

Firm Submitting Proposal: Center for Family and Community Services

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**Center for Family and Community Services
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Item 1: PETITIONER PROFILE: Demonstrate organization and / or program's service delivery methods & managerial efficiencies.

The Center for Family and Community Services (CFCS) is a nonprofit 509 © (3) agency. Our mission is to meet the unique educational, training, information and support needs of low-income, minority, limited-English proficient children, and members of their families, who face barriers to educational, social, and cultural opportunities. Our overall goal is to empower children and whole families to overcome barriers to self-sufficiency (see **Appendix A** for organizational leadership chart, list of Board of Directors, and board members responsibilities). Since 1987, the (CFCS) has evolved into a major driving force for addressing the needs of vulnerable and underserved populations in Lexington Fayette- Urban and surrounding counties. Targeting whole families, the CFCS has served as a model of effective practices for parent leadership, preschool readiness, adult and children's school success, and overall helping to create healthy communities. The center's high quality educators establish performance measures for each specific project goal and uses assessment results to refine, improve, and strengthen the program and activities. For instance, results from the 21st Center Community Learning Center after-school program has shown incredible success in helping students meet state and local student academic achievement standards over the years. Also, students are able to engage in multiple social and recreational activities, including dance, drama, karate, sports camps, and others. Many nontraditional students take advantage of opportunities to prepare for and acquire the high school equivalency diploma (GED), assistance in resources to enter careers and postsecondary education or training programs. Moreover, our preschool readiness programs promote children's cognitive, linguistic, social, and motor skills, which enable them to understand the school's curriculum as they enter kindergarten. Recently, the CFCS received state licensure to establish a preschool in the inner city area of Fayette County where low-income families live. The mission of the Urban Academy & Performing Arts Preschool is to provide a curriculum balanced between traditional education that focuses on reading foundations and the performing arts. The Academy

will create a safe and therapeutic environment that is conducive to enrichment of young minds.

The adult leadership program offers parents information about their rights and responsibility regarding the public school educational process, as well as training about state and local academic standards and the availability of free supplemental educational supports for their children. We have also sponsored field trips for youth and adults to the Newport Aquarium, Louisville Zoo, and Kings Island.

As the CFCS' Executive Director, Dr. Regina Berry has administrative authority to oversee day-to-day activities of all federal, state and corporate funded projects, supervision of staff, and the coordination of activities with collaborative partners. Moreover, Dr. Berry oversees all aspects of evaluation of programs, and management of budgetary activities of all grants to ensure adherence to federal and state financial mandated guidelines. Dr. Berry has provided family therapy for children and families of diverse racial, ethnic, and social classes and backgrounds and specializes in treating youth with problems of delinquency, aggression, and violent behavior. She also has taught undergraduate courses in the areas of Human Development and Learning, Human Development Over the Lifespan, Theories of Learning Applied to Teaching, Transition to Education, Problems in Educational Psychology: Simulation-Based Learning, School Violence, and Youth Violence: Prevention and Intervention. The CFCS' professional staff has expertise in office administration, human development, behavioral science, psychology, teaching, social work, adult and continuing education, family therapy, and business administration. Moreover, several staff members are bilingual.

The CFCS's Board of Directors and staff are proud of the agency's successes over the years. However, it is the help of many community partners that has made these successes possible. Our collaboration with Fayette County Schools, local and state educational, human and community-service delivery systems, as well corporations has enabled us to offer educational, social, and recreational enrichment, career

development, life skills, parent leadership, counseling, case management, and health services for children and adults. The CFCS has had the privilege of partnering with multiple agencies over many years. Please see **Appendix B** for the list of our community partners. Also, **Appendix C** includes reference letters from community members and agencies.

While all of the above described services, and others, can be offered at the Charles Young Community Center (CYCC), the clearly established preferred uses (6 core values) serves as a guideline for implementing our proposed services.

Item 2: Core Values: Ensure the positive values & goals of the neighborhood are reflected in future building activities.

The term “Community Centers” is defined as a public location where members of a community gather for group activities, social support, public information, and other purposes. Therefore, under the umbrella of the concept “community center,” social, recreational, health, and educational programs are proposed for children and adults year-round at the Charles Young Community Center. More specifically the plan is adhere to the preferred utilization and programmatic function as defined by the six Core Values:

1. Community Center
2. Recreational Facility
3. Workforce Development/Job Training
4. Senior Citizens’ Center
5. Youth and Teen Activities
6. Other positive values consistent with the East End Small Area Plan and the Charles Young Feasibility Study

Given that a broad and comprehensive effort is necessary to acquire adequate funding and support to facilitate and maintain programming, it will be necessary to establish programming in phases. The model for this initiative will involve planning, development, implementation, coordination, expansion, and integration of school, home, and community resources to effectively meet the unique needs of community members in the immediate geographic neighborhood of the

Charles Young Community Center. The CFCS staff will follow a project design calculated to (1) Utilize community organizations to increase social capital in the East-End area, 2. Establish a process to engage the neighborhood residents and the general public in services and programming, 3. Create a community and recreational facility that reflects the needs of the neighborhood and its residents, and 4. Ensure a safe and attractive facility, both inside and outdoors.

While the Core Values for utilization of the CYCC are clearly established, the ensuing section will describe the CFCS' approach and philosophy for addressing the needs of community members.

To help children and youth build the competencies needed to become successful adults, it is not only important to support them academically, but also meet their basic physical, developmental, and social needs. The CFCS proposes the Five Promise framework, developed by the America's Promise Alliance, for addressing the needs of children and youth at the CYCC. These Five Promises are developmental resources (wrap-around supports) that young people need for success in life, and they include:

- Caring adults
- Safe places
- A healthy start and healthy development
- An effective education
- Opportunities to help others through service

In the context of developing children and youth programming at the CYCC, we will ensure they receive support and guidance from caring adults; have an environment that is physically and emotionally safe and offers constructive use of their time; provide education information and healthy role models that support good nutrition and overall health; create quality learning environments, challenging expectations and consistent guidance and mentoring to equip them for successful school, work and lifelong learning; and allow children and youth the chance to make a difference in their community by creating opportunities for volunteering, leadership and service.

At the CYCC there are adequate meeting rooms to accommodate after-school services for students needing additional academic support to meet state and local

academic standards. Moreover, funding will be sought to establish tables and seating in the park area for tutoring and other academic support during the summer. The CFCS propose after-school and weekend programming that help students meet academic standards. The highest priority will be to establish intensive academic interventions that go beyond the typical after school programs that merely provide homework assistance. The academic enrichment program will provide extended learning time, content-related learning strategies, homework assistance, opportunities for hands-on activities, test-taking and study skills strategies. This is the same model used in our 21st Century Community Learning Center after-school programming, which has been funded by the Kentucky Department of Education for more than seven years. While we have no funding at this point to serve the East-End area, we will discuss later our plans regarding the need for this programming as well as information to support such programs.

To support the development of young children, we propose establishment of an all day preschool. Because a significant number of young children enter kindergarten lacking the social, emotional, and behavioral skills needed to succeed, we believe pre-school readiness is an essential foundation for success in school and future achievement in life. The main level or basement areas have adequate space to accommodate a high quality all day pilot preschool program for approximately 30-40 young children. The charge for services would cover the cost for staffing and supplies. Should funding be acquired, there may be an opportunity to expand services to support a larger population of children in another area of the CYCC where there is ample green space.

The gymnasium space of 3,542 square feet at the Charles Young Community Center can facilitate basketball, volleyball, and other team sports, but also serve as a multi-purpose space for adults to engage in activities such as exercise, dance classes, and multiple social activities. The meeting rooms of various sizes can also accommodate groups for classes, meetings, arts and crafts, wedding and baby showers, and other activities important to community members.

To support the overall development of adults, we propose parenting and community member training that empowers them to better advocate for their children's school success. This service would involve collaboration with other agencies, such as the Prichard Committee, to acquire in-kind services for community members in the CYCC area. Moreover, referral services would be established to help community members acquire career training and employment information. To accommodate multiple activities for children and adults, a calendar must be maintained to schedule various activities.

The CFCS' long history of collaboration with Fayette County Schools and multiple other agencies offers an advantage for strengthening community support for services at the CYCC.

Item 3: Financial Capacity: Ensure the economic viability of the center through facility usage by an entity capable of maintaining the facility and programs.

