# 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Proposals, once submitted, may not be withdrawn for a period of one hundred twenty (120) calendar days.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, Kristin Hughes, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Kristin Hughes and he/she is the individual submitting the proposal or is the authorized representative of FoodChain 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 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 Kristin Hughes on this the 28th day of April, 2026

My Commission expires: 7/8/28

_____ # KYNP89968

NOTARY PUBLIC, STATE AT LARGE

# 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.*

Kelly Hagh
*Signature*

FoodChain Inc.
*Name of Business*

## WORKFORCE ANALYSIS FORM

**Name of Organization:** FoodChain 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 | 4 | 1 | 2 | | | | 1 | | | | | | | | | 1 | 3 |
| Professionals | 5 | 2 | 1 | | 1 | | | 1 | | | | | | | | 3 | 2 |
| Superintendents | 0 | | | | | | | | | | | | | | | | |
| Supervisors | 5 | 1 | 2 | | | | 2 | | | | | | | | | 1 | 4 |
| Foremen | 0 | | | | | | | | | | | | | | | | |
| Technicians | 0 | | | | | | | | | | | | | | | | |
| Protective Service | 0 | | | | | | | | | | | | | | | | |
| Para-Professionals | 0 | | | | | | | | | | | | | | | | |
| Office/Clerical | 0 | | | | | | | | | | | | | | | | |
| Skilled Craft | 7 | | | | 1 | 2 | 3 | | | | 1 | | | | | 2 | 5 |
| Service/Maintenance | 0 | | | | | | | | | | | | | | | | |
| Total: | 21 | 4 | 5 | 0 | 2 | 2 | 6 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 7 | 14 |

**Prepared by:** Kristin Hughes Co-Exec. Dir **Date:** 04 / 23 / 26

*(Name and Title)*

*Revised 2015-Dec-15*

Firm Submitting Proposal: FoodChain Inc.

Complete Address: 501 W. Sixth St. Lexington 40508
Street City Zip

Contact Name: Kristin Hughes Title: Co-Executive Director

Telephone Number: 859-391-5105 Fax Number: —

Email address: kristin@foodchainlex.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.

Kristin Hughes
Signature

4/28/26
Date

LEXINGTON
*Social Services*

Lexington-Fayette Urban County Government
Request for Proposals

# Extended Social Resources (ESR) Grant Program
# Priority Area: Food Insecurity & Nutritional Access

**Purpose**
Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG") has historically partnered with non-profit agencies for the purpose of providing priority social services to supplement and support the work of the Urban County Government. These agencies are diverse in their missions and work plans, and provide services to the most vulnerable populations in our community.

**Eligibility**

- Eligible Responders shall be a non-profit 501(c)3 organization with a physical presence in Lexington-Fayette County
- Responders shall be registered and have a current, complete Gold Seal of Transparency or higher level agency portrait on Candid.org.
- ESR funds cannot be used to teach, advance, advocate or promote any religion
- Be located in and/or serve Fayette County residents with ESR funds in Fayette County
- Applying organization agrees to comply with all applicable local, state, and federal laws
- Agencies that are primarily affiliated with, or funded through, an educational institution (e.g., a public or private school or the Fayette County Board of Education) are not eligible to receive funds.

**Instructions**
Please follow the attached instructions and submit all required forms no later than the deadline indicated below:

## Proposal Deadline – before 2:00 PM EST April 30th, 2026.
**Proposals received after this deadline or incomplete proposals will not be considered.**

# 1.0 GENERAL INFORMATION & SCOPE

1.1 **Background**

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program.

This grant cycle shall cover Fiscal Years 2027 and 2028 (July 1, 2026 – June 30, 2028), and will award grants between the four Funding Priorities, which each have separate required Proposal Submittals and criteria, and awarded on an approximate scale, listed below.

## Funding Priority Area: Food Insecurity & Nutritional Access

Projected funding is approximately $664,000 of the total ESR Grant Program Community Based Initiatives Award. This amount is subject to change upon Council ratification of the Fiscal Year 2027 Budget.

