Exhibit C

Lexington-Fayette
Urban County Government

Request for Proposals

The Lexington-Fayette Urban County Government hereby requests proposals for **#17-2026 Food Insecurity & Nutritional Access – Extended Social Resources (ESR) Grant Program** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received through Ion Wave until **2:00 PM**, prevailing local time, on **April 30, 2026.** All forms and information requested in RFP #17-2026 must be included and attached in Response Attachments tab in Ion Wave.

Proposals received after the date and time set for opening proposals will not be accepted. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted in Ion Wave before the date and time set for opening proposals.

Proposals, once submitted, may not be withdrawn for a period of one hundred twenty (120) calendar days.

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

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

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

The Lexington-Fayette Urban County Government encourages the participation of minority- and women-owned businesses in Lexington-Fayette Urban County Government contracts. This proposal is subject to Affirmative Action requirements attached hereto.

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

Laws and Regulations

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

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

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

> "During the performance of this contract, the contractor agrees as follows:
>
> > (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
> >
> > (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;
> >
> > (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and
> >
> > (4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers'

representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

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

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

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

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

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

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

KRS 45.630 Termination of existing employee not required, when

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

KRS 45.640 Minimum skills

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

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

LFUCG Non-Appropriation Clause

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

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

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

Contention Process

Vendors who respond to this invitation have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the Director of Procurement resulting from this invitation.

Notice of contention with the RFP process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his/her

contention with the RFP process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Procurement shall promptly respond in writing findings as to the compliance with RFP processes. If, based on this review, a RFP process irregularity is deemed to have occurred the Director of Procurement will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a RFP recommendation must be filed within 3 business days of the RFP recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Procurement shall in writing, affirm or withdraw the recommendation.

SELECTION CRITERIA:

1.	**Program Proposal & Design**	
1.1	Needs Statement	15
1.2	Service Delivery Model	15
1.3	Client Eligibility & Requirements	5
1.4	Evidence-Based/Best Practice	10
		Subtotal 45
2.	**Program Measures & Evaluation**	
2.1	Service Efficacy & Desired Outcomes	10
2.2	Client Empowerment & Community Impact	10
5.3	Data Assessment & Quality Improvement	10
		Subtotal 30
3.	**Capacity & Sustainability**	
5.3.1	Staff Qualifications & Experience	5
5.3.2	Partnership & Resource Leverage	5
5.3.3	Outreach & Inclusion Strategy	15
		Subtotal 25
	TOTAL	**100**

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

The LFUCG reserves the right to request clarification of any proposal from prospective vendors, or to interview any vendor to further discuss their submitted proposal. The LFUCG further reserves the right to select more than one vendor as a preliminary finalist that will be required to make an oral presentation to the LFUCG. The LFUCG reserves the right to amend its final scoring of the proposals based upon information provided

during such a presentation as long as the proposal does not materially differ from the written proposal submitted by the vendor.

Questions shall be submitted via IonWave at: https://lexingtonky.ionwave.net

Affirmative Action Plan

All vendors must submit as a part of the proposal package the following items to the Urban County Government:

1. Affirmative Action Plan for his/her firm;
2. Current Work Force Analysis Form;

Failure to submit these items as required may result in disqualification of the submitter from award of the contract. All submissions should be directed to:

Director, Division of Procurement
Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor
Lexington, Kentucky 40507

All questions regarding this proposal must be directed to the Division of Procurement, (859)-258-3320.

AFFIDAVIT

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

1. His/her name is Joshua McKinley and he/she is the individual submitting the proposal or is the authorized representative of Arbor Youth Services, the entity submitting the proposal (hereinafter referred to as "Proposer").

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

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

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

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

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

Continued on next page

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

Further, Affiant sayeth naught.

_____

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Joshua McKinley on this the 30 day of April, 2026

My Commission expires: March 3, 2029

KYNP97379

NOTARY PUBLIC, STATE AT LARGE

NOTARY ID # KYNP97379 ADAM C. SAYLOR NOTARY PUBLIC STATE AT LARGE, KENTUCKY MY COMMISSION EXPIRES MAR. 3, 2029

EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

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

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.

- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.

- Section 503 of the Rehabilitation Act of 1973 states:

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

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.

- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

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

****

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

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

Bidders

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

Signature	ARBOR YOUTH Services
	Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Arbor Youth Services Inc

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino		Asian (Not Hispanic or Latino		American Indian or Alaskan Native (not Hispanic or Latino		Two or more races (Not Hispanic or Latino		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators		1	1				1										
Professionals						1	1										
Superintendents																	
Supervisors		1	1														
Foremen																	
Technicians																	
Protective Service							1										
Para-Professionals																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenance		3	2		3	2	12				1						
Total:		5	4		3	3	15										

Prepared by: ___Joshua McKinley_____Date: __04____/__30____/___2026

(Name and Title)

Revised 2015-Dec-15

Firm Submitting Proposal: Arbor Youth Services Inc

Complete Address: PO Box 904 Lexington, KY 40588
Street City Zip

Contact Name: Joshua McKinley Title: Executive Director

Telephone Number: 859-254-2501 Fax Number: 859-226-9392

Email address: joshua@arborky.org

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 and IonWave Q&A, 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, safely 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.

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

Signature

04/30/2026
Date

6.0 Program Budget Summary Form

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(which will be the total amount of FY27 ESR grant request)*

Budget Form will be for Fiscal Year 2027 ESR Request only. Funds awarded for Fiscal Year 2028 shall be the same amount as awarded for Fiscal Year 2027, and contingent on Council approval of the Fiscal Year 2026 budget.

Exhibit D

PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Arbor Youth Services Inc

Mailing Address: PO BOX 904 Lexington, KY 40588

Street Address: 540 W Third St Lexington, KY 40508

Phone: (859) 254 - 2501

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No

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

Does your agency have a Gold Seal of Transparency or higher profile on Candid.org? ☑ Yes ☐ No

*Note: Agencies **must** have a Gold Seal of Transparency or higher profile with Candid.org to be eligible for ESR funding.*

Website Address: www.arborky.org

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

Joshua McKinley, Executive Director, (859) 254-2501 ext. 101, joshua@arborky.org

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

Joshua McKinley, Executive Director, (859) 254-2501 ext. 101, joshua@arborky.org

Program Information

Name of program for which funds are being requested: **Arbor Youth Nutrition & Stability Program**

Total Funding Amount Requested: $ **102,776.30**

RFP #14-2026 PROPOSAL SUBMITTAL FORM

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

5.1 Program Proposal & Design

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

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

Fayette County faces a persistent and measurable food insecurity crisis. According to Feeding America's 2024 Map the Meal Gap data, approximately 16.5% of Fayette County residents experience food insecurity, a rate above the national average, with young adults ages 18 to 24 disproportionately represented among those who go without consistent access to nutritious food. Youth experiencing homelessness face the highest risk: they frequently enter services having gone without food for 24 to 72 hours, and their transient circumstances make them ineligible for or unable to access many traditional food assistance programs.

Arbor Youth Services (AYS) is the only emergency shelter for unaccompanied minors in Central Kentucky and one of the few organizations providing comprehensive, low-barrier shelter, outreach, and housing services to youth ages 16 to 24. In 2025, AYS served 403 unduplicated youth and provided 12,384 meals. Youth routinely report food insecurity upon entry, many having aged out of foster care or lost family support, leaving them without access to meals or the documentation required by traditional food programs.

While Fayette County has food resources, homeless youth face significant barriers including lack of transportation, no government-issued ID, and the stigma of unfamiliar settings. AYS removes these barriers by embedding food access within a trusted environment where youth already receive services. Food is not a precondition of engagement at AYS; it is the foundation that makes engagement possible.

This proposal requests ESR support to sustain food access across AYS's full continuum of care for homeless youth in Lexington.

5.1.2 Service Delivery Model **15 Points**

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

The Arbor Youth Nutrition & Stability Program delivers food access across four program settings, each with a defined unit of service:

Emergency Shelter & Drop-In Center, Daily Meal Service

AYS provides a minimum of one meal per youth per day, seven days a week, 365 days a year, across the Shelter for Minors and TAY Shelter. Snacks are available throughout operating hours. Youth access food immediately upon entry with no enrollment or documentation required. In 2025 this accounted for the majority of 12,384 meals served.