Over the past twenty-years, the CFCS has consistently received federal and state funds, as well as local monetary support, use of community space at various agencies, volunteer support, and other in-kind contributions to sustain programming. The CFCS' sustainability plan includes maximizing in-kind resources, building stronger community support, and demonstrating and communicating results. Moreover, the CFCS staff's expertise in researching potential grantmakers and grant writing ability has resulted in numerous awards to support programming. While the CFCS' current programming budget is \$473,000 annually, acquiring funding and in-kind support specific to the CYCC area is necessary.

All the above sustainability strategies are proposed for establishing programming at the CYCC. This will first involve identification of services offered in the community that align with the needs (core values) of the CYCC. The type and quality of services will be evaluated via direct observation and interview of potential service providers, then recommendations will be given to the CYCC Board. Those services that can be offered in-kind will likely be established first. For instance, many recreational services, health

information, and social activities, such as sports programs, health fairs, dance classes, etc., may be offered in-kind by the health department or hospitals, and recreational facilities.

In addition to efforts to acquire in-kind support, several grants have been identified to specifically address the preferred core values for CYCC. One of two grants in particular is well suited for the Charles Young Community Center initiative. It is the Promise Neighborhood Planning Grant Application and/or the Promise Neighborhood Implementation Grant Application, released by the U.S. Department of Education, Office of Innovation and Improvement. They are two separate competitive grant programs that provide funds to community-based organizations to design comprehensive approaches for addressing the needs of children in distressed, high poverty communities. Their purpose is to significantly improve the educational and developmental outcomes of children and youth and to transform communities by:

- (1) Identifying and increasing the capacity of eligible organizations (as defined in this notice) that are focused on achieving results for children and youth throughout an entire neighborhood;
- (2) Building a complete continuum of cradle-through-college-to-career solutions (continuum of solutions) (as defined in this notice) of both education programs and family and community supports (both as defined in this notice), with great schools at the center. All solutions in the continuum of solutions must be accessible to children with disabilities (CWD) (as defined in this notice) and English learners (EL) (as defined in this notice);
- (3) Integrating programs and breaking down agency “silos” so that solutions are implemented effectively and efficiently across agencies;
- (4) Developing the local infrastructure of systems and resources needed to sustain and scale up proven, effective solutions across the broader region beyond the initial neighborhood; and
- (5) Learning about the overall impact of the Promise Neighborhoods program and about the relationship between particular strategies in Promise Neighborhoods and student outcomes, including through a rigorous evaluation of the program.

Background: The vision for this program is that all children and youth growing up in Promise Neighborhoods have access to great schools and strong systems of family and community support that will prepare them to attain an excellent education and successfully transition to college and a career.

The Implementation grant will support eligible organizations in carrying out their plans to create a continuum of solutions that will significantly improve the educational and developmental outcomes of children and youth in the target neighborhood. These grants will aid eligible organizations that have developed a plan that demonstrates the need for the creation of a Promise Neighborhood in the geographic area they are targeting, a sound strategy for implementing a plan to create a continuum of solutions, and the capacity to implement the plan. More specifically, grantees will use implementation grant funds to develop the administrative capacity necessary to successfully implement a continuum of solutions, such as managing partnerships, integrating multiple funding sources, and supporting the grantee's longitudinal data system. While implementation grantees will be best positioned to determine the allocation of grant funds given the results of their needs assessments and plans to build their organizational capacity, the Department of Education expects that the majority of resources that provide solutions within the continuum of solutions will come from public and private funding sources that are integrated and aligned with the Promise Neighborhoods strategy.

To be eligible for a planning grant, an applicant must demonstrate that it has established a commitment from one or more entities in the public or private sector, which may include Federal, State, and local public agencies, philanthropic organizations, private businesses, or individuals, to provide matching funds for the planning process. An applicant for a planning grant must obtain matching funds or in-kind donations for the planning process equal to at least 50 percent of its grant award.

To be eligible for an implementation grant, an applicant must demonstrate that it has established a commitment from one or more entities in the public or private sector, which may include Federal, State, and local public agencies, philanthropic

organizations, private businesses, or individuals, to provide matching funds for the implementation process. An applicant for an implementation grant must obtain matching funds or in-kind donations equal to at least 100 percent of its grant award. The Department estimates that awards for planning grants will range between \$400,000 and \$500,000. The maximum award amount is \$500,000 per 12-month budget period. The estimated size of the Implementation Grant is \$4,000,000-\$6,000,000 annually for 3 years with the potential for an additional 2 years. Both applications are due July 27, 2012.

A consensus will need to be established regarding whether to apply for the planning or implementation grant. The planning grant will allow the opportunity to do more assessment of needs in the areas, identify in-kind and other funding sources, and to outline a comprehensive plan for achieving the goals for the future implementation. Should an application be made for the planning grant, and if awarded funds, the CFCS would be in the position of planning for one year and then risk the likelihood that federal funds may not be allocated for Promise Neighborhood Implementation grant in 2014. Conversely, should an application be submitted for the Promise Neighborhood Implementation Grant in 2012, there is already adequate assessment data available regarding the East-End area (East-End Small Area Plan, 2009; CYCS Redevelopment Task Force Report, 2011) to describe the environment. Also, it will be necessary to describe the health and needs of the immediate target community.

One of the ways to assess the health and needs of an area is to evaluate how well students are doing in school. While student's test scores from the 2010-2011 No Child Left Behind (NCLB) Accountability Testing System reflect continuing progress for some schools, a core segment of schools continue to rank among those at the bottom who failed to meet state and local educational standards (Kentucky Department of Education, 2011). Many of these schools are Title I schools, which are high poverty low performing schools. Located in the Charles Young Community Center area, William Wells Brown Elementary is one of 28 Title I Schools In Lexington Fayette-Urban County. With a population of 363 students, William Wells Brown's student racial composition is 67% African-American, 14% White, 14% Hispanic, and 5% other. Of the

total population of 363 students, 83% qualify for free or reduced meals, 19% are special education participants, and 9% are English language learners. According to the 2010-2011 NCLB Accountability Yearly Progress for William Wells Brown Elementary, only 53% of all students scored proficient or distinguished in math compared to district-wide, which scored 73%. For African Americans students, only 44% scored proficient or distinguished in math. In reading, 63% of all students at William Wells Brown Elementary scored proficient or distinguished; and for African-American students only 58% scored proficient or distinguished compared to 76% for the whole district. This data underscores the need for supplemental educational support for children in the CYCC area.

The type of model needed to implement the six Core Values at the CYCC will involve engaging students, parents, schools and other community members. A budget line item in any grant application could include funds for operation and maintenance at the CYCC. The CFCS staff are able to provide in-kind support for identifying potential promising grants and the expertise in writing and submitting proposals, as well as other developmental activities to acquire funding from corporations and foundations.

Other proposed potential grant resources for the Charles Young Community Center initiative are: PepsiCo Foundation, May & Stanley Smith Charitable Trust, Knight Foundation, Bill & Melinda Gates Foundation, and many others.

4. REDEVELOPMENT STRATEGY: Describe program / service proposal in the context of service delivery at CYCC:

The CFCS' programming is guided by the "principles of effectiveness." This involves 1) Assessment of objective data to gain insight of the community needs; 2) Continuous evaluation using performance measures to ensure high quality enrichment opportunities; and 3) Use of scientifically based research that provides evidence that programs support children and whole families overall growth and development.

To assure effective project evaluation that provides performance feedback and permits periodic assessment of progress toward achieving intended outcomes, the

CFCS staff will follow a well-designed plan for gathering relevant information, analyzing the information and comparing actual outcomes to expected outcomes. Evaluation is a mechanism for assessing needs, for making revisions, and for documenting the success of projects; and for estimating the impacts of the projects on the populations being served, on the community, and on the sponsoring agencies. Goals and objectives will be established for each project.

Evaluation will be both on-going and summative. Each action plan will require: 1). Methods for documenting efforts and activities conducted by the project staff, records of staff meetings and of meetings with other groups, agencies and organizations; 2). Objective criteria for measuring the success of the project's impact, and refinement, if needed of the statements of project objectives; 3). Methodology for collecting evaluation data (i.e. analysis of user reports, timeliness of procedures and reports, any problems noted, etc.); 4). Documentation of persons served or participating in activities so that cost effectiveness data can be generated; 5). Development of surveys to ascertain user perceptions and obtain suggestions for greater effectiveness; and fiscal and programmatic progress reports will be prepared and presented to the Charles Young Center Advisory Board regularly.

