.1.3 Client Eligibility & Requirements	5
5.1.4 Evidence-Based/Best Practice	10
Subtotal 45	
5.2 Program Measures & Evaluation	
5.2.1 Service Efficacy & Desired Outcomes	10
5.2.2 Client Empowerment & Community Impact	10
5.2.3 Data Assessment & Quality Improvement	10
Subtotal 30	
5.3 Capacity & Sustainability	
5.3.1 Staff Qualifications & Experience	5
5.3.2 Partnership & Resource Leverage	5
5.3.3 Outreach & Inclusion Strategy	15
Subtotal 25	
TOTAL	100

Funding Priority Area: Community Wellness & Safety

Projected funding is 40% of total ESR Grant Program Award

LFUCG seeks to strengthen and enhance Community Wellness and Safety, by supporting programs and services addressing **Mental Health, Substance Misuse Disorder, and Violence Prevention**. LFUCG intends to award grants for priority-rated programs and services which originate with demonstrated client needs, establish clearly-defined outcomes, and are designed to best practices or evidence-based models. These programs may address one or more of the following areas, but shall not be limited to:

- **Substance Misuse Disorder**, which include prevention of alcohol and drug abuse; prevention and treatment of addictive and mental disorders through programs and services for individuals who suffer from these disorders; and harm reduction.
- **Mental Health**, which is defined as a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community. Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood and adolescence through adulthood.
- **Violence Prevention**, which include Child Abuse & Neglect Services, Sexual Violence Prevention, Elder Abuse Prevention, Suicide Prevention, Youth Violence Prevention & Intervention, including Gang & Gun Violence, and Intimate Partner Violence Prevention and Stalking.

The term "client" is used throughout this proposal; however we understand that within the context of your work "client" may not mean an individual. For some agencies it may be helpful to think of "client" as whole system (such as a school) or as a neighborhood, group, or community.

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement 15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

5.1.2 Service Delivery Model 15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

5.1.3 Client Eligibility and Requirements 5 Points

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay \$30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

5.1.4 Evidence-Based/Best Practice 10 Points

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are proposing is best-practice.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes

10 Points

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

5.2.2 Client Empowerment & Community Impact

10 Points

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

5.2.3 Data Assessment & Quality Improvement

10 Points

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

5.3.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

5.3.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

6.0 Program Budget Summary Form

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request.)



PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Arbor Youth Services

Mailing Address: 536 W 3rd St. Lexington, KY 40508

Street Address: 536 W 3rd St. Lexington, KY 40508

Phone: (859) 254 - 2501

Is your Agency registered with the IRS as a 501(c)3 organization?

☒ Yes ☐ No

Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.

Does your agency have a current profile with Blue Grass Community Foundation's GoodGiving.net?

☒ Yes ☐ No

Note: Agencies **must** have profiles with GoodGiving.net to be eligible for ESR funding.

Website Address: www.Arborky.org

Agency Representative (typically the Executive Director - Name, Title, Phone, Email):

Lori Clemons, Executive Director , 859.254.2501, lori@arborky.org

Person Completing Application (Name, Title, Phone, Email):

Andrew Shayde, Director of Development, 859.254.2501, andrew@arborky.org

Program Information

Name of program for which funds are being requested: Arbor Youth Outreach Center

Total Funding Amount Requested: \$ 119,296

RFP #11-2019 PROPOSAL SUBMITTAL FORM

- Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.
- LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS
- REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement

15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

As the number of homeless youth has more than doubled nationwide over the last 10 years (National Center for Homeless Education), Lexington too has seen an increase of 18-24 year olds who are living on the streets or in shelters. Fayette County's 2019 LexCount revealed a total of 787 homeless individuals, a 14.89% increase from 2018. Of this total, 33 were youth found in adult shelters and in an abandoned building; a 68.75% increase from 2018. According to HUD's 2018 AHAR, unaccompanied homeless youth are more likely to be unsheltered than all people experiencing homelessness or people experiencing homelessness as individuals.

As the only nonprofit to work specifically with this age group on getting youth from homeless to housed, we at Arbor Youth Services work everyday to meet the needs of these young people. It is imperative to break the cycle of homelessness at a young age so that these people do not spend decades dependent on Lexington's assistance programs. Homeless youth require intensive support services that are often lacking in adult programs, as many youth require extensive support when transitioning to independent living. Adult programs are not developmentally appropriate for young adults, and difficulties arise when mixing them with older adults who have long histories of addictions, mental illness, abuse, and crime and who model survival strategies learned from years of homelessness.

The majority of homeless support services are funded by HUD, resulting in this population being under-served because they are often not eligible due to lack of chronic homelessness or severe disability status, causing them to slip between cracks of the service system. Arbor's Outreach Center proposes to fill the gap in community services that exists for this vulnerable population and prevent incidents of chronic homelessness among youth ages 18-24.

5.1.2 Service Delivery Model

15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

The following units of service will be provided annually for 100 youth:

For immediate safety: 75 safety plans, 500 meals, 250 hygiene items, 150 clothing items, 100 showers, 125 phone usages, 150 referrals to service providers, 100 units of transportation, 150 emotional supports.

For self-efficiency: 100 educational/employment activities; 500 skill development activities, 100 behavioral supports.

For stable housing: 300 housing supports, 25 housing referrals to the Lexington CoC, and 20 housing placements (15 with scholarships), 50 case plans.

For long term well-being: 50 financial literacy activities, 75 medical and/or mental health referrals, 100 enrichment activities.

These services will be offered on continuous basis during Outreach Center hours (Monday through Friday 9am-4pm and by appointment), and the recipients of housing scholarships will receive 3-6 months of intensive case management.

These services are essential in meeting the basic needs of homeless youth and in building the independent living skills required for youth to help them reach the goal of obtaining and maintaining stable housing. Due to the lack of services for this specific age group and inability for most service providers to effectively and successfully engage with the population, Arbor Youth is addressing the problem through the provision of a facility-based service that allows youth to access needed services such as mental health assessments and crisis counseling. Arbor Youth is addressing a growing problem among youth that do not meet new definitions of chronic homelessness set forth by HUD, causing youth to be under-represented within the CoC and unable to access most federal housing assistance programs, subsequently putting them at risk for entering a state of chronic homelessness.

5.1.3 Client Eligibility and Requirements

5 Points

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay \$30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

At Arbor Youth, we pride ourselves on inclusion and having low or no barrier programs. Youth that access any of our programs are never denied based on race, ethnicity, religious affiliation, sexual orientation, gender-identity, health-status, or ability level. There is never a cost to access services at Arbor Youth. All youth between the ages of 18-24 who are not an immediate threat of harm to themselves or others are eligible for services. Even if a youth poses a threat to others, staff will make special arrangements for the youth to access services and meet their needs.

Youth must be compliant with "House Rules" which include basic respect for others and being accountable for your environment, as each youth is expected to clean up after themselves and may be asked to help with household chores, such as doing dishes or taking out the trash. However, this is not a requirement to access meals, showers, or other services. Expectations for youth are that they will access services, accept case management and referrals, and ultimately receive housing assistance (housing scholarships or Rapid Re-Housing).

Youth offered housing scholarships are chosen based on highest safety need and lack of other housing options within the current CoC, due to lack of chronic homeless status or severe disability. If a youth accepts a housing scholarship, they are expected to work towards obtaining gainful employment, and if in high school, they are expected to attend school daily to make progress towards obtaining a diploma or their GED. Youth are also expected to maintain regular case management meetings that will include case planning and financial literacy activities, such as budget planning and setting future career or educational goals.

5.1.4 Evidence-Based/Best Practice

10 Points

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

Arbor Youth has embraced the Positive Youth Development (PYD) philosophy since 1997, incorporating it at both the organizational and direct service levels. PYD is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths (per the Interagency Working Group on Youth Programs). This approach is highly suggested by the U.S. Dept. of Health & Human Services, and nearly all federally funded youth agencies practice PYD. Services such as safety planning, creating goals, and case management are individualized, and staff position themselves as guides while encouraging youth to verbalize their needs and goals. Relationships between staff and youth are built on a common sense of respect and trust, and youth are encouraged to advocate for themselves both within the organization and externally.

At Arbor Youth, we also provide trauma-informed care to youth in all aspects of our services. Homelessness is recognized as a form of trauma for youth, and many youth have experienced trauma prior to becoming homeless and homelessness can exacerbate the consequences of trauma or re-traumatize a youth, resulting in a cycle that is tragically damaging and costly to both individuals and communities (per the National Child Traumatic Stress Network). Arbor Youth staff utilize trauma-informed intervention strategies that address youth's ability to frame past and future experiences, take into consideration the developmental impact of these past negative experiences, and provide productive coping strategies that ensure youth develop along a healthy trajectory. Staff also often utilize a psychological first aid approach with youth, taking into account that youth may have certain "triggers" or unexplainable fears that stem from past experiences.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes

10 Points

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

We hope to ensure that homeless youth ages 18-24 are able to safely have their basic needs met. We want to help youth transition out of homelessness and to become self-sufficient. Once housed, our critical goal becomes making sure youth maintain housing by providing housing-based case management. We aim to assist our youth in meeting the following goals: Immediate safety; Stable housing; Self Sufficiency; and Long-term well-being. Examples of goals include: completing safety plans; accepting case management; participating in skill building and enrichment activities; working towards employment or educational advancement; and accessing appropriate services that will ensure their health and mental well-being.

Successful completion of services would look like the following: 100% of youth access services to meet their basic needs; 75% will complete safety plans; 75% will engage in skill building activities; 75% will engage in employment or educational advancement activities; 20% youth will obtain housing, with 80% maintaining housing for 6 months or more; 60% will engage in financial literacy activities; 75% will engage in enrichment activities; and 25% will be connected to medical and/or mental health services.

