

Cover Sheet

Lighthouse Ministries

190 Spruce St., Lexington, KY 40507

Valerie Henderson, Director

tay@lighthouselex.org

859 312 8321

Expansion of Office Space

Summary

Lighthouse Ministries' Clean Start Program includes a reception area, two private shower rooms, and four offices. The space is inadequate, often forcing clients to receive case management services in the storage room. We are seeking funds to expand our office space.

Organizational Capacity and Experience

Located in downtown Lexington, at 190 Spruce Street, Lighthouse has been providing services to the local community for 21 years. Approximately 95 percent of the men, women and children served are those experiencing homelessness or at risk of homelessness.

Lighthouse was chartered as a 501(c) organization with an active board of directors in May 2003. It holds a platinum rating from the Candid GuideStar Seal of Transparency. An annual budget of over \$900,000.

The Lighthouse Ministries' mission is to empower those experiencing homelessness or at risk of homelessness the opportunity to progress toward self-sustainability.

Dining with Dignity offers lunch and dinner to around ninety-five individuals per meal, six days a week. A local church provides dinner every Sunday. In 2024, over 57,000 meals were served.

Opening in August 2023, Clean Start offers private showers and community services, including case management, mental health counseling, medical referrals, housing aid, and access to government resources. Local community partners also have office space. By January 1, 2025, 702 individuals registered and received services.

The best description of Clean Start is the proverb: If you give a man a fish, he eats for a day. If you teach a man to fish, he eats for a lifetime.

Clean Start operates on the principle that providing long-term support, rather than just temporary assistance, creates lasting success. Simply offering housing without building an underlying foundation can lead to failure. Clean Start focuses on building this foundation. It takes a village to build the foundation. Without our community partners it would be impossible to move the client toward self-sufficiency and being housed.

Our staff and community partners work tirelessly to ensure that everyone receives personalized care and attention. We strive to address the unique needs of each client through collaboration with our community partners.

We are proud to report that through these collaborative efforts, individuals have transitioned from homelessness to stability. Each success story fuels our dedication and commitment to serving our community.

Dennis, who is sixty-two, was living in a tent and came to the Lighthouse for meals and showers. Through available resources, he now receives Social Security, has his medications monitored, gets Snap benefits, Medicaid, and lives in a small apartment.

Antone, aged twenty-four, had been living in his car for six months after leaving college and experiencing the loss of his mother. He approached Clean Start for a shower and clothing. He was referred to Jubilee Jobs for job readiness training, received money management training, grief counseling, help with apartment applications, locating household items, and support. Antone is now employed, has an apartment, and has returned to school.

Dining With Dignity does not maintain statistics on the individuals who join us for a meal; rather, it tracks only the number of diners. However, Clean Start maintains data on all clients receiving services.

Clean Start demographics (Aug 1, 2023 - Dec 31, 2024):

- 702 clients registered and serviced.
- 502 were homeless.
- 158 were at risk of homelessness.
- 59 were veterans.

Age analysis:

- 0-17: 1
- 18-25: 29
- 26-50: 357
- 51-65: 157
- 66-99: 33
- Unknown: 125 (incomplete data)

Currently we are collaborating with thirty – one community partners, providing services from substance abuse, job readiness, mental health, legal services, domestic abuse, sex trafficking, medical, housing, temporary shelters.

Building the foundation requires the support of community partners. Their assistance is essential for helping clients achieve self-sufficiency and secure housing.

By collaborating with community partners, the unique needs of each client are addressed.

Our community partners can meet clients at Clean Start in private offices, eliminating the need for clients to travel between locations for services.

Our "One Stop Shop" offers hot meals, showers, haircuts, clothing, medical referrals, mental health counseling, substance abuse placement assistance, Medicaid and SNAP benefits support, Social Security applications, housing help, and job readiness referrals in one location. This centralized approach prevents those experiencing homelessness from traveling to various places to access essential services, aiding their self-sustainability. This approach gives us and our partners the opportunity to remind clients of appointments before and after meals. They can eat and come directly upstairs to meet with our partners. We have also begun having group counseling sessions during lunch in a private conference room. The clients can eat, and the group is led through topics such as depression and anxiety by a counselor.

Community Partnerships

Our "One Stop Shop" provides a range of essential services in one central location, including hot meals, showers, haircuts, clothing, medical referrals, mental health counseling, substance abuse placement assistance, Medicaid and SNAP benefits support, Social Security applications, housing assistance, and job readiness referrals. This centralized approach eliminates the need for individuals experiencing homelessness to travel to multiple locations to access these necessary services, thereby promoting their self-sufficiency.

