

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the ^{9th}~~8th~~ 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, **GOD'S PANTRY FOOD BANK** with offices located **1685 Jaggie Fox Way, Lexington, Kentucky 40511**, (hereinafter "Organization").

RECITALS

WHEREAS, the Government and the Sponsor desire to strengthen and enhance Food Insecurity and Nutritional Access by supporting programs and services for the provision of addressing having reliable access to a sufficient quantity of affordable, nutritious food and providing nutritional services.

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. 13-2019 – Extended Social Resources (ESR) Grant Program; Priority Area: Food Insecurity and Nutritional Access;

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:

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 B – Addendum, 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.

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

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:

[Faint, illegible signature]



Lexington-Fayette Urban County Government

Request for Proposal

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #13-2019 Food Insecurity & Nutritional Access – 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.

(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

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.

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.

Michael J. Halligan

STATE OF KY

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Michael J. Halligan on this the 12th day of April, 2019.

My Commission expires: 7/13/19

Andrew Bond ID: 446821
NOTARY PUBLIC, STATE AT LARGE



WORKFORCE ANALYSIS FORM

Name of Organization: God's Pantry Food Bank, Inc.

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		2	2				1							1		2	4
Professionals		2	11				1									2	12
Superintendents																	
Supervisors		4	6													4	6
Foremen																	
Technicians		1	1													1	1
Protective Service																	
Para-Professionals																	
Office/Clerical			3														3
Skilled Craft		17				3										20	
Service/Maintenance		1														1	
Total:		27	23			3	2							1		30	26

Prepared by: Michael J. Halligan, CEO
(Name and Title)

Date: 4.12.2019

Revised 2015-Dec-15

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.

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

4.12.2019

Date

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: Food Insecurity & Nutritional Access

Projected funding is 15% of total ESR Grant Program Award

LFUCG seeks to strengthen and enhance **Food Insecurity and Nutritional Access** by supporting programs and services for the provision of addressing having reliable access to a sufficient quantity of affordable, nutritious food and providing nutritional services. 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.**

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

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 Food Insecurity and Nutritional Wellness? 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: God's Pantry Food Bank

Mailing Address: 1685 Jaggie Fox Way, Lexington, KY 40511-1084

Street Address: 1685 Jaggie Fox Way, Lexington, KY 40511-1084

Phone: (859) 255 - 6592

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.godspantry.org

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

Michael J. Halligan, Chief Executive Officer, 859-288-5311, MHalligan@godspantry.org

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

Kristin Ingwell-Goode, Corp & Fdn Relationships Officer, 859-288-5328, Kristin@godspantry.org

Program Information

Name of program for which funds are being requested: Fayette County Pantry Program

Total Funding Amount Requested: \$ 279,217

RFP #13-2019 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.

Food insecurity exists in every zip code of Fayette County. In every part of our community someone, or a whole family of someones, is unable to buy, borrow, or access enough food for every member of their household to sustain a healthy and active life.

Of Lexington's 311,529 residents, Feeding America's 2018 Map the Meal Gap indicates 15.6% are food insecure. This means at some point—perhaps daily or monthly, perhaps three times per year—48,599 members of our community do not have enough food for everyone in their home.

God's Pantry Food Bank (GPFB) has fed Lexingtonians since 1955. Mim Hunt started the Fayette County Pantry Program (FCPP) because she saw hunger in our community. Now the city's largest emergency food program, the FCPP is a coordinated network of organizations and individuals working together to provide a week's worth of groceries to anyone in Lexington who needs food. Hunger and crisis are not limited to one population. A family recovering from a house fire may need help once; a senior citizen living on a fixed income may need help every month. The FCPP exists to fill that need every week of the year.

Every year GPFB estimates how many families will need us. Every year we surpass that estimate. This isn't good news. The fact that 23,961 families in our community needed help with food last year is sobering. Costs for fuel, medical care, and rent are rising; wages aren't keeping up. Food remains non-negotiable.

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 solution to food insecurity is food access. GPFB provides food access to Lexington residents by operating four food pantries that between them offer 30 sessions for client visits weekly. The pantries are hosted by Broadway Christian, Central Christian, and St. Luke United Methodist churches and Community Action Council at Cambridge. All pantries are staffed by volunteers.

At GPFB, a unit of service is a pantry visit. A representative of a household may visit a pantry up to one time per month and should receive enough food to be able to make a full week's worth of meals for everyone in the home. In 2018 that food totaled 1,860,750 pounds or 1,550,625 meals for Lexington families. We anticipate at least 22,200 pantry visits in FY20.

When clients arrive, they sign in and are greeted by volunteers. Volunteers assist clients as they move through the pantry which is laid out like a grocery store. Each client receives a card showing how many items they may select from each category, based on household size. Clients are encouraged to choose items their family will enjoy, as they would in a grocery store. This model promotes client dignity and satisfaction and reduces food waste.

Nutritious food is also a piece of our delivery model. Every client may choose canned fruits and vegetables, fresh produce, canned soup, grains, milk, meat, and other proteins (peanut butter, beans, etc.). Our goal is to provide groceries that encourage a healthy diet.