These goals will be met through a service philosophy and environment rooted in Positive Youth Development that empowers youth through strength based models. Arbor Youth maintains a service philosophy that is not punitive or restrictive, allowing for the common developmentally appropriate "mistakes" that come with youth. Our staff also practice trauma-informed care and utilize Mental Health First Aid to promote a safe and positive environment that encourages youth to attain independence and overall well-being.

5.2.2 Client Empowerment & Community Impact

10 Points

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

The youth we serve often do not feel comfortable in adult shelters due to their increased risks of victimization either through theft or unfortunately, in some cases, physical or sexual harm. Many youth congregate and stay in places not meant for habitation or on the streets to avoid staying in shelters, either due to the above fears or because they are unable to abide by what they feel are arbitrary or punitive guidelines. For many youth with mental health issues, shelters exaggerate triggers or other behavioral issues that would otherwise be benign if in a safe environment. Youth access our Outreach Center because they feel safe in the environment and understood by staff, which ultimately leads to accepting services to meet their basic needs and making positive choices about their lives.

This program is valuable to the community by providing youth with a place to come during the day that allows them to be connected with the community services and government benefits available that will allow them to work towards self-sufficiency. The Outreach Center provides a one-stop facility for youth so that the obstacles of homelessness are less traumatizing, and they are removed from the street lifestyle as quickly as possible to decrease negative risk factors that become more debilitating as they enter chronic homelessness status.

Keeping young people away from the cycle of homelessness impacts Lexington in many ways. Through this quick immediate support, we keep kids off the streets which leads to a decrease in crime. When people have a home and a job they are less in need to steal to meet their needs. Off the streets, youth are physically more safe from others. Keeping young adults from becoming chronically homeless saves our city money through a decrease in social assistance programs for them in the future.

5.2.3 Data Assessment & Quality Improvement

10 Points

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

Data is gathered on each youth who accesses services including demographics, income, and other relevant information including units of service per client. As new youth come to our Outreach Center, data is collected upon their first walk-in, when youth sign in for every visit, as well as, in a follow up meeting or phone call after one month if they've have stopped coming by the Outreach Center.

Not only are services documented within the HMIS system under current funding requirements but additional service data will also be recorded weekly by the Housing Coordinator and Navigators in client case files and case notes. The service provisions described in section 5.1.2 will be collected, in addition to monthly client satisfaction surveys and general demographics related to housing. Data is collected on all youth who seek case management services, and all data is used in monthly and quarterly reports. Data for all youth served is included in outcomes, and there is not a varying sample size. Arbor Youth continuously tracks program outcomes and distributes results to stakeholders on a quarterly and annual basis.

Arbor Youth is currently accredited by COA, which requires that continuous quality improvement efforts are implemented in regards to administrative, service and client programming components. Not only will information gathered be reported and analyzed as above, but outcomes will also be utilized by the agency's PQI committee for submission into the agency's annual Quality Improvement Plan. Staff also have regular meetings with youth to address suggestions for improvement and to continuously analyze the changing needs of youth that are new to the program. Arbor Youth has been tracking service data in this program for many years and constantly works to improve the outcomes, efficiency and quality of our services to better meet the needs of youth.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

The Executive Director, Lori Clemons, has over 10 years of experience working with individuals and families at-risk of or experiencing homelessness. The Executive Director will devote 10% of time providing performance and quality oversight, strategic planning and direction, and engage donors and the public of the nature and extent of youth homelessness.

The Development Director, Andrew Shayde, has 9 years of experience working with at-risk youth and families, and 8 years managing grants and contracts. The Development Director will devote 20% of time to the project and will be responsible for oversight of HMIS compliance, required reporting, and data analysis.

The Housing Coordinator, Christie Primeaux, has been working in homelessness for over 10 years with adults and youth. Christie was a volunteer with us at Arbor Youth for 5 years before becoming an official employee in 2013. The Coordinator will be responsible for oversight of all intensive case management and referrals and oversight of housing support, devoting 50% of time to the project. The Coordinator is responsible for working with our Housing Navigator, Michael Reese, who has been with Arbor for 6 years, with prior experience in independent living, and our Outreach Advocate, AmeriCorps service member Allie Caldora, to provide the direct services outlined in this application. Both the Housing Navigator and Outreach Advocate will devote 100% of their time to the project.

The Office & Accounting Manager, Shannon Osborne, will devote 10% of time to invoicing, payroll, insurance and benefits oversight, and other general accounting and office duties as deemed necessary.

5.3.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

Many homeless youth become homeless suddenly, and homeless youth are different from homeless adults because they often have not learned the essential life skills needed to live on their own. Homeless youth are at an increased risk of harm in comparison to other youth their age; they are more likely to experience mental illness, suffer poor health, drop out of school, and become involved with or become victims of criminal activity. Life on the streets is dangerous and unpredictable, leaving homeless youth vulnerable to being exploited, abused, or killed. Our Outreach Center provides a safe place for youth to access services and to work towards exiting homelessness.

We currently collaborate with all adult shelters in the city to ensure youth have access to developmentally appropriate services. We also work with many local providers, such as KVC Behavioral Health, JobCorps, Voc Rehab, AVOL, U.K., and God's Pantry. We regularly receive and provide referrals among these partner agencies and actively participate in the CoC to access the most resources available for our young clients.

We have a formal agreement with Community Action Council to provide supportive services to homeless youth as part of their Bridge Housing program; this new program will provide crisis emergency housing to homeless youth who are not accessing adult shelters. We also have an agreement with The Nest to use their childcare services if/when we have homeless parenting youth who needs childcare for their children.

We currently receive funding from United Way of the Bluegrass and CDBG funding from LFUCG for this program.

5.3.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

Arbor Youth does not discriminate based on race, ethnicity, gender, sexual orientation, health-status, or ability level. We follow all equal employment and opportunity regulations. An individual cannot be disqualified because of lack of income, prior evictions, or criminal history. Additionally, Arbor Youth staff contains Spanish-speaking individuals, and we use the Language Line when needed so as to exclude no participant based English proficiency.

Arbor Youth makes all accommodations possible and is accustomed to serving youth with a wide range of disabilities. We try to decrease barriers, such as transportation during the first several visits, as this has been a known obstacle to youth accessing services. Currently if a youth is referred through other agencies or self refers, the youth may be transported to the Center by staff for the first several visits to decrease anxiety about accessing services and to ensure the youth is capable of finding their way in the future. Our Center is also on the main public transit routes and within walking distance of the local adult shelters.

Through Safe Place and agency presentations, Arbor Youth is able to provide outreach to relevant populations and community members. Youth often self refer or are referred through local social workers, schools and agencies participating in the Coordinated Entry process. Our Outreach Advocate also visits adult shelters and day centers weekly to reach any homeless youth who have not been connected to Arbor Youth.

Arbor Youth has a nondiscrimination policy, and every employee is expected to abide by and enforce the policy within their assigned areas of responsibility.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request.)

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2020. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2020 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. ($A=B+C$)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget ($A-B = C$).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **Arbor Youth Services**

Program Name **Outreach Center**

FY 2020 (July 1, 2019-June 30, 2020) Total Program Budget

	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program			
# of Employees:			
Full-Time (FTE)	5	82,373	45,750
Part-Time	1	2,055	2,055
Total Salaries	84,428	47,805	36,623
3. Consultant Services	\$ 0	0	0
list details			
4. Space/Facilities	\$ 0		
list details	Estimated to be 50% of total 540 facility expenses. Utilities: Electric (\$1,326), Gas (\$1,000), Water/Sewage (\$450), Telephone/Wi-Fi (\$1,800), Building expenses: Security system (\$225), Pest Control (\$513); Facility maintenance (\$1,500); Lawncare (\$188)		
5. Operating Expenses	\$ 23,195	19,066	4,129
list details	Basic Needs (\$2,000); Household (\$2,500); Client Document Fees (\$750); Transportation Expenses (\$2,300), Office Supplies (\$1,000), Printing (\$700), Background Checks (\$220); Youth Development (\$650), Professional Fees (\$2,450); Liability Insurance (\$7,125); Workers Comp (\$500), Accounting/Legal (\$1,500), Staff Training/ Equipment (\$1,500)		
6. Scholarships / Stipends	\$ 53,425	52,425	1,000
list details - numbers & amounts	Deposit/Rent Assistance for up to 6 months with a \$692 monthly rent cap. Assistance decreases by 20% monthly starting in month 3: \$692(deposit)+\$692+\$692+\$554+\$415+\$277+\$138 = \$3,460 per youth x 15 youth = \$51,900 Application Fees: \$35 x 15 youth = \$525; Emergency rent/financial assistance \$1,000		
7. Other	\$ 0		
list details			
8. TOTAL PROGRAM BUDGET	\$ 161,048	119,296	41,752

Cost per Program Participant: \$ **1,610**

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative (typed name): **Andrew Shayde**

Title: **Director of Development**

Date: **04/18/2019**



Lexington-Fayette Urban County Government

Request for Proposal

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #14-2019 Emergency Overnight Shelter – Extended Social Resources (ESR) Grant Program** to be provided in accordance with terms, conditions and specifications established herein.

Proposals will be received **online only** at <https://lexingtonky.ionwave.net> until **2:00 PM**, prevailing local time, on **April 19, 2019**.

Proposals received after the date and time set for opening proposals will not be considered for award of a contract/grant. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted online before the date and time set for opening proposals.

Additional copies of this Request For Proposals are available from the Division of Central Purchasing, Room 338 Government Center, 200 East Main Street, Lexington, KY 40507, (859)-258-3320, at no charge.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Electronic signature online at <https://lexingtonky.ionwave.net> constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Pre-Proposal Meeting will be held on **Monday, April 8th, 2019 at 8:30AM** at the Phoenix Building 3rd Floor Conference Room, 100 East Vine Street, Lexington, KY 40507.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

Laws and Regulations

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its subcontracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;

(3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and

(4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the

contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available workforce in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

LFUCG Non-Appropriation Clause

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

AFFIDAVIT

Comes the Affiant, _____, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is ANDREW SHADE and he/she is the individual submitting the proposal or is the authorized representative of ARBOR YOUTH SERVICES, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

STATE OF

Kentucky

COUNTY OF

Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before
me by Andrew Shaye on this the
18th day of April, 2019.