LFUCG seeks to strengthen and enhance **Food Insecurity and Nutritional Access** by supporting programs and services for the provision of addressing having reliable access to a sufficient quantity of affordable, nutritious food and providing nutritional services. LFUCG intends to award grants for priority-rated programs and services based on documentation of marginalized client populations and articulated individual and community outcomes. The program should utilize best practices and evidence-based models when engaging, assessing, intervening, and terminating services with underserved population groups.

# 2.0 GENERAL PROVISIONS

2.1 **Purpose**

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)3** tax exempt status and with a physical business or program site location in Fayette County (hereinafter, referred to as "Applicant") for ESR funding for FY2027 & 2028 (July 1, 2026 – June 30, 2028). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS, other than overhead required to support the subject program.**

2.2 **Funding Period**

The funding period is from July 1, 2026 through June 30, 2028.

2.3 **ESR Grant Informational Workshop**

The Department of Social Services conducted a meeting on March 25th, 2026 that provided potential proposers with an overview of the proposal and review process, instructions on completing the RFP, and presentation of funding priorities.

2.4 **Proposal Submission**

All Submissions must be uploaded to the LFUCG procurement website at https://lexingtonky.ionwave.net by **April 30th, 2026 before 2:00 PM EST**. The Submission shall include an enclosed form that shall contain the required documents, and respond to one or more established funding priorities.

Proposal submissions containing significant omissions of required information will be considered non-responsive and removed from the RFP funding process on the application deadline date (April 30th, 2026). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness and penalties will be determined by the LFUCG Division of

Procurement in consultation with the Commissioner of Social Services. **All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.**

**Do not include additional documents or attachments with the Proposal Submittal Form, such as brochures or letters of support. These will be discarded.**

**In evaluating whether to ultimately award funding to an agency, the Lexington-Fayette Urban County Government may consider how much funding, if any, an agency has previously received from LFUCG during the same funding cycle, and reserves the right to not fund, or to reduce the amount of funding that an agency might otherwise receive, based upon such an evaluation.**

**If your agency is submitting a proposal for the funding of more than one program in a single priority area, please note that they must be included in a single Proposal Submittal completed and submitted for that priority area RFP. Only one Proposal Submittal per agency per priority area will be accepted. Agencies/Organizations may submit only ONE Proposal Submittal per proposed program in all priority areas.**

**Submitted Proposal shall be comprised of the attached PDF formatted Proposal Submittal form. This form must be submitted in the original PDF form, and NOT be a scanned version of the original form.**

2.5 **Acceptance/Rejection of Submissions**

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omissions, contain unauthorized alteration of the Proposal Submittal form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgment, best serve the interests of Urban County Government.

In evaluating whether to ultimately award funding to an agency, the Lexington-Fayette Urban County Government may consider how much funding, if any, an agency has previously received from LFUCG during the same funding cycle, and reserves the right to not fund, or to reduce the amount of funding that an agency might otherwise receive, based upon such an evaluation.

**All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.**

2.6 **Inquiries/Questions**

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:
Todd Slatin, Director
Division of Procurement 200 E. Main Street, Lexington, KY 40507
E-mail: tslatin@lexingtonky.gov Phone: (859) 258-3320
**Deadline for questions is April 16th, 2026 at 2:00 PM EST**

## 3.0 FUNDING PROCESS

### 3.1 Timeline

This Request for Proposals is being released on **March 26th, 2026**, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Teams on Thursday, April 9th, 2026 at 3:00 PM EST**

**Click here to Join Technical Q&A Teams Meeting**

https://bit.ly/3NIll1D

**Meeting ID: 284 982 946 534 95**

**Passcode: Et6JG6G9**

This meeting will be open to the public and any potentially eligible applicants are invited to attend and ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals must be submitted **no later than 2 PM on Thursday, April 30th, 2026,** and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation in April and May 2026 immediately following the proposal due date, with the intention to make funding announcements approximately in June, 2026. This timeline is subject to change without notice.

Successful applicants shall be contacted to negotiate a funding agreement with expectations that an award be in place for the funded programs to begin operations by July 1, 2026. No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

### 3.2 Evaluation

Proposals will be evaluated by a neutral panel including LFUCG staff and third-party reviewers who have expertise in the field of human services. The feasibility and need in the community of the programming proposed will be assessed, and financial proposals will also be reviewed at this stage. If a proposal fails to meet the minimum criteria outlined in this RFP, it will be eliminated from further consideration. LFUCG reserves the right to reject any and all proposals. The scoring criteria are outlined in Section 5.0 Criteria.