As described in the previous section, maximizing in-kind community resources, building stronger community support, and seeking grant funds are ways of acquiring support for services at the CYCC.

The outdoors Park Amenities are capable of accommodating sports activities, children's play, picnics for whole families and other activities. Moreover, there is adequate green space to make the outside park area more family friendly and aesthetically pleasing by acquiring resources and funding to establish picnic tables, shelters, and off-street parking. The Ann Street Greenspace Footprint (0.896 acres) is an ideal location for off-street parking and/or other structure to house preschool and other programming.

Item 5. PROGRAM OUTCOMES: Demonstrate past performance history in community based programs & services

The Center for Family and Community Services (CFCS) is a grass roots non-profit educational and social services agency specializing in services that support families and children. Services are currently offered in Lexington Fayette-Urban and 9 surrounding counties (Bourbon, Boyle, Clark, Franklin, Jessamine, Madison, Mercer, Scott, and Woodford Counties). In 1987, community leaders established this agency to address social problems such as student's low academic performance, school dropout rate, drug abuse, sexually transmitted diseases, and community complacency. The initial services offered parenting education and support, youth educational and recreational activities, and HIV/AIDS education and prevention. Professional volunteers have provided program services, and local and state government grants, private donations and fund-raisers have provided funding for program services.

In 1993, services expanded to include specialization in youth violence intervention and prevention, family therapy, and educational consultation. Programs are designed to enhance school readiness for children from birth to 5 years; promote the academic achievement of children in elementary and secondary schools; and provide outreach, training and community resources for targeted parents. In 2002, the CFCS was awarded funding from the U. S. Department of Education to establish a Parent Information and Resource Center (PIRC). The program services were designed to enhance children's readiness for school and support children in elementary and secondary schools to achieve school success. One component of the PIRC program was the Home Instruction for Parents of Preschool Youngsters (HIPPY). The target population was low-income parents of children from birth through age 5 and services were implemented in Fayette and Letcher County, Kentucky. Twelve paraprofessionals were hired to provide services for one-hundred and twenty families annually.

In addition to the HIPPY program, the Parent Information and Resource Center offered the Parents as Academic Coaches Program. This program addressed the needs of parents of students in elementary and middle school. The PIRC program activities were coordinated with the 21st Century Community Learning Center after-school program. Academic and social enrichment activities for children, and their parents were

targeted for the PIRC services. Parents received information about their rights and responsibility regarding public school education, as well as training that educated them about state and local academic standards and supplemental educational support for their children. We were partnered with Fayette County Public Schools, Letcher County Public Schools and the Family and Youth Service Centers at the targeted schools. The funding period for this programming was 2002-2007. In 2003 the CFCS and One Community One Voice (OCOV), a coalition of community agencies, developed a partnership to support Title I elementary schools in Lexington (Fayette County) to provide supplemental support to students in high poverty, low performing schools, designated by the state as needing improvement to meet state and local standards in reading, math and on-demand writing and writing portfolios. In collaboration with the Fayette County Public Schools, the CFCS was awarded funding from the U.S. Department of Education to provide 21st Century Community Learning Center out-of-school programming at Arlington, Deep Springs, Harrison, Millcreek, and Yates Elementary Schools. Programming began in the fall of 2004 and included academic enrichment, social/cultural enrichment, parental education and support, and professional development for teachers and staff. Community partners included the University of Kentucky, College of Education and the Lexington Children's Theater. The University of Kentucky's College of Education maintains the CFCS 21ST CCLC contact information on a course document for EDC 362. This information is distributed to college students in the EDC 362 course, who are required to engage in practicum hours. This collaboration has resulted in numerous college students volunteering support for the after-school programming. For instance, in the 2006-2007 academic school years, twenty-two college students worked with participants in the 21st CCLC program. The Lexington Children's Theater engaged students in drama sessions at the various sites. Gainesway Empowerment and Westend Empowerment Centers allowed use of space for programming. Yates, Arlington, and Harrison Elementary Schools provided space to implement the CFCS' 21ST CCLC programming in the gymnasium, cafeteria, computer lab, classrooms, and music room. They have also provided some materials such as construction paper, pencils, and art supplies. The Bluegrass

Community Foundation and Chase Bank provided monetary support for the after-school programming.

The fall of 2006, the CFCS was awarded funds from the Kentucky Department of Education to establish a 21ST CCLC out-of-school program at Crawford Middle School. Crawford Middle is a Title I (school-wide) school, with 90% of the student population qualifying for free or reduced meals. Since 2006, this 21st CCLC program has provided from 90 to 140 students annually, supplemental after-school academic support and social/cultural enrichment for 6th, 7th and 8th graders of all races, ethnicity, and gender. The current school student population is 450, and the racial demographics are 52% White, 29% Black, 12% Hispanic, 1% Asia, and 5% other.

The program services involves planning, implementation, coordination, expansion, and integration of educational, school, community resources, and support services to help targeted students meet state and local standards in core content subjects. The program design is grounded in research best-practices that suggest: (1) The use of state standards extensively to design curriculum, instruction, and to assess student work, (2) Increased instructional time in reading and math in order to help students meet standards, and (3) Implementing comprehensive systems to monitor individual student programs and provide extra support as soon as it is needed.

The academic focus has been in the areas of reading, writing and math. Various social/cultural activities using diverse instructional approaches have been implemented and revised. For instance, dance and martial arts, which are popular with elementary school children, did not draw much attention for middle school students. Crawford Middle School students seem to enjoy many computer-based academic and enrichment activities. Students especially like the computer web based activities on "Math Brain" that includes riddles, puzzles, brain teasers, and illusions. The students also enjoy technology classes where they prepared videos for the school yearbook and learned to put together morning news shows. In July 2009, the CFCS submitted a report to the Kentucky Department of Education to show the progress made in the first three years of the 21st Century Community Learning Center. Our 21st CCLC programming was approved for two additional years.

The CFCS was awarded the High School Equivalency Program (HEP) funds from the U.S. Department of Education in 2010. The purpose of the program is to help migratory and seasonal farm workers (or children and family members of such workers) who are 16 years of age or older and not currently enrolled in school to obtain the equivalent of a high school diploma and, subsequently, to gain employment or begin postsecondary education or training or the military. Our program serves 10 counties in Kentucky and our goals are to (1) Provide information to potential eligible migrant and seasonal farm workers, and members of their immediate family, about opportunities to complete a GED and enter postsecondary education or training programs, upgraded employment, or the military; (2) Annually enroll at least 100 eligible migrant and seasonal farm workers in formal GED preparation activities, and members of their immediate family, who aspire to completion of a GED, continuing to serve each participant until the GED is achieved; and (3) Provide services to support GED recipients' efforts to enter into postsecondary training programs, careers, or the military. Our KY HEP Initiative has formed strong collaborations with many agencies and organizations who have allowed use of space and other in-kind support.

Recently, the CFCS received state licensure to establish a preschool in the inner city area of Fayette County where low-income families live. The mission of the Urban Academy & Performing Arts Preschool is to provide a curriculum balanced between traditional education that focuses on reading foundations and the performing arts. The Academy will create a safe and therapeutic environment that is conducive to enrichment of young minds. Students will experience drama, dance, music and art through exercises such as acting out stories and poems. They will learn basic movement and dance and learn about vocals by singing together. Above all the Academy is committed to the overall education and creative success of its students.

Since 1987, the CFCS has transformed the community to effectively collaborate with multiple community agencies to mutually serve vulnerable and underserved members of our community.

Over the course of seven years alone, more than 1500 elementary and middle school students have received services to support their academic success.

One example of the CFCS' after-school program's success is reflected in data released by the Center for Evaluation & Education Policy (CEEP), an agency contracted by the Kentucky Department of Education. According to CEEP data, the academic progress for student's served by the CFCS' after-school program at Crawford Middle School during 2007 & 2008 exceeded the progress of All Kentucky 21st CCLC Middle/High Sites. While the third year data (2009) did not exceed the progress of All Kentucky 21st CCLC Middle/High Sites, it did reveal progress for students in all core content areas for the CFCS' students. Other quantifiable measures for the after-school programming includes increases in letter grades, increase from baseline data of CATS performance scores, decrease in school-related disciplinary infractions (SAFE referrals, truancy, disciplinary actions); and an increase in pro-social attitudes, knowledge and less negative behaviors as measured by teacher surveys. The families participating in the Parent Education workshops have shown increased skills in supporting their children's school success, as reflected in a pre and post- test as well as their participation rate.