My Commission expires: 8/4/2021

Jane Marie Courtney
NOTARY PUBLIC, STATE AT LARGE



JANE MARIE COURTNEY
Notary Public, Kentucky
State At Large
My Commission Expires
August 4, 2021
Notary ID# 583441

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.



Signature

ARBOR YOUTH SVCS

Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Arbor Youth Services

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators		1	1														
Professionals		2	6		1	1	9										
Superintendents																	
Supervisors			1			1											
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical			1														
Skilled Craft																	
Service/Maintenance																	
Total:																	

Prepared by:

ANDREW SHAYDE
(Name and Title) DIRECTOR OF DEVELOPMENT

Date: 04 / 18 / 2019

Revised 2015-Dec-15

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted

to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to RFP Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract/Grant under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.

- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
 - (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
 - (d) Failure to diligently advance the work under a contract for construction services;
 - (e) The filing of a bankruptcy petition by or against the contractor; or
 - (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.


B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

- 13. Assignment of Contract: The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
- 14. No Waiver: No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
- 15. Authority to do Business: The Respondent must be a duly organized and

authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.



Signature

4-18-19

Date



Lexington-Fayette Urban County Government
Request for Proposals

Extended Social Resources (ESR) Grant Program
Priority Area: Emergency Overnight Shelter

Purpose

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG") has historically partnered with non-profit agencies for the purpose of providing priority social services to supplement and support the work of the Urban County Government. These agencies are diverse in their missions and work plans, and provide services to the most vulnerable populations in our community.

Eligibility

- Eligible Responders shall be a non-profit 501(c)(3) organization with a physical presence in Lexington-Fayette County
- Responders shall be registered and have a current, complete agency portrait on GoodGiving.net
- Programs receiving grant funds for Partners for Youth are not eligible to also receive funding from the ESR Grant Program (a Program cannot receive funding from both)
- ESR funds cannot be used to teach, advance, advocate or promote any religion
- Be located in and/or serve Fayette County residents with ESR funds in Fayette County
- Applying organization agrees to comply with all applicable local, state, and federal laws

Applicants for overnight emergency shelter funding must meet or agree to implement the following items. Submission of a proposal constitutes agreement to these terms:

- All shelter guests must be entered into the Kentucky Homeless Management Information System (KYHMIS) database. All emergency shelter program specific data elements per the LFUCG Homelessness Prevention and Intervention Board must be entered for each guest and they must be entered and exited from the shelter project in KYHMIS within three (3) days of occurrence.¹
- Shelters must participate fully in the OneDoor Lexington Coordinated Entry System. For shelters this means conducting the VI-SPDAT assessment for guests who have reached an appropriate length of stay², entering those guests into the Coordinated Entry project in KYHMIS, and meeting all responsibilities outlined in Lexington Coordinated Entry Policies & Procedures adopted by the LFUCG Homelessness Prevention & Intervention Board.
- Shelters must ensure that they do not contribute to unlawful gaps in access based on race, ethnicity, gender identity, sexuality, or other demographics, as defined by federal, state, and local laws and ordinances. Shelters will have a culture that exhibits cultural competency and responsiveness.

Instructions

Please follow the attached instructions and submit all required forms no later than the deadline indicated below:

Proposal Deadline – 2:00 PM EST Friday, April 19th, 2019.

Proposals received after this deadline or incomplete proposals will not be considered.

¹ Exception is made for shelters serving survivors of intimate partner abuse which must instead utilize a separate but equivalent system as directed by HUD.

² Typically 2-3 weeks to see if homelessness can self-resolve but some discretion is allowed. Guests may refuse the assessment and/or refuse to have their information entered into HMIS.

1.0 GENERAL INFORMATION & SCOPE

1.1 Background

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program.

This grant cycle shall cover Fiscal Year 2020 (July 1, 2019—June 30, 2020), and will award grants between the four Funding Priorities, which each have separate required Proposal Submittals and criteria, and awarded on an approximate scale, listed below. Proposers may submit ONE Proposal per Funding Priority Area.

Lexington-Fayette Urban County Government (LFUCG) wishes to complete a purchase for service agreement with non-profit organizations operating within the city of Lexington, to provide low-barrier, rapid resolution, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness.

Lexington-Fayette Urban County Government (LFUCG) wishes to contract with non-profit organizations operating within the city of Lexington to provide low-barrier, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness. These funding agreements will be administered and monitored through the LFUCG Office of Homelessness Prevention & Intervention (OHPI).

Emergency shelter contracts will be awarded to eligible applicants to assist in operating an emergency shelter in alignment with the goals of the Lexington-Fayette County Continuum of Care, the Office of Homelessness Prevention and Intervention and the LFUCG Homelessness Prevention & Intervention Board. This is a purchase service agreement with terms set by LFUCG. LFUCG intends to fund any organization which operates a rapid-resolution, housing oriented emergency shelter that assists individuals and families to exit into permanent housing quickly.

Funding Priority Area: Emergency Overnight Shelter

Projected funding is 25% of total ESR Grant Program Award

LFUCG seeks to fund programs and services to provide low-barrier, rapid resolution, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness.

2.0 GENERAL PROVISIONS

2.1 Purpose

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)3** tax exempt status and with a physical business or program site location in Fayette County (hereinafter, referred to as "Applicant") for ESR funding for FY2020 (July 1, 2019 – June 30, 2020). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS, other than overhead required to support the subject program.**

2.2 Funding Period

The funding period is from July 1, 2019 through June 30, 2020.

2.3 **ESR Grant Informational Workshop**

The Department of Social Services conducted a meeting on March 28, 2019 that provided potential proposers with an overview of the proposal and review process, instructions on completing the RFP, and presentation of funding priorities.

2.4 **Proposal Submission**

All Submissions must be uploaded to the LFUCG procurement website at <https://lexingtonky.ionwave.net> by **FRIDAY, APRIL 19th, 2019 before 2:00 PM EST**. The Submission shall include an enclosed form that shall contain the required documents, and respond to one or more established funding priorities.

Proposal submissions containing significant omissions of required information will be considered non-responsive and removed from the RFP funding process on the application deadline date (April 19th, 2019). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness and penalties will be determined by the LFUCG Division of Central Purchasing in consultation with the Commissioner of Social Services.

All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.

Only include the attachments asked for in the RFP with the Proposal Submittal Form. Do not include additional documents or attachments with the Proposal Submittal Form, such as brochures or letters of support. These will be discarded.

If your agency is submitting a proposal for the funding of more than one program in a single priority area, please note that they must be included in a single Proposal Submittal completed and submitted for that priority area RFP. Only one Proposal Submittal per agency per priority area RFP will be accepted.

Submitted Proposal shall be comprised of the attached PDF formatted Proposal Submittal form. This form must be submitted in the original PDF form, and NOT be a scanned version of the original form.

2.5 **Acceptance/Rejection of Submissions**

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omissions, contain unauthorized alteration of the Proposal Submittal form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgment, best serve the interests of Urban County Government.

2.6 **Inquiries/Questions**

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:

Todd Slatin, Director

Division of Central Purchasing 200 E. Main Street, Lexington, KY 40507

E-mail: tslatin@lexingtonky.gov Phone: (859) 258-3320

Deadline for questions is Friday, April 10th, 2019 at 5:00 p.m. EST

3.0 FUNDING PROCESS

3.1 Timeline

This Request for Proposals is being released on **March 29th, 2019**, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Monday, April 8th, 2019, at 8:30 a.m. at the Phoenix Building 3rd Floor Conference Room, 100 East Vine Street, Lexington, KY 40507.** This meeting will be open to the public and any potentially eligible applicants are invited to attend and ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals must be submitted **no later than 2 p.m. on FRIDAY, APRIL 19th, 2019**, and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation in April and May 2019 immediately following the proposal due date, with the intention to make funding announcements in late May, 2019. This timeline is subject to change without notice.

Successful applicants may be contacted on or about June 1, 2019, to negotiate a funding agreement with expectations that an award be in place for the funded programs to begin operations by July 1, 2019. No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

3.1 Evaluation

Proposals will be evaluated by a neutral panel including LFUCG staff and third-party reviewers who have expertise in the field of human services. The scoring criteria are outlined in Section 5.0 Criteria.

3.2 Reporting

The funded project will be required to submit quarterly progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by the Department of Social Services, as will due dates and submission process. Failure to submit complete reports on time will delay processing of grant payments and may affect the grantee's competitiveness for any future funding opportunities with LFUCG.

4.0 PROPOSAL FORMAT

Proposal Submittal Forms must be uploaded to <https://lexingtonky.ionwave.net> before the 2:00 p.m. EST April 19th, 2019 deadline. Late submissions will not be considered for funding.

5.0 SCORING CRITERIA/EVALUATION

Please see attached **Proposal Submittal form** to respond to the following; the **Proposal Submittal form** is the document that shall be completed with your responses and then uploaded as your RFP submittal. **You will need to save the PDF formatted Proposal Submittal form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**

Funding Priority Area: Overnight Emergency Shelter

Projected funding is 25% of total ESR Grant Program Award

LFUCG seeks to fund programs and services to provide low-barrier, rapid resolution, housing-oriented overnight emergency shelter for individuals and families experiencing homelessness.