Upon receipt of submittals, an initial review will take place to ensure that all submissions meet the minimum qualifications and requirements. Proposals shall be completed in all respects as required by this RFP. A Proposal may be rejected if it is incomplete, contains any alterations or other irregularities of any kind, and will be rejected if any such defect or irregularity can materially affect the quality of the information. A Proposal which contains false or misleading statements may be rejected. If, in the opinion of LFUCG, such information was intended to mislead LFUCG in its evaluation of the Proposal, and the attribute, condition, or capability is a requirement of this RFP, the Proposal will be rejected. The LFUCG also reserves the right to waive minor technicalities or irregularities in Proposals if such action is in LFUCG's best interest. Statements made by applicants shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

### 3.3 Reporting

The funded project will be required to submit regular progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by the Department of Social Services, as will due dates and submission process. Failure to

submit complete reports on time will delay processing of grant payments and may affect the grantee's competitiveness for any future funding opportunities with LFUCG.

## 4.0 PROPOSAL FORMAT

Proposal Submittal Forms must be uploaded to https://lexingtonky.ionwave.net before the 2:00 PM EST April 30th, 2026 deadline. Late submissions will not be considered for funding.

## 5.0 SCORING CRITERIA/EVALUATION

Please see attached **Proposal Submittal form** to respond to the following; the **Proposal Submittal form** is the document that shall be completed with your responses and then uploaded as your RFP submittal. **You will need to save the 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.**

## ESR Grant Program RFP Criteria

| | | Points |
|---|---|---|
| **5.1** | **Program Proposal & Design** | |
| 5.1.1 | Needs Statement | 15 |
| 5.1.2 | Service Delivery Model | 15 |
| 5.1.3 | Client Eligibility & Requirements | 5 |
| 5.1.4 | Evidence-Based/Best Practice | 10 |
| | | ***Subtotal 45*** |
| **5.2** | **Program Measures & Evaluation** | |
| 5.2.1 | Service Efficacy & Desired Outcomes | 10 |
| 5.2.2 | Client Empowerment & Community Impact | 10 |
| 5.2.3 | Data Assessment & Quality Improvement | 10 |
| | | ***Subtotal 30*** |
| **5.3** | **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** |

### Funding Priority Area: Food Insecurity and Nutritional Access

Projected funding is $664,000 of ESR Grant Program – Community Based Initiatives

LFUCG seeks to strengthen and enhance **Food Insecurity and Nutritional Access** by supporting programs and services for the provision of addressing having reliable access to a sufficient quantity of affordable, nutritious food and providing nutritional services. LFUCG intends to award grants for priority-rated programs and services based on documentation of marginalized client populations and articulated individual and community outcomes. The program should utilize best practices and evidence-based models when engaging, assessing, intervening, and terminating services with underserved population groups.

Food security is a situation that exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food that meets their dietary needs and food

preferences for an active and healthy life. Nutrition includes management for congregate and home delivered meals, delivering quality meals to nutrition sites and homebound clients so clients have nutritionally sound meals.

**USDA Definitions:**

- **High food security:** no reported indications of food-access problems or limitations.
- **Marginal food security:** one or two reported indications—typically of anxiety over food sufficiency or shortage of food in the house. Little or no indication of changes in diets or food intake.
- **Low food security:** reports of reduced quality, variety, or desirability of diet. Little or no indication of reduced food intake.
- **Very low food security:** Reports of multiple indications of disrupted eating patterns and reduced food intake.

The term "client" is used throughout this proposal; however we understand that within the context of your work "client" may not mean an individual. For some agencies it may be helpful to think of "client" as whole system (such as a school) or as a neighborhood, group, or community.

## 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.

**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.

**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.)

**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 proposing is best-practice.

## 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?

**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.)

**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.**

## 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.

**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.

**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?

## 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.

## PROPOSAL SUBMITTAL FORM

### Agency Information

Agency Name: FoodChain Inc.

