



May 17, 2012

Purchasing Director
Lexington-Fayette Urban County Government
Room 338, Government Center
200 East Main Street
Lexington, KY 40507

Dear Purchasing Director,

Please accept this proposal from Community Action Council, a response to Lexington-Fayette Urban County Government's RFP #14-2012 Charles Young Community Center Request for Qualifications. Included in this submission are the required signed documents from the Council's Executive Director and the Manager of Administrative Services. These documents are presented in the order in which they appeared in the RFP; Affidavit, Equal Opportunity agreement, Workforce Analysis Form, LFUCG Statement of Good Faith Efforts and General Provisions. The final document is the Council's response to the Scope of Services.

Thank you for the opportunity to submit this proposal. If you have questions concerning our submission, I will be happy to answer them.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack E. Burch".

Jack E. Burch, CCAP
Executive Director
Community Action Council
P.O. Box 11610 (710 West High Street)
Lexington, KY 40576
Phone: (859) 244-2212
Fax: (850) 244-2219
E-mail: jack.burch@commaction.org



AFFIDAVIT

Comes the Affiant, Jack E. Burch, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Jack E. Burch and he/she is the individual submitting the proposal or is the authorized representative of Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties, Inc., 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.



A handwritten signature in cursive script, appearing to read 'J. E. Burch', is written above a horizontal line.

STATE OF KENTUCKY

COUNTY OF FAYETTE

The foregoing instrument was subscribed, sworn to and acknowledged before me by JACK E. BURCH on this the 16TH day of MAY , 2012.

My Commission expires: JUNE 25, 2013



A handwritten signature in cursive script, appearing to read 'Maurice B. Apple', is written above a horizontal line.

NOTARY PUBLIC, STATE AT LARGE

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:

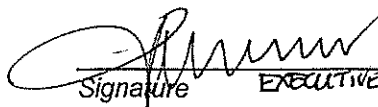
The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

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 EXECUTIVE DIRECTOR

Community Action Council for Lexington-Fayette,
Bourbon, Harrison and Nicholas Counties, Inc.
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Community Action Council

Date: 5/17/12

Categories	Total	White		Latino		Black		Other		Total	
		M	F	M	F	M	F	M	F	M	F
Administrators	7	3	0	0	0	1	2	0	1	4	3
Professionals	55	10	22	0	2	5	15	0	1	15	40
Superintendents	0	0	0	0	0	0	0	0	0	0	0
Supervisors	38	6	17	0	1	4	9	0	1	10	28
Foremen	0	0	0	0	0	0	0	0	0	0	0
Technicians	0	0	0	0	0	0	0	0	0	0	0
Protective Service	0	0	0	0	0	0	0	0	0	0	0
Para-Professionals	186	6	87	1	18	5	67	0	2	74	112
Office/Clerical	20	0	7	0	1	0	12	0	0	0	20
Skilled Craft	0	0	0	0	0	0	0	0	0	0	0
Service/Maintenance	23	4	2	0	0	6	10	1	0	11	12
Total:	329	29	135	1	22	21	115	1	5	114	215

Prepared by: Bridget Rice Manager, Administrative Services
 Name & Title

LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # RFP 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.
All work will be completed by Community Action Council staff. A majority of the Council's governing board are representatives of minority groups, specifically, African American and Hispanic. As identified on the Workforce Analysis Form, the Council currently employs 329 staff members; 165 identify as African American, Latino or other.

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.

Community Action Council
Company


Company Representative

5.17.2012
Date

EXECUTIVE DIRECTOR
Title

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.

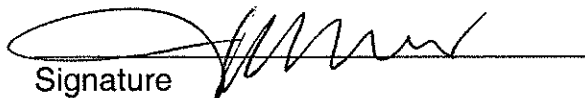
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
- (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according 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 

Date 5.17.2012

**Lexington-Fayette Urban County Government
Request for Proposal #14-2012**

Scope of Services

Item 1-Petitioner Profile

Describe the services and/or programs you can offer at the Charles Young Community Center.

How will you deliver these services?

What staffing level will be required to deliver these programs and services?

Do you have references?

Can you describe how you have partnered with other individuals and/or organizations to deliver the same or similar programs and services?

Will you partner with others to provide these programs or services for the Charles Young Community Center?