Street Outreach, Food Kits per Contact

During each outreach contact (3 to 5 days per week), staff distribute ready-to-eat food kits to unsheltered youth. Food is offered at every contact regardless of whether the youth accepts a shelter referral, consistent with evidence-based models that use basic needs as a trust-building entry point.

Rapid Rehousing, Move-In Grocery Support & SNAP Enrollment

Each RRH participant receives a one-time grocery package at move-in (approximately $150 to $200) and individualized SNAP application assistance, with a goal of connecting 100% of eligible youth to SNAP within 30 days. Caseworkers maintain at least two contacts per week and monitor food security as part of ongoing case management.

Commercial Food Storage Infrastructure

ESR funding will support a commercial refrigerator ($3,165) and freezer ($2,859) to safely store perishable donations, reduce per-unit food costs through bulk purchasing, and increase overall meal capacity.

All services are voluntary, free, and require no documentation.

5.1.3 Client Eligibility and Requirements **5 Points**

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

The Arbor Youth Nutrition & Stability Program serves youth ages 16 to 24 who are experiencing homelessness, housing instability, or are at risk of victimization in Fayette County. Consistent with AYS's low-barrier service philosophy, there are no income requirements, documentation requirements, fees, or mandatory program participation thresholds associated with receiving food services.

Youth access food through any AYS program entry point: the Shelter for Minors (ages 6 weeks to 17), the TAY Emergency Shelter (ages 18 to 24), the Outreach Drop-In Center (ages 16 to 24), street outreach, or Rapid Rehousing. Eligibility for shelter services is determined by age, residency, and current living situation, as outlined in AYS's formal intake and assessment procedures. Food services, however, are available at the point of first contact, no formal eligibility determination is required before a meal or food kit is offered.

Youth in Rapid Rehousing who wish to receive move-in grocery support and SNAP enrollment assistance must be enrolled in the RRH program through referral via Fayette County's Coordinated Entry system. Youth are encouraged, but not required, to work toward connection to SNAP and other sustainable food benefits as part of their individualized service plan. Access to food is never conditioned on compliance with any service plan.

5.1.4 Evidence-Based/Best Practice **10 Points**

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

The Arbor Youth Nutrition & Stability Program is grounded in three evidence-based frameworks recognized in the field of youth homelessness.

1. Maslow's Hierarchy of Needs / Basic Needs First Framework

Maslow's (1943) hierarchy, as applied in human services, establishes that individuals cannot engage in housing planning or employment when basic needs remain unmet. The National Alliance to End Homelessness (2016) identifies basic needs provision as a core component of effective shelter and outreach programming. AYS ensures food access precedes and accompanies all other service engagement.

2. Low-Barrier / Housing First Model

AYS's model aligns with Housing First frameworks documented by SAMHSA and the USICH, which demonstrate that removing preconditions for service access increases engagement among youth with trauma histories. USICH (2020) specifically identifies food access as critical to low-barrier shelter and outreach programs.

3. SNAP as a Long-Term Food Security Tool

The Center on Budget and Policy Priorities (2023) documents that SNAP enrollment substantially reduces long-term food insecurity and supports housing stability. AYS's goal of connecting 100% of eligible RRH participants to SNAP extends program impact beyond direct service delivery.

These frameworks are reflected in AYS's Council on Accreditation (COA) accreditation, which requires evidence-based, client-centered service delivery.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

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

The program is designed to achieve measurable reductions in food insecurity and support the broader stabilization outcomes that consistent food access enables.
Primary Outcomes and Success Metrics
Outcome 1, Reduced Food Insecurity: 100% of youth accessing AYS services will have their immediate food needs met during engagement. In 2025, 100% of youth reported a reduction in food insecurity while engaged in AYS services, as measured through intake and exit food security screenings.
Outcome 2, SNAP Connection: 90% of eligible youth in RRH will be connected to SNAP or other sustainable food benefits within 30 days of housing placement. In 2025, AYS served 56 youth through Rapid Rehousing; staff assisted all eligible participants in completing SNAP applications.
Outcome 3, Housing Retention: Youth who receive food support through RRH will demonstrate improved housing retention rates. AYS tracks 90-day housing retention for all RRH exits and uses this data to assess whether food access barriers contributed to housing instability.
AYS defines successful service completion as a youth exiting with a sustainable food resource identified, whether SNAP enrollment, food pantry connection, or stable income. In 2025, 7 of 10 RRH exits met this definition.
AYS's Positive Youth Development philosophy holds that youth are best supported when immediate needs are met without conditions and they are encouraged, not required, to develop skills for long-term independence.

