

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the first day of March, 2016, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Office of Homelessness Prevention and Intervention (hereinafter "Sponsor"), and, **HOPE CENTER** with offices located at P.O. Box 6 (360 West Loudon Avenue), Lexington, Kentucky 40588 (hereinafter "Organization").

R E C I T A L S

WHEREAS, the Government and Sponsor desires to implement a street outreach program to serve those within the community experiencing homelessness;

WHEREAS, the Government and Sponsor solicited Requests for Proposals from public organizations and private non-profit organizations to provide this service through RFP 57-2015 Street Outreach Project;

WHEREAS, the Organization submitted a proposal which was deemed by the Government and the Sponsor to be the best and most responsive proposal to implement the Street Outreach Project.

W I T N E S S E T H

NOW, THEREFORE, in consideration of the foregoing and mutually agreed upon promises, conditions, and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period beginning on March 1, 2016, and continuing for a period of twelve (12) months. This Agreement shall automatically renew on an annual basis for up to two (2) additional terms of one (1) year each unless either party provides the other with at least sixty (60) days advance written notice. Notwithstanding the above, the Government may terminate this Agreement at any time and for any reason by providing the Organization with at least (30) days advance written notice of termination.

2. This Agreement shall include the following additional documents, which are attached hereto as exhibits and incorporated herein by reference as if fully stated:

(a) Exhibit "A" - RFP #57-2015, consisting of 45 pages;

(b) Exhibit "B" - Organization's Formal Proposal to RFP #57-2015, consisting of 112 pages.

In the event of a conflict between and among the provisions of these documents the provisions of this Agreement shall prevail, followed by the provisions of RFP #57-2015 (Exhibit "A"), and Organization's Formal Proposal (Exhibit "B").

3. Government shall pay Organization the sum of **Seventy Five Thousand dollars (\$75,000.00)** each year of the Agreement for the services required by this Agreement, said services being more particularly described in pages 1 through 35 of Exhibit B attached hereto and incorporated herein by reference. One-fourth (1/4th) of which shall be payable in March 2016 or shortly thereafter upon receipt of an invoice, with one-fourth (1/4th) payable each quarter thereafter upon submission of a quarterly financial report and invoice, and a detailed quarterly program report. Quarterly financial reports, invoices, and detailed program reports shall be submitted by the second Friday in the months of June, September, December, and March each year of the Agreement. Both reports shall reflect the services and programs directly related to the funding provided by Lexington-Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided. Funding for the second and third term of this Agreement will be based on the Lexington-Fayette Urban County Council budget appropriation and approval.

4. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due

under this Agreement as the service rendered bears to the service required herein.

5. Organization shall perform all duties and services included in Exhibit "B" attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in said Exhibits and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

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

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

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

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

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

10. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, shall promote equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

11. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations

where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

12. Organization expressly agrees to abide the General Conditions and Risk Management Provisions included in Exhibit "A" which is attached hereto and incorporated herein by reference.

13. This Agreement and the documents, incorporated herein, contain the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

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

A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.

B. Investment Funds Management: The governing board may elect to either:

(1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise

and/or available time capacity of the executive director and the operating staff; or

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

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

C. Investment Policies - - Safety and Prudence.

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

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

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

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

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

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

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

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

For Organization:

Hope Center
P.O. Box 6
Lexington, KY 40588

Attn: David Shadd

For Government: Lexington-Fayette Urban County Government
200 East Main Street
Lexington, Kentucky 40507


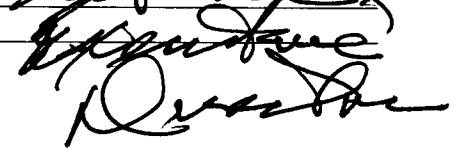
Attn: Charlie Lanter, Director
Office of Homelessness
Prevention & Intervention

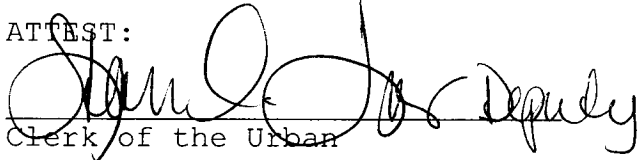
IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

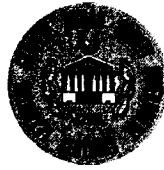
LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

Hope Center, Inc.

BY: 
Jim Gray, Mayor

BY: 
Title: 

ATTEST:

Clerk of the Urban
County Council



Lexington-Fayette Urban County Government

Request For Proposal

The Lexington-Fayette Urban County Government hereby requests proposals for **#57-2015 Street Outreach Project** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received in the Division of Central Purchasing, Room 338, Government Center, 200 East Main Street, Lexington, KY, 40507, until **2:00 PM**, prevailing local time, on **January 14, 2015**.

Proposals received after the date and time set for opening proposals will not be considered for award of a contract and will be returned unopened to the Proposer. It is the sole responsibility of the Proposer to assure that his/her proposal is received by the Division of Central Purchasing before the date and time set for opening proposals.

Proposals must be sealed in an envelope and the envelope prominently marked:

RFP #57-2015 Street Outreach Project

If mailed, the envelope must be addressed to:

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

Additional copies of this Request For Proposals are available from the Division of Central Purchasing, Room 338 Government Center, 200 East Main Street, Lexington, KY 40507, (859)-258-3320, at no charge.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

The Proposer must submit one (1) master (hardcopy), (2) electronic versions in PDF format on a flashdrive or CD and seven (7) duplicates (hardcopies) of their proposal for evaluation purposes.

A pre-proposal conference will be held December 9, 2015, 10:00 am, at 200 E Main St, 3rd Floor Purchasing Conference Room, Lexington, KY.

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 City 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, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its subcontracting 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 Central Purchasing 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 Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing 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 Central Purchasing 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 Central Purchasing 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 Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing 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 Central Purchasing shall in writing, affirm or withdraw the recommendation.

SELECTION CRITERIA:

1. Project Design.	25
2. Services and Outcomes.	15
3. Sustainability.	10
4. Organizational Capacity and Experience.	20
5. Partnerships and Match/Leverage.	15
6. Budget/Budget Narrative.	15

See additional information about selection criteria in specifications.

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.

Questions shall be submitted via Economic Engine at:
<https://lfucq.economicengine.com>

Or submitted to:

Sondra Stone
Division of Central Purchasing
sstone@lexingtonky.gov

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 Central Purchasing
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 Central Purchasing, (859) 258-3320.

AFFIDAVIT

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

1. His/her name is _____ and he/she is the individual submitting the proposal or is the authorized representative of _____, 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.

STATE OF _____

COUNTY OF _____

The foregoing instrument was subscribed, sworn to and acknowledged before me by _____ on this the _____ day of _____, 2015.

My Commission expires: _____

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

Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: _____

Date: ____/____/____

Categories	Total	White		Latino		Black		Other		Total	
		M	F	M	F	M	F	M	F	M	F
Administrators											
Professionals											
Superintendents											
Supervisors											
Foremen											
Technicians											
Protective Service											
Para-Professionals											
Office/Clerical											
Skilled Craft											
Service/Maintenance											
Total:											

Prepared by: _____

Name & Title

**DIRECTOR, DIVISION OF CENTRAL PURCHASING
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
200 EAST MAIN STREET
LEXINGTON, KENTUCKY 40507**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL
EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

Notice of requirement for Affirmative Action to ensure Equal Employment Opportunities and Disadvantaged Business Enterprises (DBE) Contract participation. Disadvantaged Business Enterprises (DBE) consists of Minority-Owned Business Enterprises (MBE) and Woman-Owned Business Enterprises (WBE).

The Lexington-Fayette Urban County Government has set a goal that not less than ten percent (10%) of the total value of this Contract be subcontracted to Disadvantaged Business Enterprises, which is made up of MBEs and WBEs. The goal for the utilization of Disadvantaged Business Enterprises as subcontractors is a recommended goal. Contractor(s) who fail to meet such goal will be expected to provide written explanations to the Director of the Division of Purchasing of efforts they have made to accomplish the recommended goal, and the extent to which they are successful in accomplishing the recommended goal will be a consideration in the procurement process. Depending on the funding source, other DBE goals may apply.

For assistance in locating MBE/WBE Subcontractors contact Sherita Miller at 859/258-3320 or by writing the address listed below:

Sherita Miller, Division of Central Purchasing
Lexington-Fayette Urban County Government
200 East Main Street – Room 338
Lexington, Kentucky 40507
smiller@lexingtonky.gov

Lexington-Fayette Urban County Government
MWDBE PARTICIPATION GOALS

A. GENERAL

- 1) The LFUCG request all potential contractors to make a concerted effort to include Minority-Owned (MBE), Woman-Owned (WBE) and Disadvantaged (DBE) Business Enterprises as subcontractors or suppliers in their bids.
- 2) Toward that end, the LFUCG has established 10% of total procurement costs as a Goal for participation of Minority-Owned, Woman-Owned and Disadvantaged Businesses on this contract.
- 3) **It is therefore a request of each Bidder to include in its bid, the same goal (10%) for MWDBE participation and other requirements as outlined in this section.**

B. PROCEDURES

- 1) The successful bidder will be required to report to the LFUCG, the dollar amounts of all payments submitted to Minority-Owned or Woman-Owned subcontractors and suppliers for work done or materials purchased for this contract. (See Subcontractor Monthly Payment Report)
- 2) Replacement of a Minority-Owned or Woman-Owned subcontractor or supplier listed in the original submittal must be requested in writing and must be accompanied by documentation of Good Faith Efforts to replace the subcontractor / supplier with another MWDBE Firm; this is subject to approval by the LFUCG. (See LFUCG MWDBE Substitution Form)
- 3) For assistance in identifying qualified, certified businesses to solicit for potential contracting opportunities, bidders may contact:
 - a) The Lexington-Fayette Urban County Government, Division of Central Purchasing (859-258-3320)
- 4) The LFUCG will make every effort to notify interested MWDBE subcontractors and suppliers of each Bid Package, including information on the scope of work, the pre-bid meeting time and location, the bid date, and all other pertinent information regarding the project.

C. DEFINITIONS

- 1) A Minority-Owned Business Enterprise (MBE) is defined as a business which is certified as being at least 51% owned and operated by persons of African American, Hispanic, Asian, Pacific Islander, American Indian or Alaskan Native Heritage.

- 2) A Woman-Owned Business Enterprise (WBE) is defined as a business which is certified as being at least 51% owned and operated by one or more Non-Minority Females.
- 3) A Disadvantaged Business (DBE) is defined as a business which is certified as being at least 51% owned and operated by a person(s) that are economically and socially disadvantaged.
- 4) Good Faith Efforts are efforts that, given all relevant circumstances, a bidder or proposer actively and aggressively seeking to meet the goals, can reasonably be expected to make. In evaluating good faith efforts made toward achieving the goals, whether the bidder or proposer has performed the efforts outlined in the Obligations of Bidder for Good Faith Efforts outlined in this document will be considered, along with any other relevant factors.

D. OBLIGATION OF BIDDER FOR GOOD FAITH EFFORTS

- 1) **The bidder shall make a Good Faith Effort to achieve the Participation Goal for MWDBE subcontractors/suppliers. The failure to meet the goal shall not necessarily be cause for disqualification of the bidder; however, bidders not meeting the goal are required to furnish with their bids written documentation of their Good Faith Efforts to do so.**
- 2) Award of Contract shall be conditioned upon satisfaction of the requirements set forth herein.
- 3) The Form of Proposal includes a section entitled “MWDBE Participation Form”. The applicable information must be completed and submitted as outlined below.
- 4) **Failure to submit this information as requested may be cause for rejection of bid.**

E. DOCUMENTATION REQUIRED FOR GOOD FAITH EFFORTS

- 1) Bidders reaching the Goal are required to submit only the MWDBE Participation Form.” The form must be fully completed including names and telephone number of participating MWDBE firm(s); type of work to be performed; estimated value of the contract and value expressed as a percentage of the total Lump Sum Bid Price. The form must be signed and dated, and is to be submitted with the bid.
- 2) Bidders not reaching the Goal must submit the “MWDBE Participation Form”, the “Quote Summary Form” and a written statement documenting their Good Faith Effort to do so. If bid includes no MWDBE participation, bidder shall enter “None” on the subcontractor / supplier

form). In addition, the bidder must submit written proof of their Good Faith Efforts to meet the Participation Goal:

- a. Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms to participate.
- b. Included documentation of advertising in the above publications with the bidders good faith efforts package
- c. Attended LFUCG Central Purchasing Economic Inclusion Outreach event
- d. Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs of subcontracting opportunities
- e. Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms
- f. Requested a list of MWDBE subcontractors or suppliers from LFUCG Economic Engine and showed evidence of contacting the companies on the list(s).
- g. Contacted organizations that work with MWDBE companies for assistance in finding certified MWBDE firms to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.
- h. Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.
- i. Followed up initial solicitations by contacting MWDBEs to determine their level of interest.
- j. Provided the interested MWBDE firm with adequate and timely information about the plans, specifications, and requirements of the contract.
- k. Selected portions of the work to be performed by MWDBE firms in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MWDBE participation, even

when the prime contractor may otherwise perform these work items with its own workforce.

- l. Negotiated in good faith with interested MWDBE firms not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.
- m. Included documentation of quotations received from interested MWDBE firms which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.
- n. Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE goals.
- o. Made an effort to offer assistance to or refer interested MWDBE firms to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal
- p. Made efforts to expand the search for MWBE firms beyond the usual geographic boundaries.
- q. Other--any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE participation.

Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement. Documentation of Good Faith Efforts are to be submitted with the Bid, if the participation Goal is not met.



MINORITY BUSINESS ENTERPRISE PROGRAM

Sherita Miller
Minority Business Enterprise Liaison
Division of Central Purchasing
Lexington-Fayette Urban County Government
200 East Main Street
Lexington, KY 40507
smiller@lexingtonky.gov
859-258-3323

OUR MISSION: The mission of the Minority Business Enterprise Program is to facilitate the full participation of minority and women owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long term economic viability of Lexington-Fayette Urban County Government.

To that end the city council adopted and implemented resolution 167-91—Disadvantaged Business Enterprise (DBE) 10% Goal Plan in July of 1991. The resolution states in part (a full copy is available in Central Purchasing):

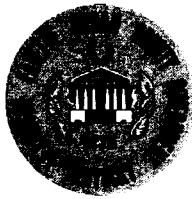
“A Resolution supporting adoption of the administrative plan for a ten percent (10%) Minimum goal for disadvantaged business enterprise participation in Lexington-Fayette Urban County Government construction and professional services contracts; Providing that as part of their bids on LFUCG construction contracts, general Contractors shall make a good faith effort to award at least ten percent (10%) of All subcontracts to disadvantaged business enterprises; providing that divisions of LFUCG shall make a good faith effort to award at least ten percent of their Professional services and other contracts to disadvantaged business enterprises...”

A Disadvantaged Business Enterprise is defined as a business that has been certified as being at least 51% owned, operated and managed by a U.S. Citizen of the following groups:

- African-American
- Hispanic-American
- Asian/Pacific Islander
- Native American/Native Alaskan
- Non-Minority Female
- Economically and Socially Disadvantaged

We have compiled the list below to help you locate certified MBE, WBE and DBE certified businesses. Below is a listing of contacts for LFUCG Certified MWDBEs in Economic Engine (<https://lfucg.economicengine.com>)

Business	Contact	Email Address	Phone
LFUCG	Sherita Miller	smiller@lexingtonky.gov	859-258-3323
Commerce Lexington – Minority Business Development	Tyrone Tyra	ttyra@commercelexington.com	859-226-1625
Tri-State Minority Supplier Diversity Council	Sonya Brown	sbrown@tsmsdc.com	502-625-0137
Small Business Development Council	Dee Dee Harbut UK SBDC	ddharbut@uky.edu	
	Shiree Mack	smack@uky.edu	
Community Ventures Corporation	James Coles	jcoles@cycky.org	859-231-0054
KY Department of Transportation	Melvin Bynes	Melvin.bynes@ky.gov	502-564-3601
	Shella Eagle	Shella.Eagle@ky.gov	502-564-3601
Ohio River Valley Women’s Business Council (WBENC)	Rea Waldon	rwaldon@gcul.org	513-487-6534
Kentucky MWBE Certification Program	Yvette Smith, Kentucky Finance Cabinet	Yvette.Smith@ky.gov	502-564-8099
National Women Business Owner’s Council (NWBOC)	Janet Harris-Lange	janet@nwbo.org	800-675-5066
Small Business Administration	Robert Coffey	robertcoffey@sba.gov	502-582-5971
LaVoz de Kentucky	Andres Cruz	lavozy@yahoo.com	859-621-2106
The Key News Journal	Patrice Muhammad	paatricem@keynewsjournal.com	859-373-9428



LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # _____

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

MWDBE Company, Name, Address, Phone, Email	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.			
2.			
3.			
4.			

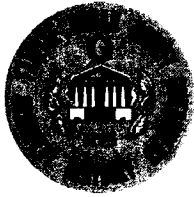
The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and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

Company

Company Representative

Date

Title



LFUCG MWDBE SUBSTITUTION FORM

Bid/RFP/Quote Reference # _____

The substituted MWDBE subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to Central Purchasing for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project.

SUBSTITUTED MWDBE Company Name, Address, Phone, Email	MWDBE Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.					
2.					
3.					
4.					

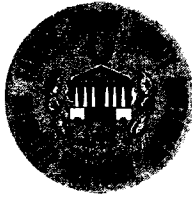
The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Company

Company Representative

Date

Title



MWDBE QUOTE SUMMARY FORM

Bid/RFP/Quote Reference # _____

The undersigned acknowledges that the minority subcontractors listed on this form did submit a quote to participate on this project.

Company Name	Contact Person
Address/Phone/Email	Bid Package / Bid Date

MWDBE Company Address	Contact Person	Contact Information (work phone, Email, cell)	Date Contacted	Services to be performed	Method of Communication (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)

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

Company

Company Representative

Date

Title



LFUGG SUBCONTRACTOR MONTHLY PAYMENT REPORT

The LFUGG has a 10% goal plan adopted by city council to increase the participation of minority and women owned businesses in the procurement process. In order to measure that goal LFUGG will track spending with MWDBE vendors on a monthly basis. By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentation may result in termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims. Please submit this form monthly to the Division of Central Purchasing/ 200 East Main Street / Room 338 / Lexington, KY 40507.

Bid/RFP/Quote # _____
Total Contract Amount Awarded to Prime Contractor for this Project _____

Project Name/ Contract #	Work Period/ From: _____ To: _____
Company Name:	Address:
Federal Tax ID:	Contact Person:

Subcontractor Vendor ID (name, address, phone, email)	Description of Work	Total Subcontract Amount	% of Total Contract Awarded to Prime for this Project	Total Amount Paid for this Period	Purchase Order number for subcontractor work (please attach PO)	Scheduled Project Start Date	Scheduled Project End Date

By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

Company

Company Representative

Date

Title

LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # _____

By the signature below of an authorized company representative, we certify that we have utilized the following Good Faith Efforts to obtain the maximum participation by MWDBE business enterprises on the project and can supply the appropriate documentation.

_____ Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms to participate.

_____ Included documentation of advertising in the above publications with the bidders good faith efforts package

_____ Attended LFUCG Central Purchasing Economic Inclusion Outreach event

_____ Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs of subcontracting opportunities

_____ Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms

_____ Requested a list of MWDBE subcontractors or suppliers from LFUCG Economic Engine and showed evidence of contacting the companies on the list(s).

_____ Contacted organizations that work with MWDBE companies for assistance in finding certified MWDBE firms to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.

_____ Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.

_____ Followed up initial solicitations by contacting MWDBEs to determine their level of interest.

_____ Provided the interested MWDBE firm with adequate and timely information about the plans, specifications, and requirements of the contract.

_____ Selected portions of the work to be performed by MWDBE firms in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MWDBE participation, even when the prime contractor may otherwise perform these work items with its own workforce

_____ Negotiated in good faith with interested MWDBE firms not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.

_____ Included documentation of quotations received from interested MWDBE firms which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.

_____ Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE goals.

_____ Made an effort to offer assistance to or refer interested MWDBE firms to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal

_____ Made efforts to expand the search for MWBE firms beyond the usual geographic boundaries.

_____ Other - any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE participation.

Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement. Documentation of Good Faith Efforts are to be submitted with the Bid, if the participation Goal is not met.

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

Company

Company Representative

Date

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

**RISK MANAGEMENT PROVISIONS
INSURANCE AND INDEMNIFICATION**

INDEMNIFICATION AND HOLD HARMLESS PROVISION

- (1) It is understood and agreed by the parties that Consultant hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Consultant or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "Consultant") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.
- (2) Consultant shall indemnify, save, hold harmless and defend the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by Consultant's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the Consultant; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
- (3) Notwithstanding, the foregoing, with respect to any professional services performed by Consultant hereunder (and to the fullest extent permitted by law), Consultant shall indemnify, save, hold harmless and defend LFUCG from and against any and all liability, damages and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees, for any damage due to death or injury to any person or injury to any property (including the loss of use resulting therefrom) to the extent arising out of, pertaining to or relating to the negligence, recklessness or willful misconduct of Consultant in the performance of this agreement.
- (4) In the event LFUCG is alleged to be liable based upon the above, Consultant shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.
- (5) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.
- (6) LFUCG is a political subdivision of the Commonwealth of Kentucky. CONSULTANT acknowledges and agrees that LFUCG is unable to provide indemnity or otherwise save, hold harmless, or defend the CONSULTANT in any manner.

FINANCIAL RESPONSIBILITY

CONSULTANT understands and agrees that it shall, prior to final acceptance of its proposal and the commencement of any work or services, demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions.

INSURANCE REQUIREMENTS

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AAND YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

Required Insurance Coverage

CONSULTANT shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to LFUCG in order to protect LFUCG against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work or services hereunder by CONSULTANT. The cost of such insurance shall be included in any bid:

<u>Coverage</u>	<u>Limits</u>
General Liability (Insurance Services Office Form CG 00 01)	\$1 million per occurrence, \$2 million aggregate or \$2 million combined single limit
Commercial Automobile Liability (Insurance Services Office Form CA 0001)	combined single, \$1 million per occurrence
Professional Liability aggregate	\$1 million per occurrence, \$3 million aggregate
Worker's Compensation	Statutory
Employer's Liability	\$500,000.00

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky. LFUCG shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.
- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. The General Liability Policy shall include a Products and Completed Operations endorsement or Premises and Operations Liability endorsement and a Products Liability endorsement unless they are deemed not to apply by LFUCG.
- d. The General Liability Policy shall have a Professional Liability endorsement (including Errors and Omissions) for any services performed pursuant to the contract, and/or a separate Professional Liability Policy shall be obtained unless it is deemed not to apply by LFUCG.
- e. The Professional Liability policy shall be maintained for a minimum of three years beyond the completion date of the project, to the extent commercially available. If not commercially available, CONSULTANT shall notify LFUCG and obtain similar insurance that is commercially available and acceptable to LFUCG.

- f. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- g. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

Deductibles and Self-Insured Programs

IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE. Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of CONSULTANT's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage. If CONSULTANT satisfies any portion of the insurance requirements through deductibles, self-insurance programs, or self-insured retentions, CONSULTANT agrees to provide Lexington-Fayette Urban County Government, Division of Risk Management, the following data prior to the final acceptance of bid and the commencement of any work:

- a. Latest audited financial statement, including auditor's notes.
- b. Any records of any self-insured trust fund plan or policy and related accounting statements.
- c. Actuarial funding reports or retained losses.
- d. Risk Management Manual or a description of the self-insurance and risk management program.
- e. A claim loss run summary for the previous five (5) years.
- f. Self-Insured Associations will be considered.

Safety and Loss Control

CONSULTANT shall comply with all applicable federal, state, and local safety standards related to the performance of its works or services under this Agreement and take necessary action to protect the life, health and safety and property of all of its personnel on the job site, the public, and LFUCG.

Verification of Coverage

CONSULTANT agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

Right to Review, Audit and Inspect

CONSULTANT understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

DEFAULT

CONSULTANT understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging CONSULTANT for any such insurance premiums purchased, or suspending or terminating the work.

00471865



Office of Homelessness Prevention and Intervention

Innovation and Sustainable Solutions to Homelessness Fund REQUEST FOR STREET OUTREACH PROPOSALS

Purpose

The Innovation and Sustainable Solutions to Homelessness Fund provides financial support to new and/or innovative projects that implement research-based best practices to prevent and reduce homelessness in Lexington. The purpose of this Request for Proposals is to solicit proposals for the implementation of a street outreach project.

Eligibility

Eligible proposers are public organizations and private non-profit organizations with 501c3 status and collaborations of such organizations (with one serving as lead applicant and fiscal agent) so long as the proposer or at least one member of the collaboration has a demonstrated track record serving people experiencing homelessness or at risk of homelessness including operation of programming with measurable outcomes and proven successes.

Proposers and lead proposers must be full participants in the Homeless Management Information System (HMIS) for all applicable programming operated by the organization. Additionally, all proposed projects must include a plan for full HMIS participation and participation in the OneDoorLexington coordinated entry system.

Instructions

Please follow the attached instructions and submit all required narrative and attachments no later than the deadline indicated below:

Proposal Deadline – 2 P.M. ON THURSDAY, JANUARY 14, 2016

Proposals received after this deadline or incomplete proposals will not be considered.

1.0 GENERAL INFORMATION AND SCOPE

1.1 Background

In 2013 the Mayor's Commission on Homelessness issued a report containing recommendations for reducing and preventing homelessness in Lexington. These recommendations included the creation of the Office of Homelessness Prevention and Intervention (hereinafter referred to as "OHPI") to coordinate implementation and improve collaboration among local government, service providers, employers, medical professionals, and other key stakeholders.

As noted in the Commission's Report, Lexington is a caring community with a long history of working to reduce homelessness. Numerous organizations and individuals have worked for several decades to develop a service delivery system that successfully addresses the needs of many people experiencing homelessness,

Among the Commission's recommendations was the startup of a Street Outreach Program to provide assertive contact with people experiencing homelessness and offer them access to housing and other assistance. OHPI has identified Street Outreach as a gap in Lexington's homelessness services network and seeks to address this by funding a project to provide direct, assertive connections with people who are unsheltered. The target population for this project is anyone experiencing homelessness who is unsheltered and measurable outcomes will include the number of those people who obtain permanent housing.

In 2015 the Mayor and Urban County Council allocated funds specifically for homelessness programming in response to the Commission on Homelessness report. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG"), through OHPI, now issues this request for proposals to implement a street outreach program. While this request for proposals does not specify a target number of people to be served, proposers should strive to serve as many people as possible at the lowest cost per client possible. LFUCG and successful proposers will agree upon the number to be served prior to execution of a contract. Proposers also should include other organizations as part of their proposal and be prepared to track and report match and leverage contributions to the project.