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.)

To receive food from one of the pantries operated by GPFB, a client must be a resident of Fayette County and have a referral from one of our 263 partner agencies. We have embraced our role as the county's largest emergency food program and we rely on these agencies to assess need so we can continue to focus on sourcing and distributing food.

Our top referring agency is Community Action Council (CAC). This is also the first place we recommend to new clients. At CAC they will meet with an intake specialist who can determine resource gaps beyond food such as utility, rent, or child care assistance.

The next four largest referring agencies are:

- +The Nest
- +Lexington Rescue Mission
- +Veteran's Administration
- +Fayette County Public Schools (At least one staff member at every school may make a referral)

Once an initial referral takes place, a client may call GPFB directly and make an appointment to visit a pantry up to one time per month. Pantry appointment calls are accepted from 9am-noon and 1-3 p.m. every weekday.

During appointment calls clients can choose the pantry location, day, and time they would like to visit. They have a three-day window from the appointment time to visit that pantry during operating hours and choose the food they need and

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.

All GPFB pantries in Lexington follow a Model Pantry Standard. The points outlined are the industry standard and endorsed by Feeding America, the nation's food bank network.

A model pantry will do the following:

- + Provide a space and culture that promotes respect and dignity for clients
- + Offer service at least three days per week
- + Provide five to seven days' worth of food to clients
- + Allow clients opportunity to make food choices in pantries
- + Follow food safety practices in line with local Health Department standards
- + Offer a selection of nutritious product that meet USDA My Plate guidelines and include items from all the following categories: milk, protein, vegetables, fruits, and grains.
- + Accurately record client information and visits

We fulfill all of these recommendations but perhaps focus most on the ability for clients to choose the food they will take home. This provides a sense of dignity and control, reduces waste, and accommodates special diets.

We also follow these best practices: Maintain a Board of Directors, 501c3 status, a strategic plan, organization goals and objectives, a business plan, an annual budget, and appropriate stakeholder engagement.

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?

Our clients face many obstacles every day. We won't want them to worry about access to nutritious food. Our immediate goal is to help clients achieve food security.

Our service philosophy is that we want every Lexington resident to have enough food to provide meals for every member of their household. If they are unable to do that on their own, we can help. We eliminate obstacles to food security, whether for two months or as long as they need assistance.

Our goal is that the food clients receive will be nutritious and they will have the opportunity to select items from all the major food groups to create a week's worth of meals. In that respect, if a client leaves with a full grocery cart to share with their family, we have achieved success.

We measure this by taking the poundage distributed through the FCPP monthly, divided by the number of households served. The average client household size is three. The average meal size is 1.2 pounds. A week's worth of groceries should total at least 75 pounds for a family of three. Our current average is 84 pounds.

We subjectively assess our pantries to see that they have enough food to accommodate 30 families per session. When statistics are available, we objectively measure the data to confirm we have met our goals. Success is a mix of providing a sense of hope to our clients, a personal touch at the pantry, and adequate food to feed their family.

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.)

Without proper nutrition, a person cannot survive. With a balanced diet, a person obtains fuel needed to accomplish tasks from building bones to regulating heartbeat. Without fuel, there is no energy, and only negative results, from headache and dizziness in the short term to significant health issues and even death in the long term.

This is elementary but fundamental to explaining the work of the pantry program. We focus on one crucial thing: food. GPFB sources food, acquires food, raises money to buy food, advocates to allow clients access to more food, and distributes food.

Without food, getting out of bed may be difficult, so becoming a student, parent, caregiver, co-worker, or friend is nearly impossible. Moving a client from hungry to food secure makes it possible for them to hold a steady job, learn in school, care for others, and contribute to the community. In 2018, 13,816 unique people from 6,419 households received food from a pantry. This is 4.4% of Lexington residents, a clear indicator of the program's impact and value to the community.

The pantries provide food, but they also provide personal confirmation that someone cares, evidenced by the volunteers who look our clients in the eye and offer to help.

The difference we make is more powerful when the words come from our clients:
"There's been a lot of times if it weren't for you we wouldn't have anything to eat."—Linda
"Because of you, my children won't be going to bed with empty stomachs."—Michelle

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.**

GPFB uses three sets of data collection to assess the FCPP and inform quality improvement.

The first is internal data: mainly the number of households served monthly and the poundage of food distributed. Those two data points indicate if clients are receiving enough food at each visit.

The second is subjective feedback from staff and pantry volunteers. These two sets of people are in the pantries daily and visually estimate if there is enough food in each category to meet the need. We are able to respond most quickly to this feedback; a simple phone call can result in more food delivered within hours to a pantry in need of more potatoes, milk, or other product.

The third is data collected from one of two formal methods, Link2Feed and the Hunger in Fayette County Survey.

Mary Alice Daniels oversees the pantry program and uses the Link2Feed database daily. Link2Feed maintains all client records, appointments, and service history. This data shows short and long-term trends which inform food purchases, budgeting, and other quality adjustments.