*Our after-school programming has been offered to approximately 250 students annually at various Title I Schools for approximately \$150,000 annually. Our parenting education and leadership cost vary depending on the amount of in-kind support, type of training, and number of participants. Cost can range from \$15,000-\$150,000 annually. Funding for our GED programming is \$400,000 annually.

Appendix A:

Organizational Leadership Chart

Board of Directors

Board of Directors Responsibilities



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Center for Family and Community Services

Board of Director's Responsibilities

The basic responsibilities of the board of directors include:

- Determining the organization's mission and purpose
- Supporting the chief executive with the goals of the organization in mind
- Ensuring effective organizational planning
- Determining which of the organization's programs are consistent with its mission and monitoring the effectiveness of these programs
- Securing adequate financial resources for the organization to fulfill its mission
- Defining prerequisites for potential new board members, orienting these new members, and periodically evaluating performance
- Adhering to legal and ethical standards and norms
- Clearly defining and articulating the organization's mission, accomplishments and goals to gain support from the community and enhancing the organization's public image
- Overall, board members have a duty of loyalty to the organization, its staff and other board members. While differences of opinion will likely arise, board members should keep disagreements impersonal. By practicing discretion and accepting decisions made on a majority basis, the board can accomplish unity and confidence in its decisions.
- Board members perform their responsibilities through regular meetings and a committee structure that is appropriate for the size of the board and organization. Board members are responsible for arriving at meetings well-prepared and ready to engage in thoughtful dialogue.

Legal Responsibilities of the Board of Directors

The board ensures that the organization is in compliance with state and federal law. The following is a checklist of some of the tasks nonprofits are legally required to perform:

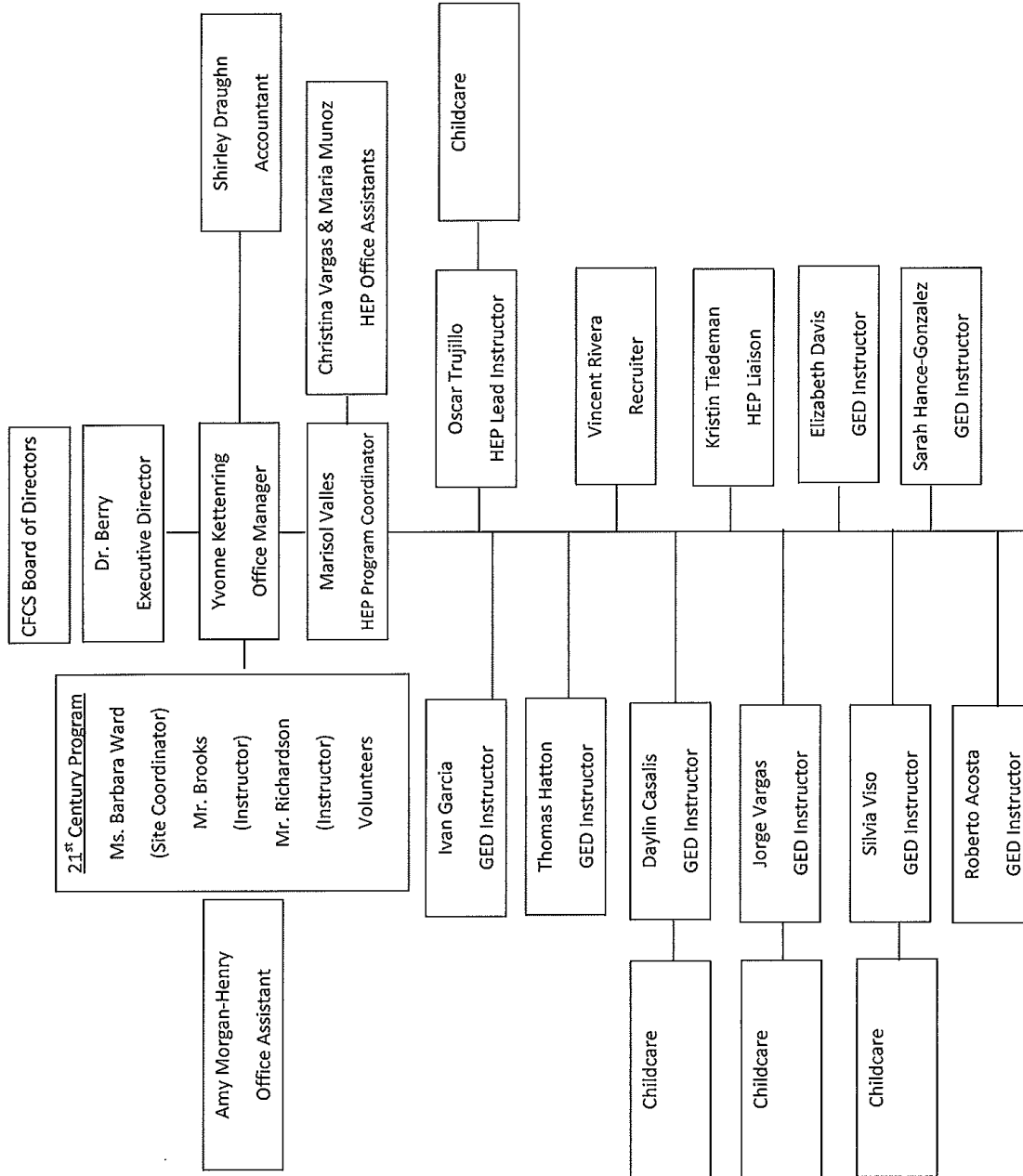
- Organizations with more than \$25,000 in financial activity should file IRS Form 990 with the IRS and the charities division of the Minnesota Attorney General's Office. Organizations with less than \$25,000 in financial activity should file the 990-N e-postcard.

- Complete an audit if the organization's total revenue exceeds \$750,000 in a year, and file the audit with the charities division of the State Attorney General's Office.
- Report a change of name, address or amendments to the articles of incorporation to the Secretary of State and pay any necessary fees for changes.
- Make the IRS Form 990 and Form 1023 available to the public.
- Report any Unrelated Business Income to the State Department of Revenue and the IRS, and send tax payments with IRS Form 990T.
- Withhold taxes from employees, and send withholding payments to the IRS and Kentucky Department of Revenue.
- Comply with laws that affect all employers, including Americans with Disabilities Act, Occupational Safety and Health Organization, Fair Labor Standards Act, Federal Insurance Contribution Acts, COBRA and Family Medical Leave Act.
- Report any lobbying activities on the IRS Form 990, and register as a lobbyist if required by the Kentucky Ethical Practices Board.
- Give receipts to donors for contributions over \$250.
- Collect sales tax on items sold by the organization, unless tickets are sold to performances by a performing arts organization.
- Get court approval for distribution of assets.
- Pay property taxes or obtain an exemption from the county where the property is located, if the organization owns real property.
- Pay regular bulk mail rate or obtain a nonprofit bulk mail permit if the organization sends bulk mail.
- Make sure any professional fundraisers register with the charities division of the State Attorney General's Office, and file a copy of the contract.
- Record minutes of board and annual meetings.

