PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: GreenHouse17

Mailing Address: PO Box 55190; Lexington, KY 40555-5190

Street Address: 4400 Briar Hill Road; Lexington, KY 40516

Phone: (859) 519 - 1900

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 Silver Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No
Note: Agencies must have a Silver Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.

Website Address: GreenHouse17.org

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:
Darlene Thomas, Executive Director 859-519-1903, dthomas@greenhouse17.org

Person Completing Application *(Name, Title, Phone, Email):*
Corissa Phillips, External Relations Director, 502-435-8021, cphillips@greenhouse17.org

Program Information

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

Total Funding Amount Requested: $ **150,000**

RFP #6-2020 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)**

Per KRS & KAR statutes, GreenHouse17 is the state-designated primary provider of domestic violence services in Lexington. Our shelter provides safety and protection from very real threats of harm to victims and their children. Last year, 32 Kentucky victims were murdered by their intimate partner.

Victims self-initiate shelter intake, typically by calls to our 24-hour hotline or during court advocacy. Eligibility is determined by Category 4 of Federal Homeless Rule for fleeing, or attempting to flee, domestic or dating violence. Immediate basic needs are met (clothes, hygiene, bedding, meals), while early services stabilize crisis (safety planning, protective orders, legal advocacy). As safety risks are mitigated, physical & emotional healing begin. Supportive housing, economic justice, and job readiness services encourage sufficiency and exit to permanent housing.

Our shelter services are trauma-informed. This best practice prioritizes dignity for victims, while focusing on strength-based response to safety and healing needs. Residents are provided copies of community living guidelines and rights to accessible services upon intake. Weekly "house" meetings and exit surveys engage residents in operation of the shelter. Several staff and governing board members identify as survivors of abuse. Training, certification, and partnerships assure cultural competency.

No shelter stay limits are imposed. Return to shelter is encouraged should threats to a victim's safety escalate after exit. Shelter access and services are provided 24-hours a day, every day of the year by 23 FT and 5 PT staff. Two FT administrative directors and two FT clerical staff support shelter business operations.

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 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?

Risk for lethal violence increase when domestic violence victims flee abuse. Physical safety must be the primary concern during crisis intervention and shelter intake. Early discussions during calls to our 24-hour hotline include options for shelter diversion (family, rapid rehousing, homelessness prevention). If diverted from shelter, victims are encouraged to access our legal, healing, and economic hardship services non-residentially.

When threats to safety require safe emergency shelter, adults and their children are assigned an advocate upon intake. Within 14 days of shelter stay, victims self-determine their advocacy team, including advocate with focus on housing. Early housing-related services include assistance with paperwork, transportation, and fees associated with required documents. Morning, afternoon, and evening support groups encourage emotional healing and understanding of abuse dynamics. As well-being improves, residents begin weekly meetings with a housing advocate to create housing plan and address barriers. Shelter staff meet weekly for case management review to address barriers and opportunities for resident housing based on statistical, observational, and anecdotal data.

Our commitment to Single Point of Entry and COC is evidenced by the agency's specially trained housing team of four advocates, including staff with focus on Vi-SPDAT assessment and rapid rehousing. Lexington Housing Authority reserves 24 permanent vouchers for domestic violence survivors who transition to KCADV Homes, scattered-site housing launched four years ago with federal, state, and local support. Direct federal grants obtained by our agency, as well as a new rapid rehousing partnership with Community Action Council, offer options for victims.

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?

GreenHouse17 applies a low-barrier, voluntary services philosophy. This approach adheres to Kentucky Coalition Against Domestic Violence (KCADV) Member Service Standards to eliminate barriers to shelter access:
• Self-defined family housed together.
• 24-hour crisis intervention, shelter intake, and flexible shelter access.
• Storage of resident belongings at shelter, other space on property, or temporary storage facility.
• Service animals welcomed and kennels for family pets on shelter property. Pet foster families available, if victim prefers.
• Coordinated & community-based housing services integrated from shelter intake to exit.
• No-fee shelter and concomitant service model.
• No requirement for program participation or labor as condition of shelter, with exception of communal living chores.
• Although weapons, alcohol & illegal drugs are prohibited on shelter property, drug testing is not required.