ESR Grant Program RFP Criteria

	<u>Points</u>
5.1 Program Design & Performance	
5.1.1 General Shelter Information	15
5.1.2 Rapid Resolution, Housing Orientated	25
5.1.3 Low Barrier	15
5.1.4 Actual Results	10
5.1.5 Capacity, Cost Effectiveness, & Budget	10
	Subtotal 75
5.2 Capacity & Sustainability	
5.2.1 Staff Qualifications & Experience	5
5.2.2 Partnership & Resource Leverage	5
5.2.3 Outreach & Inclusion Strategy	15
	Subtotal 25
TOTAL	100

5.1 Program Design, Performance, Budget

5.1.1 General Shelter Information

15 points

The following information is required in order to evaluate capacity and scope of programming and ensure a balance of shelter options for various sub-populations of people experiencing homelessness. While the overall narrative score is a major factor in funding recommendations, LFUCG will also consider factors such as ensuring availability of critical services and an adequate number of emergency shelter beds for vulnerable populations.

- Provide a description of the shelter including;
 - shelter operating hours,
 - population served included special populations served,
 - shelter rules and procedures (submit documentation)
 - how basic needs are met such as meals and personal care,
 - operating hours outside of nighttime shelter, i.e. are staff operating during the day
 - general staffing description for the emergency shelter
- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? **(submit documentation as an attachment)**
- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation as an attachment)**
- Are expectations of guests clearly communicated and easily accessible for review by guests? (submit documentation of communication process)
- What specific practices help ensure that the shelter exhibits cultural competency and provides appropriate protections for shelter seekers across demographic differences?
- Does the shelter involve guests in governance and operations? **(submit documentation as an attachment)**

5.1.2 Rapid Resolution, Housing Oriented

25 points

Up to 25 points will be awarded to applicants demonstrating a shelter project that is rapid resolution and housing oriented. This means a plan is presented for how the organization works with guests to develop and implement a housing plan including diversion techniques and how quickly people move to permanent housing.

Narrative for this section should address all of the following prompts:

- Does your emergency shelter's process for accessing shelter assess options for diverting from shelter?
- Does your emergency shelter's diversion approach include, when needed, financial assistance, mediation, housing location, legal assistance, or other supports?
- What role do mainstream programs play in supporting shelter seekers and diversion efforts?
- How does your emergency shelter provide immediate assistance and link guests with housing options within the first 14 days of a shelter stay?
- How does your emergency shelter use data routinely to detect trends, identify frequent users, and monitor housing success and other performance measures?
- How your emergency shelter coordinate with the broader homelessness service and housing systems in system-level planning?
- Does your emergency shelter assess and address the safety risks for people fleeing domestic violence?
- Describe how shelter guests are assigned case management and detail how case management is provided in your emergency shelter. How often do case managers discuss housing options with guests? How and when do the conversations about obtaining housing begin? Do case managers utilize best practices when working with clients such as trauma informed care?
- How will shelter staff members or volunteers help shelter guests access documents needed for housing (birth certificates, Social Security cards, etc.) when needed?

5.1.3 Low-Barrier

15 points

Up to 15 points will be awarded to applicants based on an evaluation of the shelter's commitment to a housing first, low-barrier model. Low-barrier shelter is a critical piece in the homeless assistance approach that prioritizes providing people experiencing homelessness with shelter as quickly as possible – and then providing voluntary supportive services as needed. A low-barrier shelter is one which has only the least restrictive entry criteria necessary to ensure health and safety in the facility.

Narrative for this section should address all of the following prompts:

- Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way? **(submit documentation as an attachment)**
- Does your emergency shelter have minimal expectations or requirements of people seeking shelter? **(submit documentation as an attachment)**
- Does your shelter welcome self-defined family and kinship groups to seek shelter together?
- Can your emergency shelter identify financial resources that can support the adoption of low-barrier policies and practices and support extended or flexible hours and adapted service-delivery models?
- Does your shelter accommodate pets and belongings?
- Does the shelter make accommodations to store belongings and if so, how?
- Do your shelter intake process and housing navigation services coordinate closely with community-based outreach services and coordinated entry?
- Does your shelter create flexible and predictable access for people seeking shelter?
- Are guests required or requested to contribute funds or labor to remain in the shelter? **(submit documentation of any program fees or volunteer time required as an attachment)**
- Are guests required to participate in classes or programs as a condition of remaining in the shelter? If yes, describe the process followed to determine whether someone is admitted or removed from the shelter and appeals available to those denied access. Applicants should include with their proposal a copy of written operation procedures for denial of services. This includes drug testing.
- How many participants were turned away or banned in the past 12 months for reasons described above?

5.1.4 Actual Results

10 Points

Applicants will be evaluated based on actual results from the previous year. LFUCG will utilize access to KYHMIS for organizations with prior year participation. ONLY non-participating first-time applicants should provide a narrative describing outcome targets and actual results for relevant existing shelter. If the organization has not operated an overnight emergency shelter in the past year, the organization may submit performance reports for any transitional housing, rapid rehousing, or permanent supportive housing program. .

The OHPI reserves the right to negotiate final targets. Results will be evaluated based on reports from the KYHMIS database, not agency records, so KYHMIS data quality and timeliness is critical.

- **Submit reports from January 1, 2018 to December 31, 2018 as attachments**
 - CoC APR
 - CoC CAPER

5.1.5 Capacity, Cost Effectiveness, & Budget

10 points

Every community, including Lexington, faces the challenge of ensuring that shelter capacity is scaled to meet local need and that it is financed accordingly. This does assume that we should expand emergency shelter for those in the community that are currently experiencing unsheltered homelessness.

In making decisions regarding necessary capacity, LFUCG will consider how a broad range of changes and improvements within their crisis response systems will impact need and demand for emergency shelter, including: increased emphasis on diversion strategies and services; reductions in the length of time it takes for guests to move from shelter to permanent housing, including through expanded rapid resolution interventions; removal of barriers to entry; and increased emphasis on long-term or frequent users of emergency shelter.

Complete this table by indicating the total in the column to the right, then respond to the narrative prompts below:		Total
***Number of individual beds available:		
***Number of units available for families, if applicable:		
Funds requested from LFUCG:		
Average nightly census for individuals based on KYHMIS data:		
Average nightly census for families based on KYHMIS data:		
Total annual budget for shelter (all funding sources):		
% LFUCG investment (LFUCG Request/Total Budget * 100):		

- ***Total beds above not reflect any overflow capacity such as mats on the floor, sleeping in lobbies, dining room chairs or overflow into other buildings owned by partners such as churches or other non-profits. Also exclude beds reserved for/supported by Department of Corrections, Veterans Administration, Department of Community Based Services, or other funding sources.
- Please describe all funding sources other than LFUCG that are included in your total emergency shelter budget.

Program Budget Summary Form

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request.)

5.2 Capacity & Sustainability

5.2.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

5.2.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Overnight Emergency Shelter? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

5.2.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

Required attachments with Proposal Submittal Form (8 total):

5.1.1 General Shelter Information

- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? **(submit documentation as an attachment)**
- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation as an attachment)**
- Does the shelter involve guests in governance and operations? **(submit documentation as an attachment)**
- **Submit reports from January 1, 2018 to December 31, 2018 as attachments:**
 - CoC APR
 - CoC CAPER

5.1.3 Low Barrier

- Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way? **(submit documentation as an attachment)**
- Does your emergency shelter have minimal expectations or requirements of people seeking shelter? **(submit documentation as an attachment)**
- Are guests required or requested to contribute funds or labor to remain in the shelter? **(submit documentation of any program fees or volunteer time required as an attachment)**



PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Arbor Youth Services

Mailing Address: 536 W 3rd St. Lexington, KY 40508

Street Address: 536 W 3rd St. Lexington, KY 40508

Phone: (859) 254 - 2501

Is your Agency registered with the IRS as a 501(c)3 organization?

Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.

☒ Yes ☐ No

Does your agency have a current profile with Blue Grass Community Foundation's GoodGiving.net?

Note: Agencies **must** have profiles with GoodGiving.net to be eligible for ESR funding.

☒ Yes ☐ No

Website Address: www.ArborKY.org

Agency Representative (typically the Executive Director - Name, Title, Phone, Email):

Lori Clemons, Executive Director, 859-254-2501

Person Completing Application (Name, Title, Phone, Email):

Andrew Shayde, Director of Development, 859-254-2501

Program Information

Name of program for which funds are being requested: Emergency Shelter

Total Funding Amount Requested: \$ 167,111

RFP #14-2019 PROPOSAL SUBMITTAL FORM

- Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.
- LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS
- REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.

5.1 Program Design & Performance

5.1.1 General Shelter Information

15 Points

The following information is required in order to evaluate capacity and scope of programming and ensure a balance of shelter options for various sub-populations of people experiencing homelessness. While the overall narrative score is a major factor in funding recommendations, LFUCG will also consider factors such as ensuring availability of critical services and an adequate number of emergency shelter beds for vulnerable populations.

- Provide a description of the shelter including;
 - shelter operating hours,
 - population served included special populations served,
 - shelter rules and procedures (submit documentation)
 - how basic needs are met such as meals and personal care,
 - operating hours outside of nighttime shelter, i.e. are staff operating during the day
 - general staffing description for the emergency shelter
- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? **(submit documentation as an attachment)**
- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation as an attachment)**
- Are expectations of guests clearly communicated and easily accessible for review by guests? (submit documentation of communication process)
- What specific practices help ensure that the shelter exhibits cultural competency and provides appropriate protections for shelter seekers across demographic differences?
- Does the shelter involve guests in governance and operations? **(submit documentation as an attachment)**

Arbor Youth Services is currently licensed for a capacity of 10 beds, with 4 additional beds for emergency overflow. The actual bed count does not include the crib and 2 toddler beds available for use. We expect to provide shelter to at least 100 youth per year. We operate the shelter program 24 hours a day/7 days a week all year, with around the clock supervision (a minimum of 2 staff on shift at a time). Arbor Youth provides shelter services to children ages of birth through 17 years. Many of the youth served in our shelter have experienced multiple episodes of homelessness with their family, exhibit runaway behavior, are fleeing abusive situations or lack an available and capable adult to maintain custody.