Mailing Address: 501 W. Sixth St. Suite 105

Street Address: Lexington, KY 40508

Phone: (859) 391 - 5105

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: https://foodchainlex.org/

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

Kristin Hughes, Co-Executive Director, 859-391-5105, kristin@foodchainlex.org

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

Kristin Hughes, Co-Executive Director, 859-391-5105, kristin@foodchainlex.org

### Program Information

Name of program for which funds are being requested: **Nourish Lexington**

Total Funding Amount Requested: $ **135,851**

# 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.

Food insecurity (FI) remains a persistent challenge in Fayette County, impacting approximately 1 in 5 residents and contributing to poor dietary outcomes, increased rates of chronic disease, and higher healthcare costs. The USDA has identified multiple low-income, low-access census tracts in Lexington, particularly in the 40508 zip code, where residents face significant barriers to accessing fresh, healthy food due to limited transportation, cost constraints, and a lack of nearby grocery options. These challenges are compounded by rising food prices and the growing number of households relying on SNAP benefits that do not fully meet their nutritional needs.

FoodChain serves under-resourced and at-risk populations, including low-income families, children, seniors, individuals with disabilities, and those managing chronic health conditions. Many participants live in food desert areas and face systemic barriers to consistent, nutritious food access, including limited mobility, lack of time or resources to cook, and restricted access to culturally relevant and fresh foods.

While Fayette County has a strong network of emergency food providers, many rely on shelf-stable foods, operate during limited hours, or lack client choice. Few programs integrate fresh, locally sourced foods or offer flexible models that meet varying household needs.

FoodChain addresses these gaps through the Nourish Lexington program by providing consistent access to fresh groceries and ready-to-eat meals through both home delivery and on-site distribution. By transitioning to a choice-based pantry model and integrating SNAP incentive programs that increase purchasing power for local foods, FoodChain promotes dignity, improves dietary quality, and strengthens long-term food security while supporting Kentucky farmers.

**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.

Home-Delivered Nourish Boxes: Unit of Service: Up to 200 households receive weekly Nourish Box deliveries, totaling up to 50 deliveries per household annually. Contents: Boxes include fresh produce, locally sourced proteins, dairy, and pantry staples. Households may choose between a box with whole ingredients to prepare meals at home or a box with frozen, ready-to-heat meals for individuals with mobility challenges or unreliable kitchen access.

Impact: This service ensures reliable and consistent access to nutritious food for households facing transportation, mobility, or time constraints. Prepared Meal Distribution: Unit of Service: Two weekly distributions at FoodChain, serving an average of 650 meals per service. Meals are nutrition dense and incorporate Kentucky grown produce.

Impact: Provides immediate access to balanced meals in a high-need area, addressing urgent food insecurity and supporting individuals without cooking facilities.

Choice-Based Pantry Distribution (Free): Unit of Service: One weekly distribution held at Coolavin park shelter, allowing clients to select groceries at no cost in a market-style setting. Impact: Increases dignity and choice while improving access to fresh foods in a familiar and accessible community location. Partner organizations provide resources to clients during the pantry.

SNAP Incentive Programs (Grocery Access): Unit of Service: SNAP participants shopping at FoodChain's Neighborhood Green Grocery may access incentive programs, including Kentucky Double Dollars and a pilot Triple Dollars program that increases the value of SNAP benefits for Kentucky-grown foods. For $20 spent with SNAP dollars, incentive programs increase that purchasing power to $60. Impact: Expands purchasing power for low-income households, increases access to fresh and locally sourced foods, and supports long-term healthy eating habits. Provides $20 triple dollars for 100 SNAP recipients per month. Shoppers can access incentives once per week

**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.)

Self-Identified Need: Clients may self-identify as experiencing food insecurity or barriers to accessing nutritious food. There are no income requirements, applications, or fees to participate in Nourish meal distribution, pantry services, or delivery. This low-barrier approach ensures that individuals and families can quickly access support without administrative obstacles.
Residency Considerations: While services are open to the broader Fayette County community, priority for home delivery is given to households located in high-need areas, including low-income, low-access census tracts. This allows FoodChain to target resources toward populations facing the greatest barriers related to transportation, mobility, and food access.
SNAP Participation for Incentive Programs: Participation in SNAP is required to access incentive programs at the Neighborhood Green Grocery, including Kentucky Double Dollars and the Triple Dollars program. These programs are designed to increase purchasing power specifically for low-income households already utilizing federal nutrition benefits.
Client Expectations: There are no formal requirements for participation beyond engaging respectfully in services. Clients are encouraged, but not required, to utilize provided educational materials, recipes, and nutrition resources to support healthy food choices.