Residents agree to do no harm, to themselves or others, maintain confidentiality of residents & abide by community living expectations. Prescriptions & medications must be stored at the crisis office. Policy requires staff to make every effort to counsel residents not abiding by these expectations. Should behavior continue, policies require agency to provide ample notification of departure & assist with safe relocation. Residents are informed of grievance process upon intake and exit. Service referrals and continued access to non-shelter services always provided at voluntary or involuntary exit from shelter.

16 adults were non-voluntarily exited from shelter during previous 12 months, with majority related to illegal drugs on site. See required attachments for documentation of policies.

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, 2019 to December 31, 2019 as attachments**
  - **CoC APR**
  - **CoC CAPER**

The following notes clarify data related to Section 5.1.4 and numbers reported in Section 5.1.5:

"Actual Results" - Section 5.1.4
GreenHouse17 is prohibited from entering information in KYHMIS, per federally mandated confidentiality requirements established by the Violence Against Women Act. Instead, we use an HMIS-equivalent database capable of generating required data and reporting. This database does not generate separate pdf reports for the APR and CAPER.

"Number of Beds Available" - Section 5.1.5
Renovation of our emergency shelter was completed in May 2019. This effort increased our previous 32-bed capacity to 42-beds, while also improving safety, confidentiality, and service delivery at the facility.

"Average Nightly Census" - Section 5.1.5
This number has been calculated using quarterly point-in-time counts; however, the number of available shelter beds was reduced for several weeks during last year's renovation. This temporary bed count reduction affected our 2019 average nightly census count. The renovated shelter is at capacity almost every night of the year.

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:	42
***Number of units available for families, if applicable:	-
Funds requested from LFUCG:	150,000
Average nightly census for individuals based on KYHMIS data:	-
Average nightly census for families based on KYHMIS data:	39
Total annual budget for shelter (all funding sources):	1,631,600
% LFUCG investment (LFUCG Request/Total Budget * 100):	9 **%**

- ***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.)* **The Program Budget will be the same for both FY21 and FY22; there will be no increases in award for Year 2 of the grant.**

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 2021. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2021 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 **GreenHouse17**

Program Name **Domestic Violence Emergency Shelter**

FY 2021 (July 1, 2020--June 30, 2021) Total Program Budget

	# of Employees:	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				
Full-Time (FTE)	22	969,875	150,000	819,875
Part-Time	5	119,150	0	119,150
Total Salaries		1,089,025	150,000	939,025
3. Consultant Services	$	78,475	0	78,475
list details	includes % of attorneys, it management, accountants, interpreters, website management, technical assistance directly connected to shelter programming.			
4. Space/Facilities	$	117,125	0	117,125
list details	includes annual shelter mortgage and utilities (electric, gas, water, trash)			
5. Operating Expenses	$	301,975	0	301,975
list details	includes % of food, crisis hotline, advocate cell phones, insurance bundle, mileage reimbursement for staff, emergency hotel stays, quipment, medical, travel, clothing, furniture, appliances, shuttle fuel, computers, printing, postage,			
6. Scholarships / Stipends	$	0	0	0
list details - numbers & amounts	N/A			
7. Other	$	45,000	0	45,000
list details	includes % of housing assistance provided to victims in shelter to transition to safe affordable housing when safety risks are mitigated (deposits, move expenses, etc.)			
8. TOTAL FY21 PROGRAM BUDGET *(Program budget will be the same for FY22; no increase in award for Year 2 of the grant)*	$	1,631,600	150,000	1,481,600

Cost per Program Participant: $ 5,442

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)*: Darlene Thomas

Title: Executive Director **Date**: 04/01/20

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.