Employment Readiness and Job Placement:

- Jubilee Jobs

- Career Center
- KY. Department of Rehabilitation
- National Council on Aging

Domestic Violence and Sex Trafficking:

- Rhema Word
- Greenhouse 17
- Natalie's Sisters
- Lexington Police Department

Housing:

- Lexington Housing Authority
- Lexington Office of Homeless Prevention and Intervention
- Independence Place
- Lexington Rescue Mission
- Arbor Youth
- Veteran's Administration
- **Medical**
- Fayette County Health Department
- Health First
- Polk Dalton Medical Clinic (part of UK Medical)
- Community Health Clinic (located at the New Life Day Center)
- Bluegrass Charity Navigators (medical respite)
- Nathaniel Mission (referrals for vision and dental)
- Refugee Clinic Southland Church (non-English speaking clients)
- Veteran's Administration
- Oak Street Health
- Target 4 Testing

Substance Abuse

- Recovery Works
- Isaiah House
- Stable Recovery
- Changed Lives
- Shepherds House
- Case Place
- Imperfect Perfections
- Chrysalis House
- Recovery Café
- Voices of Hope

Mental Health

- Community Paramedic (part of the Lexington Fire Department)
- New Vista
- Lexington Police Department
- Veteran's Administration
- Counseling Associates

Shelters

- Hope Center
- Salvation Army
- Arbor Youth
- New Life Day Center (day /walk in)
- Nathaniel Mission (day/walk in)
- Rescue Mission (day/walk in)

Community Action provides Navigators for Medicaid and Food Stamp Applications.

Key Staff Members:

Valerie "Tay" Henderson, Executive Director

Valerie "Tay" Henderson, Founder and Executive Director of The Lighthouse Ministries, Inc., is a resolute and accomplished social entrepreneur. Although her husband envisioned the creation of Lighthouse Ministries, Tay was instrumental in its establishment and has successfully managed it for two decades. Prior to founding Lighthouse Ministries, Tay worked as an Office Manager at State Farm Insurance for over 15 years, gaining significant business management experience.

In 2012, she received a certificate of recognition from the Federal Medical Center of Lexington, KY, for her contributions and success in serving federal inmates. In 2018, Tay completed the John C. Maxwell Certification Program and is now recognized as a certified John C. Maxwell Coach, Teacher, Trainer, and Speaker, licensed to use their curriculum and programs. Additionally, in 2017, she earned a certification in Nonprofit Management from City Vision University, where she acquired knowledge in accounting principles, leadership, nonprofit boards, facilities management, and food service.

During her tenure as Executive Director of Lighthouse Ministries, Tay founded the Nehemiah House in 2006, a recovery-based housing program for men that provided meals, job skills training, education, counseling, and case management. She operated this program for 12 years. In 2019, Tay established the Rachel House to assist women transitioning from recovery treatment programs with job placement and permanent housing. Tay has experience running a successful nonprofit, securing grants and donations totaling almost \$1,000,000 since 2013. If awarded funding from the LFUCG for this project, Tay will serve as the project manager.

Marty Lautner, Bookkeeper,

Served as Board Chair from 2013 to February 2025 and brings over 30 years of experience in administration and finance. After earning his Bachelor of Science in Accounting in 1985 from Western Kentucky University, Marty has developed expertise in budgeting, strategic planning, healthcare information technology, fundraising, leadership, risk management, project management, nonprofit

operations, process improvement, team building, and healthcare. If awarded funding for this project, Marty will oversee the financial aspects, reviewing payment requests and ensuring the project progresses

Linda Golebiewski, Coordinator Clean Start

Linda joined Lighthouse Ministries with over 30 years of non-profit experience. Previously, a licensed social worker in West Virginia, she moved to Kentucky and has served on the board of directors for organizations. She holds a certificate in Non-Profit Management from the West Virginia Board of Non-Profits. Linda is skilled in program development, policy creation, and team building. She will oversee day-to-day operations.

Lighthouse is not currently part of the Kentucky Homeless Management Information System but will join in March '25. They have attended the Continuum of Care Meeting but are not formal members.

Project Design

Homeless individuals often find it difficult to seek multiple resources. Doug, a 64-year-old homeless man, shared his experience with Clean Start: "I came for a meal and a shower and ended up with a house." Clean Start provides an environment with coffee, snacks, and friendly staff. When clients arrive feeling overwhelmed, the staff begin by addressing their needs one step at a time. Initially, they focus on necessities such as case management, income sources, a cup of coffee, and a shower. The staff and partners work methodically towards self-sustainability and housing.