**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.

FoodChain's service model is grounded in evidence-based and promising practices that combine direct food access, nutrition education, and financial incentives to improve dietary outcomes for low-income populations. Research published in the Journal of Nutrition Education and Behavior demonstrates that food assistance programs that include nutrition education lead to improved food security and healthier dietary behaviors. This supports FoodChain's integration of recipes, nutrition materials, and food literacy resources into Nourish services.
Choice-based pantry models are also widely recognized as a best practice in hunger relief. Feeding America and the Journal of Hunger & Environmental Nutrition have found that allowing clients to select their own foods increases dignity, reduces food waste, and leads to improved dietary quality compared to pre-packed distributions. FoodChain's transition to a market-style pantry aligns with this model by promoting autonomy and culturally relevant food choices.
Financial incentive programs for SNAP participants are another evidence-based strategy. USDA-supported programs such as the Gus Schumacher Nutrition Incentive Program (GusNIP), which funds Double Dollars initiatives nationwide, have demonstrated increased fruit and vegetable consumption among participants. Evaluations published in Preventive Medicine show that SNAP incentives significantly increase purchases of fresh produce and improve overall diet quality among low-income households. FoodChain's implementation of Double Dollars and a pilot Triple Dollars program builds on this proven model by further increasing purchasing power for Kentucky-grown foods.

## 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?

FoodChain's primary goal is to reduce food insecurity while improving dietary quality, food access, and confidence in utilizing nutritious foods among Fayette County residents. Through Nourish Lexington, we aim to ensure that clients have consistent access to healthy food, increase consumption of fresh and locally sourced ingredients, and build long-term habits that support overall health.
Service Philosophy: FoodChain's approach centers on dignity, accessibility, and empowerment. By combining free meal distribution, home delivery, and a choice-based pantry with nutrition education and SNAP incentives, we meet immediate needs while supporting long-term behavior change. Clients are not required to complete a fixed program; instead, we create flexible, low-barrier opportunities for ongoing engagement that meet individuals where they are.
Desired Outcomes and Client Goals: Clients are supported in achieving the following outcomes: Increased access to consistent, nutritious food, Increased consumption of fresh fruits, vegetables, and locally sourced foods, Improved confidence in preparing and selecting healthy meals, Increased utilization of SNAP benefits for healthy food purchases
Defining Success:
Success is defined as sustained engagement with services over time and measurable improvements in food access and dietary behaviors. This includes regular participation in meal distribution, pantry visits, or delivery services, as well as reported increases in healthy food consumption and use of SNAP incentives.
FoodChain aims for at least 85% of participating households to demonstrate improved food access and at least one positive change in dietary habits or food utilization, as measured through surveys, participation data, and program tracking.

**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.)

FoodChain's services create meaningful, measurable change in the lives of Fayette County residents by increasing access to nutritious food while building confidence, independence, and long-term food security.
Client Empowerment: Survey data highlights the urgency and severity of food insecurity among participants. Clients report concerns such as "not having enough food period," "I don't know if my kids will have enough to eat," and "where I'm gonna get it," reflecting deep uncertainty and instability. Many also express fear around gaps in benefits, with one participant sharing, "I run out of food at the end of the month with my budget," and another noting that without support, "I might not be able to eat."
FoodChain's services directly reduce this stress and provide stability. Clients consistently describe the program as essential, sharing that "it helps stretch what we have each month" and "sometimes the vegetables from Nourish were all the vegetables we had." For individuals with limited mobility or chronic health conditions, access is critical. One client explained, "Because I'm disabled, the boxes are important to me. Sometimes I can't get out of the house."
Participants also report meaningful behavior change. Clients describe increased consumption of fresh foods and improved knowledge of nutrition, with one sharing that the program is "game changing" because it provides access to fresh fruits and vegetables they would not otherwise have. Others note increased confidence in cooking and food preparation, describing it as "a learning experience" that helps them make better choices for themselves and their families.
Community Impact:
FoodChain's programs strengthen both individual households and the broader community. By increasing access to fresh, locally sourced foods, the program improves health outcomes while also supporting Kentucky farmers. Clients recognize this connection, noting that access to local food is "very important" and helps "strengthen our community."