5.2.2 Client Empowerment & Community Impact **10 Points**

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

Consistent food access transforms daily life for youth in AYS programs. Youth who are not preoccupied with their next meal are able to focus, engage with staff, attend job interviews, and participate in housing planning. Mealtimes at AYS are among the most important community-building moments, when isolated or marginalized youth experience dignity and belonging.
For unsheltered youth, a food kit is often the first genuine connection with an AYS staff member. These encounters have led to shelter placements, RRH enrollments, and documented long-term exits from homelessness. In 2025, 44 youth accessed shelter and 7 transitioned to permanent housing; several were first reached through outreach food distribution.
For RRH participants, move-in grocery support removes a barrier that contributes to early housing instability. When youth do not have to choose between food and utilities, they are more likely to remain housed. AYS tracks this as part of housing retention outcomes.
At the community level, this program reduces long-term costs associated with youth homelessness, including emergency department visits and repeat shelter utilization, by investing in foundational needs that make stable housing achievable.

5.2.3 Data Assessment & Quality Improvement **10 Points**

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

AYS uses a structured, multi-method approach to assess effectiveness and drive continuous improvement.
Food Insecurity Screening (Intake & Exit)
All youth complete the USDA Household Food Security Survey Module (2-item form) at intake and exit, providing a pre/post measure of food security change for 100% of clients (N = 403 in 2025).
Service Volume Tracking
Meals served, outreach food kit distributions, and SNAP enrollments are tracked monthly through HMIS and internal logs, reviewed monthly by the Shelter & Outreach Coordinator and quarterly by the Executive Director.
Youth Satisfaction Surveys
Youth Satisfaction Surveys, including questions on food quality and accessibility, are administered at discharge and reviewed semi-annually by the Executive Director and Board as part of AYS's PQI process. Findings are used to adjust meal offerings and distribution.
SNAP Connection Rate
SNAP connection rates are reviewed quarterly by the Housing Coordinator and reported to the Board. If the rate falls below 80%, staff training and workflow are assessed.
How Data Drives Improvement
In 2024, screening data showed outreach youth reported higher rates of multi-day food deprivation. AYS responded by increasing food kit volume and adding a warm meal to outreach routes twice weekly. The 2025 data reflects improved outcomes as a result.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

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

The Arbor Youth Nutrition & Stability Program is staffed by experienced, trauma-informed professionals with direct expertise in youth homelessness, case management, and food and housing services.
Joshua McKinley, Executive Director
Joshua McKinley has been with Arbor Youth Services for over six years and provides overall leadership, program oversight, and compliance management. He has extensive experience in nonprofit administration, grant management, and service delivery for youth experiencing homelessness, and ensures programs are implemented effectively and in alignment with community needs.
Janell Walls, Shelter & Outreach Coordinator
Janell Walls, Shelter & Outreach Coordinator, oversees daily shelter operations and outreach efforts. She has direct experience working with youth in crisis and plays a key role in coordinating services, including food access, basic needs support, and engagement with youth entering services. She is responsible for staff coordination, program implementation, and ensuring youth receive consistent support in both shelter and community settings.
Housing Advocates and Shelter Advocates
Additional staff, including Housing Advocates and Shelter Advocates, support food service delivery, outreach, and connection to resources such as SNAP and other benefits. These staff are trained in trauma-informed care, de-escalation, and youth engagement, and have direct experience working with vulnerable youth populations.
Team Capacity
Together, AYS staff bring the experience and capacity necessary to effectively deliver services and support youth in