Rather than acting quickly, Clean Start aims to build a solid foundation for the client. They identify barriers to self-sustainability and housing and collaborate with community partners to address these challenges.

Due to limited office space, the number of community partners who can access our facility is restricted. It is common for clients to collaborate with community partners in the storage room between the toothbrushes and towels.

We propose converting our conference room into two offices, a bathroom and a small conference room. This expansion will enable community partners to collaborate with more clients. The expansion will give us a total of six office spaces and a bathroom for clients and staff and a smaller conference room.

Lighthouse is prepared to borrow the funds to pay for the project until the money is released.

Services and Outcomes

Clean Start aims to centralize services by bringing community partners together, offering referrals and links to other services. Jubilee Jobs cannot conduct job readiness training at our site, so clients receive a referral letter. When the letter is signed and returned, they receive a small gift. Community Action provides a weekly on-site Connector to assist with Medicaid and Snap applications.

By preparing clients for self-sustainability before housing placement, we equip them with tools to maintain their housing.

Following up with this population can be challenging. After they achieve self-sustainability and secure housing, we periodically call to check on their progress. By reviewing KYHMIS, we can determine if

they have accessed other community resources. Additionally, since we operate the dining room, clients who do not visit Clean Start may still be located there.

Attending the Continuum of Care monthly meetings allows us to connect with other community partners. With our thirty-one current partners, we can share information effectively.

Lighthouse currently utilizes Charity Tracker, a web-based case management system, to monitor the assistance provided to clients. By incorporating KYHMIS, we will be able to access information regarding the assistance, outcomes, and goals established or achieved by other community partners for the client.

As Clean Start continues to grow, we can project to add seventy-five additional clients in 2025. Bringing the total to 777 of those experiencing homelessness or at risk of homelessness.

By using community partners and other outside resources we can project 10% of our clients will reach self-sustainability and be housed.

Sustainability

The Clean Start program is an established part of Lighthouse Ministries.

Funds for the program are allocated as part of the annual budget and part of the fund-raising efforts; therefore, the existing infrastructure is already in place.

The expansion project requested will not raise any operating expenses for the Lighthouse.

Proposed Line-Item Budget and Budget Narrative

The proposed area already has the necessary infrastructure. We will divide a large room into two offices, a bathroom, a closet, and a small conference area.

- The new bathroom plumbing will connect to the existing plumbing. Both staff and clients will use this bathroom.
- The closet will provide storage space.
- The HVAC system will be rerouted for the offices.
- Two offices will be created and a conference room.
- Kurt Rose Construction is the recommended contractor for this project.

Key personnel will oversee the project, but no expenses have been allocated to the grant.

The proposed timeline is to start in June and complete by December.

EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

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 handicap.
- 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.

Valerie Henderson

Signature

Lighthouse Ministries

Name of Business

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.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.

Valerie Henderson
Signature

2/28/25
Date

Firm Submitting Proposal: Lighthouse Ministries

Complete Address: 190 Spruce Lexington 40507
Street City Zip

Contact Name: Valerie Henderson Title: Executive

Telephone Number: 859-312-8321 Fax Number: 859-533-0086

Email address: tay@lighthouselex.org

WORKFORCE ANALYSIS FORM

Name of Organization:

Lighthouse Ministries

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														
Professionals		1	1														
Superintendents																	
Supervisors			2			1											
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals			1														
Office/Clerical																	
Skilled Craft																	
Service/Maintenance			2														
Total:																	

Prepared by:

Valerie Henderson

Date:

2/28/25

(Name and Title)

Revised 2015-Dec-15

AFFIDAVIT

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

1. His/her name is Valerie Henderson and he/she is the individual submitting the proposal or is the authorized representative of Lighthouse Ministries, 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 Valerie Henderson on this the 13th day
of February, 2025

My Commission expires: May 6, 2025

B. LaFollette
NOTARY PUBLIC, STATE AT LARGE



Kurt Rose Construction, Inc.