2.0 GENERAL PROVISIONS

2.1 Purpose

The LFUCG is accepting proposals from qualified non-governmental, non-profit organizations with current **501(c)(3)** tax exempt status and with a physical business or program site location in Fayette County (hereinafter referred to as "Proposer") for one-time homelessness prevention and intervention funding. This funding is reserved for

new, innovative, and sustainable programming and may not be used for general agency operations, other than overhead required to support the subject program. This request for proposals is specifically to solicit projects that implement a street outreach program for people experiencing homelessness in Lexington-Fayette County.

By responding to this RFP proposers agree to collaborate fully with LFUCG and/or its designee to collect all necessary data and provide reports needed to evaluate effectiveness of the project. Meticulous data must be maintained and provided on participant outcomes and the proposer must agree to collect all applicable data required by LFUCG. This is necessary to determine return on investment and to effectively evaluate the appropriateness of future funding by LFUCG or any other entity. Proposers also agree to provide financial information about project operations including, but not limited to, such items as staff time allocations, dollar value of leveraged services, etc. Any anticipated costs associated with data collection and evaluation should be included in the proposal to the extent possible.

2.2 Funding Period and Match/Leverage

The funding period is three years to begin on or about February 15, 2016. The intent of this allocation is to provide funding for startup and operation of a street outreach project including all necessary collaboration with other providers and public entities. LFUCG will conduct ongoing evaluation of the project to determine effectiveness including whether adjustments may be needed for the model in order to maximize outcomes and return on investment. Additionally, the successful proposer will be expected to seek additional resources for the project – public or private – to serve as match or leverage and extending the reach of LFUCG support. Match/leverage requirements are outlined below:

Program Year	Cash Match	Match amount at \$75,000 request	Leverage	Leverage amount at \$75,000 request
Year 1	0%	\$0	15%	\$11,250
Year 2	15%	\$11,250	30%	\$22,500
Year 3	30%	\$22,500	60%	\$45,000

Cash match is defined as public or private funds allocated directly to the operation of the proposed project. For example, a \$200 private donation used to purchase supplies is *cash match* of \$200. **Leverage** is defined as goods or services provided directly for the benefit of the proposed project and/or its participants. For example, a donation of backpacks valued at \$200 is a *leverage* of \$200. Both types of project contributions must be documented in quarterly and annual financial reports to LFUCG. Failure to meet

match/leverage requirements as outlined here may result in loss of the grant award and will impact competitiveness for future LFUCG funding.

LFUCG intends to award only one project with an annual budget not to exceed \$75,000 in LFUCG funds, unless otherwise agreed upon between the Urban County Government and the selected applicant, but reserves the right to make multiple awards of varying amounts. This means, when factoring the cash match requirements stated above, the total project budget should be at least \$75,000 in year one, at least \$86,250 in year two, and at least \$97,500 in year three with the LFUCG contribution not exceeding \$75,000 in any one year.

2.3 Proposal Submission

In order to be considered, proposals must be received by the January 14, 2016, deadline. The proposal must contain the required documents and respond to each of the required narrative questions to be complete. A complete proposal must also contain a line-item budget for years one through three of the entire project including separate identification of one-time and ongoing costs.

Proposals containing significant omissions of required information will be considered non-responsive and will be removed from the funding process. Significant missing responses to narrative questions constitute an incomplete proposal. The final decision regarding proposal completeness and penalties will be determined by the Director of the Office of Homelessness Prevention & Intervention.

2.4 Acceptance/Rejection of Applications

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omission, contain unauthorized alteration of 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 judgement, best serve the interests of Urban County Government.

2.5 Requests for Clarification

The LFUCG reserves the right to request clarification of information submitted and to request additional information (to clarify the information submitted) of the applicant either orally or in writing. This may include negotiation of funding amounts, outcomes, and other adjustments prior to the execution of a funding award.

Applicants should be prepared to make a 15-20 minute presentation to the review panel to explain their project and answer questions.

3.0 FUNDING PROCESS

3.1 Timeline

This Request for Street Outreach proposals is being released on December XX, 2015, and is made available to the public and all potentially eligible applicants. An informational meeting will be held on December 9, 2015, 10:00 a.m., in the 3rd Floor Purchasing Conference Room at the Government Center, 200 E. Main St., Lexington, KY. 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 are due no later than 2 p.m. on Thursday, January 14, 2016, and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation immediately following the proposal due date and intends to make funding announcements no later than February 2016. This timeline is subject to change without notice.

Successful applicants will be contacted on or about February 1, 2016, to negotiate a funding agreement with expectations that an award be in place for the project to begin operations by February 15, 2016.

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, the Program Performance & Evaluation Committee of the LFUCG Homelessness Prevention & Intervention Board, all of whom have some expertise in the field of human services but no affiliation with any applicant.

The scoring criteria are outlined in Section 5.0 Evaluation.

3.3 Selection

The highest scoring proposal as determined by the panel will be recommended for funding and contacted to negotiate a funding agreement. Should no agreement be reached, the second highest scoring applicant will be contacted.

3.4 Reporting

The funded project will be required to submit quarterly progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by OHPI as will due dates and submission

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

4.0 PROPOSAL FORMAT

The Proposer must submit one (1) master (hardcopy), (2) electronic versions in .PDF, .DOC or .XLS format on a flash drive or CD and seven (7) duplicates (hardcopies) of their proposal for evaluation purposes. A complete proposal contains each of the following components:

- One Page Cover Sheet containing:
 - Organization or Lead Applicant Name and Authorized Representative
 - Organization or Lead Applicant Address, Phone Number and E-mail
 - Title of proposed project
 - Brief summary of proposed project (250 words or less)

- Project Narrative responding to each of the evaluation criteria described in Section 5.0 and utilizing format described below (25 pages or less)
 - Double spaced
 - Single sided
 - Times New Roman 12-point font with 1-inch margins
 - Page numbers in bottom right corner

- Line-item Budget and Budget Narrative (10 pages or less)

5.0 EVALUATION

5.1 Project Design (25 Points)

The Project Design will evaluate whether and how the project creates new levels of service in Lexington through provision of assertive street outreach to people experiencing homelessness. Applicants should demonstrate an awareness of the needs among Lexington's population of people experiencing homelessness, especially those who are unsheltered. Then the narrative should explain how the proposed project design will address those needs.

Specifically, how will the project identify people who are unsheltered and experiencing homelessness and how often will direct outreach to those people be conducted? Explain how the project will work with key stakeholders such as OHPI, Lexington Police, providers of shelter and housing, and others to locate and reach out to people. Next, describe in detail how that outreach will take place including members of any proposed

outreach team, protocols for approaching people/entering camps, and approach to building relationships and offering services. Safety is especially important and applicants should describe plans to ensure the safety of both staff and participants. Be sure to describe the project's plan for interacting with each of the following subpopulations of people experiencing homelessness:

- Veterans
- Youth Ages 18-24
- Families with Children
- Victims of Intimate Partner Violence
- People with Severe Mental Illness
- People with Addiction/Substance Use Challenges
- People with HIV/AIDS

People living in an emergency shelter are still homeless. Describe how the project will encourage people who are unsheltered to seek immediate shelter while remaining focused on permanent housing. How will the project interact with and access existing programs/resources to house people who live on the street? LFUCG Street Outreach grant funds may not be used to pay for housing expenses such as rent, deposits, utilities, etc.

The operator of this project will be required to conduct a VI-SPDAT (Vulnerability Index – Service Prioritization Decision Assistance Tool) common assessment on participating individuals. How will the project approach this requirement to ensure assessments are conducted and utilized to help people access permanent housing through the OneDoorLexington coordinated entry system?

5.2 Services and Outcomes (15 Points)

What services will the project provide that aren't currently available? How will the project provide access to these services in a way that is more assertive than a simple referral? How will transportation be available to someone identified on the street who wishes to seek shelter or housing but has no vehicle or bus access? What services/access to services will the project provide for people experiencing substance abuse and/or mental illness and who will provide those services?

Applicants should complete the chart below providing target numbers and percentages for the prescribed outputs and outcomes. The numbers provided will serve as the basis for evaluating project success on quarterly and annual reports. Applicants may use the table to add additional outputs and/or outcomes if desired but must provide targets for those included here for the application to be considered responsive.

Projects will be required to work with OHPI and its HMIS Lead Kentucky Housing Corporation to set up this Street Outreach Project in the Kentucky HMIS database. Actual outcomes will be compiled utilizing the Kentucky HMIS database so entering complete project data will be critical. Projects which fail to make progress toward targets or fail to meet HMIS data quality standards may not receive continued funding.

Outputs	Year 1	Year 2	Year 3
Target Number of Unduplicated Outreach Contacts			
Outcomes – All	Year 1	Year 2	Year 3
% of total Outreach Contacts (above) who access permanent housing			
% of total Outreach Contacts (above) who maintain permanent housing after 6 months			
% of total Outreach Contacts (above) who experience a new episode of homelessness after permanent housing has been obtained			
% of total Outreach Contacts (above) who access a new mainstream resource (SSDI, SNAP, etc.) they don't already receive			
Outcomes – Unsheltered Only	Year 1	Year 2	Year 3
Target number of Unduplicated Outreach Contacts who are Unsheltered at time of contact			
% of Unsheltered Outreach Contacts (above) who move from the street to emergency shelter			

NOTE: All Outreach Contacts should be unsheltered at time of contact. However, the table above recognizes that some contacts may already be sleeping in a shelter at night but spending the day outside in an unsheltered environment. The project focus should be primarily on those individuals who sleep outdoors while recognizing some individuals cycle back and forth between street and shelter. The second set of outcomes seeks to measure what percentage of those not sleeping in a shelter access a shelter as a result of interaction with the project.

5.3 **Sustainability (10 Points)**

It is the goal of OHPI is to ensure this project continues to operate as long as it produces results. However, funding in the Innovative & Sustainable Solutions to Homelessness Fund is limited and is largely intended for one-time, startup expenses and not ongoing program operations. Therefore, applicants should provide a detailed sustainability plan

for how they will seek and acquire resources to continue operations beyond this grant award. Plans should include specific public and private funding sources to be pursued and not just a blanket assurance that the applicant will seek funding.

5.4 Organizational Capacity and Experience (20 Points)

Describe the organization's experience with people experiencing homelessness, specifically people who are unsheltered. If the project will utilize a street outreach team, identify who will lead that team (provide resume if person is identified or job description if they are to be hired). Also, identify any people and/or organizations who have committed to participate with that team and describe their roles and experience with any particular subpopulation.

If the organization provides any current level of street outreach then describe that service and explain how this project will be an addition/expansion and not just provide funding for existing outreach.

Identify the project director and include a resume/CV. If the project director is to be hired, include a job description in the attachments (if different than coordinator described above). Identify where the project will be housed within the organization's structure.

Describe the project management plan and provide a timeline for implementation.

Provide a description of the applicant's experience with grants management and financial accountability.

Briefly describe the organization's history, service delivery model and philosophy, and governance structure.

Describe the organization's current participation in HMIS and its plan to ensure full participation in HMIS for the proposed project. **Full HMIS participation is required for this project in order to receive funding under this announcement.**

5.5 Partnerships and Match/Leverage (15 Points)

Projects that demonstrate they can meet the full match and leverage requirements outlined in Section 2.2 of this Request for Proposals will receive 7 points and may receive an additional 3 points for exceeding those requirements. Projects which fail to provide documentation for any match or leverage commitments will receive zero points under this 10-point subcategory.

Additionally, projects will be awarded up to 5 points for clearly demonstrating the applicant is a lead entity for a project that is broad based and inclusive. Effective street outreach will require multiple organizations and disciplines and so it is anticipated that

any successful project will incorporate a team of people and providers working together toward a set of common goals. Any project which proposes to use only applicant organization staff with minimal collaboration will receive zero points under this 5-point subcategory.

5.6 Budget/Budget Narrative (15 Points)

Proposals should include a separate line item budget and budget narrative and will be evaluated based on reasonableness of expenses and overall feasibility. Budgets should reflect all program revenue and expenses for each year of the three-year project. As a reminder, LFUCG Street Outreach grant funds may not be used for housing expenses such as rent, utilities, etc. – projects should leverage other resources for housing.

Budgets should include, *at a minimum*, the following line-items. For each category, identify the amount requested, the amount to be provided through cash match (if applicable), and the amount to be leveraged through other programs or organizations (if applicable).

Personnel – Identify each position allocated to the grant, role in the project and percentage of FTE allocated.

Fringe Benefits – Include the organization’s fringe benefit rate or show how fringe benefit costs were calculated for the proposed personnel expenses.

Equipment – Describe any equipment needed for the project such as a tablet for conducting VI-SPDAT assessments in the field. Clearly identify one-time expenses versus ongoing expenses.

Travel – Include anticipated amount of travel and mileage reimbursement rate. If out-of-area travel is proposed, identify its purpose and relevance to the project.

Contractual – 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 at no additional cost (as leverage) should be included in other line items.

Operating Expenses – Break down costs associated with supplies, office space, contracts for supportive services, HMIS expenses, and any other expense associated directly with the operation of the project. For each item identify the category, such as “HMIS License,” and a brief justification of the amount requested.

Indirect Costs – If an indirect cost rate is used, provide evidence of an approved indirect cost rate from the appropriate cognizant agency. If the organization does not use an indirect cost rate, provide a clear indication of administrative costs as differentiated from direct operating expenses.

6.0 REQUIRED DOCUMENTS

6.1 Audit

Applicants must submit their most recently completed financial audit as an attachment to their proposal.