**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.**

Our approach combines quantitative service data with direct, real-time client feedback to ensure services remain responsive and effective.
Evaluation Methods: FoodChain tracks core service data including number of households served, meals distributed, pantry participation, and delivery frequency on an ongoing basis. To measure outcomes beyond participation, we prioritize accessible and high-response feedback methods:
In-Person Surveys: Monthly surveys will be conducted during meal distribution and at the choice-based pantry. Clients will be invited to provide feedback verbally to staff or complete brief surveys on an iPad. This approach has increased participation and captured more accurate, real-time responses. We will collect 100-200 surveys this way.
Delivery Client Check-Ins: Nourish delivery recipients will be surveyed yearly through phone calls. These conversations allow for deeper insight into food access, dietary changes, and barriers. There are 180 households participating in the delivery service with an average response rate of 80% for phone call administered surveys.
SNAP Incentive Tracking: For participants utilizing Double Dollars and Triple Dollars, we will track redemption rates, frequency of use, and types of products purchased. Short in-person surveys will assess how incentives impact purchasing decisions and access to fresh foods. Expected sample size will be 30 customers per month.
Baseline and Follow-Up Surveys: New clients will complete a brief intake survey, with follow-up at six months to measure changes in food access, confidence in food preparation, and dietary habits.
Data Utilization: Data will be reviewed monthly by program staff to identify trends, gaps, and opportunities for improvement. Client feedback will directly inform adjustments to food offerings, distribution schedules, and program design, ensuring services remain client-centered and aligned with improved food security and nutrition outcomes.

# 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.

Leandra Forman, Co-Executive Director: oversees meal production, procurement, and distribution. She developed FoodChain's Teaching and Processing Kitchen and scaled the Nourish Lexington program. With over a decade of experience, she manages relationships with local farmers and ensures meals are nutritionally balanced and locally sourced. Leandra is also the lead staff member responsible for developing and implementing SNAP incentive programs, including Double Dollars and the pilot Triple Dollars program within the Neighborhood Green Grocery.
Kristin Hughes, Co-Executive Director: leads program development, partnerships, and education initiatives. She's expanded FoodChain's food access and nutrition education programs. She is bilingual in Spanish and plays a key role in outreach to Spanish-speaking families, strengthening accessibility and engagement. Her background in education and community engagement ensures services are responsive to client needs.
Arynn Rogers, Nourish Delivery Coordinator: manages all logistics of the delivery program, including route planning, onboarding, and volunteer coordination. She ensures consistent, reliable delivery to 150 to 200 households each week.
Michael Moloney, Delivery Assistant
Michael supports delivery operations and maintains direct communication with clients. He is fluent in Spanish and plays a key role in engaging Spanish-speaking households, as well as conducting phone-based surveys with delivery recipients to gather feedback and improve services.
Cole Johnson El-Amin, Kitchen Staff
Cole prepares meals for distribution, ensuring they are nutritionally balanced and aligned with FoodChain's standards for quality and consistency. Her work supports the large-scale production of meals that meet the dietary needs of clients.

**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.

FoodChain's programs advance Community Wellness and Safety in Fayette County by addressing food insecurity, improving access to nutritious food, and supporting overall health outcomes through strong community partnerships.We maintain a close partnership with the Lexington-Fayette County Health Department to distribute food at clinic sites and co-host events that connect clients to health education, public benefits, and wellness resources. FoodChain also collaborates with Community Action Council, CRCKY, Kentucky Refugee Ministries, Chrysalis House, Recovery Café, and Newtown Apartments to reach individuals and families facing significant barriers, including those in recovery, recently resettled individuals, and low-income households.We work with God's Pantry Food Bank to source and distribute food, strengthening the local emergency food network. Partnerships with Family Resource and Youth Service Centers and the Smithtown Neighborhood Association expand access through schools and neighborhood-based distributions.Volunteers support meal preparation and distribution, while FoodChain's Community Development Committee guides partnerships and strategy. Philanthropic support from Bank of America, Spectrum, the Murry Foundation, and the Elhapa Foundation helps sustain and expand these efforts.