872 SPARTA CT
LEXINGTON KY 40504

859-225-9566 p
859-231-8055 f
kurtroseconstruction@gmail.com

PROPOSAL

Date 12/13/2023
Proposal # 593

Name / Address

LIGHTHOUSE MINISTRIES
190 SPRUCE STREET
LEXINGTON KY 40507

Project

Additional 2nd floor work
finish conference room

Item	Description	Total
	TO INCLUDE THE FOLLOWING:	
Walls	• INSTALL HAT CHANNEL AND DRYWALL ON LARGE STORAGE ROOM UP TO HEIGHT OF 9'. INCLUDES CONSTRUCT (3) 7' WALLS FOR BATHROOM.	
Demolition	• DEMO METAL STUDS IN EXISTING STORAGE AREA.	
Construction	• BUILD SOFFIT AND CLOSET TO CONCEAL EXISTING HVAC UNIT AND DUCTWORK.	
Electrical & Ligh...	• ADD OUTLETS AND ELECTRIC AS REQUIRED.	
HVAC	• ADD (2) HVAC RUNS FOR CONFERENCE ROOM.	
Doors	• ADD (2) DOORS. ONE FOR CLOSET AND ONE FOR RESTROOM.	
Plumbing	• ADD REQUIRED PLUMBING FOR NEW RESTROOM. ONE TOILET AND ONE WALL HUNG SINK.	
Miscellaneous	• PATCH BLOCK WHERE REQUIRED AND PAINT THROUGHOUT INCLUDING PAINT CEILING IN CONFERENCE ROOM.	
Flooring	• ALLOWANCE OF \$4,200.00 FOR FLOORING.	
Total	TOTAL QUOTE:	39,950.00
Thank you for the opportunity to bid!		Total \$39,950.00

February 23, 2025

Lighthouse Ministries
190 Spruce Street
Lexington, KY 40507

I propose to furnish all material and labor to do the following:

New Construction on 2nd Floor:

- Demolition and removal of metal studs in the storage area
- Install metal and framing on outside walls in storage area 21" lineal feet at 9' high of metal stud wall to partition bathroom
- To install drywall on outside metal framing and 20' of interior walls
- To install soffit to cover HVAC system in closet
- To install electric as per building code in finished area
- To install 2 supply lines to the conference room from the existing HVAC
- To install metal frames with metal doors: one in bathroom and one in closet
- To install rough-in plumbing and set toilet and lavatory sink in bathroom
- To do concrete block repair in area that is being painted
- To paint concrete block and ceiling in new finished area
- There is an allowance of \$4200.00 for material for flooring in the newly finished area.

For the sum of: 44,744.00

Notes: Werne Contracting will supply Workman's Compensation and General Liability insurance on all the above referenced work. All work is to be done to standard building practices. Werne Contracting will not be responsible for any problems using these practices. Work to begin at the customer's request and contractor's availability after the signing of the contract. All work will be done in accordance with applicable federal, state and local code requirements.

ACCEPTED. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as shown above.

Date of Acceptance: _____ By: _____

Respectfully submitted,

WERNE CONTRACTING
By _____



Lighthouse Ministries Upstairs Upgrade

Prepared By

Innovative Demolition Service, LLC
649 Bizzell Drive
Lexington 40510

859-800-8194
quotes@innovatedemo.com

Prepared For

Lighthouse Ministries

2/27/2025

Scope of Work

Budgetary Quote for the Following:

Install new metal studs and drywall to created 2 offices in existing coat room.

Install new drop ceiling in new offices.

All new LVP flooring in coat room, offices, and shoe room and storage.

Paint coat room, shoe room, storage and new offices.

Demo existing metal stud area.

Demo existing demising masonry wall.

Infill and patch holes in floor from previous MEP.

Re-work lights and electric for 2 new offices.

Replace 2 existing doors.

Includes allowance for new bathroom fixtures installed per owner direction.

Proposal Total	\$44,047.00
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Signature
Lighthouse Ministries

Line Item Detail

Name	Cost Type	Unit Price	Qty	Unit	Selling Price
Lighthouse.jpg					\$35,147.00
Demo Masonry Wall		\$400.00	6.00	Cu Yd	\$2,400.00
Demo Metal Studs		\$250.00	1.00	EA	\$250.00
Drop Ceiling		\$6.50	378.00	Sq Ft	\$2,457.00
Infill/Patch Concrete Floor		\$2,500.00	1.00	EA	\$2,500.00
New Doors		\$1,500.00	4.00	EA	\$6,000.00
New Flooring		\$6.00	2,212.00	Sq Ft	\$13,272.00
New Office Studs and Drywall		\$60.00	43.00	Ln Ft	\$2,580.00
Paint		\$2.00	2,844.00	Sq Ft	\$5,688.00
Non-measured costs					\$8,900.00
Allowance for bathroom	Miscellaneous	\$5,000.00	1.00	Each	\$5,000.00
Contingency	Miscellaneous	\$1,500.00	1.00	Each	\$1,500.00
Electrical	Miscellaneous	\$150.00	16.00	Hours	\$2,400.00