In 2020 we will undertake the Hunger in Fayette County survey, the most in-depth data collection tool we have. It will contain at least 20 questions, plus general demographic information, and solicits feedback on topics like respectful treatment at pantries and types of food available. We will survey 400 clients at all four pantries. That data is reviewed and, if necessary, used to adjust program services including pantry times and food selection.

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.

GPFB has operated Fayette County's largest pantry program in some form since 1955. The current format with these four pantries has been in place since 2014. Direct responsibility for the Fayette County Pantry Program falls under two GPFB departments: Programs and Operations.

The Programs Department is responsible for all aspects of the client and volunteer experience. Danielle Bozarth is the Programs Director and has been with GPFB since 1995. Her role is to eliminate barriers for the FCPP, troubleshoot, and assist with long-term strategy. Pantry scheduling, volunteer training and management, pantry procedures, and partner agency relationships, are directly overseen by Mary Alice Daniels, Programs Community Developer.

Mary Alice has been in her current role since 2014. She is a licensed certified social worker and worked previously at LFUCG in Youth Services. She has overseen growth in the program and supervised the implementation of Link2Feed to provide a better experience for clients and for volunteers.

Food for the pantries is a combination of donated and purchased product. The Operations Department oversees all aspects of purchasing, tracking, and distributing food from all sources.

Derek Brown has been Operations Director since 2015 and has 13 years of warehouse management experience. He oversees logistics with help from Britt Hensley, Warehouse Manager, and Peter Paterson, Food Procurement Officer.

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.

The success of the Fayette County Pantry Program depends on strong partnerships. All four pantries are hosted by partner organizations and staffed almost entirely by volunteers. GPFB accepts pantry referrals from 263 other organizations—churches, schools, social service partners, healthcare providers, etc.—to ensure cooperation, communication, and a comprehensive response to our community's need for food access.

Beyond partnering specifically for the FCPP, GPFB operates 49 other programs in Fayette County including the Commodity Supplemental Food, Backpack, Kids Cafe, and School Pantry programs, making food available to senior citizens and children. Beyond the FCPP and programs listed above, GPFB distributes food through 52 additional Lexington agencies that operate shelters for men, women, and children, soup kitchens, group homes, and meals for the homebound.

The FCPP distributed 1,860,750 pounds of food in 2018. Food through other direct and partner programs added 2,553,219 more pounds of food for Lexington residents. In total, that equaled \$7,371,328 worth of food for Lexington families last year.

The GPFB board, donors, and volunteers support the FCPP with gifts of time and treasure. Many donors are motivated by this program to give. However, we do not yet have gifts confirmed specifically toward FCPP for FY2020 at this time.

More than 4,600 Fayette County donors gave to GPFB's annual campaign in FY19 (which funds a portion of all Fayette

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?

The FCPP is designed to be available to and accessible by all potential participants, from the number of referring agencies to the locations that house pantries. We know our clients have every kind of mobility challenge, from physical access to transportation. Pantries are in accessible buildings with nearby parking and they are on bus routes. None of the pantries require stairs to enter and all have seating.

The pantry hours are designed to accommodate different work and life schedules. All four pantries are open for at least 90 minutes Monday through Friday. Two pantries offer evening sessions. In April 2017 we increased services allowing clients to visit up to one time per month. Recently we increased daily capacity from 25 to 30 families per pantry session. Both changes were in response to demand.

Once a client arrives, we use a system of colored shapes to indicate how many items they may choose so we can communicate without reading or speaking English. This has helped immensely with clients who speak other languages or who are hearing impaired. By July 2019, we will also offer a one-page welcome and overview to our clients in English, Spanish, and Swahili.

Even with these efforts, we know some Hispanic residents of our city are not visiting the pantries out of fear, even though we do not require any proof of citizenship. To meet their needs, we provide food to a pantry at Lexington Hispanic Church. We are exploring other ways to serve this community.

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 **God's Pantry Food Bank**
Program Name **Fayette County Pantry Program**

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)	0	0	
Part-Time	27	151,893	106,325
Total Salaries	151,893	106,325	45,568
3. Consultant Services	\$ 0	0	0
<i>list details</i>			
4. Space/Facilities	\$ 29,248	20,474	8,774
<i>list details</i>	Occupancy, technology, office supplies, project supplies, postage, insurance.		
5. Operating Expenses	\$ 63,664	44,565	19,099
<i>list details</i>	Professional services, dues, other promotions (direct mail, printing), bank fees, warehouse supplies, transportation, mileage, vehicle maintenance.		
6. Scholarships / Stipends	\$ 0	0	0
<i>list details - numbers & amounts</i>			
7. Other	\$ 154,075	107,853	46,222
<i>list details</i>	All food purchased specifically for the Fayette County Pantry Program.		
8. TOTAL PROGRAM BUDGET	\$ 398,880	279,217	119,663

Cost per Program Participant: \$ 18

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): Kristin Ingwell Goode

Title: Corporate & Foundations Relationships Officer

Date: April 18, 2019