As the designated community action agency for Lexington-Fayette, Bourbon, Harrison and Nicholas counties', Community Action Council (the Council) has a long history of providing community-based services throughout its urban and rural service areas that are integrated, comprehensive, developmental, change-oriented and empowering for the individuals, families and communities we were created to serve. The Council is committed to bringing high quality service delivery systems that are mindful of and sensitive to those who turn to us for assistance in order to reach and serve the population of people with low-income. The Council believes the services and activities it provides and those outlined in this proposal will draw the residents of the Charles Young Community Center through the doors, allowing other programs also housed in the Charles Young Community Center to benefit from the ongoing foot traffic and have an engaged audience.

The Council's governance and leadership are ensured by a 45 member Board of Directors and an Executive Director supported by a highly qualified senior staff. The Board's membership is comprised of 3 equal sectors: participants in its programs and services, public officials and the private sector. The Executive Director has held his position for 33 years.

The following is a brief summary of the services provided by the Council, primarily operated from the Council's neighborhood and community centers, all of which will be accessible to the residents of the Charles Young Community Center neighborhood should this proposal be accepted. In addition to the services described here, the Council has highlighted other services in Item 2-Core Values.

Community Action Council is Lexington's largest provider of utility bill assistance and subsidies, and, energy conservation for households with low incomes. In 2011-2012, it ensured approximately \$4.5 million in assistance and services. In addition to energy assistance, the Council also sponsors a Summer Cooling Program that provides

air conditioners and fans to elderly citizens and families living with a loved one with a disability.

The Council has operated a volunteer tax return preparation program for taxpayers with low-income on an ongoing basis since 2006, which is, in part, supported by community volunteers recruited by the Council and operated in partnership with United Way of the Bluegrass and other organizations, such as, the Urban League. For the 2011 tax season, the Council secured approximately \$1,994,717.00 in refunds and tax credits for 1178 households with low-income. Additionally, the Council operates a Financial Fitness consumer education program that helps the unbanked and other consumers with low-income to learn about credit, making large purchases, and other important financial decisions. This program is both funded and operated in partnership with Central Bank and the United Way, including the offering of consumer education classes as part of the program. This program and all of the other services discussed in this proposal will be made available at the Charles Young Community Center.

The Council is the Head Start and Early Head Start grantee for Fayette, Harrison, Nicholas and Scott counties and the Early Head Start grantee for Fayette, Bourbon, Harrison, Nicholas, and Scott counties. Serving as the grantee means the Council is the only organization providing Head Start services in these counties. Residents of the neighborhoods surrounding the Charles Young Community Center will be able to enroll their children in Head Start and Early Head Start child development services. As such, the Charles Young Community Center will function as the first physical location where the health, mental health and related social service needs of Head Start and Early Head Start-eligible children were first identified. The Council has a total of 8 direct-managed or partnership sites in the East End area.

Access to all of the services described will be provided via staff funded from the Community Services Block Grant (CSBG), a stable, federal funding source. At least one staff person will be present full-time. Other staff will be on-site as needed. All staff will have the education and credentials required to perform their duties. CSBG is designated specifically for the community action agency for purposes of combating poverty. Family Service Workers conduct full intake assessments using the Council's Intake Referral and Information System (IRIS) database, identifying the needs of an individual or family and matching those needs with available resources from the Council and partners.

The Council has a long history of establishing partnerships with like-minded organizations in order to accomplish its goal of fighting poverty. The Council serves as the largest intake provider for God's Pantry and also operates as an intake provider and referral source for the Black Church Coalition. Included in this application are referral letters from additional partners Urban League of Lexington-Fayette, FoodWorks and a volunteer and Council board member, Rowena Averion-Mahloch. These letters highlight the Council's ability to identify and meet the needs of the community through agency and individual collaboration. The Council intends to continue these partnerships and advocacy work which will benefit the residents of the neighborhood served by the Charles Young Community Center.

As an example of developing and sustaining strong partnerships, in 2011, the Council partnered with the University of Kentucky's College of Public Health to conduct a comprehensive health needs assessment of the more than 1,000 residents in the vicinity of the Russell School Community Services Center. In addition to the mailed survey, a

series of focus groups by interested residents was conducted in order to further assess residents' access to health services. The ultimate purpose of the assessment was to identify the health needs and currently existing health resources (health-related services) in the area to inform decision-makers of the current situation of health-related resources and of health needs of residents in the Russell community. Following the comprehensive needs assessment, Community Action Council elected to continue a partnership with the Lexington Clinic Foundation and together decided to form a preliminary committee to discuss the assessment and, more importantly, its recommendations. In August, 2011, the first meeting of the committee was convened. From these meetings a Russell Area Health Fair committee was formed, chaired by Rowena Averion-Mahloch. The fair will be held this summer to re-engage the Russell community with the health-related topics the residents originally identified in the assessment.