6.2 Match/Leverage Letters

Match and leverage amounts should be documented in commitment letters in order to receive full credit for scoring purposes. Letters do not count toward page limits.

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COVER SHEET

- **Organization Name and Authorized Representative**

Hope Center, Inc.
Cecil Dunn, Executive Director

- **Organization Address, Phone Number and E-mail**

Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

(859) 252-2002

cdunn@hopectr.org

- **Title of proposed project**

Hope Center Street Outreach Program

- **Brief summary of proposed project**

Hope Center, Inc. proposes an innovative and research-based Street Outreach Program in response to the Lexington-Fayette Urban County Government Request for Proposal (RFP) #57-2015 Street Outreach Project. The proposed Hope Center Street Outreach Project will use research-based assertive outreach best practices to provide street outreach to unsheltered homeless persons residing on the streets in Lexington, Kentucky. The proposed Hope Center Street Outreach Project will provide assertive outreach to an unduplicated 40 unsheltered homeless persons in Fayette County annually, including Veterans, youth ages 18-24, families with children, victims of intimate partner violence, people with severe mental illness, people with addiction/substance use challenges, and people with HIV/AIDS. Many street outreach participants will belong to more than one of these categories. To maximize effectiveness of this project, Hope Center will partner with community providers with specific expertise in specific homeless populations. Hope Center requests \$75,000 per year for three years from LFUCG for this project, and brings \$60,753 to the 3-year project in cash match, for a total 3-year project budget of \$285,753. \$311,514 in leverage has been committed to this project over three years, including \$210,000 from community collaborators. Both match and leverage exceed required amounts for each project year.

Project Narrative

Project Design

Overview

Hope Center, Inc. proposes an innovative and research-based Street Outreach Program in response to the Lexington-Fayette Urban County Government Request for Proposal (RFP) #57-2015 Street Outreach Project. The proposed Hope Center Street Outreach Project will use assertive outreach best practices to provide street outreach to unsheltered homeless persons residing on the streets in Lexington, Kentucky. The proposed Hope Center Street Outreach Project will provide assertive outreach to all unsheltered homeless persons in Fayette County, including Veterans, youth ages 18-24, families with children, victims of intimate partner violence, people with severe mental illness, people with addiction/substance use challenges, and people with HIV/AIDS. Many street outreach participants will belong to more than one of these categories. To maximize effectiveness of this project, Hope Center will partner with community providers with specific expertise in specific homeless populations.

Hope Center, Inc. proposes to serve 40 unduplicated individuals/families through this street outreach project, using practices and principles from research-based outreach models.

Hope Center will use an assertive street outreach model that incorporates research. Research has shown that unsheltered homeless people can be enormously difficult to engage in services leading to stability and housing. For example, some individuals reject services because they distrust and are frustrated with fragmented mental health, drug treatment, and medical care systems that are unable to coordinate services to meet their needs (especially the need for housing) (Tsemberis and Eisenberg, 2000), and because homeless people have different perceptions of their needs than do service providers; and that willingness to accept services is

strongly related to the perceived relevance of services to needs (Dattalo, 1990; Martin, 1990; Shern et al, 1997). Several studies found that consumer self-determination is a strong predictor of whether or not services are accepted (Tsemberis and Eisenberg, 2000). One study (Jost et al, 2010) found that service resistance was related to unsuccessful previous encounters with social services and choice, with the availability of believable housing options, combined with support provided by outreach workers acting as a catalyst for positive change. Specifically, the study found that outreach to engage unsheltered homeless persons, combined with support to help them make the transition to permanent housing and the availability of direct placement into housing (without “housing readiness” requirements) could be successful.

Awareness of the needs among Lexington’s population of people experiencing homelessness..

The 2015 Lexington-Fayette County Point-in-Time homeless count (Lexingtonky.gov) identified 1,267 homeless people, including 39 people living unsheltered. Among the unsheltered, 31 were male and 8 were female. There was one Veteran. Of the 650 people living in emergency shelters at the time of the count, 468 were male, 182 female, and 47 were under age 18. There were 87 Veterans.

Levitt et al (2009) completed interviews with 1,093 unduplicated unsheltered homeless persons to compare health and social characteristics of chronically unsheltered (defined for this study as sleeping without shelter at least 9 of the previous 24 months) to homeless persons in shelters. Of the 1,093 persons interviewed, two-thirds met the definition of chronically unsheltered and one-third did not. Comparison of the two groups revealed that the chronically unsheltered were older, had longer lifetime and current durations of homelessness, were slightly more likely to be male, were more likely to be a U.S. Veteran (20% versus 13%), were much more likely to have slept outdoors the past winter (46% versus 14%) than to have slept in a home

(own or with family or friend), emergency shelter, or other place. More of the chronically unsheltered had jail (76% versus 70%) or prison (41% versus 33%) incarcerations. Slightly less than half of both groups had health insurance; and slightly more than half of both groups had history of repeated trauma. The chronically unsheltered had higher rates of lifetime mental illness, substance abuse, co-occurring disorders, and serious medical issues. The study concluded that the “very sick and aged nature of the unsheltered homeless population suggests that more aggressive efforts should be undertaken to enroll [them] in income and health benefits and to create adequate housing opportunities...(p. 61).”

Nyamathi et al (2000) compared sheltered versus nonsheltered homeless women. In this study, 18% of women interviewed were unsheltered. Compared to the sheltered women, the unsheltered were younger, more likely to be white, and more likely to have been homeless for a year or more. Unsheltered women were much more likely (60% versus 33%) to report fair or poor physical health, pain (74% versus 57%), and poor mental health (93% versus 48%). The unsheltered women had higher rates of injection drug use and alcohol or non-injection drug use in the past six months compared to sheltered women; and higher rates of multiple sex partners and STDs in the past six months. They had much higher rates of adult victimization, including physical assault, sexual assault, and robbery. Unsheltered women had significantly lower rates of access to services, including speaking with a health care professional in the past year, dental care, screenings for cancer, TB, and HIV, and drug treatment. One noted conclusion was that “the streets are becoming a congregating place for persons with poor mental health (p. 570).”

Hope Center provides a Housing First Pilot Program in Lexington. This Pilot project has resulted in over 226 homeless people completing the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT). The results of the VI-SPDAT indicate that Lexington’s

unsheltered homeless population is not very different from those studied in larger cities. The VI-SPDAT results to date show that Lexington's chronically unsheltered homeless are mostly male, and that a significant number are aging (8.4% overall are over age 60). Most (72.8%) had experienced two or more years of homelessness, with about a quarter (27.2%) with less than two years. Many had ongoing health needs, with nearly one-fifth (18%) reporting five or more emergency room visits in the past 6 months; and with 17% of these reporting more than 10 emergency room visits in the past 6 months. In response to a question about interaction with police in the past 6 months 13.4% reported five or more interactions, and 18.6% of these reported greater than 10 interactions. Nearly half (46.3%) reported having been attacked or beaten up since becoming homeless. Nearly half (48%) had ever experienced multiple mental health and substance abuse issues; and 70% responded that they had ever had or been told they had problems with drug or alcohol use/abuse. One-third (33.7%) reported that they had spoken with a mental health professional in the past six months because of their mental health, and 41% reported that they had experienced emotional, physical, psychological, sexual or other type of abuse or trauma in their lifetimes for which they had not sought help and/or which had caused their homelessness. Clearly, Lexington's unsheltered homeless are in grave need of services to help them move to from the streets to housing, and in accessing health and other services.

Specifically, how will the project identify people who are unsheltered... and how often...

The street outreach program will target those who are unsheltered, living on the streets. Potential targets will be identified from a variety of sources, including community partners such as the LFUCG Police and Sheriff's departments, OHPI, other shelters, day centers and the Hope Mobile, which already serves many clients who are unsheltered. The program will also employ staff who will go out to locations known to house homeless camps or be utilized by homeless

individuals. Staff will seek to make contact with unsheltered individuals, assess the needs and attempt to make provisions to address the needs of these individuals.

Staff will attempt to make contact with those living on the streets on a weekly basis, if not more often. Unsheltered individuals and families will work with outreach staff to develop a plan and attempt to address immediate needs. Referrals may be made to community partners for services as needed.

Explain how the project will work with key stakeholders...

The outreach team will work with Office of Homeless Prevention and Intervention the Sheriff's Department, Lexington Police, homeless shelters, day centers and other organizations that may provide services to homeless individuals or may interact with these unsheltered individuals. Many of these groups are aware of and regularly interact with some of these individuals and are likely to receive information on potential unsheltered individuals. The outreach team will accept referrals from other community stakeholders as well as the general public and will seek to make contact with these individuals.

Describe in detail how outreach will take place including members... protocols for approaching people/entering camps, and approach to building relationships...

The outreach team, will include at a minimum the Street Outreach Project Coordinator and the Street Outreach Peer Specialist (both to be hired), and may include staff from other agencies who specialize in particular subpopulations (youth, families, or Veterans, for example), and/or representatives from the Office of the Sheriff or Lexington Police Department (for safety, as needed). The outreach team will seek to make an initial contact with individuals referred to the program or who are identified through active outreach. The team will identify that they are working with the Hope Center and explain the outreach team and, if appropriate, give a brief

explanation of the goal of the program-to address immediate needs, including providing shelter. If the individual is agreeable, staff will complete the VI-SPDAT and gather basic demographic information to meet the HMIS Universal Data Standard requirements. If this is not possible on initial contact, the team will complete as much of the identifying data as possible and request permission to follow up with these individuals at a later time.

The goal will be to complete the VI-SPDAT on all individuals seen on an outreach basis with the understanding that it is the individual's right to refuse to participate. If the screening is refused initially, staff will attempt to complete the screening on subsequent follow ups. The team will also complete a basic intake including HMIS Universal Data Elements.

If an individual is already receiving services from another provider, such as the Hope Mobile or day center, the team may attempt to make initial contact at one of these locations since the individuals are more likely to be comfortable in this setting.

Describe plans to ensure the safety of both staff and participants.

If individuals or families are encountered in their camp, the team will make an effort to request permission to enter the area and will not do so against the wishes of the individual. If permission to enter is not granted, the team will offer to meet at an alternate location.

Initial relationship building is very important, so the team will attempt to engage in a way that is comfortable to the individuals and non-threatening whenever possible. If other service providers have established relationships with these individuals, the team may make an effort to also include them in the initial engagement process. For example, many unsheltered clients currently receive some level of services from the Hope Mobile. The team may utilize Hope Mobile staff to make initial contact and attempt to engage the person or family in the program. This will help facilitate building a positive relationship and will help with accurately addressing

the needs of the unsheltered individuals.

The outreach team will always work in pairs (at a minimum) and not seek to engage individuals in camps or other isolated setting while alone. An exception may be made if attempting to engage a person in another public setting such as the day centers, shelters or at the Hope Mobile. The team will also not attempt to engage individuals in any setting that does not appear to be safe, such as very isolated areas after dark, camps with individuals that may be threatening or dangerous or other areas that appear unsafe. In many instances, unsheltered individuals may need assistance while living in such places. As a result, the team may seek to engage law enforcements assistance in such situations. Staff will also be instructed to call law enforcement or 9-1-1 in situations that may arise that necessitate such action.

Describe the project's plan for interacting with...subpopulations...

The outreach program will include a variety of individuals with special needs and will see to engage the involvement of community partners and community resources who may specialize in these particular needs. Hope Center already has partnerships with many of these programs and will continue to utilize these resources to serve clients in the Outreach Program. Some of these special populations include:

- **Veterans** - Hope Center currently has a Grant Per Diem transitional housing program operated in partnership with the VA. Participants in the Street Outreach program may be referred to the GPD as appropriate. Referrals will also be made to VA's HUD VASH programs as well as the Volunteers' of America voucher program to assist eligible clients with obtaining permanent housing. Currently, vouchers exist in both of these programs so eligible veterans should be housed very quickly in compliance with Lexington's goal to end Veteran's Homelessness.

- **Youth Ages 18-24** - Again, many of these individuals will be eligible for existing Hope Center programs, including substance abuse treatment, emergency shelter, mental health services and employment services. Arbor Youth Services also currently has street outreach services for this population.
- **Families with Children** - Currently, Salvation Army provides homeless services, including emergency housing to families with children. The Family Shelter program will also be a referral source once that program is available.
- **Victims of Intimate Partner Violence** - Greenhouse 17 currently provides comprehensive services to domestic violence victims and will be utilized for individuals seen through the Street Outreach Program. In additions, Bluegrass.org provides mental health services to those who may be in need of counseling as a result of intimate partner violence.
- **People with Severe Mental Illness** - Hope Center currently serves many of these individuals through our Mental Health program and will continue to make that program available to eligible participants in the Street Outreach Program (open to men only). Referrals will also be made to Bluegrass.org for counseling services and/or medications. Emergency needs will be referred to Eastern State Hospital or Good Samaritan Hospital. New Beginnings and Canaan House are both housing resources for this subpopulation.
- **People with Addiction and Substance Use** - Hope Center operates men's and women's substance abuse programs and both programs would be open to eligible participants. Hope Center operates an 8 bed non-medical, licensed detoxification unit that would also be available to male participants in the program. Women and those needing medical detox will be referred to the University of Kentucky/Good Samaritan.

- **People with HIV/AIDS** - AVOL has agreed to partner with the Hope Center and the Street Outreach program to arrange for appropriate services and care for those with HIV/AIDS.

Describe how the project will encourage people who are unsheltered to seek immediate shelter while remaining focused on permanent housing.