Individual Board Members' Responsibilities

Individual members of the board are required to:

- Attend all board and committee meetings and functions, such as special events
- Stay informed about the organization's mission, services, policies and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees or task forces and offer to take on special assignments
- Make a personal financial contribution to the organization
- Inform others about the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field
- Follow conflict of interest and confidentiality policies
- Refrain from making special requests of the staff



Job descriptions listed herein do not encompass all job responsibilities outlined for your position

Appendix B:

Center for Family and Community Services' Community Partners

CENTER FOR FAMILY AND COMMUNITY SERVICES COMMUNITY PARTNERS	
Heather Rhorer Migrant Education Program Clark County	859-745-3900
Rapha Ministries Clinic for Low Income Families Clark County	859-737-4022
Ruth Gatewood Scott County Public Schools, ESL	859-808-0085
Judy Crowe Community Services Center 30 Taylor Ave Winchester, KY Clark County	859-737-1933
Tom Greene Assessment Coordinator Clark County/Winchester Literacy Council	859-744-1975
Biby Tinajero Drop Out Prevention Coordinator Fayette County MEP	859-381-4220 Biby.Tinajero@fayette.kyschools.us
Jackie Wilson Fayette County MEP Migrant Education Program	859-381-4812
Esperanza Rivera Migrant Farmworker with Disabilities Employment University of Kentucky	859-977-4050
Ercides Estrada Iglesia De Dios Fayette County	859-797-3097
Kimberly Vaca Northern Family Group Fayette County	859-381-3541
Betty Abdmishani Director Village Branch Library Fayette County	859-231-5500
German Palencia Community Action, Hispanic Outreach Fayette County	859-229-2674
Marilyn Daniels Maxwell Street Legal Clinic Fayette County	859-233-3840
Sandra Delgado Catholic Charities	859-253-1993

RFP#14-2012 Charles Young Community Center Request for Qualifications

Fayette County	
Donald Souleyrette Radio Vida- Covers Central KY	859-270-8445
The Rape Crisis Center Fayette County	859-253-2615
Andres Cruz La Voz Bilingual Newspaper- covers 10 counties (Fayette, Paris, Scott, Woodford, Madison, Clark, Mercer, Boyle, Franklin, Jessamine)	859-621-2106
Wilma Clapp Operation Read at BCTC Fayette County	859-254-9964
Carlos Knox Nueva Vida Church Fayette County	859-858-0363
Erin Howard Bluegrass Community & Technical College Fayette County	859-246-6436
Liz Epherson Bluegrass Community Health Center Fayette County	859-396-7127
Alberto Carrillo Centro Hispano Comunitario Fayette County	859-421-1914
Virginia Cruz EPSDT Outreach Specialist Health Equity Team virginia.cruz@ky.gov Fayette County	(859) 252-2371, ext.2221
Erica Sanchez Hope Center- Hispanic Program Fayette County	859-252-7881 Ext.3014
Daniel Carrillo and Carolina Guzman First Church of Nazarene Fayette County	859-270-4699
Elliot Ward Cabinet for Health and Family Services Franklin County	502-564-7770
Christina Basenji KY Department of Education Migrant Education Program Franklin County	502-564-3791
Erin O'Donnell Thornhill Learning Center	502-875-1481

RFP#14-2012 Charles Young Community Center Request for Qualifications

Franklin County	
Silvia Viso Elkhorn Middle School Franklin County	502-695-6740
Bluegrass Head Start Franklin County	502-227-1511
Clemente Hernandez Gano Baptist Church Scott County	502-316-3808
Diana Waddle Scott County Life Long Learning	502-863-6855
Steve Hill Scott County Migrant Education Program	Steve.hill@scott.kyschool.us
Bruce Gordon Centro Latino Scott County	Brugor@mac.com
John Brandon Versailles Baptist Church Woodford County	859-873-7338
Tammy Bramlett Woodford County Adult Education Center	859-873-2421
County Extension Agents for Agriculture 164 Beasley Road, Versailles KY 40383 Woodford County	859-873-4601
Nicholasville United Methodist Church Eric Espada Jessamine County	Church- 859-885-4481 Eric-859-327-1358 ecespada@yahoo.com
Amy Matthews Mercer County Adult Education Center	859-583-2638 amy.matthews@mercer.kyschools.us
Chris Claunch Migrant Education	859-733-7191 Chris.claunch@mercer.kyschools.us
Amy Edwards Madison County Migrant Ed	859-622-8441 Amy.edwards@eku.edu
Brenda Thomas Madison County Project Read-Adult Education	859-623-4905 BThomas@projectreadky.org
Diane Frederick EKU Adult Ed Educator Madison County	859-622-8066 Diane.frederick@eku.edu
Rona Comley Madison County Board of Education, Migrant ED	859-625-6124 Rona.comley@madison.kyschools.us
Sandra Powell CAC, KY River Foothills Mujeres Unidas/ lutheran church 309 Spangler Drive, Richmond KY 40475 Madison County	859-624-2046

RFP#14-2012 Charles Young Community Center Request for Qualifications

Kataline McChesney Boyle County Board of Education, MEP	859-238-1337 Katalin.McChesney@danville.kyschools.us
Kent Mann Centro Latino Boyle County	859-238-2266 Kent.mann@roadrunner.com
Ann Stewart Bourbon County Board of Education Adult Education Center 525 High Street, Paris KY 40361	859-987-5863 Ann.stewart@bourbon.kyschools.us
Janet Compton Bourbon County Adult Education Center	859-987-5863 Janet.compton@bourbon.kyschools.us
Mr. Luis Munoz Paris Elementary Hispanic Outreach Coordinator – ESL Bourbon County	859-987-2166 Luis.monoz@paris.kyschools.us
Mark Adler (Director) Bourbon County Library	859-987-4419 madler@bourbonlibrary.org
Teresa Blevins Bourbon County Board of Education Migrant Education	859-987-2193 Teresa.blevins@bourbon.kyschools.us
Radio Vida Donald Sulerette Central Kentucky Area	859-270-8445 or 859-987-7550 Radiovida1440am@hotmail.com
Janice Crane Jessamine County Adult Education	Janice.crane@jessamine.kyschools.us
Janet Hodges Jessamine County Board of Education, Migrant Education	859-825-8087 cell Janet.hodges@jessamine.kyschools.us
Jerry Haffner EKU Madison County Adult Education Center	jerry.haffner@eku.edu
Amy Edwards Madison County Board of Education, Migrant Education	859-622-8441 Amy.edwards@eku.edu
Brenda Thomas Project Read Madison County	859-623-4905 BThomas@projectreadky.org
Rona Comley Migrant Education Madison County	859-625-6124 Rona.comley@madison.kyschools.us
Sandra Powell CAC, KY River Foothills Mujeres Unidas/Lutheran Church 309 Spangler Drive Madison County	859-624-2046
Kataline McChesney Danville/Boyle County Board of Education, MEP	859-238-1337 Katalin.McChesney@danville.kyschools.us

RFP#14-2012 Charles Young Community Center Request for Qualifications

Kerri Howard Centre College/Centro Latino Boyle County	859-238-5298 Kerri.howard@centre.edu
Kristi Stuckel First Christian Church of Danville Boyle County	859-236-4006 Kristi@firstbaptistdanville.com
University of Kentucky Nancy Jones, Chair Department of Theater	859-257-8166 Ncjone0@email.uky.edu
University of Kentucky College of Education Mary John O’Hair, Dean	859-257-6076
University of Kentucky College of Fine Arts Michael Tick, Dean	859-257-1707
Branch Banking & Trust Co. Marlo Lancaster Community Services Coordinator	859-255-6592
JP Morgan Chase & Company Tina J. Walters	212-270-6000
One Community One Voice Arnold Gaither	859-272-1184
Roger Cleveland Eastern Kentucky University Associate Professor	606-622-6678 PIRC Program roger.cleveland@eku.edu
United Way of the Bluegrass Ray Hughes Gifts in Kind Coordinator	859-233-4460
Qdoba Mexican Grill Emily Lagler Regional Marketing Specialist	502-380-6565 elagler@qdoba.com
LexLink Back to School Backpack Rally Wanda Bertram/Catherine Warner	859-229-6255 wandarbertram@gmail.com cwarner@waldenmg.com
Bluegrass Community Foundation Barbara Fischer Grants Officer	859-225-3343
Sam Jones Academic Committee	
LexArts Lexington, Kentucky	859-255-2951
LFUCG Youth Employment Program Mattie Morton Division of Youth Services	859-246-4323 mmorton@lexingtonky.gov

RFP#14-2012 Charles Young Community Center Request for Qualifications

Fayette County Public Schools Tom Shelton, Superintendent	859-381-4100 Tom.shelton@fayette.kyschools.us
Lexington Children's Theater Rachel Ray Development Director	859-254-4546 rray@lctonstage.org
Kentucky Department of Education Linda Robinson Division of Leadership & Instructional Support	502-564-2106 Linda.robinson@education.ky.gov
Tonya Crum, Director of Workplace and Adult Education, Kentucky Education Television	tcrum@ket.org
David Sturgill, Director of Adult Education, BCTC	David.sturgill@kctcs.edu
Donna Potter, Program Support Specialist, Kentucky Adult Education	Donna.potter@ky.gov
David Walters, Senior Associate, Program Support, Kentucky Adult Education	David.walters@ky.gov