Due to the special nature of our youth population, we provide our services in a home-like setting that encourages comfort while decreasing the effects of trauma to youth experiencing homelessness and other crises. All services are voluntary and free. Youth are encouraged to participate in family style meals, complete safety plans and case management, and are provided with all basic necessities upon intake and are expected to attend school if enrolled in Fayette County. We also provide medical, mental health and housing advocacy for all youth.

At Arbor Youth we pride ourselves on inclusion and having low or no barrier programs. Youth that access any of our programs are never denied based on ethnicity, socioeconomic background, religious affiliation, sexual orientation, gender-identity, health-status, or ability level. Additionally, it is important to us at Arbor Youth that our staff reflect the diversity of the youth we serve so we recruit experienced and passionate staff accordingly. Additionally, we have Spanish-speaking individuals on staff, and we use the Language Line when needed so as to not exclude any participant based English proficiency.

5.1.2 Rapid Resolution, Housing Oriented

25 points

Up to 10 points will be awarded to applicants demonstrating a shelter project that is rapid resolution and housing oriented. This means a plan is presented for how the organization works with guests to develop and implement a housing plan including diversion techniques and how quickly people move to permanent housing.

Narrative for this section should address all of the following prompts:

- Does your emergency shelter's process for accessing shelter assess options for diverting from shelter?
- Does your emergency shelter's diversion approach include, when needed, financial assistance, mediation, housing location, legal assistance, or other supports?
- What role do mainstream programs play in supporting shelter seekers and diversion efforts?
- How does your emergency shelter provide immediate assistance and link guests with housing options within the first 14 days of a shelter stay?
- How does your emergency shelter use data routinely to detect trends, identify frequent users, and monitor housing success and other performance measures?
- How does your emergency shelter coordinate with the broader homelessness service and housing systems in system-level planning?
- Does your emergency shelter assess and address the safety risks for people fleeing domestic violence?
- Describe how shelter guests are assigned case management and detail how case management is provided in your emergency shelter. How often do case managers discuss housing options with guests? How and when do the conversations about obtaining housing begin? Do case managers utilize best practices when working with clients such as trauma informed care?
- How will shelter staff members or volunteers help shelter guests access documents needed for housing (birth certificates, Social Security cards, etc.) when needed?

When it is safe and feasible for the youth, Arbor Youth encourages alternative placements for youth as each stay in the shelter increases their chances of future episodes of homelessness in adulthood. With this in mind, we work closely with youth and families experiencing homelessness to prevent shelter intakes through family support meetings for youth who exhibit runaway behavior and resource referrals for families requiring housing. However, youth under the age of 18 who are experiencing homelessness often have very little control over their housing decisions, which creates a unique service delivery system that is quite different from the general homeless population.

The exit plan for safe and stable housing begins upon intake. The housing discussions are often between our staff and the family or fictive kin of the youth, social workers, or other relevant custody holders. We advocate for the best interest of the youth and take into consideration the youth's desires for long-term housing. We focus on increasing the youth's internal and external assets while residing at our shelter so they are capable of making healthy and positive life decisions. Youth meet with our Youth Advocate 3-5 times a week to not only check-in with the youth to see how they're doing but to be sure they are a part of their placement process; we want to be sure youth have input in their lives and always know the status of their situation. We also assist youth in obtaining all needed documentation and other necessary items as deemed appropriate. Once youth exit, ongoing after-care is available if desired by the youth, and it is geographically feasible.

All shelter services are provided through a service philosophy and environment rooted in Positive Youth Development that empowers youth and is not punitive or restrictive. Our staff also practice trauma-informed care and utilize Mental Health First Aid to promote a safe and positive environment that encourages youth to attain independence and overall well-being.

5.1.3 Low-Barrier

15 points

Up to 5 points will be awarded to applicants based on an evaluation of the shelter's commitment to a housing first, low-barrier model. Low-barrier shelter is a critical piece in the homeless assistance approach that prioritizes providing people experiencing homelessness with shelter as quickly as possible – and then providing voluntary supportive services as needed. A low-barrier shelter is one which has only the least restrictive entry criteria necessary to ensure health and safety in the facility.

Narrative for this section should address all of the following prompts:

- Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way? **(submit documentation as an attachment)**
- Does your emergency shelter have minimal expectations or requirements of people seeking shelter? **(submit documentation as an attachment)**
- Does your shelter welcome self-defined family and kinship groups to seek shelter together?
- Can your emergency shelter identify financial resources that can support the adoption of low-barrier policies and practices and support extended or flexible hours and adapted service-delivery models?
- Does your shelter accommodate pets and belongings?
- Does the shelter make accommodations to store belongings and if so, how?
- Do your shelter intake process and housing navigation services coordinate closely with community-based outreach services and coordinated entry?
- Does your shelter create flexible and predictable access for people seeking shelter?
- Are guests required or requested to contribute funds or labor to remain in the shelter? **(submit documentation of any program fees or volunteer time required as an attachment)**
- Are guests required to participate in classes or programs as a condition of remaining in the shelter? If yes, describe the process followed to determine whether someone is admitted or removed from the shelter and appeals available to those denied access. Applicants should include with their proposal a copy of written operation procedures for denial of services. This includes drug testing.
- How many participants were turned away or banned in the past 12 months for reasons described above?

Arbor Youth follows a philosophy of Positive Youth Development that encourages least restrictive policies that aim to empower youth to make healthy choices through strength-based models. Children and families are never required to contribute funds or participate in group activities to obtain shelter services. Youth must meet minimum eligibility requirements that ensure their safety and the safety of others, and supervisor approval is required for youth who have displayed inappropriate sexual behavior, severe violent behavior outside of the home, or exhibit suicidal behavior. Each youth is assessed on these safety components and decisions of eligibility are made in regards to the current population and safe alternative placement of the youth. We make all efforts possible to refrain from turning youth away and never turn away youth referred through our Safe Place program, police or through self-referral, as these are deemed emergency cases. Due to a deep understanding of our population and the belief in our youth to grow and change, we do not ban kids for indefinite periods and only discharge youth when a safe placement is available, never to the streets.

As part of intake, youth are provided a resident contract, consent forms, and policies that explain what is expected of them and what they can expect from staff. Staff thoroughly explain all documents to age-appropriate youth. During their stay, youth are encouraged to participate in groups where they discuss things like social skills and their emotional well-being. We also provide an active schedule of enrichment activities, such as touring the science center and physical activities like swimming and ice skating. While we encourage youth participation in every opportunity provided, everything is voluntary and at the discretion of youth. Arbor Youth maintains a service philosophy that is not punitive or restrictive, meaning youth have input in what they want or do not want to do and, also allowing for the common developmentally appropriate "mistakes" that come with youth.

Arbor Youth welcomes all service and emotional support animals, and with any other pets, our staff are willing to make every possible effort to keep the pet and youth together in our facility. In addition, we are supportive of storing all belongings a youth arrives with, as space permits. Most often, youth arrive with little more than a backpack, and our staff works diligently to make sure we acquire any additional items. We have minimal closet space but also have two sheds behind our facility with ample storage space for youth needs.

Last year, 42 youth were turned away based on our eligibility guidelines, meaning they were an immediate threat to themselves or others. However, none of these 42 youth were in a current state of homelessness. Since our referral sources greatly vary, not all children referred to us are homelessness or in a current state of emergency as it pertains to their safety. As for the youth accepted last year, none were banned or kicked out of the shelter.

5.1.4 Actual Results

10 Points

Applicants will be evaluated based on actual results from the previous year. LFUCG will utilize access to KYHMIS for organizations with prior year participation. ONLY non-participating first-time applicants should provide a narrative describing outcome targets and actual results for relevant existing shelter. If the organization has not operated an overnight emergency shelter in the past year, the organization may submit performance reports for any transitional housing, rapid rehousing, or permanent supportive housing program. .

The OHPI reserves the right to negotiate final targets. Results will be evaluated based on reports from the KYHMIS database, not agency records, so KYHMIS data quality and timeliness is critical.

- **Submit reports from January 1, 2018 to December 31, 2018 as attachments**
 - CoC APR
 - CoC CAPER

5.1.5 Capacity, Cost Effectiveness, & Budget

10 points

Every community, including Lexington, faces the challenge of ensuring that shelter capacity is scaled to meet local need and that it is financed accordingly. This does assume that we should expand emergency shelter for those in the community that are currently experiencing unsheltered homelessness.

In making decisions regarding necessary capacity, LFUCG will consider how a broad range of changes and improvements within their crisis response systems will impact need and demand for emergency shelter, including: increased emphasis on diversion strategies and services; reductions in the length of time it takes for guests to move from shelter to permanent housing, including through expanded rapid resolution interventions; removal of barriers to entry; and increased emphasis on long-term or frequent users of emergency shelter.

Complete this table by indicating the total in the column to the right, then respond to the narrative prompts below:	Total
***Number of individual beds available:	10
***Number of units available for families, if applicable:	0
Funds requested from LFUCG:	167,111
Average nightly census for individuals based on KYHMIS data:	8.4
Average nightly census for families based on KYHMIS data:	0
Total annual budget for shelter (all funding sources):	384,098
% LFUCG investment (LFUCG Request/Total Budget * 100):	44 %

- ***Total beds above not reflect any overflow capacity such as mats on the floor, sleeping in lobbies, dining room chairs or overflow into other buildings owned by partners such as churches or other non-profits. Also exclude beds reserved for/supported by Department of Corrections, Veterans Administration, Department of Community Based Services, or other funding sources.
- Please describe all funding sources other than LFUCG that are included in your total emergency shelter budget.

Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request.)

