

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the first day of July, 201, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, **New Life Day Center** with offices located at 224 N Martin Luther King Blvd, Lexington, Kentucky 40507, (hereinafter "Organization").

WITNESSETH

That for and in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period beginning on **July 1, 201**, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay Organization the sum of **Fourteen Thousand Five Hundred and Sixty Dollars (\$14,5)** for the services required by this Agreement, said services being more particularly described in the Addendum attached hereto and incorporated herein by reference, one-fourth (1/4th) of which shall be payable in July 2016 or shortly thereafter upon receipt of an invoice, with one-fourth (1/4th) payable each quarter thereafter upon submission of a quarterly financial report and invoice, and a detailed quarterly program report. **Quarterly financial reports, invoices, and detailed program**

reports shall be submitted by October 14th, 2016, January 13th, 2017 and April 14th, 2017. A year-end program report shall be submitted by July 14th, 2017. Both reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

3. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

4. Organization shall perform all duties and services included in the Addendum *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Addendum and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

5. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the

aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

6. The Organization shall, on such forms as the Sponsor shall provide, submit to Sponsor an annual report and financial statement which summarize the previous year's activities regarding the services enumerated in the addendum attached hereto.

7. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

8. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

9. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national

origin, sex or age, shall promote equal employment through a positive, continuing program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

10. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

11. This instrument, and the Addendum *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) incorporated herein, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

12. Organization agrees that it shall apply all funds received by it from the Urban County Government in accordance with the following investment policy guidelines:

- A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.
- B. Investment Funds Management: The governing board may elect to either:
 - (1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to

be within the training, expertise and/or available time capacity of the executive director and the operating staff; or

(2) Utilize the professional investment management facilities of a local bank trust department acting in a fiduciary capacity within the same approved investment policies and federal, state, local and trust laws and regulation. The trust department may utilize its regular short-term one hundred percent (100%) US Treasury Fund for daily funds investment.

The election of option 1 or 2 should be made consistent with the relative cost incurred and in the case of option 2 the cost shall be competitive among local trust departments.

C. Investment Policies - - Safety and Prudence.

(1) Short-term liquidity funds shall be invested in "riskless" investment, i.e., deposits in Kentucky commercial banks or savings and loan associations that are fully federally insured or deposits collateralized by U.S. Treasury securities with a current market value of at least one hundred percent (100%), or in direct obligations of U.S. Treasury securities.

Investments shall be diversified according to maturity in order to meet projected cash flow needs.

Collateral pledged to secure uninsured deposits shall be held at a federal reserve bank with the receipt providing absolute control by the agency.

(2) Retirement funds, endowment funds, long-term capital reserve funds and any other special funds may be held and invested by a local bank trust department under investment objectives and diversification in accordance with the individual nature of the funds and pursuant to the "prudent man" investment rule as well as general trust law.

(3) All investments shall be reviewed monthly by a finance or investment committee of the agency.

(4) Local brokerage firms may hold and invest funds provided that investments are located within Kentucky and are full insured.

D. Audit - - All investments shall be audited at least annually by independent certified public accountant who shall express an opinion as to whether or not investments during the year audited have conformed with state and local law and regulation and with the approved investment policies.

13. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization:

Attn: _____

For Government:

Lexington-Fayette Urban County Gov.
200 East Main Street
Lexington, Kentucky 40507

Attn: Chris Ford, Commissioner
Department of Social Services

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

NEW LIFE DAY CENTER

BY: _____
Jim Gray, Mayor
Title: _____

BY: _____

ATTEST:

Clerk of the Urban
County Council

* The addendum referenced in items 4 and 11 must be attached to this document and approved prior to the start of fiscal year payments.

Addendum

Agency: New Life Day Center

Program Name: Day Center for Homeless

LFUCG Extended Social Resource Grant Program FY17 Funding: \$14,560

Program Summary: The New Life (Homeless) Day Center (NLDC) has three distinctive purposes:

- Get Lexington/Fayette County homeless off the streets and out of the weather,
- Get them to other services by van transportation that will help them into jobs and housing, and
- Make them less dependent on emergency medical care and less likely to serve jail time by having drug therapy, alcohol treatment, consistent support network, etc. available at the Day Center facility.

In three years of operation, over 3000 homeless clients have registered at NLDC and are daily served by the 22+ all-volunteer staff. While at the Day Center, our staff meets with individual clients and is actively involved in promoting job skill training, taking clients to job interviews, and assisting them into permanent low income housing to improve the stability of their situation. Over 350 clients have been helped into jobs and housing by our program.

In addition to serving as a key “connection point” to needed services for the 150 - 200 clients who come to the Center daily, NLDC personal storage lockers provide secure storage for client belongings as they search for jobs and housing that lead from street life to stability. These services directly address the barriers of housing, shelter, jobs, transportation, substance abuse, and mental health care identified in the UK 2013 Social Services Needs Assessment.

Long-Term Program Goals:

- 1) For the Homeless residents of Lexington and Fayette County, we will assist in managing information, computer resources, applications, and transportation to support them in finding employment and housing that will enable them to get off of the streets permanently
- 2) For the 250 Homeless residents of Lexington and Fayette County who must leave the night shelter locations on a daily basis, we will provide access to a safe refuge from the weather and a secure place to store their belongings

ACTIVITIES	OUTPUTS	OUTCOMES
Safe Shelter (out of the weather, bathrooms, clean water, morning snack, beverages)	1) 260 days of shelter, 200 clients per day 2) 2600 lbs of coffee annually 3) 7000 sq ft of public access room	39,000 shelter days per year out of the weather, off the street refuge. Helps draw homeless off the street, less dependent on emergency medical care, and less likely to serve jail time for behavior related issues
Access to Needed Services, esp. for Jobs and Housing (Social Security, VA, Food Stamp office, Jubilee Jobs, and Housing Facilitator)	1) 3000 van trips annually to social services, including Social Security, VA, Food Stamp office, Jubilee Jobs, etc.	200 clients helped in jobs and housing annually (150 in jobs; 50 in housing)
Access to Communication (Computers, phones, website to navigate services, transportation)	1) ~ 85 clients per day use computers and phones 2) ~600 van tips to appointments made by clients or staff in addition to social services van trips	Internet and phone access to other area services for establishing appointments to assist in finding jobs and housing.
Secure Storage (Lockers for protection of personal belongings and emergency clothing)	1) 120 lockers & 24 "cubbies" on-site for personal storage	Secure personal storage preventing loss of medicines and critical belongings
Life Patterns Improvement (Mental health support and faith based counseling)	1) Weekly mental health counseling on-site with volunteer PhD psychologist 2) Twice weekly faith based chapels	Clients referred to Mental Health treatments and strengthen spiritual outlooks regarding their future

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
Off the Streets: Average Daily Attendance	Computerized Check-in Logs	All participants are scanned by picture ID badges and logged by the badging system electronically	Daily
Cooperative Services: Number of clients helped with jobs and housing	Feedback from clients and employers, logbooks	Jobs and housing assistance record for all participants	Daily
Cooperative Services: Van trips for clients to and from appointments for services	Van Trip Log	All participants	Daily
Stable Environment: Clients and Community volunteering to help with Day Center Duties	Volunteer Staffing Log	All participants who volunteer	Monthly
Stable Neighborhood Environment: Number of Complaints from neighbors	Registered complaints made to Day Center Executive Director	Attendance at neighborhood association meetings and contact by neighbors through center	Quarterly