The Council believes the population we serve must actively participate in finding solutions to poverty in our communities and, to that end, people with low-income comprise one-third of our governing board. Another third is public officials and the remaining third is made up of other interested private sector community members. Additionally, the Council employs a staff of approximately 329 individuals, reflecting the demographics of the geographic areas serviced by the Council.

Item 2-Core Values

How do your programs and services support the Charles Young Community Center's preferred uses and reflect the neighborhoods' core values?

The Charles Young Community Center and Community Action Council share a similar long-standing history of being a force that makes things happen in our communities. As advocates, we listen, understand, and take our lead from the people we serve and it is in this spirit that the Council is presenting this proposal to offer services and programs that align with three of the Charles Young Community Center's preferred uses reflecting their core values.

The Council operates a Retired Senior and Volunteer Services Program, (RSVP). RSVP engages volunteers ages 55 years and older to fill critical program and community needs when limited resources are available at more than 30 volunteer station partners. Under this proposal, the Council will designate the Charles Young Community Center as a station partner. With program support provided by the Volunteer Coordinator of RSVP and through the on-site staff, the other organizations and programs selected to provide services at the Charles Young Community Center will directly benefit from the presence of RSVP through access to senior volunteers who can not only provide services but also an intergenerational approach to service provision. Senior volunteers bring with them wisdom and experience that provides a unique perspective to the population being served and increases the impact of benefit to the community. Establishing the Charles Young Community Center as an RSVP station site will allow opportunities for the senior residents living in the surrounding community to actively participate in programming housed in a building that holds so much history. RSVP will work closely with all other

organizations and programs in the Charles Young Center to recruit and place senior volunteers in support of their projects and activities.

In June 2012, the Council will apply for funds that would exactly address the Charles Young Community Center's core value of Workforce Development/Job Training. A 15-month program will equip teenagers, ages 16-18, with the necessary classes to receive a General Education Degree (GED) as well as offer skills coaching and job placement assistance in the first 12 months, with an additional three months built in to follow-up with the participants to support a smooth transition into the workforce. The Council will identify the Charles Young Community Center as the work site, recruiting teenagers from the surrounding East End community and placing a full-time staff member at Charles Young Community Center to operate this program.

The entire collaboration between Urban League and Community Action Council to renovate and reopen Russell School Community Services Center reflects a strong partnership that is community-driven and dedicated to preserving the cultural and historical identity of the site. In much the same way as the East End Small Area Plan committee members, the Council and Urban League involved the area in the planning stages of what years later would become the Russell School Community Services Center; holding focus groups and conducting events to raise community awareness and elicit their feedback.

Community Action Council fully supports the values identified in the East End Small Area Plan and Charles Young Feasibility Study. As an agency that values and respects diversity and cultural history, the Council will offer its full support to ensure that the Charles Young Community Center will be a renewed focal point for the community.

Item 3-Financial Capacity

Describe your financial support and what is required to sustain these programs or services.

What you can you provide in financial or in-kind support for your proposal, if any?

What kind of monetary support could you contribute to building operations and maintenance?

Will you partner with other organizations to obtain financial support or assistance?

Will any of your financial resources come from grant funding?

The Council has decades of experience successfully operating and sustaining programs of all sizes, funding sources, and durations and has been nationally recognized many times for that work. The Council currently manages approximately 27 federal, State, local, and private grants as part of its nearly \$25 million organizational budget. As a recipient of multiple federal awards, the Council is experienced with managing multiple funding streams.

Through the services outlined in this proposal, the Council will be providing in-kind support totaling \$95,577.00, the salary and fringe benefit of the two positions detailed in this proposal.

Due to federal, state and LFUCG funding cuts in recent years, the Council is unable to contribute monetary support to the building operations and maintenance.

However, the Council employs a full-time grant writing and fundraising staff and will explore all funding opportunities for programming and services to benefit the Charles Young Community Center. The Council commits that staff from its Division for Program Development – an 8-person staff – will work with other organizations within the Charles Young Center and with LFUCG to seek public and private funding for activities and operations of the site. The Council recognizes that it is likely to be by far the largest organization in the Center where other smaller, grass roots organizations and projects will have a presence. Therefore, we commit to take a leadership role in supporting that work with the Council's administrative resources.