Darlene Thomas, Executive Director; Diane Fleet, Associate Director; and Ryan Koch, Program Manager contribute nearly 50 collective years of victim service leadership to shelter programming and staff supervision. Program funding will specifically support 75-90% of personnel costs for the following five emergency shelter staff:

1. Bekah Fulcher (FT Family Advocate) - 17 years of direct victim service experience - Bachelor of Social Work from the University of Kentucky
2. Laura Arnsdorf (FT Family Advocate) - began as crisis counselor with agency in 2015 - Master of Science in Social Work from the University of Louisville
3. Kristen Feltner (FT Family Advocate) - began role with agency after student internship in 2016 - Bachelor of Social Work from Eastern Kentucky University
4. Nathaniel Smith (FT Family Advocate, Children's Focus) - began role in 2018 - previous experience at St. Joseph Orphanage and Community Alternatives of Kentucky - Bachelor Degree from Maryville College in Tennessee
5. Stacy Sheakley, (PT Family Advocate, Children's Focus) - previous Court Appointed Special Advocate for Children and crisis counselor with agency - Attended Marysville Community College

All shelter staff complete 40 hours of Certified Domestic Violence Advocate training conducted by the Kentucky Coalition Against Domestic Violence within first year of hire and maintain certification with 12 hours of continuing education each year.

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.

GreenHouse17 services directly respond to violence prevention priorities of Community Wellness & Safety and high priorities related to shelter, housing, and public services for domestic violence victims in the Consolidated Plan.

Shelter staff forge informal and formal community partnerships to reduce barriers for victims, address systemic intersections, and avoid duplication of services. Examples of community consortia participation include Lexington-Fayette COC, Lexington Domestic and Sexual Violence Prevention Coalition, Lexington Human Trafficking Task Force, and Lexington-Fayette Strangulation Task Force. The shelter also maintains numerous reciprocal service referral agreements with medical, social, legal, governmental, sobriety/substance abuse, & mental health organizations. An abbreviated list includes Legal Aid of the Bluegrass, Ampersand, Hope Center Recovery Program for Women, The Nest Center for Women & Children, Lexington Housing Authority, Lexington Police Department, and Lexington Humane Society. Additionally, agency staff facilitate training events for more than professionals and community members each year to foster understanding and support for victim needs.

The agency's governing board, comprised of 20 members from various professional sectors, provides fiscal and administrative oversight. Individual and group volunteers representing local colleges, faith institutions, companies, and civic organizations provide more than 2,000 hours in-kind support for projects at shelter and in the community. A diverse funding model that includes federal and state grants, individual and foundation gifts, special event fund raising, and social enterprise provides revenue support. See attachment 5.1.5 for funder descriptions.

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?

GreenHouse17 commits to inclusivity and accessibility. We have adopted a comprehensive non-discrimination and inclusion policy that exceeds federal requirements. Shelter staff are diverse in age, race, marital status, gender, sexual identity, body size, and educational background.

Partnerships with Global Lex, Kentucky Refugee Ministries, and Pride Community Organization Services (PCOS) exemplify community outreach to assure diverse awareness of services. The agency's service publications include topics specific to LGBTQIA+ abuse and rural victimization, and the general services brochure has been translated to Spanish, French, and Arabic. A Spanish bilingual advocate and interpreter/translations contracts assure access for more than a hundred languages.

Our crisis hotline is equipped to support communication with individuals who are deaf and hearing-impaired. The agency's website is compatible with assistive reading software for individuals with visual impairment. Parking, walkways, entrances, and corridors are handicapped accessible and meet ADA Accessibility Guidelines for Buildings and Facilities. Recent renovation of the emergency shelter created a private accessible bed and bath suite for victims and families with specific health or other needs.

Every shelter resident last year earned less than 30% AMI for the region, with majority claiming zero income upon intake. Shelter services respond to needs of persons living in poverty and economic distress. Examples include budgeting, credit repair, free tax services, matched savings accounts, job training, emergency financial assistance, rental assistance, etc.

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, 2019 to December 31, 2019 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)**