The Outreach Team will seek to assist unsheltered individuals with exploring permanent housing options, but will also seek to assist these individuals with finding immediate shelter, including Hope Center Emergency Shelter, Salvation Army and Community Inn. The team will continue to work with individuals on finding housing once placed in emergency shelter and will make appropriate referrals to other services, including mental health, medical and social service programs as needed.

How will the project interact with and access existing programs/resources to house people...

The team will work with other service providers and the Housing First program, Lexington Housing Authority, Adult and Tenant Services and other potential sources of permanent housing to meet these needs.

How will the project approach this requirement to ensure assessments are conducted...

The VI-SPDAT, as mentioned previously, will be completed on any individuals seen through the outreach program. Refusal to complete the screening will not automatically exclude an individual from participation, but the screening will be attempted at a later time. The VI-SPDAT will be entered into HMIS along with the universal data elements required by HUD. Hope Center, Inc. and the Street Outreach Project will work with the OneDoorLexington coordinated entry system to help people access permanent housing, using approved protocols as they become available.

Services and Outcomes

What services will the project provide that aren't currently available? How will the project provide access to these services in a way that is more assertive than a simple referral?

The project will provide coordinated assertive street outreach, sending team members into the community to seek out individuals and families who are living unsheltered. While some street outreach is available in Lexington, it is usually weather-specific or agency-specific; and may not be assertive over time. This project will provide ongoing assertive street outreach that include coordination of needed resources for participants. Team members will seek to engage participants in the community, providing support and referrals to resources to meet the clients immediate needs and work towards a goal of getting them off the streets and ultimately into permanent housing. The team will also accept referrals made by community partners to help identify those in need. Services will be provided from the time the person is identified until the person or family is housed, and for 6 months after housing.

How will transportation be available...

The street outreach team will have bus passes and will also either provide or arrange transportation for those needing shelter or housing.

What services/access to services will the project provide for people experiencing substance abuse and/or mental illness and who will provide those services?

The team will assist the individuals in need of substance abuse or mental health services by providing referrals to these programs, along with assistance with transportation to the programs. Hope Center currently operates recovery programs for both men and women and also has a Detox unit for men that may be utilized. Other treatment providers may be utilized at the request of the individual.

Target Chart

Outputs	Year 1	Year 2	Year 3
Target Number of Unduplicated Outreach Contacts	40	40	40
Outcomes – All	Year 1	Year 2	Year 3
% of total Outreach Contacts (above) who access permanent housing	25% (10)	25% (10)	25% (10)
% of total Outreach Contacts (above) who maintain permanent housing after 6 months	20% (8) (this is 80% of those placed)	20% (8) (this is 80% of those placed)	20% (8) (this is 80% of those placed)
% of total Outreach Contacts (above) who experience a new episode of homelessness after permanent housing has been obtained	20% (2) of those placed in permanent housing	20% (2) of those placed in permanent housing	20% (2) of those placed in permanent housing
% of total Outreach Contacts (above) who access a new mainstream resource (SSDI, SNAP, etc.) they don't already receive	20% (8) of total outreach contacts*	20% (8) of total outreach contacts	20% (8) of total outreach contacts
Outcomes – Unsheltered Only	Year 1	Year 2	Year 3
Target number of Unduplicated Outreach Contacts who are Unsheltered at time of contact	40	40	40
% of Unsheltered Outreach Contacts (above) who move from the street to emergency shelter for at least a nig	20%	20%	20%

* If this category included access of health insurance, the percent would rise to 85%.

Sustainability

Hope Center, Inc. has an established history of sustaining successful programs, and is committed to incorporating Street Outreach as a service delivery model should this project be successful. Hope Center will seek funding through government and other resources. For example, SAMHSA has funded projects that may incorporate street outreach and engagement through Treatment for Homeless and other competitive RFP programs. HUD and the Veterans Administration has funded housing in a number of programs, including HUD-VASH, permanent supportive housing, and VA Supportive Services for Veteran Families competitions. Hope

Center will apply for these and other grant funds as they become available. In Hope Center's Housing First Pilot project, the Housing Authority and community housing providers have provided funds for housing. Hope Center will continue to work with these and others for housing resources. Hope Center could also work towards sustaining the Street Outreach program by supplementing staff and other costs through grants and donations.

Organizational Capacity and Experience

Describe the organization's experience with people experiencing homelessness...

Hope Center, Inc. is a nonprofit organization with a long history of concern and advocacy for the homeless population in the Lexington metropolitan area. The agency provides a comprehensive array of programs and services to care for homeless persons and those at-risk of homelessness in Fayette County. Through the provision of life-sustaining and life-rebuilding services, Hope Center addresses homelessness through provision of services to address substance abuse, mental illness, life management skills, and issues related to employability. Established in 1993 in response to needs identified by a city taskforce, Hope Center serves approximately 2,200 clients annually. Programs and services include emergency shelter, gender-specific Recovery Programs, mental health services with interim housing, employment programs, Transitional Housing Programs, health clinics, a Hispanic Program, mobile outreach, Housing First, a Recovery Program offered at the Fayette County Detention Center, social services, and permanent housing. Most Hope Center clients have multiple needs for assistance to help them achieve lasting self-sufficiency, and Hope Center makes every effort to implement programs and services that are responsive to those needs.

While all of Hope Center's programs are for homeless adults, its Hope Mobile, Emergency Shelter, Housing First, and Mental Health Program provide good examples of the

agency's experience providing direct supportive services for unsheltered homeless people.

The **Hope Mobile** provides basic needs (food, warm clothing, etc.) and direct services through the provision of needs assessment, service linkage, and medical care via a mobile unit that rotates among church parking lots on a regular schedule. The Hope Mobile is the only constant for some of Lexington's chronically homeless, and it provides a good way to develop relationships, trust and engagement with the most vulnerable and hard to reach homeless.

The **Emergency Shelter** was opened in 1993, a result of the Mayor's Task Force on Homelessness. The shelter is the Hope Center's primary function in that it is often the first service offered to a homeless person. In addition to the provision of basic needs, direct services provided at the Emergency Shelter include needs assessment, health screening and health care, linkage to services, assistance with accessing mainstream resources, introduction to Hope Center's other programs such as Recovery and Mental Health, and access to Hope Center's employment, Hispanic, and Veterans programs.

The Hope Center Emergency Shelter provides lodging, food and clothing to homeless adult men in Fayette County. These services are offered on a 24-hour per day basis, 365 days per year. On average, the shelter provides lodging to 180-220 men each night, and has served up to 261. On a monthly basis, the shelter provides an average of 6,000 nights of lodging and 13,000 meals. In 2012, it distributed over 40,859 items of clothing to homeless men.

The Emergency Shelter has never turned anyone away due to lack of capacity. The shelter is often the first exposure homeless men have to the Hope Center, and provides a way for trust to be established, allowing Hope Center to engage hard-to-serve homeless men in other services that may help with housing and life stability.

The Hope Center **Housing First** Pilot Program began last year (2014). It incorporates

research-based best practices, including outreach via the Hope Mobile, shelters, churches, and other community partners; the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT), designed to identify and prioritize homeless people for housing based on the fragility of their health; referrals; case management, and immediate permanent housing if at all possible, or immediate emergency shelter if the housing is not available or the participant is not willing to be housed.

During outreach and throughout participation, the Housing First case managers work with participants to get emergency and other needs met, including immediate mental and physical health needs (through Bluegrass.org and HealthFirst, among others). The basic needs of food, clothing and shelter are provided, regardless of whether the person agrees to be housed.

The Vulnerability Index not only helps prioritize participants, but also signals need for other assessments for housing, resource, and support service needs. The Hope Center is experienced in comprehensive needs assessments, and the development and implementation of participant service plans which are agreed upon by participants and updated as goals change. Hope Center is also experienced in working with teams of service providers, including Bluegrass.org, HealthFirst, and others.

Many homeless service providers in Lexington have participated in Housing First Pilot Program. Partners may include the referral source, mental health providers, substance abuse service providers, housing providers, case managers, and others who may be members of participants support or community group. The Housing First Partner Team meets on a regular basis to serve Housing First clients.

Research (Ryncarson, S., Barrett, B., Clark, C., 2010, page 10) identified the key components of a model Housing First service array to be: 24-7 crisis support, Psychological

services, Employment/vocational skills, Building social skills/social networks, Money management, Medication management, and Independent living skills. Hope Center provides these key components through case management, through its existing programs, and through collaboration with community providers. The Housing First program maintains a case management ratio of one case manager per 10 participants (1:10), allowing case managers enough time to meet the needs of their clients no matter the level of intensity needed. Hope Center provides the model service array as listed through case management (24-7 crisis support, building social skills/social networks, money management, independent living skills), partnerships with community providers (psychological (mental health) services, medication management), and through its own resources (employment services, money management - including payee services - and other life skills). In addition, Hope Center provides advocacy in Mental Health Courts for legal issues, referrals and consultations with Greenhouse 17 for domestic violence issues, and facilitates access to Hope Center's Hispanic program, Employment program, Veterans program, and other tailored support to increase housing stability as needed.

The Hope Center **Mental Health Program** serves men who are homeless and have chronic mental illness. Simply helping a mentally ill person move from the street into a shelter can be life-saving; and with mental health care, homeless persons with severe mental illness can begin to stabilize. The mental health team not only helps clients to secure permanent housing but also provides ongoing support, including payee services and counseling, to help ensure their success.

Mental Health Program staff are experienced in engaging homeless persons who have chronic mental illness, and providing stabilization, housing, and other. The team provides a wide variety of services, directly and through integrated referral/service provision. Services include

psychiatric assessment and evaluation, medication assistance and monitoring, case management, life skills training, housing support services, service referrals with follow-along case management, and transportation assistance. Long-term success entails helping each client reach his potential for self-sufficient living. Each client is different, and some need more assistance than others in order to live independently. The effort made by the Mental Health team often involves months of work, even years in some cases. The mental health program delivers more than 35,600 services annually through nearly more than 8,100 client visits.

If the project will utilize a street outreach team, identify who will lead that team (provide resume if person is identified or job description if they are to be hired).

The street outreach team will be led by a Street Outreach Program Coordinator, to be hired. The Street Outreach Program Coordinator will be responsible for identifying unsheltered individuals living in the community; assisting them, whenever feasible, in obtaining housing in the community; coordinating services; and providing ongoing support and case management services. This position will directly supervise the Street Outreach Peer Specialist, to be hired. The Program Coordinator qualifications include Bachelor's degree in Social Work, Psychology, Counseling, or related field preferred, with mental health experience preferred; and a valid driver's license with acceptable driving record. A Street Outreach Peer Specialist will also be hired. The Street Outreach Peer Specialist will act as a member of the street outreach team, and will assist the Street Outreach Program Coordinator in identifying and screening potential participants in the program, conduct active outreach to engage individuals living on the streets or in shelters to identify referrals, and other duties related to the Street Outreach Program. ***Full job descriptions are included with this application – please see Contents.***

The outreach team may also ask staff from other agencies who specialize in particular subpopulations (youth, families, or Veterans, for example), and/or representatives from the Office of the Sheriff or Lexington Police Department (for safety, as needed) to accompany it on assertive outreach.

Identify any people and/or organizations who have committed to participate with that team and describe their roles and experience with any particular subpopulation.

Those who have committed to participate in the project include Arbor Youth (which provides services for at-risk children, youth and families, including street outreach and emergency shelter street outreach, emergency shelter, and transitional living plans with 18-24), AIDS Volunteers of Lexington (AVOL) (which provides housing and supportive services to low income people living with HIV/AIDS and also provides free testing and outreach to at-risk populations), Beacon Property Management (which manages 272 units of affordable housing in the community, and works with Hope Center to provide housing through the Housing First program), Bluegrass.org (which assists individuals, children, and families in the enhancement of their well-being through mental health, intellectual and developmental disabilities, and substance abuse service; and was recently awarded a grant to provide intensive services – including case management – to chronically homeless persons with substance abuse, mental illness, or co-occurring disorders); Canaan House (which provides housing for severely mentally ill adults), Community Action Council (which provides comprehensive services for low income people, and provides permanent housing for homeless people), Community Inn (which provides emergency shelter and other services), Eastern State (which provides an extensive range of inpatient mental health services to adults, including both acute and long-term inpatient psychiatric treatment, specialized services for individuals with acquired brain injuries, and long-term care for those

with psychiatric disabilities requiring nursing facility level of care), Greenhouse 17 (which addresses intimate partner violence through an array of crisis intervention and stabilization services, including a 24-hour hotline, emergency shelter, legal advocacy, individual and group support, medical and dental treatment, budget and credit counseling, supportive housing services, and transportation assistance), HealthFirst Bluegrass (which provides quality medical, dental, pharmacy and support services to homeless and other low income people), Lexington Rescue Mission (which provides community meals, clothing, transportation assistance, medical care, employment training and staffing, community resource referral, and case management to homeless people, in addition to transitional housing for men in recovery) Lighthouse Ministries (which provides housing and support for men, and educational and psychological support for people who are in need of drug, alcohol and vocational rehabilitation), New Beginnings (which provides community-based, recovery-oriented housing and supportive services to persons with severe mental illness), Salvation Army (which provides comprehensive shelter and support for homeless families), the Sheriff's Office, and Volunteers of America (which operates a 40-bed Homeless Veterans Transition Facility at the Leestown Campus of the Lexington VA Medical Center, in partnership with the VAMC).

If the organization provides any current level of street outreach then describe that service and explain how this project will be an addition/expansion...

Hope Center currently provides street outreach during cold weather to bring people in to shelter. It also provides outreach through the Hope Mobile. This project is different in that it provides coordinated, assertive street outreach that is ongoing with the goal of permanent housing, and includes outreach not only through referral to shelter or services, but also through the first 6 months of permanent housing.