5.3.2 Partnership & Resource Leverage **5 Points**

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

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

AYS operates as an active partner in Lexington's response to youth homelessness and food insecurity.
Continuum of Care & Coordinated Entry
AYS is a core member of the Lexington-Fayette County Continuum of Care and participates in Coordinated Entry for RRH referrals, ensuring food and housing services are integrated with the broader community response and that youth are connected to food pantries and SNAP enrollment as part of their service plan.
Funding Partners
AYS receives funding from LFUCG, the Kentucky Cabinet for Health and Family Services, and United Way of the Bluegrass, providing the non-ESR match that makes this proposal financially viable and reflects the community's sustained investment in AYS.
Board of Directors
AYS's Board of Directors includes members with expertise in finance, law, and human services. The Board reviews outcome data quarterly, approves the annual budget, maintains AYS's Gold Seal of Transparency on Candid.org, and actively supports fundraising that supplements program funding.
Community Food Partners & Volunteers

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, and specifically to persons with limited English proficiency (including a language access plan); persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or does your organization employ any standard operating procedures) to ensure that no person is excluded from participation in or denied the benefits of program services on the grounds of race, color, national origin, sex, age, disability, or other protected status? How does your proposal support or enhance the objective of equal opportunity in the provision of program services?

Inclusive access is a core AYS value, embedded in policy, training, staffing, and daily operations.
Non-Discrimination Policy
AYS's Code of Ethics and Equal Opportunity Policy, reviewed annually by the Board, prohibit discrimination on the basis of race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, veteran status, or any other protected status across all programs and service sites. All clients receive a written summary of rights at intake, reviewed verbally by staff.
Language Access Plan
AYS maintains Spanish-speaking staff and uses the Language Line for other languages, providing bilingual personnel, sign language services, and communication assistance as needed. Intake documents are available in multiple languages, and staff receive annual training on serving non-English speakers.
Accessibility for Persons with Disabilities
AYS facilities comply with all accessibility requirements. Accommodations for physical, developmental, and communication disabilities are made on an individualized basis, and youth with disabilities are never denied services.
Inclusive Service Design for Persons Experiencing Poverty
AYS's low-barrier model requires no fees, documentation, or prior enrollment. Youth access food at any program entry point without appointment.
LGBTQ+ Inclusion
LGBTQIA+ youth are disproportionately represented in homeless populations. Transgender and non-binary youth sleep in rooms aligned with their gender identity, and all staff receive training on LGBTQ+ needs.
Outreach to the Most Vulnerable
Street outreach brings food directly to unsheltered youth in parks and encampments, ensuring the most isolated young people have access to food and a trusted connection to services.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request for the first year of the cycle, Fiscal Year 2027.)*

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

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

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

This section provides a summary of the total proposed Program Budget for FY 2027. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2027 program expenditures. The allocation for FY 2028 shall be the same as FY 2027.

Total Program Budget

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

ESR Grant Funding Request

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

Non-LFUCG Program Funding

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

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

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

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

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

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

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

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

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

PROGRAM BUDGET SUMMARY

Budget for Year One (FY2027) of Cycle; Budget for Year Two (FY2028) to be the same

Agency Name **Arbor Youth Services Inc**

Program Name

FY2027 (July 1, 2026-June 30, 2027) Total Program Budget

Only fill columns B &C; they will automatically sum in Column A		**Column A Total Program Budget [= B+C]**	**Column B ESR Grant Funding Request**	**Column C Non-ESR Program Funding [A-B]**
1. Staff Salaries for Program	**# of Employees:**			
Full-Time (FTE)	6	29,752	29,752	
Part-Time		0		
	Total Salaries	29,752	29,752	0
3. Consultant Services	**$**	0		
list details				
4. Space/Facilities	**$**	12,000	5,900	6,100
list details				
5. Operating Expenses	**$**	55,000	44,024	10,976
list details				
6. Scholarships / Stipends	**$**	0		
list details - numbers & amounts				
7. Other	**$**	6,024	6,024	0
list details		Commerical Refrigerator ($3165) and commercial freezer ($2859) to support safe perishable food storage and expand capacity for donated food utilization and bulk purchasing efficiency.		
8. TOTAL FY27 PROGRAM BUDGET	**$**	102,776	85,700	17,076

Cost per Program Participant: $_____

Brief detail on Cost per Participant: $255.03 per participant

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

Authorized Representative *(typed name)*: Joshua McKinley

Title: Executive Director **Date**: 04/30/2026