**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?

FoodChain is committed to ensuring that all services are accessible, inclusive, and responsive to the diverse needs of Fayette County residents, particularly those experiencing poverty, language barriers, and physical or mobility limitations.
Language and Cultural Accessibility:
FoodChain prioritizes language access to ensure equitable participation. Our Co-Executive Director is bilingual in Spanish and oversees the translation of educational materials, surveys, and outreach content. In addition, staff members who speak Swahili support communication with a broader range of clients. FoodChain partners with Kentucky Refugee Ministries, Global LEX, and Family Resource and Youth Service Centers within Fayette County Public Schools to share information with families and provide translation support for additional languages. These partnerships ensure culturally appropriate communication and outreach to immigrant and refugee communities.
Physical Accessibility and Flexible Service Models:
To address transportation and mobility barriers, FoodChain offers home delivery of Nourish Boxes for individuals who cannot travel due to disability, lack of transportation, or health conditions. In-person services, including meal distribution and the choice-based pantry, are located in accessible community spaces. The market-style pantry reduces barriers by allowing clients to select foods that meet their dietary needs and preferences.
Equity and Non-Discrimination Practices:
FoodChain operates under a non-discrimination policy that ensures no individual is excluded from services based on race, color, national origin, sex, age, disability, or other protected status. Services are provided at no cost and without burdensome eligibility requirements, reducing barriers for individuals experiencing economic distress.
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.

# 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 **FoodChain Inc.**

Program Name **Nourish Lexington**

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

**Only fill columns B &C; they will automatically sum in Column A**

| | # of Employees: | Column A Total Program Budget [= B+C] | Column B ESR Grant Funding Request | Column C Non-ESR Program Funding [A-B] |
|---|---|---|---|---|
| **1. Staff Salaries for Program** | | | | |
| *Full-Time (FTE)* | 6 | 99,025 | 24,756 | 74,269 |
| *Part-Time* | 5 | 66,895 | 16,724 | 50,171 |
| **Total Salaries** | | 165,920 | 41,480 | 124,440 |
| **3. Consultant Services** | $ | 0 | 0 | 0 |
| *list details* | | | | |
| **4. Space/Facilities** | $ | 2,400 | 1,380 | 1,020 |
| *list details* | | Kitchen rental- $230 per month, 50% of costs for Nourish Lexington, ESR requested. Utilities- $170 per month, 50% of costs for Nourish Lexington (non ESR funds) | | |
| **5. Operating Expenses** | $ | 179,010 | 63,491 | 115,519 |
| *list details* | | 50% apron/towel laundry service $337.92 per month, 50% of cost (non ESR), food purchases ($150,000- requesting $50,000 from ESR), boxes for delivery, 50% of cost ESR requested ($1200 every 2 months= 7200 per year), Food packaging containers 50% of $15,000 ESR requested), labels, 50% ESR, printing & gas for van (50% of $1000) | | |
| **6. Scholarships / Stipends** | $ | 0 | 0 | 0 |
| *list details - numbers & amounts* | | | | |
| **7. Other** | $ | 59,000 | 29,500 | 29,500 |
| *list details* | | Cargo & Lefty delivery costs for Nourish program- 50% of yearly cost of $35,000. Triple Dollars matching in Neighborhood Green Grocery for SNAP beneficiaries- $2,000 per month, requesting 50% in ESR funds ($12,000) | | |
| **8. TOTAL FY27 PROGRAM BUDGET** | $ | 406,330 | 135,851 | 270,479 |

**Cost per Program Participant: $** 194

**Brief detail on Cost per Participant:**

participants: 700 in delivery, 1000 distribution and pantry, 400 in grocery

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)*: Kristin Hughes

**Title**: Co-Executive Director **Date**: 4/28/2026