Item 4-Redevelopment Strategy

How will you evaluate your programs and services?

The Council has significant experience in tracking and reporting program outcomes in order to evaluate and ensure that programs are meeting expected goals and that the Council is serving as a good steward for all resources awarded. The Council uses an outcomes-based performance evaluation system known as Results Oriented Management and Accountability, or ROMA. This system is a valuable tool for setting realistic outcomes and measuring actual results. The Council was one of the original community action organizations to develop the ROMA system for measuring outcomes, and has adopted it for all of its services and operations. One example of a ROMA outcome is the number of school children who are determined to be school ready leaving Head Start. The 2011 assessment year found that 90% of the Council's Head Start children entered kindergarten ready to learn. All Council operations within the Charles Young Center will annually set similar goals and track outcomes. ROMA outcomes are reviewed quarterly by the Council's senior management team and its Board of Directors as part of ongoing program evaluation.

The Council also uses its IRIS database described earlier to identify all of the necessary and relevant demographic information for participants seeking assistance and uses this information to make relevant referrals to local agencies. Data from IRIS includes not just names and addresses of participants but needs assessments and referral sources, making IRIS an evaluation and assessment tool and not just an intake database.

Will your programs and services take advantage of the greenspace?

The Council has in the past partnered with local organizations to establish a sustainable garden maintained by volunteers from the surrounding community. This project, the Winburn Art Garden located on the property of the Council's Winburn Center, is a partnership with the local community and SustainLex and has for years been a source of community pride. While the Council has no immediate plans for the greenspace, we do have a vision for this type of project and would be open to partnering with other organizations to create a similar garden or other such activity on the site. Additionally, the youth employment and development project discussed earlier in this proposal will likely want access to the space for recreational activities.

Do your programs and services incorporate the use of the recreational facilities or playground area?

The services outlined in this proposal do not directly address the outdoor recreational space or the playground area.

Can you show how your programs and services will contribute to the overall growth and development of the area served by the Charles Young Community Center?

The Council has a longstanding reputation in Lexington, and in particular the East End area, of being able to provide support to meet basic human needs. Allowing the Council to be housed within the Charles Young Community Center will generate increased interest from the surrounding neighborhood and help to draw individuals and families into the Center to participate in other projects. The Council also has an active social media presence in the community and will use this presence to advertise the programs and services being offered at the Charles Young Community Center.

Item 5-Program Outcomes

Describe past programs/services you have offered and their impact to the community they served.

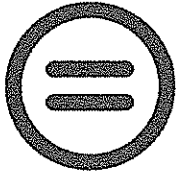
In 2011 the Council received more than 20,000 requests for assistance in Lexington-Fayette County to meet basic human needs. 8,503 of these requests came from residents living in the East End.

As previously mentioned, the Russell School Community Services Center is a collaboration of the Council and Urban League and is currently open to families with children in Head Start and Early Head Start as well as all area residents seeking the kinds of services described earlier in this application. The building will be fully operational this summer when 25 senior residents with low-income move into their new homes. The Russell School Community Services Center has already had a tremendous impact on the surrounding community, both the residents and the organizations that provide services to them. Residents from the community have been able to enroll their children in the Council's full day, full year child development services enabling families to work attend school. These same families have also been able to meet with a Family Service Worker in the same building to receive the services described earlier in this application. Other organization, such as the Health Department, the Refuge Clinic, Nathaniel Mission, FoodWorks, and the Bluegrass Rape Crisis Center have expressed interest in the needs of community residents and have attended focus groups and community walks to better understand the surrounding community. This interest and participation in the community carries with it the possibility for long-term resources and support to meet neighborhood needs.

Is there anything not covered by the Request for Qualifications that you want the Charles Young Advisory Center Board to know about you, your group, or organization?

The Council is more than programs and services. The Council is people working together for a common good through community partnerships, volunteerism and helping one another through difficult times. If the challenges faced by people with low-income are addressed and they have the same opportunities enjoyed by the majority of the community, then the quality of life for everyone is improved. When the quality of life for everyone is improved, the end result is an active, thriving community.

The Council recognizes that we are not a small, grass roots level organization. However, our experience as an advocate and in working with these kinds of organizations will be an asset to the Charles Young Community Center. The Council is offering to be a leader in this project and is able to offer experience and administrative support to the organizations also interested in locating at the Center. We believe that will empower smaller organizations and help improve the overall quality of the Charles Young Center experience.