Appendix C:
Reference Letters

**WOODFORD COUNTY
PUBLIC SCHOOLS**



Where Great Minds Meet

WOODFORD COUNTY PUBLIC SCHOOLS

330 PIGGAW PIKE • VERSAILLES, KENTUCKY 40383-9214 • (859) 873-4701

D. SCOTT HAWKINS, SUPERINTENDENT

May 8, 2012

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

Dear Dr. Berry:

The Woodford County Adult Education Center appreciates our collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. We are pleased to have a representative on the HEP Advisory Council to help plan and implement the proposed objectives of this project. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,

Tammy Bramlett

Tammy Bramlett, Program Director
Woodford County Adult Education

BOARD MEMBERS

Ambrose Wilson IV, Chair • Debby Edalen, Vice Chair
Margie Cleveland • Paul Stahler • Sherry Springate

Equal Education And Employment Opportunities

Mercer County Adult Education
750 Tapp Road
Harrodsburg, KY 40330
Amy.Matthews@mercerc.kyschools.us
859-734-4195

May 07, 2012

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

Dear Dr. Berry:

The Mercer County Adult Education Center appreciates our collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. We are pleased to have a representative on the HEP Advisory Council to help plan and implement the proposed objectives of this project. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,


Amy D. Matthews, Asst. Director
Mercer County Adult Education

Jessamine County Adult Education
200 Computex Drive ♦ Nicholasville, KY 40356 ♦ 859.887.9509
Janice.crane@jessamine.kyschools.us

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

May 10, 2012

Dear Dr. Berry:

I'm very excited that the Center for Family and Community Services (CFCS) is seeking funding to offer the High School Equivalency Program (HEP) at the Charles Young Center. I have a personal fondness for the Charles Young Center since I started my career in adult education there over 35 years ago. I think it's a unique facility in a critically appropriate neighborhood, and I can only imagine the enormous benefit of offering the HEP services at that location.

Our Partnership with CFCS to provide the High School Equivalency Program has proven to be successful at many levels. Not only are we now able to meet the educational needs of an underserved population in the area, but these additional services has added much to the diversity of the Program. The Project staff has been, not only, delightful to work with, but have worked diligently to problem solve and be creative to ensure the success of the project.

The Jessamine County Adult Education Center appreciates the opportunity to be a partner with CFCS and other counties in Central KY to better meet the needs of the migrant population. I am pleased to serve on the HEP Advisory Council. I have learned much, and have enjoyed helping to plan and implement the proposed objectives of this project.

I fully support your proposal to establish programming at the Charles Young Center. I look forward to our continued partnership, and if there's anything additionally I can do, don't hesitate to contact me.

Sincerely,

Janice Crane, Director



Crawford Middle School

1813 Charleston Drive
Lexington, KY 40505
(859)381-3370

May 9, 2012

Dr. Regina Berry
Center for Family and Community Services
1450 North Broadway
Lexington, KY 40505

Dear Dr. Berry,

Crawford Middle School appreciates our collaboration with the Center for Family and Community Services to provide 21st Century After-School Programming to our middle school students. Our continued partnership will strengthen our mutual goal of providing educational and enrichment learning opportunities for the children in your programming and in our community.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,



Michael B. Jones
Principal

We are...Crawford!

Chad Carpenter, Associate Principal

Mike Jones, Principal

Suzann Shaver, Admin. Dean of Students



May 16, 2012

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

Dear Dr. Berry:

The Fayette County Public Schools Migrant Education Program appreciates our collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,

Diana Cromer
Director of Pupil Personnel and Migrant Education Program

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: John Price, Chair • Melissa Bacon, Vice-Chair • Amanda Ferguson • Douglas Barnett • Daryl Love

Superintendent Tom Shelton, Ph.D.

701 East Main Street, Lexington, Kentucky 40502 • Phone: 859.381.4100 • www.fcps.net

Kent Mann
Director

Centro Latino
of Danville/Boyle Co., Inc.



May 14, 2012

Dr. Regina Berry
Center for Family and Community Services
1450 N. Broadway
Lexington, Kentucky 40505

Dear Dr. Berry:

Centro Latino of Danville/Boyle County, a United Way Community Partner, appreciates and supports the collaboration between our agency and The Center for Family and Community Services (CFCS) The CFCS's High School Equivalency Program (HEP) which serves ten Central Counties is essential for supporting our efforts in addressing generational poverty through the opportunity for a better educating our adult learners. The partnership and collaboration between our two organizations is essential for coordinating programs for adult learners to get a GED. Our continued partnership and collaboration strengthens our present and future goal for our adult learners.

I totally support your proposal to establish programming at Charles Young Center to enhance opportunities and meet needs for its community members. Centro Latino looks forward to continuing our partnership with The Center for family and Community services.

Sincerely,

Kent Mann
Executive Director

121 Toombs Court (Batewood Estates)
P.O. Box 1937
Danville, KY 40423



859-238-7228 or 859-319-2268
centrolatino_danville@yahoo.com



Clark County Public Schools
Migrant Education Program

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

May 07, 2012

Dear Dr. Berry:

The Clark County Migrant Education Program appreciates our collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,

Heath M. Rhoads
Migrant Recruiter



Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

May 11, 2012

Dear Dr. Berry:

The Danville/Boyle County Migrant Education Program appreciates the collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,

A handwritten signature in cursive script that reads "Katalin McChesney".

Katalin McChesney
Migrant Advocate/ Recruiter
Danville/Boyle Co. Migrant Education Program

DANVILLE HIGH SCHOOL

Ed McKinney, Principal

203 E. Lexington Avenue - Danville, Kentucky 40422 - Tel (859) 238-1308 - Fax (859) 936-8401 Web www.danville.kyschools.us

THORN HILL EDUCATION CENTER

Telephone: 502-875-1481 | Fax: 502-875-1482 | 700 Leslie Avenue • Frankfort, KY 40601 |
www.thornhilled.com

Dr. Regina Berry

May 15, 2012

Center for Family & Community Services

1450 N Broadway

Lexington, Kentucky

Dear Dr. Berry:

Thorn Hill Education Center's adult education and our English as a Second Language program values our collaboration with the Center for Family and Community Services (CFCS).

The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

We fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

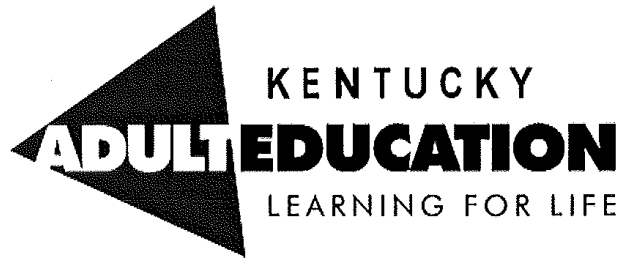
Sincerely,



Erin O'Donnell

Lead Teacher

Thorn Hill Education Center



Bourbon County Adult Learning Center

525 High Street RM#123
Paris, KY 40361
859-987-5863

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

May 14th, 2012

Dear Dr. Berry:

The Bourbon County Adult Education Center appreciates our collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. We are pleased to have a representative on the HEP Advisory Council to help plan and implement the proposed objectives of this project. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,

Janet Compton
Director



Educating and Financing a New Generation of Home and Business Owners

May 15, 2012

Dr. Regina Berry
Center for Family and Community Services
1450 North Broadway
Lexington, KY 40505

Dear Dr. Berry,

Community Ventures Corporation is a Kentucky company with six regional offices focused on helping as many people as possible increase their personal wealth through home ownership, business startup and expansion, and job creation. Since 1982, CVC has assisted more than 5000 entrepreneurs create over 1000 new and expanded businesses throughout our 71 county region. It is that expertise that we pledge to the Center for Family and Community Services. We value our partnership and our continued support will strengthen our mutual goal of providing needed services in our community.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,

A handwritten signature in cursive script that reads "James D. Coles".