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2020. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2020 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget ($A - B = C$).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **Arbor Youth Services**

Program Name **Emergency Shelter**

FY 2020 (July 1, 2019-June 30, 2020) Total Program Budget

		Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program	# of Employees:			
Full-Time (FTE)	10	297,654	149,313	148,341
Part-Time	12	22,612	10,082	12,530
Total Salaries		320,266	159,395	160,871
3. Consultant Services	\$	0	0	0
<i>list details</i>				
4. Space/Facilities	\$	13,732	3,543	10,189
<i>list details</i>	Utilities: Electric (\$2,850), Gas (\$3,000), Water/Sewage (\$2,000), Telephone/Wi-Fi (\$1,900); Cable (\$132) Building expenses: Security system (\$450), Pest Control (\$1,025), Lawn Care (\$375) Facility maintenance is estimated at \$2,000			
5. Operating Expenses	\$	50,100	4,173	45,927
<i>list details</i>	Food (\$15,600), Basic Need items (\$1,500), Household (\$1,000), Youth Development (\$2,500), School supplies (\$50), Medical needs (\$250), Vehicle/Transportation (\$3,800), Office supplies (\$1,000), Printing (\$2,300), Background checks (\$1,100); Professional Fees (\$2,000); Liability (\$13,750), Worker's Comp (\$2,750), Accounting/Legal (\$2,500)			
6. Scholarships / Stipends	\$	0	0	0
<i>list details - numbers & amounts</i>				
7. Other	\$	0	0	0
<i>list details</i>				
8. TOTAL PROGRAM BUDGET	\$	384,098	167,111	216,987
Cost per Program Participant:	\$	3,841		

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative (typed name): Andrew Shayde

Title: Director of Development

Date: 4/18/19

5.2 Capacity & Sustainability

5.2.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

EXECUTIVE DIRECTOR: Lori Clemons, 10 plus years experience providing direct service and supervision in the field of homeless services. The Executive Director will devote 25% of time to the program to provide overall supervision of the program, youth eligibility approvals, hiring and other necessary components to ensure compliance and sustainability. Responsibilities also include maintaining program compliance with federal, state and local standards.

SHELTER COORDINATOR: William Jones (MBA), nearly 7 years experience working with at-risk youth and families. The shelter coordinator will devote 100% of time to providing supervision of day-to-day operations, hiring, training, quality improvement, direct supervision of youth and staff; also assists Executive Director in ensuring program compliance and compiling data for reports.

YOUTH ADVOCATE: Hillary Welch recently joined our team but has 2 years experience working with adults experiencing homelessness and will devote 100% of time to provide direct case management and support services to youth. The Executive Director guides and assists the Advocate in case management plans for unique and severe situations.

YOUTH WORKERS: This position is responsible for direct supervision of youth in daily activities and requires at least a high school diploma and one year of experience with youth. Youth Workers will devote 100% of time to shelter services.

DEVELOPMENT DIRECTOR: Andrew Shayde, 9 years of experience working with at-risk youth and families and 8 years managing grants and contracts. The Development Director will devote 10% of time to the program to maintaining grant compliance and reporting.

OFFICE & ACCOUNTING MANAGER: Shannon Osborne, will devote 10% of time to invoicing, payroll, insurance and benefits oversight, and other general accounting and office duties as deemed necessary.

5.2.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

Arbor Youth has specialized in serving the youth population for 43 years and offer unique services to the county and region, as the only emergency overnight shelter for unaccompanied youth in Central Kentucky. Youth are referred for shelter services in a variety of ways, including self-referral through Safe Place sites or referred by community partners, such as Lexington Police Department, DCBS, school resource counselors, DJJ, and local adult shelters.

We work closely with the Cabinet for Health and Family Services (CHFS) to provide services for youth alleging abuse or awaiting appropriate foster placements, and we have a formal agreement with DCBS for a minimal daily stipend for youth in care of the State. We also have an informal agreement with The Nest to use their childcare services if/when we have homeless parenting youth who needs childcare for their child/ren. We also work closely with all youth shelters across the state, Bluegrass.org, The Ridge, KVC Behavioral Health, FCPS, Community Action Council, Family Care Center, University of Kentucky, and numerous other local providers. Staff strive to connect youth with as many service providers as possible to increase their connection with the community and ensure they have a strong support network upon their exit.

Arbor Youth's Board and leadership staff participate in continuous quality improvement efforts in regards to administrative, service and client programming components. Volunteers and donors are used to support staff in providing services but never in place of staff. We believe in having strong role models around the children, but we also try to have consistency in who is present to prevent further trauma for our youth. We currently receive federal funding from Family & Youth Services Bureau and local funding from United Way of the Bluegrass and CDBG funding from LFUCG for this program.

5.2.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

Arbor Youth affirms its commitment to ensure every individual can access our programs. Individuals will not be subjected to discrimination or receive preferential treatment based on race, ethnicity, sexual orientation, gender or gender identity, ability-level, health-status or religious affiliation. Additionally, Arbor Youth staff contains Spanish-speaking individuals, and we use the Language Line when needed so as to not exclude any participant based English proficiency.

Arbor Youth makes all accommodations possible and is accustomed to serving youth with a wide range of disabilities. Our shelter is handicap accessible; though all bedrooms are upstairs, accommodations can be made on the first floor for sleeping purposes. Our shelter is the only Safe Place designated shelter in Central Kentucky, meaning if a youth is in crisis and needs shelter services, they can be directed to the closest Safe Place site, then Arbor Youth staff will go to them and transport them. We educate local youth about Safe Place through school and after school program presentations. Arbor Youth is also very active on social media, and several times throughout the year, youth needing shelter contact us through social media platforms for help.

Arbor Youth has a nondiscrimination policy, and every employee is expected to abide by and enforce the policy within their assigned areas of responsibility.

Required attachments with Proposal Submittal Form (8 total):

5.1.1 General Shelter Information

- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? **(submit documentation as an attachment)**
- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation as an attachment)**
- Does the shelter involve guests in governance and operations? **(submit documentation as an attachment)**
- **Submit reports from January 1, 2018 to December 31, 2018 as attachments:**
 - o CoC APR
 - o CoC CAPER

5.1.3 Low Barrier

- Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way? **(submit documentation as an attachment)**
- Does your emergency shelter have minimal expectations or requirements of people seeking shelter? **(submit documentation as an attachment)**
- Are guests required or requested to contribute funds or labor to remain in the shelter? **(submit documentation of any program fees or volunteer time required as an attachment)**

Arbor Youth Services
Program: Emergency Shelter
Effective Date: November 1, 2006

Policy Number: 3.1.4
Reference: COA SH 4, SDE 3
Reviewed: Oct., 2016

Approval Date: November 1, 2006
Approval Method: Regular Meeting
Board Chair: John Reynolds

Service Philosophy

Policy

Arbor Youth Services programs are guided by Positive Youth Development, a service philosophy that:

- a) Sets forth a logical approach for how the program will meet the needs of residents; and
- b) Guides the implementation and development of program activities and services based on the best available evidence of effectiveness.

Arbor Youth Services' general philosophy is that, to effect positive pro-social changes in behavior, programs and services must address both strengths and the risks factors presented by each individual. Our programs center on appropriate assessments of strengths and needs. This "strength based model" provides the cornerstone of our approach, building upon each individual's strengths while addressing the needs within the individual, which are amenable to change (attitudes about work, authority figures, and street life).

Mission Statement:

Arbor Youth Services (AYS) provides safe alternatives for at-risk children, youth and their families through services and referrals that offer support, meet basic needs and promote positive growth and development.

Vision Statement:

Arbor Youth Services (AYS) envisions a community partnership where all at-risk children and youth are strengthened and supported to regain ties with their family, their community and other encouraging adults.

Core Values:

We believe in youth as resources
We believe youth are the future
We believe all youth have potential
We value diversity
We believe in empowering youth
We believe in quality service through quality people
We believe in the adult- youth partnership; networking/ collaborating and sharing responsibilities
We encourage youth self-advocacy

Arbor Youth Services
Program: Emergency Shelter
Effective Date: November 1, 2006

Policy Number: 3.1.5
Reference: COA SH 5
Reviewed: Oct., 2016

Approval Date: November 1, 2006
Approval Method: Regular Meeting
Board Chair: John Reynolds

Rights of Shelter Residents

Policy

The shelter respects the rights and dignity of residents. It is the policy of Arbor Youth Services that all stays in the shelter are voluntary, unless legally mandated. In addition, the use of services beyond the provision of shelter is voluntary and is not required as a condition of stay. Shelter staff shall respect the dignity, culture, values, goals, and sexual identity of shelter residents.

Procedure

Adherence to the following procedures shall uphold the rights of shelter residents:

1. Residents shall be informed that all stays in the shelter are voluntary, unless legally mandated;
2. Residents shall be informed that the use of services beyond the provision of shelter is voluntary and is not required as a condition of stay;
3. Shelter staff shall respect the dignity, culture, goals, and sexual identity of shelter residents;
4. Shelter rules shall be developed with residents and consistently enforced;
5. Personnel shall not open mail received by a resident, unless a previous incident involving the resident indicates that:
 - a) The mail is suspected of containing unauthorized, dangerous, or illegal material or substances, in which case it may be opened by the resident in the presence of designated personnel; or
 - b) Receiving or sending unopened mail is contraindicated; and
6. Written policies and procedures for expelling individuals shall be provided at intake to the individual or family served.