Identify the project director and include a resume/CV. Identify where the project will be housed within the organization's structure.

The Project Director will be David Shadd, who will coordinate services, supervising two Street Outreach staff (to be hired) and other Hope Center staff who will devote program time to the Street Outreach program (Amy Lunsford, a Hope Center employee of Beacon Properties paid in part by Beacon Properties and with access their 272 units of affordable housing in Lexington; Social Services Coordinator Shawn Luchtefeld, who is a Hope Center employee but is paid in part by HealthFirst; Janice James, Hope Center's Deputy Director who is experienced in working with numerous grant-funded programs, facilitating work with outside evaluators, and overall program management and resource coordination; HMIS staff, Accounts Payable staff, the Director of Accounting, and the CFO.).

The project will be housed under the Hope Center's division of homeless programs.

Mr. Shadd will also coordinate housing and services with the broad array of service providers who have offered their support and commitment of services to this project, including Arbor Youth, AVOL, Beacon, Bluegrass.org, Canaan House, Community Action, Community Inn, Eastern State, Greenhouse 17, HealthFirst Lexington, Lexington Rescue Mission, Lighthouse Ministries, New Beginnings, Salvation Army, Volunteers of America, the Office of the Sheriff, and countless other agencies – including faith based – which have long-standing working relationships with Hope Center and provide household needs, volunteers, and other services that help participants become stably housed, connected members of the community.

Describe the project management plan and provide a timeline for implementation.

Administrative oversight of the Hope Center Street Outreach Project will be provided by Janice James, Deputy Director and Director of the Women's Recovery Center, at .03 FTE.

David Shadd, Director of Programs, will devote .05FTE to the project, and will supervise the Street Outreach Program Coordinator and the Street Outreach Peer Specialist, to be hired. Mr. Shadd will also be responsible for coordinating HMIS requirements, including obtaining data as needed from other agencies. He will work with Ms. James and other administrative and financial staff to document and report on outputs, outcomes, match, and leverage. Hope Center management meets weekly to discuss programs and goals, and to form action plans as needed. The proposed program will be included in weekly management meetings.

Project Timeline: Upon funding notification, an announcement will be prepared and disseminated to collaborators within 24 hours. **Project Operation Start Up Period** (30 days, beginning February 15, 2016): Advertisement for staff will be prepared and published (on-line and in the newspaper) within 3 business days; and interviews/background checks will be conducted during the initial 30 days (it is anticipated that positions will be filled quickly). Hiring and orientation will be completed within 30 days, and program supplies (computers, phones, etc.) will be purchased during this time. Protocols for documentation of leverage and match will be developed, and communication protocols with other agencies for data collection will be agreed upon. The project will begin accepting referral information immediately, and will begin program implementation on or about March 15, 2016 (or 30 days from funding notification).

Project Implementation: Services will be conducted on an ongoing basis, with rapid response to referrals and ongoing assertive outreach. The VI-SPDAT will be administered as quickly as possible to each participant. Documentation of service provision (outputs and outcomes, as per chart on page 11) will begin immediately upon implementation and be ongoing; and communication with other providers will be ongoing (including referrals and communication for data collection). Program reporting and other requirements will be ongoing.

Provide a description of the applicant's experience with grants management and financial accountability.

Hope Center receives \$2,275,000 in grant funds annually from governmental, foundation, and corporate funders. On average, at any given time, Hope Center is managing more than 20 grant programs. It maintains separate cost centers for each grant funded program, and is experienced in successful grants management, reporting, communication with funding sources, and accountability. In the past 15+ years, the Hope Center has had no audit findings or exceptions.

Briefly describe the organization's history, service delivery model and philosophy, and governance structure.

Hope Center, Inc. provides a comprehensive array of programs and services to care for homeless persons and those at-risk of homelessness in Fayette County. Through the provision of life-sustaining and life-rebuilding services, Hope Center addresses the underlying causes of homelessness such as substance abuse, mental illness, life management skills, issues related to employability, and access to permanent housing. Established in 1993 in response to needs identified by a city taskforce, Hope Center serves approximately 2,200 clients annually.

Programs and services include emergency shelter, gender-specific Recovery Programs, mental health services with interim housing, employment programs, Transitional Housing Programs, a health clinic, a Hispanic Program, mobile outreach, a Recovery Program offered at the Fayette County Detention Center, social services, and permanent housing. Most Hope Center clients have multiple needs for assistance to help them achieve lasting self-sufficiency, and Hope Center makes every effort to implement programs and services that are evidence-based, responsive and tailored to individual needs.

Hope Center's service delivery model and philosophy is in keeping with its mission: "To care for homeless and at-risk persons by providing life-sustaining and life-rebuilding services that are comprehensive and address underlying causes". It is committed to implementing an assertive Street Outreach model in the proposed program.

Hope Center, Inc. is a 501(c) 3 nonprofit organization. It is governed by a Board of Directors that meets six times per year. Cecil F. Dunn, Executive Director, reports to the Board of Directors.

Describe the organization's current participation in HMIS and its plan to ensure full participation in HMIS for the proposed project.

Hope Center currently participates in HMIS, and has seven HMIS licenses. Staff who enter HMIS data have completed appropriate training. Hope Center enters HMIS data for its recovery programs, emergency shelter, mental health program, and other programs with the exception of its Detention Center Recovery program. Hope Center ensures full participation in HMIS for the proposed Street Outreach program, and understands that full HMIS participation is required for funding.

Partnerships and Match/Leverage

Hope Center has met the full match and leverage requirements outlined in Section 2.2 of the Request for Proposals; and has demonstrated that it is the lead entity for a project that is broad-based and inclusive.

Match: If funded, Hope Center, Inc. will provide \$17,643 in cash match (23.52% of the \$75,000 request) in Year 1, \$20,161 in cash match (26.88% of the \$75,000 request) in Year 2, and \$22,949 in cash match (30.59% of the \$75,000 request) in Year 3. The cash match (shown

in detail in the line item budget and budget narrative) is provided through allocation of staff time (salary and fringe benefits), travel, program start-up and ongoing supplies, and smart phone service. The cash match exceeds the required amount for each year. Cash match is documented in a letter from the Hope Center included with this application.

Leverage: If funded, Hope Center, Inc. will provide \$33,838 in leverage (documented in a match/leverage letter from Hope Center, Inc.), and has obtained commitments for \$70,000 annually from community service providers (documented in letters from those providers). Hope Center leverage commitment of \$33,838 includes contributed shelter days, units of permanent housing, and clothing for participants. Bluegrass.org has committed to \$50,000 annually in leverage through the provision of intensive services to 25 chronically homeless individuals/families annually (please see letter of commitment from Bluegrass.org). Volunteers of America has committed to \$20,000 annually in leverage for annually helping four homeless Veterans served by the Street Outreach Program access their Homeless Veterans Transitional Treatment Program (please see letter of commitment from Volunteers of America). The total annual committed leverage is \$103,838 annually, which is 138% each of the three grant years, exceeding in each year the required amount. *Please see Match/Leverage Letters.*

Hope Center, Inc. has clearly demonstrated that it is the **lead entity for a project that is broad-based and inclusive** through 16 letters of support and commitment to the project, including letters indicating collaboration from entities serving each of the required subpopulations. *Please see Letters of Commitment to Common Goals.*

Resources

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(2006). Unstable housing, associated risk behaviour, and increased risk for HIV infection among injection drug users. *Health & place*, 12(1), 79-85.

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Jost, J. J., Levitt, A. J., & Porcu, L. (2010). Street to home: the experiences of long-term

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available services among individuals who are chronically street homeless. *Community mental health journal*, 45(2), 144.

Lam, J. A., & Rosenheck, R. (1999). Street outreach for homeless persons with serious mental

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O'toole, T. P., Conde-Martel, A., Gibbon, J. L., Hanusa, B. H., & Fine, M. J. (2003). Health care of homeless veterans. *Journal of general internal medicine*, 18(11), 929-933.

Rynearson, S., Barrett, B., Clark, C.(2010). *Housing First: A review of the literature*. Prepared for the National Center on Homelessness among Veterans. Tampa, Florida: Louis de la Parte Florida Mental Health Institute.

Tsemberis, S., & Eisenberg, R. F. (2014). Pathways to housing: Supported housing for street-dwelling homeless individuals with psychiatric disabilities. *Psychiatric services*.

Street Outreach Program Line-Item Budget Years 1-3 Year 1

Personnel

Position	FTE Effort	Name	Annual Salary	Initial Cost	YR1 Grant	YR1 Match
Project Administrator	3%	Janice James	88,500	2,521		2,521
Project Director	5%	David Shadd	65,000	3,250	1,300	1,950
Street Outreach Program Coord.	100%	to be hired	32,000	32,000	32,000	
Street Outreach Peer Specialist	100%	to be hired	22,000	22,000	22,000	
HMIS Staff	5%	Rick Canady	26,000	1,300		1,300
Accts Payable Clerk	5%	Christina Taylor	31,000	1,550		1,550
Director of Accounting	5%	Jennifer Hertweck	67,000	3,350		3,350
Chief Financial Officer	2%	Jeff Crook	95,000	1,900		1,900
Total Staff Personnel Expense				67,871	55,300	12,571

Fringe

Includes Health Ins, Dental Ins, Disability Ins, Life Ins, FICA, 401k
33.5% is calculated on the subtotal for Total Staff Personnel Expense above

Staff Fringe Benefits/Taxes (33.5%)	Total Fringe Benefits Expense	22,737	18,445	4,292
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Travel

Staff Mileage (180 miles per month at \$.47/mile)	1,015	1,015	0
Bus Tokens (20 per month)	240	240	0
Total Travel Expense	1,255	1,255	0

Supplies

Start-up Supplies (one-time cost)	1,600	0	1,600
Program Supplies (\$200 in year 1 is one-time cost)	300	0	300
Smart Phone service	480	0	480
Total Supplies	780	0	780

Total Expenses

92,643	75,000	17,643
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Street Outreach Program Line-Item Budget Years 1-3 Year 2

Personnel

Position	FTE Effort	Name	Annual Salary	Initial Cost	YR2 Grant	YR2 Match
Project Administrator	3%	Janice James	88,500	2,521		2,596
Project Director	5%	David Shadd	65,000	3,250		3,348
Street Outreach Program Coord.	100%	to be hired	32,000	32,000	32,960	
Street Outreach Peer Specialist	100%	to be hired	22,000	22,000	22,660	
HMIS Staff	5%	Rick Canady	26,000	1,300		1,339
Accts Payable Clerk	5%	Christina Taylor	31,000	1,550		1,597
Director of Accounting	5%	Jennifer Hertweck	67,000	3,350		3,451
Chief Financial Officer	2%	Jeff Crook	95,000	1,900		1,957
Total Staff Personnel Expense				67,871	55,620	14,287
Fringe						
Includes Health Ins, Dental Ins, Disability Ins, Life Ins, FICA, 401k						
33.5% is calculated on the subtotal for Total Staff Personnel Expense above						
Staff Fringe Benefits/Taxes (33.5%)				22,737	18,633	4,786
Travel						
Staff Mileage (180 miles per month at \$.47/mile)				1,015	747	268
Bus Tokens (20 per month)				240	0	240
Total Travel Expense				1,255	747	508
Supplies						
Start-up Supplies (one-time cost)				1,600	0	0
Program Supplies (\$200 in year 1 is one-time cost)				300	0	100
Smart Phone service				480	0	480
Total Supplies				780	0	580
Total Expenses				92,643	75,000	20,161

Street Outreach Program Line-Item Budget Years 1-3
Year 3

Personnel

Position	FTE Effort	Name	Annual Salary	Initial Cost	YR3 Grant	YR3 Match
Project Administrator	3%	Janice James	88,500	2,521		2,674
Project Director	5%	David Shadd	65,000	3,250		3,448
Street Outreach Program Coord.	100%	to be hired	32,000	32,000	33,349	600
Street Outreach Peer Specialist	100%	to be hired	22,000	22,000	22,840	500
HMS Staff	5%	Rick Canady	26,000	1,300		1,379
Accts Payable Clerk	5%	Christina Taylor	31,000	1,550		1,644
Director of Accounting	5%	Jennifer Hertweck	67,000	3,350		3,554
Chief Financial Officer	2%	Jeff Crook	95,000	1,900		2,016
Total Staff Personnel Expense				67,871	56,189	15,815

Fringe

Includes Health Ins, Dental Ins, Disability Ins, Life Ins, FICA, 401k

33.5% is calculated on the subtotal for Total Staff Personnel Expense above

Staff Fringe Benefits/Taxes (33.5%)			Total Fringe Benefits Expense	22,737	18,823	5,298
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Travel

Staff Mileage (180 miles per month at \$.47/mile)

Bus Tokens (20 per month)

	1,015	0	1,015
	240	0	240
Total Travel Expense	1,255	0	1,255

Supplies

Start-up Supplies (one-time cost)

Program Supplies (\$200 in year 1 is one-time cost)

Smart Phone service

Total Supplies

	1,600	0	0
	300	0	100
	480	0	480
	780	0	580

Total Expenses

	92,643	75,012	22,949
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Street Outreach Project Budget Narrative

Personnel

Position	FTE Effort	Name	Annual Salary	Initial Cost	YR2 Grant	YR2 Match
Project Administrator	3%	Janice James	88,500	2,521		2,596
Project Director	5%	David Shadd	65,000	3,250		3,348
Street Outreach Program Coord.	100%	to be hired	32,000	32,000	32,960	
Street Outreach Peer Specialist	100%	to be hired	22,000	22,000	22,660	
HMIS Staff	5%	Rick Canady	26,000	1,300		1,339
Accts Payable Clerk	5%	Christina Taylor	31,000	1,550		1,597
Director of Accounting	5%	Jennifer Hertweck	67,000	3,350		3,451
Chief Financial Officer	2%	Jeff Crook	95,000	1,900		1,957
Total Staff Personnel Expense				67,871	55,620	14,287

NARRATIVE: Role and responsibilities of each position.