James D. Coles
Executive Vice President - Lexington
Community Ventures Corporation
1450 N. Broadway
Lexington, Ky. 40505
(859) 231-0054 ext.207
Fax (859) 231-0261
Toll Free (800) 299-0267

*Celebrating 30 Years of Educating and Financing
a New Generation of Home and Business Owners*



www.CommunityVenturesCorporation.org





May 15, 2012

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway St.
Lexington, KY

Dear Dr. Berry:

The Migrant Education Program appreciates the collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,

Magdalena Biby Tirajero
Dropout Prevention Coordinator/
Migrant Education Resource Center Coordinator
Office of Pupil Personnel

AN EQUAL OPPORTUNITY SCHOOL DISTRICT

Board of Education: John Price, Chair • Melissa Bacon, Vice-Chair • Amanda Ferguson • Douglas Barnett • Daryl Love
Superintendent Stu Silberman

701 East Main Street, Lexington, Kentucky 40502 • Phone: 859.381.4100 • www.fcps.net



Georgetown-Scott County Hispanic Initiative, Inc.
105 Broadbill Ct., Georgetown, KY 40324

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky


May 15, 2012

Dear Dr. Berry:

The G-SC Hispanic Initiative, a 501(c)3 charity, appreciates our collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been helpful in supporting our efforts of coordinating programs for adult learners. We are especially appreciative of English as a Second Language (ESL) programs. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,


Bruce Gordon
Treasurer

May 17, 2012

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, KY 40505

Dear Dr. Berry:

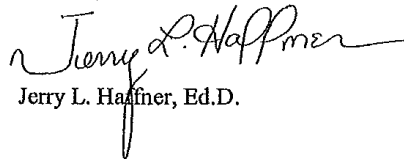
As director of adult education for Eastern Kentucky University and Madison County, I appreciate the collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in 10 Central Kentucky counties has assisted our efforts of coordinating programs for adult learners.

The relationship with Oscar Trujillo, adult education instructor, has been valuable. He is dedicated to helping residents, who may not have fluent English skills, earn a secondary credential in Spanish. On a personal note, Mr. Trujillo is personable and a delight to have in our learning center. He accompanies students who register for the GED® tests to our office, and he has assisted our staff in translating information as registrations are compiled.

In addition, we are pleased to have a representative on the HEP Advisory Council to help plan and implement the proposed objectives of this project. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,



Jerry L. Haffner, Ed.D.

*Donna A Wright
316 Nelson Ave
Lexington, KY 40508*

May 15, 2012

LFUCG
Division of Central Purchasing, Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

Dear Charles Young Center Advisory Board Members,

As a resident of the East-End community for more than twenty years, I believe the Center for Family and Community Services would be an asset to our neighborhood. They have provided programming throughout Fayette and other counties as well. Their after-school programs have help many children achieve school success and prepare for college, and they have provided a forum for parents to receive advocacy for their families. Without reservations I support the Center for Family and Community Services.

Sincerely,

Donna Allen Wright

*Barry L. Berry
302 Gunn St, Apt 201
Lexington, KY 40508-1981*

May 17, 2012

LFUCG
Division of Central Purchasing,
Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

Dear Charles Young Community Center Board Members,

I live next door to the Lyric Theater and believe it would be a good idea to add the Center for Family and Community Services' programs to our neighborhood. I have received their services and also volunteered with the organization. It is my pleasure to recommend this organization to offer services at the Charles Young Community Center.

Sincerely,

Barry Lionel Berry

/

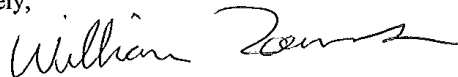
William Towns
668 E. Loudon Ave
Lexington, Kentucky

May 17, 2012

LFUCG
Division of Central Purchasing,
Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

Dear Charles Young Community Center Board Members,
The Center for Family and Community Services has provided programs for children and adults for many years in Fayette County. I would be very pleased if they offered services directly in my east-end neighborhood at the Charles Young Community Center.

Sincerely,

A handwritten signature in cursive script that reads "William Towns".

Roger Cardwell
102 Florida
Lexington, Kentucky 40508

May 17, 2012

LFUCG
Division of Central Purchasing,
Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

Dear Charles Young Community Center Board Members,
I support the Center for Family and Community Services' efforts to provide services at the Charles Young Community Center. They have provided excellent service in our community for many years.

Sincerely,

A handwritten signature in cursive script, appearing to read "Roger Cardwell".

Laverne Laine
140 Twelfth St
Lexington, KY 40505

May 15, 2012

LFUCG
Division of Central Purchasing,
Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

Dear Charles Young Community Center Board Members,

It is my pleasure to recommend the Center for Family and Community Services as an excellent organization to offer services at the Charles Young Community Center. Under the leadership of Regina Berry, the organization has grown into an educational leader for designing and implementing programs to improve educational and social opportunities and outcomes for students at-risk for school failure. Moreover, their parenting educational and other adult programs are ideal for supporting whole families. It is without reservations that support this organization.

Sincerely,

A handwritten signature in black ink, appearing to read "Laverne Laine", with a long horizontal flourish extending to the right.



GTS STAFFING

It works.

577 West Main St.
Lexington, KY 40507
p 859.225.6575
f 859.225.4231

4200 Bishop Ln.
Louisville, KY 40218
p 502.581.0058
f 502.581.0504

Dr. Regina Berry
May 07, 2012
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

Dear Dr. Berry:

GTS Staffing in Fayette County appreciates the collaboration with the Center for Family and Community Services (CFCS). Our agency has been able to provide and refer participants that qualify for the CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,

Vivani Toledo
GTS STAFFING
Employee/Employer Representative

Jessamine County Migrant Education Program
200 Computrex Dr.
Nicholasville, Ky 40356
Phone: 859-552-1527

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

May 14, 2012

Dear Dr. Berry:

The Jessamine County Migrant Education Program appreciates our collaboration with the Center for Family and Community Services (CFCS). The CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties has been essential to supporting our efforts of coordinating programs for adult learners. Our continued partnership will strengthen our mutual goal of facilitating educational opportunities for those educationally disadvantaged adults in the region.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,


Janet Hodges
Migrant Recruiter

MARY JAMES
320 ELM TREE LANE, APT. 207
LEXINGTON, KY, 40508

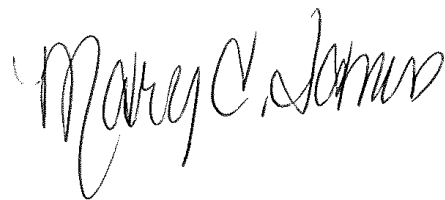
May 18, 2012

LFUCG
Division of Central Purchasing,
Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

Dear Charles Young Community Center Board Members,

The Center for Family and Community Services has been in my neighborhood for more than twenty years. Their programs of tutoring and social activities for students, as well as opportunities for adults to improve their lives, have been a great contribution to our community. The Center for Family and Community Services' programs would be an asset to any neighborhood and I support their efforts to offer services at the Charles Young Community Center.

Sincerely,

A handwritten signature in black ink that reads "Mary C. James". The signature is written in a cursive style with a large initial "M".

Steve Andrews
142 Twelfth Street
Lexington, Kentucky 40505

May 17, 2012

LFUCG
Division of Central Purchasing,
Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

Dear Charles Young Community Center Board Members,

I would be very pleased if the Center for Family and Community Services offered services at Charles Young Community Center. They have been in my neighborhood on Twelfth Street for many years and the community appreciates their services.


Sincerely,

Calvin Underwood
470 West Second Street
Lexington, KY, 40507

LFUCG
Division of Central Purchasing,
Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

May 18, 2012

Dear Charles Young Community Center Board Members,

I remember when the Center for Family and Community Services was first established in Fayette County many years ago and I have watched it grow into a major agency that helps children and adults in more than ten counties. I have also supported the agency by providing maintenance support for their offices. This agency would be an asset to the Charles Young Community Center area.

Sincerely,


Mona Russell
145 Bruce Street
Lexington, KY 40507

May 18, 2012

LFUCG
Division of Central Purchasing,
Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

Dear Charles Young Community Center Board Members,

The Center for Family and Community Services (CFCS) provides educational and recreational activities for students at many schools in Fayette County. These programs help students become more successful in school, and their programs for adults help them achieve their goals as well. I believe the CFCS is a good choice for offering services at the Charles Young Community Center.

Sincerely,

A handwritten signature in cursive script that reads "Mona Russell".

320 Elm Tree Lane
Lexington, KY 40508

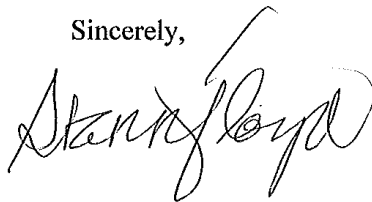
May 18, 2012

LFUCG
Division of Central Purchasing,
Room 338
Government Center,
200 East Main Street
Lexington, KY, 40507

Dear Charles Young Community Center Board Members,

I recommend the Center for Family and Community Services as a great organization to provide services at the Charles Young Community Center. They have many programs that help everyone in the family.