Report Options

Provider Type ☒ Provider ☐ Recurring Group
Provider * Arbor Youth-ACYF-FYSB-RHY-DCPas-ES-LEX (2312)
 * This agency has ARD to subordinates This provider ONLY
Program Date Range * 01/01/2018 to 12/31/2018
Entry/Exit Types * ☒ Basic ☐ Coordinated Program Entry/Exit ☐ HUD ☐ TAFH ☐ Quick Call ☐ CHY ☐ Standard ☐ Transitional Living Program Entry/Exit ☐ TFA ☐ HPRP (Refugee)

CoC-APR Report Results

1.1. PROVIDER INFORMATION	
Organization Name	Arbor Youth Services, Inc.-LEX
Organization ID	2340
Project Name	Arbor Youth ACYF-FYSB-RHY-DCPas-ES-LEX
Project ID	2312
HMIS Project Type	Emergency Shelter (HUD)
Method of Tracking ES	Entry/Exit List
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing projects this project is affiliated with	

Report Validations Table

1. Total Number of Persons Served	74
2. Number of Adults (age 18 or over)	0
3. Number of Children (under age 18)	74
4. Number of Persons with Unknown Age	0
5. Number of Leavers	73
6. Number of Adult Leavers	0
7. Number of Adult and Head of Household Leavers	36
8. Number of Stayers	1
9. Number of Adult Stayers	0
10. Number of Veterans	0
11. Number of Chronically Homeless Persons	0
12. Number of Youth Under Age 25	69
13. Number of Parenting Youth Under Age 25 with Children	0
14. Number of Adult Heads of Household	0
15. Number of Child and Unknown Age Heads of Household	37
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0

3.1. DATA QUALITY: PERSONAL INFORMATION QUALITY

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	8	12%
SSN (3.2)	23	15	2	54%
Date of Birth (3.3)	0	4	0	9%
Race (3.4)	1	3		5%
Ethnicity (3.5)	0	0		0%
Gender (3.6)	0	0		0%
Overall Score				61%

3.2. DATA QUALITY: HOUSING DATA QUALITY

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	37	50%
Client Location (3.16)	0	0%
Disability Condition (3.8)	2	3%

3.3. DATA QUALITY: SECOND PARTY DATA QUALITY

Data Element	Error Count	% of Error Rate
Residential (3.12)	1	1%
Income and Sources (4.2) at Start	1	3%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%

3.4. DATA QUALITY: SERVICE HISTORY QUALITY

Entering into project type	Count of total records	Missing time in Institution (3.917.2)	Missing time in housing (3.917.3)	Approximate Date started (3.917.5) OK/R/missing	Number of times (3.917.4) OK/R/missing	Number of months (3.917.3) OK/R/missing	% of records usable to calculate
ES, SH, Street Outreach	77			20	17	18	57%
TH	0	0	0	0	0	0	0%
SH(alt)	0	0	0	0	0	0	0%
Total	77						57%

3.5. DATA QUALITY: ENTRY/EXIT

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	0	1
1 - 3 days	1	2
4 - 6 days	1	2
7 - 10 days	1	3
12+ days	67	63

18 - 24	0	0	0	0
25 - 34	0	0	0	0
35 - 44	0	0	0	0
45 - 54	0	0	0	0
55 - 64	0	0	0	0
65 +	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	74	0	0	74

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	30	0	0	30	0
Black or African American	37	0	0	37	0
Asian	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple races	3	0	0	3	0
Client Doesn't Know/Client Refused	1	0	0	1	0
Data not collected	3	0	0	3	0
Total	74	0	0	74	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	64	0	0	64	0
Hispanic/Latino	10	0	0	10	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	0	0	74	0

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	1	0	0	1	0
Alcohol Abuse	0	0	0	0	0
Drug Abuse	1	0	0	1	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	1	0	0	1	0
Physical Disability	0	0	0	0	0

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	1	0	0	1	0
Alcohol Abuse	0	0	0	0	0
Drug Abuse	1	0	0	1	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	1	0	0	1	0
Physical Disability	0	0	0	0	0

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	0	0	0	0	0
Alcohol Abuse	0	0	0	0	0
Drug Abuse	0	0	0	0	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	0	0	0	0	0
Physical Disability	0	0	0	0	0

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	69	0	0	69	0
1 Condition	1	0	0	1	0
2 Conditions	2	0	0	2	0
3+ Conditions	0	0	0	0	0
Condition Unknown	1	0	0	1	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	2	0	0	2	0
Total	74	0	0	74	0

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
None	69	0	0	69	0
1 Condition	1	0	0	1	0
2 Conditions	2	0	0	2	0
3+ Conditions	0	0	0	0	0
Condition Unknown	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	1	0	0	1	0
Total	73	0	0	73	0

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
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Emergency Assistance for Newly Families (TANF)	0	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	0	0	0
Pension or Retirement Income from a Former Job	0	0	0
Child Support	0	0	0
Alimony and other spousal Support	0	0	0
Other Source	0	0	0
Adults with Income Information at Start and Annual Assessment/Exit	0	0	0

Number of Adults by Income Category	Number of Adults at Start	Number of Adults at Annual Assessment (Stayers)	Number of Adults at Exit (Leavers)
Adults with Only Earned Income (i.e., Employment Income)	0	0	0
Adults with Only Other Income	0	0	0
Adults with Both Earned and Other Income	0	0	0
Adults with No Income	0	0	0
Adults with Client Doesn't Know/Client Refused Income Information	0	0	0
Adults with Missing Income Information	0	0	0
Number of adult stayers not yet required to have an annual assessment	0	0	0
Number of adult stayers without required annual assessment	0	0	0
Total Adults	0	0	0
1 or More Source of Income	0	0	0
Adults with Income Information at Start and Annual Assessment/Exit	0	0	0

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (Including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	0	0	0	0%
Average Change in Earned Income	0	0	0	0	0	0	0	0	0%
Number of Adults with Other Income	0	0	0	0	0	0	0	0	0%
Average Change in Other Income	0	0	0	0	0	0	0	0	0%
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	0	0	0	0%
Average Change in Overall Income	0	0	0	0	0	0	0	0	0%

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Annual Assessment/Exit Than at Start	Retained Income Category and Same \$ at Annual Assessment/Exit as at Start	Retained Income Category and Increased \$ at Annual Assessment/Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Annual Assessment/Exit	Total Adults (Including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	0	0	0	0%
Average Change in Earned Income	0	0	0	0	0	0	0	0	0%
Number of Adults with Other Income	0	0	0	0	0	0	0	0	0%
Average Change in Other Income	0	0	0	0	0	0	0	0	0%
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	0	0	0	0%
Average Change in Overall Income	0	0	0	0	0	0	0	0	0%

Income Change by Income Category (Universe: Adult Stayers/Leavers with Income Information at Start and Annual Assessment/Exit)	Had Income Category at Start and Did Not Have It at Annual Assessment/Exit	Retained Income Category But Had Less \$ at Annual Assessment/Exit Than at Start	Retained Income Category and Same \$ at Annual Assessment/Exit as at Start	Retained Income Category and Increased \$ at Annual Assessment/Exit	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment/Exit	Did Not Have the Income Category at Start or at Annual Assessment/Exit	Total Adults (Including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment/Exit, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	0	0	0	0%
Average Change in Earned Income	0	0	0	0	0	0	0	0	0%
Number of Adults with Other Income	0	0	0	0	0	0	0	0	0%
Average Change in Other Income	0	0	0	0	0	0	0	0	0%
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	0	0	0	0%
Average Change in Overall Income	0	0	0	0	0	0	0	0	0%

Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	0	0
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0
TANF Child Care Services	0	0
TANF Transportation Services	0	0
Other TANF-Funded Services	0	0
Other Source	0	0

Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
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Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD H? housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RPH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	10	0	0	10	0
Staying or living with friends, permanent tenure	5	0	0	5	0
Rental by client, with RPH or equivalent subsidy	0	0	0	0	0
Subtotal	15	0	0	15	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	1	0	0	1	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	5	0	0	5	0
Staying or living with friends, temporary tenure (e.g., room, apartment or house)	2	0	0	2	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	8	0	0	8	0
Institutional Settings					
Foster care home or foster care group home	1	0	0	1	0
Psychiatric hospital or other psychiatric facility	1	0	0	1	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	1	0	0	1	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	3	0	0	3	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	1	0	0	1	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	1	0	0	1	0
Subtotal	2	0	0	2	0
Total	26	0	0	26	0
Total persons exiting to positive housing destinations	26	0	0	26	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	82%	0%	0%	82%	0%

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	0	0	0	0
Non-Chronically Homeless Veteran	0	0	0	0
Not a veteran	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	0	0	0	0

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	0	0	0	0
Non-Chronically Homeless Veteran	0	0	0	0
Not a veteran	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data not collected	0	0	0	0
Total	0	0	0	0

	Total	Without Children	With Children and Adults	Unknown Household Type
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Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRIH or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Mixed from the HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential program/ halfway house with no homeless status	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

2.1. CHRONICALLY HOMELESS: ADULTS AND YOUTH WITH KNOWN HOUSING TYPE

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	0	0	0	0	0
Not Chronically Homeless	16	0	0	16	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	21	0	0	21	0
Total	37	0	0	37	0

2.2. CHRONICALLY HOMELESS: ADULTS AND YOUTH WITH KNOWN HOUSING TYPE

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	0	0	0	0	0
Not Chronically Homeless	24	0	0	24	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	50	0	0	50	0
Total	74	0	0	74	0

2.3. GENDER IN CHRONICALLY HOMELESS: ADULTS AND YOUTH

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e., not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	0	0	0	0	0

2.4. AGE OF CHRONICALLY HOMELESS: ADULTS AND YOUTH

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
0 - 17	0	0	0	0	0
18 - 24	0	0	0	0	0
25 - 34	0	0	0	0	0
35 - 44	0	0	0	0	0
45 - 54	0	0	0	0	0
55 - 64	0	0	0	0	0
65 +	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	0	0	0	0	0

2.5. CHRONICALLY HOMELESS: ADULTS AND YOUTH WITH KNOWN HOUSING TYPE

	Conditions at Start	Conditions at Latest Assessment for Stayers	Conditions at Exit for Leavers
Physical Health Problems	0	0	0
Alcohol Abuse	0	0	0
Drug Abuse	0	0	0
Both Alcohol and Drug Abuse	0	0	0
Chronic Health Conditions	0	0	0
HIV/AIDS	0	0	0
Developmental Disability	0	0	0
Physical Disability	0	0	0

Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	1	0	0	1	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Staying or living in a friend's room, apartment or house	1	0	0	1	0
Staying or living in a family member's room, apartment or house	52	0	0	52	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	2	0	0	2	0
Subtotal	55	0	0	55	0
Total	66	0	0	66	0

Length of Stay (Days)	Total	Leavers	Stayers
30 days or less	63	63	0
31 to 60 days	4	3	1
61 to 90 days	2	2	0
91 to 180 days	0	0	0
181 to 365 days	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data not collected	0	0	0
Total	69	68	1

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	47	0	0	47	0
Staying or living with friends, permanent tenure	3	0	0	3	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	50	0	0	50	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	1	0	0	1	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	4	0	0	4	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	2	0	0	2	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	7	0	0	7	0
Institutional Settings					
Respite care home or foster care group home	3	0	0	3	0
Psychiatric hospital or other psychiatric facility	1	0	0	1	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	1	0	0	1	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	5	0	0	5	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Unassisted	0	0	0	0	0
Other	1	0	0	1	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	1	0	0	1	0
Subtotal	2	0	0	2	0
Total	66	0	0	66	0
Total persons exiting to positive housing destinations	52	0	0	52	0
Total persons whose destination excluded them from the calculation	9	0	0	9	0
Percentage	83%	0%	0%	83%	0%

Report Options

Provider Type ☒ Provider ☐ Reporting Group
 Provider * Arbor Youth-ACYF-FY5B-RHY-9CPas-ES-LEX (2312)
☐ This provider AND its subordinates ☐ This provider ONLY
 Program Date Range * 01/01/2018 to 12/31/2018
 Entry/Exit Types * ☐ Basic ☐ Basic Center Program Entry/Exit ☐ HUD ☐ PATH ☐ Quick Call ☐ Entry ☐ Standard ☐ Transitional Living Program Entry/Exit ☐ IYA ☐ HESP (Retired)

ESG Report Results

Organization Name	Arbor Youth Services, Inc.-LEX
Organization ID	2248
Project Name	Arbor Youth-ACYF-FY5B-RHY-9CPas-ES-LEX
Project ID	2312
HMIS Project Type	Emergency Shelter (HUD)
Method of Tracking ES	Entry/Exit Date
If HMIS Project ID = 6 (S Only)	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	
If 2.4, Dependent A = 1	
Identify the Project ID's of the housing projects this project is affiliated with	

Report Validation Table	
1. Total Number of Persons Leavers	74
2. Number of Adults (age 18 or over)	0
3. Number of Children (under age 18)	74
4. Number of Persons with Unknown Age	0
5. Number of Leavers	73
6. Number of Adult Leavers	0
7. Number of Adult and Head of Household Leavers	36
8. Number of Stayers	1
9. Number of Adult Stayers	0
10. Number of Veterans	0
11. Number of Chronically Homeless Persons	0
12. Number of Youth Under Age 25	69
13. Number of Parenting Youth Under Age 25 with Children	0
14. Number of Adult Heads of Household	0
15. Number of Child And Unknown-Age Heads of Household	37
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	0	0	12%
SSN (3.2)	23	15	2	34%
Date of Birth (3.3)	0	4	0	5%
Race (3.4)	1	3	0	5%
Ethnicity (3.5)	0	0	0	0%
Gender (3.6)	0	0	0	0%
Overall Score				61%

Data Element	Error Count	% of Error Rate
Veteran Status (3.7)	0	0%
Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	37	50%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	2	3%

Data Element	Error Count	% of Error Rate
Destination (3.12)	1	1%
Income and Sources (4.2) at Start	1	3%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%

Entering into project type	Count of total records	Missing time in institution (3.917.1)	Missing time in housing (3.917.3)	Approximate Date started (3.917.3) OK/R/missing	Number of times (3.917.4) OK/R/missing	Number of months (3.917.5) OK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	37			20	37	10	57%
TH	0	0	0	0	0	0	0%
PH (AR)	0	0	0	0	0	0	0%
Total	37						57%

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	0	1
1 - 3 days	1	2
4 - 6 days	1	2
7 - 10 days	1	3
11+ days	67	60

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	0		0	0	0
5 - 12	12		0	12	0
13 - 17	62		0	62	0
18 - 24	0	0	0		0
25 - 34	0	0	0		0
35 - 44	0	0	0		0
45 - 54	0	0	0		0
55 - 64	0	0	0		0
65 +	0	0	0		0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	0	0	74	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	30	0	0	30	0
Black or African American	17	0	0	17	0
Asian	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple races	3	0	0	3	0
Client Doesn't Know/Client Refused	1	0	0	1	0
Data not collected	3	0	0	3	0
Total	74	0	0	74	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	64	0	0	64	0
Hispanic/Latino	10	0	0	10	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	74	0	0	74	0

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	3	0	0	3	0
Alcohol Abuse	0	0	0	0	0
Drug Abuse	1	0	0	1	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	1	0	0	1	0
Physical Disability	0	0	0	0	0

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	3	0	0	3	0
Alcohol Abuse	0	0	0	0	0
Drug Abuse	1	0	0	1	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	1	0	0	1	0
Physical Disability	0	0	0	0	0

	Total Persons	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	0	0	0	0	0
Alcohol Abuse	0	0	0	0	0
Drug Abuse	0	0	0	0	0
Both Alcohol and Drug Abuse	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	0	0	0	0	0
Physical Disability	0	0	0	0	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	1	0	0	1	0
No	35	0	0	35	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	1	0	0	1	0
Total	37	0	0	37	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	0	0	0	0	0
No	1	0	0	1	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	1	0	0	1	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
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Homeless Situations

356 to 730 Days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	0	0	0	0	0
Average length of time to housing	0	0	0	0	0
Persons who were exited without move-in	0	0	0	0	0
Total	0	0	0	0	0

2.1.3.3 Exit Interview Data by Time to Housing (2018)					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	34	0	0	34	0
8 to 14 days	0	0	0	0	0
15 to 21 days	1	0	0	1	0
22 to 30 days	4	0	0	4	0
31 to 60 days	4	0	0	4	0
61 to 90 days	2	0	0	2	0
91 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0	0
731 to 1,095 Days (2-3 Yrs)	0	0	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	74	0	0	74	0

2.1.3.4 Exit Interview Data by Destination (2018)					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRI) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRI or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/alport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Facility care (prison or other care group home)	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons exiting to destinations excluded from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

2.1.3.5 Exit Interview Data by Destination (2019)					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRI) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRI or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					

Moved to a transitional or temporary housing facility on 3/22/2018	0	0	0	0	0
Client became homeless - moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Total	0	0	0	0	0

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	0	0	0	0
Non-Chronically Homeless Veteran	0	0	0	0
Not a veteran	0	0	0	0
Client doesn't know/Client refused	0	0	0	0
Data not collected	0	0	0	0
Total	0	0	0	0

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically homeless	0	0	0	0	0
Not Chronically Homeless	24	0	0	24	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	50	0	0	50	0
Total	74	0	0	74	0

Resident Contract***MASH Rules***

MASH is responsible for ensuring the safety of all youth residing at its emergency shelter. Below is a list of program rules. Violation of any of these rules constitutes a Major Rule Violation and may result in discharge from MASH.

***No Weapons
No Violence or Threats of Violence
No Drugs or Alcohol
No Sex
No One in a Bedroom Belonging to the Opposite Sex***

Program Guidelines

We want youth to feel as safe and comfortable as possible while residing at MASH. Youth come from different backgrounds and have different strengths and weaknesses. For everyone to feel safe and welcome, we ask that you follow the guidelines listed below during your stay.

1. Respect staff, peers, and property
2. Attend school and tutoring daily
3. Participate in groups and enrichment activities
4. Meet with your Advocate regularly
5. Eat meals with staff and peers
6. Complete chores, including cleaning your room
7. ALWAYS let staff know your whereabouts

Expectations of Staff

We strive to treat each youth with dignity and respect, and to provide for the basic needs of every youth residing at MASH. If you feel that staff or the facility is not meeting your needs, please talk to us about it. Below is a list of some of the things you can expect from staff while you are at MASH.

1. Safe and adequate shelter, meals, and support
2. Confidentiality of your personal information
3. Referrals for any medical, dental or legal assistance you request
4. Counseling for you and your family
5. Assistance in establishing and reaching your goals
6. To be treated in a fair and equitable manner
7. The opportunity to attend school

Youth Signature: _____ Date: _____

Guardian Signature: _____ Date: _____



Arbor Youth Services

Program: Emergency Shelter

Effective Date: November 1, 2006

Policy Number: 3.1.5 (2)

Reference: COA SH 5

Reviewed: Oct., 2016

Approval Date: November 1, 2006

Approval Method: Regular Meeting

Board Chair: John Reynolds

Major Rule Violations

Policy

Major rule violations are those that endanger the safety of residents or staff in shelter and encompass violations of law or a persistent pattern or serious instance of disregard for the safety, property or health of self or others.

Major rule violations include:

1. Physical aggression directed at staff or other residents;
2. Possession of weapons;
3. Possession of drugs/alcohol;
4. Being absent without permission (AWOL);
5. Sexual contact with other residents;
6. Entering into the room of a resident of the opposite sex; and
7. Flagrant and/or persistent disregard for the rights and dignity of others, including stealing, verbal threats or intimidation, sexual harassment or destruction of property.

Procedure

1. Any staff member witnessing a major rule violation must complete an Incident Report before going off duty.
2. The staff on duty are expected to consult with one another on immediate intervention for the youth.
3. A supervisor should be advised immediately in person of any major rule violation that occurs during regular business hours, or by phone or text after hours. If a supervisor is not available, contact must be made with Executive Director.
4. A team meeting must be held with the youth as soon as possible (always within 24 hours) to review the incident, advise the youth of immediate consequences and complete appropriate steps of Progressive Discipline.