Project Administrator, Janice James, MSW, at .05 FTE. Ms. James will provide support with participation in the evaluation, program development, coordination of services with partners, and other project support as needed.

The **Street Outreach Project Director** (David Shadd) will coordinate services, supervising two street outreach staff (to be hired) and other Hope Center staff who will devote program time to the Street Outreach Project. The project director will also coordinate services and housing with the many Housing First community collaborators.

The **Street Outreach Program Coordinator** will be responsible for identifying unsheltered individuals living in the community; assisting them, whenever feasible, in obtaining housing in the community; coordinating services; and providing ongoing support and case management services. This position will directly supervise the Street Outreach Peer Specialist, to be hired.

The **Street Outreach Peer Specialist** will act as a member of the street outreach team, and will assist the Street Outreach Coordinator in identifying and screening potential participants in the program, conduct active outreach to engage individuals living on the streets or in shelters to identify referrals, and other duties related to the Street Outreach Program.

5% of existing **HMIS staff** time will be allocated to this project for data collection, HMIS input and other reporting requirements.

Accounts Payable Clerk reviews all invoices for the entire organization. She reviews costs for each program and trends in spending; codes each invoice by program; and produces checks for payment. 5% of her time is allocated to this project.

Director of Accounting, Jennifer Hertweck, will devote 5% FTE to the project and provide accounting oversight, reporting, and program accounting functions.

The **Chief Financial Officer** is responsible budgeting and review of all expenses for each program. He maintains grant reporting and compliance issues regarding all grants. He will maintain financials for the project as he does for each of the organization's programs.

Street Outreach Project Budget Narrative

Fringe			
Includes Health Ins, Dental Ins, Disability Ins, Life Ins, FICA, 401k 33.5% is calculated on the subtotal for Total Staff Personnel Expense above			
Staff Fringe Benefits/Taxes (33.5%)	Total Fringe Benefits Expense	22,737	18,633
			4,786
NARRATIVE: Hope Center employees receive fringe benefits at the agency rate of 33.5% of salaries. Fringe benefits are calculated on the percentage of time devoted to the Street Outreach Project.			
Travel			
Staff Mileage (180 miles per month at \$.47/mile)	1,015	747	268
Bus Tokens (20 per month)	240	0	240
	Total Travel Expense	1,255	747
			508
NARRATIVE: Purpose and cost of travel			
Staff Mileage: Calculated at 180 miles per month X 47 cents per mile = \$1,015 annually			
Bus Tokens: Calculated at 20 per month X \$1 per token = \$240 annually			
Supplies			
Start-up Supplies (one-time cost)	1,600	0	0
Program Supplies (\$200 in year 1 is one-time cost)	300	0	100
Smart Phone service	480	0	480
Total Supplies	780	0	580
NARRATIVE: Purpose and cost of travel			
Start-up Supplies: \$800 each 2 staff-includes 2 computers, 2 smart phones			
Program supplies: Includes consumable supplies such as paper, ink, postage, etc estimated to be \$300 in year 1 and \$100 in both year 2 and 3			
Smart Phone service: Estimated at \$40/month for an annual cost of \$480			
Total Expenses	92,643	75,000	20,161

Street Outreach Project Budget Narrative

Personnel

Position	FTE Effort	Name	Annual Salary	Initial Cost	YR1 Grant	YR1 Match
Project Administrator	3%	Janice James	88,500	2,521		2,521
Project Director	5%	David Shadd	65,000	3,250	1,300	1,950
Street Outreach Program Coord.	100%	to be hired	32,000	32,000	32,000	
Street Outreach Peer Specialist	100%	to be hired	22,000	22,000	22,000	
HMIS Staff	5%	Rick Canady	26,000	1,300		1,300
Accts Payable Clerk	5%	Christina Taylor	31,000	1,550		1,550
Director of Accounting	5%	Jennifer Hertweck	67,000	3,350		3,350
Chief Financial Officer	2%	Jeff Crook	95,000	1,900		1,900
Total Staff Personnel Expense				67,871	55,300	12,571

NARRATIVE: Role and responsibilities of each position.

Project Administrator, Janice James, MSW, at .05 FTE. Ms. James will provide support with participation in the evaluation, program development, coordination of services with partners, and other project support as needed.

The **Street Outreach Project Director** (David Shadd) will coordinate services, supervising two street outreach staff (to be hired) and other Hope Center staff who will devote program time to the Street Outreach Project. The project director will also coordinate services and housing with the many Housing First community collaborators.

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The **Street Outreach Peer Specialist** will act as a member of the street outreach team, and will assist the Street Outreach Coordinator in identifying and screening potential participants in the program, conduct active outreach to engage individuals living on the streets or in shelters to identify referrals, and other duties related to the Street Outreach Program.

5% of existing **HMIS staff** time will be allocated to this project for data collection, HMIS input and other reporting requirements.

Accounts Payable Clerk reviews all invoices for the entire organization. She reviews costs for each program and trends in spending; codes each invoice by program; and produces checks for payment. 5% of her time is allocated to this project.

Director of Accounting, Jennifer Hertweck, will devote 5% FTE to the project and provide accounting oversight, reporting, and program accounting functions.

The **Chief Financial Officer** is responsible budgeting and review of all expenses for each program. He maintains grant reporting and compliance issues regarding all grants. He will maintain financials for the project as he does for each of the organization's programs.

Street Outreach Project Budget Narrative

Fringe			
Includes Health Ins, Dental Ins, Disability Ins, Life Ins, FICA, 401k 33.5% is calculated on the subtotal for Total Staff Personnel Expense above			
Staff Fringe Benefits/Taxes (33.5%)	Total Fringe Benefits Expense	22,737	18,445
			4,292
NARRATIVE: Hope Center employees receive fringe benefits at the agency rate of 33.5% of salaries. Fringe benefits are calculated on the percentage of time devoted to the Street Outreach Project.			
Travel			
Staff Mileage (180 miles per month at \$.47/mile)	1,015	1,015	0
Bus Tokens (20 per month)	240	240	0
	Total Travel Expense	1,255	1,255
			0
NARRATIVE: Purpose and cost of travel			
Staff Mileage: Calculated at 180 miles per month X 47 cents per mile = \$1,015 annually			
Bus Tokens: Calculated at 20 per month X \$1 per token = \$240 annually			
Supplies			
Start-up Supplies (one-time cost)	1,600	0	1,600
Program Supplies (\$200 in year 1 is one-time cost)	300	0	300
Smart Phone service	480	0	480
Total Supplies	780	0	780
NARRATIVE: Purpose and cost of travel			
Start-up Supplies: \$800 each 2 staff-includes 2 computers, 2 smart phones			
Program supplies: Includes consumable supplies such as paper, ink, postage, etc estimated to be \$300 in year 1 and \$100 in both year 2 and 3			
Smart Phone service: Estimated at \$40/month for an annual cost of \$480			
Total Expenses	92,643	75,000	17,643

Street Outreach Project Budget Narrative

Personnel

Position	FTE Effort	Name	Annual Salary	Initial Cost	YR3 Grant	YR3 Match
Project Administrator	3%	Janice James	88,500	2,521		2,674
Project Director	5%	David Shadd	65,000	3,250		3,448
Street Outreach Program Coord.	100%	to be hired	32,000	32,000	33,349	600
Street Outreach Peer Specialist	100%	to be hired	22,000	22,000	22,840	500
HMIS Staff	5%	Rick Canady	26,000	1,300		1,379
Accts Payable Clerk	5%	Christina Taylor	31,000	1,550		1,644
Director of Accounting	5%	Jennifer Hertweck	67,000	3,350		3,554
Chief Financial Officer	2%	Jeff Crook	95,000	1,900		2,016
Total Staff Personnel Expense				67,871	56,189	15,815

NARRATIVE: Role and responsibilities of each position.

Project Administrator, Janice James, MSW, at .05 FTE. Ms. James will provide support with participation in the evaluation, program development, coordination of services with partners, and other project support as needed.

The **Street Outreach Project Director** (David Shadd) will coordinate services, supervising two street outreach staff (to be hired) and other Hope Center staff who will devote program time to the Street Outreach Project. The project director will also coordinate services and housing with the many Housing First community collaborators.

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The **Street Outreach Peer Specialist** will act as a member of the street outreach team, and will assist the Street Outreach Coordinator in identifying and screening potential participants in the program, conduct active outreach to engage individuals living on the streets or in shelters to identify referrals, and other duties related to the Street Outreach Program.

5% of existing **HMIS staff** time will be allocated to this project for data collection, HMIS input and other reporting requirements.

Accounts Payable Clerk reviews all invoices for the entire organization. She reviews costs for each program and trends in spending; codes each invoice by program; and produces checks for payment. 5% of her time is allocated to this project.

Director of Accounting, Jennifer Hertweck, will devote 5% FTE to the project and provide accounting oversight, reporting, and program accounting functions.

The **Chief Financial Officer** is responsible budgeting and review of all expenses for each program. He maintains grant reporting and compliance issues regarding all grants. He will maintain financials for the project as he does for each of the organization's programs.

Street Outreach Project Budget Narrative

Fringe			
Includes Health Ins, Dental Ins, Disability Ins, Life Ins, FICA, 401k 33.5% is calculated on the subtotal for Total Staff Personnel Expense above			
Staff Fringe Benefits/Taxes (33.5%)	Total Fringe Benefits Expense	22,737	18,823
			5,298
NARRATIVE: Hope Center employees receive fringe benefits at the agency rate of 33.5% of salaries. Fringe benefits are calculated on the percentage of time devoted to the Street Outreach Project.			
Travel			
Staff Mileage (180 miles per month at \$.47/mile)	1,015	0	1,015
Bus Tokens (20 per month)	240	0	240
	Total Travel Expense	1,255	0
			1,255
NARRATIVE: Purpose and cost of travel			
Staff Mileage: Calculated at 180 miles per month X 47 cents per mile = \$1,015 annually			
Bus Tokens: Calculated at 20 per month X \$1 per token = \$240 annually			
Supplies			
Start-up Supplies (one-time cost)	1,600	0	0
Program Supplies (\$200 in year 1 is one-time cost)	300	0	100
Smart Phone service	480	0	480
Total Supplies	780	0	580
NARRATIVE: Purpose and cost of travel			
Start-up Supplies: \$800 each 2 staff-includes 2 computers, 2 smart phones			
Program supplies: Includes consumable supplies such as paper, ink, postage, etc estimated to be \$300 in year 1 and \$100 in both year 2 and 3			
Smart Phone service: Estimated at \$40/month for an annual cost of \$480			
Total Expenses	92,643	75,012	22,949

Street Outreach Program Line-Item Budget Years 1-3

Personnel		FTE Effort	Annual Salary	Initial Cost	YR1 Grant	YR1 Match	YR2 Grant	YR2 Match	YR3 Grant	YR3 Match
Project Administrator	3%	Janice James	88,500	2,521	1,300	2,521	2,596	2,674		
Project Director	5%	David Shadd	65,000	3,250	32,000	1,950	3,348	3,448		
Street Outreach Program Coord.	100%	to be hired	32,000	32,000	22,000	32,960	33,349	600		
Street Outreach Peer Specialist	100%	to be hired	22,000	22,000	22,000	22,660	22,840	500		
HMIS Staff	5%	Rick Canady	26,000	1,300	1,300	1,339	1,379	1,379		
Accts Payable Clerk	5%	Christina Taylor	31,000	1,550	1,550	1,597	1,644	1,644		
Director of Accounting	5%	Jennifer Hertweck	67,000	3,350	3,350	3,451	3,554	3,554		
Chief Financial Officer	2%	Jeff Crook	95,000	1,900	1,900	1,957	2,016	2,016		
Total Staff Personnel Expense				67,871	55,300	12,571	55,620	14,287	56,189	15,815
Fringe										
Includes Health Ins, Dental Ins, Disability Ins, Life Ins, FICA, 401k										
33.5% is calculated on the subtotal for Total Staff Personnel Expense above										
Staff Fringe Benefits/Taxes (33.5%)				22,737	18,445	4,292	18,633	4,786	18,823	5,298
Travel										
Staff Mileage (180 miles per month at \$.47/mile)				1,015	1,015	0	747	268	0	1,015
Bus Tokens (20 per month)				240	240	0	0	240	0	240
Total Travel Expense				1,255	1,255	0	747	508	0	1,255
Supplies										
Start-up Supplies (one-time cost)				1,600	0	1,600	0	0	0	0
Program Supplies (\$200 in year 1 is one-time cost)				300	300	300	0	100	0	100
Smart Phone service				480	480	480	0	480	0	480
Total Supplies				780	780	780	0	580	0	580
Total Expenses				92,643	75,000	17,643	75,000	20,161	75,012	22,949

DAVID ALLEN SHADD, II
112 PERCY PLACE
GEORGETOWN, KY 40324
(859) 229-8543
dshadd@hopectr.org

Hope Center, Inc (August 2011-present)

Director of Programs

- Provide program oversight to all Hope Center Men's Programs, including Men's Recovery Program, Mental Health Program and Shelter Services
- Manage and maintain contracts with the Department of Corrections, Veterans' Affairs, HUD, and LFUCG per guidelines of each agreement
- Oversight and supervision of all activities, services, and personnel of all direct service programs at the Hope Center's Loudon Avenue locations, Hillrise Apartments and the Hope Mobile.
- Develop and/or revise, in collaboration with the Management Team, policies necessary for the effective and efficient delivery of program services.
- Supervise all program coordinators and complete annual performance evaluations
- Recruit, interview, and recommend the hiring of replacement program personnel in collaboration with program coordinators.