Sincerely,

A handwritten signature in black ink, appearing to read "Stanley Floyd". The signature is written in a cursive style with a large, sweeping initial "S".

!!!!!! **La nueva.. "Radio Vida"** !!!!!!!

A PENGUINS PRODUCTION **ONLY ON ...WYGH1440-AM**

2001 S. MAIN ST. PARIS, KY. 40361
TEL. 859 270-8445, STUDIO 859-987-7550
E-MAIL; radiovida1440am@hotmail.com

May 18, 2012

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

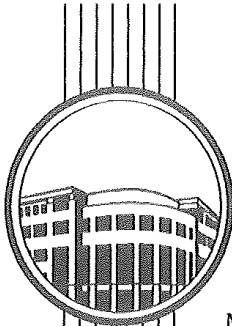
Dear Dr. Berry:

Radio Vida established in 1998; s a Spanish-language radio station that broadcasts seven days a week out Paris, Kentucky. Radio Vida appreciates our collaboration with the Center for Family and Community Services (CFCS). We have been airing paid and public service announcements for the CFCS's High School Equivalency Program (HEP) in ten Central Kentucky counties in our broadcast coverage area and the feedback we have received from our audience has been remarkable. We feel it most important to continue facilitating educational opportunities for those educationally disadvantaged adults in the region, and offer our assistance as appropriate.

I fully support your proposal to establish programming at the Charles Young Center that meets the needs of its community members. We look forward to our continuing partnership with the Center for Family and Community Services.

Sincerely,

Donald Souleyrette
Program Director
Radio Vida 1440am
COO WYGH



Lexington Public Library

140 E. Main Street • Lexington • KY • 40507-1376
(859) 231-5500 • FAX (859) 231-5598

May 15, 2012

Dr. Regina Berry
Center for Family & Community Services
1450 N. Broadway
Lexington, Kentucky

Dear Dr. Berry:

The Lexington Public Library's Village Branch located in Fayette County values our collaboration with the Center for Family and Community Services (CFCS) HEP program in providing educational opportunities for many adults and families that are "at risk".

We support the proposal to establish programming at the Charles Young Center that meets the needs of its community members. Expanding the educational opportunities throughout Lexington/Fayette will strengthen our families and all of our communities.

The Village Branch Library looks forward to a continuing partnership with the Center for Family and Community Services.

Sincerely,

Betty Abdmishani
Manager, Village Branch
Lexington Public Library
2185 Versailles Rd.
Lexington, KY 40504
babdmishani@lexpublib.org

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:
The Contractor will not discriminate against any employee or applicant for employment because of physical or mental 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:

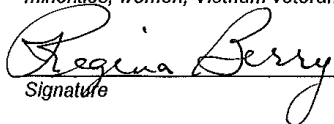
The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

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

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


Signature

Center for Family and Community Services
Name of Business

AFFIDAVIT

Comes the Affiant, CFCS, Dr. Regina Berry, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Regina Berry and he/she is the individual submitting the proposal or is the authorized representative of Center for Family and Community Services, the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

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

Further, Affiant sayeth naught.

Regina Berry

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Regina Berry on this the 18 day of May, 2012.

My Commission expires: 3/7/15

Annika Wynn
NOTARY PUBLIC, STATE AT LARGE

GENERAL PROVISIONS

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

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.
2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or

attempted to bribe an officer or employee of the LFUCG.

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

A. Termination for Cause

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

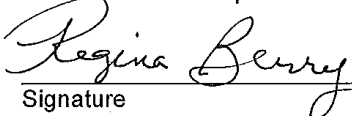
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according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

B. At Will Termination

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

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

15. Authority to do Business: The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.
16. Governing Law: This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. Ability to Meet Obligations: Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.


Signature

5-18-12
Date

LFUCG MBE/WBE PARTICIPATION FORM

Bid/RFP/Quote Reference # 14-2012

The MBE/WBE subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately.

MBE/WBE Company, Name, Address, Phone, Email	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. Ink & Toner 4729 Dixie Highway Louisville, KY 40216 502-618-2424	Provide Inkjet Cartridges for 2 Printers	Yearly estimate 2,663.04 for 2 HP Printers	Roughly 8% of 20% supply budget dedicated to ink & toner.
2. Precision Staffing, Inc. 2350 Sterlington Rd Lexington, KY 40517 859-272-2032	Staffing Agency Provide teaching Staff - Daycare and After School	Yearly estimate for 6 teachers for Day Care \$35,193.60 and for after school 261,320.32	Roughly 70% of total funding is allocated to Staff Salary.
3. CFCs (us) HEP Programming Instructors & Staff Bilingual	Bilingual Teachers & CFCs Staff	Yearly estimate 471,200.00	Roughly 70% of total funding is allocated to Staff Salary.
4. Rees Office Products 116 S. Maple St. Winchester, KY 40391 859-744-4785	Printing & Office Supplies	Yearly estimate 3,336.60 Supplies	Roughly 10% of total funding allocated to Office Supplies/ advertising/marketing

The undersigned company representative submits the above list of MBE/WBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Center for Family & Community Services Pegina Berry
 Company 5-18-12 By Executive Director
 Date Title

LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # 14-2012

By the signature below of an authorized company representative, we certify that we have utilized the following methods to obtain the maximum practicable participation by minority and women owned business enterprises on the project. Please indicate which methods you used by placing an X in the appropriate place.

- Attended LFUCG Central Purchasing Economic Inclusion Outreach Event
- Sponsored Economic Inclusion event to provide networking opportunities
- Requested a list of MBE/WBE subcontractors or suppliers from LFUCG Economic Engine
- Advertised for MBE/WBE subcontractors or suppliers in local or regional newspapers
- Showed evidence of written notice of contracting and/or supplier opportunities to MBE/WBE firms at least seven days prior to the proposal opening date
- Provided copies of quotations submitted by MBE/WBE firms which were not used and/or responses from firms indicating they would not be submitting a quote
- Provided plans, specifications, and requirements to interested MBE/WBE subcontractors
- Other
Please list any other methods utilized that aren't covered above.

The undersigned acknowledges that all information is accurate. Any misrepresentations may result termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

Center for Family & Community Services Pegina Berry
Company Company Representative
5-18-12 Executive Director
Date Title

WORKFORCE ANALYSIS FORM

Name of Organization: Center for Family & Community Services
 Date: 5 / 18 / 12

Categories	Total	White		Latino		Black		Other		Total	
		M	F	M	F	M	F	M	F	M	F
Administrators	3			1	1		1			1	2
Professionals	11	2	2	3	2	1	1			6	5
Superintendents											
Supervisors											
Foremen											
Technicians											
Protective Service											
Para-Professionals											
Office/Clerical	4		2		1				1		4
Skilled Craft											
Service/Maintenance											
Total:	18	2	4	4	4	1	2	0	1	7	11

Prepared by: Yvonne Kettering Office Manager
 Name & Title



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/4/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edward Frank Co., Inc. 900 Envoy Circle Louisville KY 40299	CONTACT NAME: Andrea Kayrouz PHONE (A/C No. Ext): (502) 589-4444 FAX (A/C No.): (502) 495-2963 E-MAIL ADDRESS: akayrouz@edwardfrank.com																					
INSURED Center For Family & Community Services Attn: Regina Berry 1450 N Broadway Lexington KY 40505	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td style="width: 70%;">INSURER A: State Auto National Insurance</td> <td></td> <td style="text-align: center;">19530</td> </tr> <tr> <td>INSURER B: KESA</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: State Auto National Insurance		19530	INSURER B: KESA			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER:** CL1111400798 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	X	BP2503628	11/1/2011	11/1/2012	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WC100-0013623-2010A	5/9/2011	5/9/2012
	WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>					
	E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000					
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Should the above described policy be cancelled before the expiration date thereof, the issuing insurer shall mail 30 days written notice to the certificate holder named with the exception of cancellation for non-payment of premium. A 10 day written notice of cancellation for non-payment of premium will be sent.					

CERTIFICATE HOLDER Lexington Fayette Urban County Government 200 E Main Street 3rd Floor Lexington, KY 40507	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE David Cooper/AKAYRO
-------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ACORD 25 (2010/05)
INS025 (2010/05) 01

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