Urban League of
Lexington-Fayette County

I am Empowered!

OFFICERS

Robert Williams, Chair
Messer Construction

Janis Carter, 1st Vice Chair
Ashland Oil, Inc.

Jerry Gilinsky, 2nd Vice Chair
State Farm Insurance

Rodney Jackson, Treasurer
Fayette Co. Public Schools

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May 18, 2012

Mr. Jack Burch, Executive Director
Community Action Council
P.O. Box 11610
Lexington, KY 40576

Dear Mr. Burch:

The Urban League of Lexington-Fayette County welcomes the opportunity to add our support to Community Action Council's response to the Request for Proposal for services and programming impacting the residents in the Charles Young Community Center neighborhood.

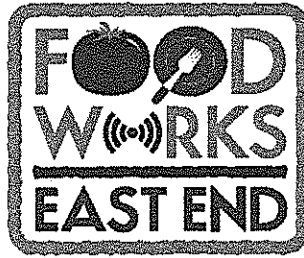
Community Action Council has a strong history of providing essential services and advocacy to families and individuals with low-income in that neighborhood. The Council's unique, community-based approach combines advocacy, service delivery, and volunteerism. We have worked in partnership with the Council to redevelop the former Russell Elementary School into the recently reopened Russell School Community Service Center. In doing so, I observed the Council's commitment to high-level community engagement as every element of that project involved collaboration with neighbors.

We strongly support your proposal and feel that Community Action Council's presence would be a great asset to the Charles Young Community Center and the neighborhood it serves. As always, we are committed to providing support and assistance to those served by Community Action Council and we look forward to continued collaboration.

I wish you the best with your proposal.

Sincerely,

Porter G. Peeples, Sr.
President/CEO



May 15, 2012

Jack Burch
Executive Director
Community Action Council
P.O. Box 11610
Lexington, KY 40576

Dear Mr. Burch,

Food Works: East End welcomes the opportunity to add our support to Community Action Council's response to the Request for Proposal for services and programming impacting the residents in the Charles Young Community Center neighborhood.

Community Action Council has a recognized history of providing essential services and advocacy to families and individuals with low-income in the East End and surrounding areas. The Council's unique, community-based approach combines advocacy, service delivery, and volunteerism. It has been a privilege to collaborate with you on your recent initiative of identifying and meeting the health needs of Russell-area residents, resulting in a planned health fair this summer and a long-term plan of providing community health navigation.

Food Works: East End strongly supports your proposal and feel that Community Action Council's presence would greatly benefit the neighborhood and residents served by the Charles Young Community Center.

I wish you the best with your proposal.

Sincerely,

Jodie Koch
Food Works: East End

Food Works: East End is an initiative of the Blue Grass Community Foundation created to help East End residents eat better by improving information about food. Funding for the project was provided by the Knight Foundation and the Foundation for a Healthy Kentucky.

ROWENA AVERION-MAHLOCH
2112 BRIDGEPORT CIRCLE
LEXINGTON, KY 40502

PHONE: 859-533-5235
EMAIL: rowram@gmail.com

May 20, 2012

Mr. Jack E. Burch, CCAP
Executive Director
Community Action Council
P.O. Box 11610
Lexington, KY 40576

Dear Mr. Burch:

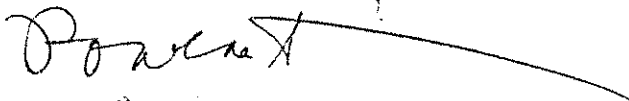
Pleased allow this letter to serve as my endorsement of the Community Action Council's response to the Request for Proposal for services and programming impacting the residents in the Charles Young Community Center neighborhood.

I have been a Council volunteer in various capacities since 2008. I received training as a tax preparer for its volunteer income tax assistance program (VITA) during the 2008 and 2010 tax season, and am currently the chairperson of the Russell School Community Health Fair and a Board member for Community Action Council.

These experiences provide me with a unique perspective of the Council's contributions to the communities it serves. The Council administers a variety of important programs that have a positive and measurable impact on the lives of over 30,000 residents each year. This assistance empowers people to work towards self-sufficiency. To further this mission, the Council develops partnerships with area organizations and volunteers to establish effective connections throughout the greater community.

I am confident that the Community Action Council will continue its exemplary service to the residents at the Charles Young Community Center. Please feel free to contact me if you have any questions or require any additional assistance with this Request for Proposal.

Sincerely,



Rowena Averion-Mahloch