Eastern Kentucky University (January 2014-present)

- Part-Time Instructor for Psychology Department
- Develop and present lectures for course
- Provide guidance to students enrolled in courses
- Complete assigned trainings and attend meetings as required by department
- Utilize blackboard and textbook associated software as required by the department

Bluegrass Community and Technical College (August 2007-December 2013)

- Instructor for Introductory Psychology and Developmental Psychology courses
- Develop and present lectures for course
- Provide guidance to students enrolled in courses
- Complete assigned trainings and attend meetings as required by department
- Utilize blackboard and textbook associated software as required by the department

Bluegrass Regional Mental Health/Mental Retardation Board, Inc (May 2002-August 2011)

Director at Central Triage Center at Eastern State Hospital (September 2009-August 2011)

- Provide administrative oversight for psychiatric hospital admissions and referrals
- Coordinate services with Community Mental Health Agencies and other mental health agencies to provide services
- Perform evaluations for potential admission to the hospital in accordance with KRS 202A
- Provide oversight to the 24 hour crisis line operated
- Provide oversight to the Crisis Stabilization Unit, including supervising staff and overseeing clinical services
- Developing policy and procedures for Central Triage Center, which opened in January 2010 and combined the admission office for Eastern State Hospital with the outpatient 202A evaluation processes.
- Review documentations completed by Qualified Mental Health Professionals to ensure quality of evaluations
- Meet with local judges, law enforcement and other government officials to review new procedures and to address issues and concerns related to process
- Coordinate with other hospital personnel to ensure continuity of care

Mental Health Director at Fayette County Detention Center (June 2006-March 2010)

- Coordinate mental health services for clients in a correctional setting
- Develop and implement screening tools for assessing suicide risk and need for mental health services
- Conduct court-ordered Mental Status Examinations
- Complete psychological testing and evaluations
- Complete substance abuse screenings and referrals for the Fayette County Courts
- Interview and hire mental health staff
- Provide administrative and clinical supervision to staff
- Develop and implement mental health and suicide awareness training for correctional staff
- Coordinate with outside agencies to improve follow up care and to reduce recidivism
- Analyze budget information and manage the programs finances

Mental Health Specialist/Assistant Director at Fayette Co Detention Center (Dec 03-June 06)

- Assist program director with hiring and supervision of clinical staff.
- Complete intake assessments to determine suicide risk, mental illness, and need for psychiatric referrals.
- Conduct court-ordered Mental Status Examinations
- Review recommendations of clinical staff and determine appropriate interventions for clients.
- Advise correctional staff and court system on interventions for difficult and dangerous clients.
- Collect and analyze data, design and present reports to track cost, budget compliance, etc.

- Train correctional officers on mental health issues and interventions
- Collaborate with staff psychiatrists for consultations and treatment plans.
- Consult with medical, custodial, and inmate service groups to coordinate appropriate mental health services for inmate.
- Review medical records and determine need for medications and psychiatric referrals.
- Coordinate outpatient services for treatment and housing for chronically mentally ill inmates prior to release.
- Work with community mental health and government agencies to coordinate services.

Mental Health Associate at Bluegrass Personal Care Home (May 2002-Dec 2003)

- Serve as Unit leader (duties include assigning tasks to on-duty staff, ensure safety and security of staff and patients, ensure all policies and procedures followed, and communicate concerns with supervisor and on-coming shift.)
- Serve as member of a treatment team (evaluate progress of patients, determine safety/security risks for patients, create/revise psychosocial histories and treatment plans, consult with staff psychiatrist, serve as primary clinician/therapist for assigned residents)
- Oversee daily activities of resident (evaluate progress/problems of all residents, update chart according to treatment needs, assist/supervise patients with the completion of daily tasks.)

EDUCATION

Eastern Kentucky University (May 2004)

Master of Science-Clinical Psychology

University of Kentucky (May 2002)

Bachelor of Arts-Psychology

Maysville Community College (December 2001)

Associate of Arts

Harrison County High School (1995)

PROFESSIONAL CERTIFICATIONS

Licensed Psychological Practitioner (2014-present)

Licensed Psychological Associate (2005-2014)

Kentucky Board of Examiners of Psychology

Hope Center, Inc.

Job Description

Job Title: Street Outreach Coordinator

Reports to: Director of Programs

FLSA Status: Nonexempt

Date: January 8, 2016

Summary: Identifies unsheltered individuals living in the community; assists them, whenever feasible, in obtaining housing in the community; coordinates services; and provides ongoing support and case management services.

Essential Functions and Responsibilities:

1. Coordinates services for Street Outreach Program.
2. Identifies and screens potential participants in the program.
3. Assesses homeless clients referred by service providers and serve as contact person for partners to report potential unsheltered individuals.
4. Conducts active outreach to engage individuals living on the streets or in shelters to identify referrals.
5. Works with housing providers in the community to find appropriate permanent housing.
6. Assists clients with filling out paperwork needed to facilitate finding and moving into housing.
7. Maintain contact with individuals living on the streets at least once per week.
8. Works with clients to formulate a treatment plan to help identify goals and needs that will assist with long term stability.
9. Works with landlords/housing providers to address issues to assist clients in maintaining housing.
10. Attempts to engage clients in appropriate services as determined by clients' needs and/or wishes.
11. Coordinates mental health, medical and substance abuse services with Hope Center or other community providers, as needed.
12. Provides or arranges transportation to and from services, including shelter and appointments as needed and works with clients on using public transportation, if possible.
13. Works with clients to identify local community resources as they relate to individual need.
14. Provides education, assistance on meeting basic needs and life skills as appropriate.
15. Attends weekly case management, mental health and Coordinators meetings.
16. Meets regularly with community partners to address client needs.
17. Complete VI-SPDAT on individuals living in the community.
18. Collect basic intake information to comply with HMIS data standards
19. Documents services provided in case notes and in HMIS database, as appropriate.
20. Maintains records and client data as required by agreement with LFUCG.
21. Flexible schedule of 40 hours/week with possible evening and weekend hours based on client needs.
22. Participates in rotating on-call schedule including afterhours outreach in Cold Patrol.
23. Performs outreach during inclement weather.
24. Participates in continuing education and staff training programs.
25. Adheres to all rules and procedures as stated in the Hope Center employee handbook.

Supervisory Responsibilities: Direct supervision of Street Outreach Peer Support Specialist

Education and/or Experience: Bachelor's degree in Social Work, Psychology, Counseling, or related field preferred. Mental health experience preferred.

Certificates, Licenses, Registrations: Current driver's license with acceptable driving record.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Client service – Observe strict confidentiality requirements; respond promptly to client needs; manage difficult or emotional client situations with tact.

Ethics – Treat people with respect; inspire the trust of others; work with integrity and ethically; uphold organization values.

Judgment – Exhibit sound and accurate judgment; display willingness to make decisions; support and explain reasoning for decisions; include appropriate people in decision-making process; make timely decisions.

Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments.

Teamwork - Balance team and individual needs; exhibit objectivity and openness to others’ views; give and welcome feedback; contribute to building a positive team spirit.

Adaptability – Adapt to changes in the work environment; manage competing demands; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.

Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time or notifies appropriate person with an alternate plan.

Quality – Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.

Other Skills and Abilities:

1. Work 40 hours/week, according to assigned schedule, with evening, weekend, and some holiday hours required.
2. Ability to work with persons in a manner that shows sensitivity to cultural diversity, sexual orientation, and racial/ethnic differences.

Physical Demands: While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear. Must be able to drive and get in and out of the car several times a day.

Work Environment: Varies, includes time in the elements transporting clients & performing outreach. Includes extreme weather conditions during Cold Patrol.

Other Qualifications: Must be able to pass drug screen

Signatures

This job description has been approved by all levels of management:

Manager _____

Human Resources _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

To perform this job successfully, an individual must be able to perform each essential duty and physical requirement satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change at any time with or without notice. This in no way implies a contractual agreement of any sort. Kentucky is an “at-will” state. This means that the term of employment is discretionary with either party being able to terminate employment at any time and no action may be maintained for breach of the employment contact.

Hope Center, Inc.

Job Description

Job Title: Street Outreach Peer Specialist

Reports to: Street Outreach Coordinator

FLSA Status: Nonexempt

Date: January 8, 2016

Summary: Identifies unsheltered individuals living in the community; assists them, whenever feasible, in obtaining housing in the community; coordinates services; and provides ongoing support and case management services.

Essential Functions and Responsibilities:

1. Assist Street Outreach Coordinator in identifying and screening potential participants in the program.
2. Conducts active outreach to engage individuals living on the streets or in shelters to identify referrals.
3. Works with housing providers in the community to find appropriate permanent housing.
4. Assists clients with filling out paperwork needed to facilitate finding and moving into housing.
5. Maintain contact with individuals living on the streets at least once per week.
6. Works with clients to formulate a treatment plan to help identify goals and needs that will assist with long term stability.
7. Attempts to engage clients in appropriate services as determined by clients' needs and/or wishes.
8. Coordinates mental health, medical and substance abuse services with Hope Center or other community providers, as needed.
9. Provides or arranges transportation to and from services, including shelter and appointments as needed and works with clients on using public transportation, if possible.
10. Works with clients to identify local community resources as they relate to individual need.
11. Provides education, assistance on meeting basic needs and life skills as appropriate.
12. Attends weekly case management, mental health and Coordinators meetings.
13. Meets regularly with community partners to address client needs.
14. Complete VI-SPDAT on individuals living in the community.
15. Collect basic intake information to comply with HMIS data standards
16. Documents services provided in case notes and in HMIS database, as appropriate.
17. Maintains records and client data as required by agreement with LFUCG.
18. Flexible schedule of 40 hours/week with possible evening and weekend hours based on client needs.
19. Participates in rotating on-call schedule including afterhours outreach in Cold Patrol.
20. Performs outreach during inclement weather.
21. Participates in continuing education and staff training programs.
22. Adheres to all rules and procedures as stated in the Hope Center employee handbook.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and/or Experience: Work experience or knowledge regarding people who have experienced homelessness, mental illness and/or substance abuse issues. High School Diploma or GED required.

Certificates, Licenses, Registrations: Current driver's license with acceptable driving record.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Client service – Observe strict confidentiality requirements; respond promptly to client needs; manage difficult or emotional client situations with tact.

Ethics – Treat people with respect; inspire the trust of others; work with integrity and ethically; uphold

organization values.

Judgment – Exhibit sound and accurate judgment; display willingness to make decisions; support and explain reasoning for decisions; include appropriate people in decision-making process; make timely decisions.

Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments.

Teamwork - Balance team and individual needs; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit.

Adaptability – Adapt to changes in the work environment; manage competing demands; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.

Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time or notifies appropriate person with an alternate plan.

Quality – Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality.

Other Skills and Abilities:

1. Work 40 hours/week, according to assigned schedule, with evening, weekend, and some holiday hours required.
2. Ability to work with persons in a manner that shows sensitivity to cultural diversity, sexual orientation, and racial/ethnic differences.

Physical Demands: While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear. Must be able to drive and get in and out of the car several times a day.

Work Environment: Varies, includes time in the elements transporting clients & performing outreach. Includes extreme weather conditions during Cold Patrol.

Other Qualifications: Must be able to pass drug screen

Signatures

This job description has been approved by all levels of management:

Manager _____

Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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ARBOR
YOUTH SERVICES

1000 W. MARKET STREET, SUITE 100
LEXINGTON, KY 40502
760-222-1100

1/7/2015

Mr. David Shadd, MS, LPT
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

Arbor Youth Services provides safe alternatives for at-risk children, youth and their families through services and referrals that promote positive growth and development. Our services to children, youth and families include Emergency Shelter, 24-Hour Crisis Intervention, Safe Place Services, Counseling and Case Management, Parenting Support, Independent Living Skills Development, Respite Care, Information and Referral, and Street Outreach.

We are pleased to offer our support and commitment to Hope Center, Inc. for their proposed Street Outreach Project. We have worked as a community collaborator with Hope Center for many years, particularly in providing services to youth and young adults ages 18-24.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals, and will do so by accompanying the street outreach team when needed and prioritizing assistance and referrals for unsheltered homeless people.

We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Yours truly,

Ginny Vicini
Executive Director
Arbor Youth Services



January 4, 2016

Mr. David Shadd, MS, LPT
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:


AIDS Volunteers, Inc. (AVOL) supports Hope Center, Inc.'s application to the Lexington-Fayette Urban County Government for a Street Outreach Project. We have collaborated with Hope Center for many years, and are committed to collaborating with them should this project be funded.

AVOL has been on the front lines of the HIV/AIDS epidemic for more than 25 years. We provide housing and supportive services to low-income men and women living with HIV/AIDS. AVOL operates two housing facilities: Solomon House, a long-term permanent community residence for people with AIDS, and Rainbow Apartments, a small complex of furnished units for people living with HIV/AIDS, who are transitioning from homelessness to permanent housing. Additionally, AVOL provides free HIV testing as well as HIV prevention education and outreach to those at-risk in our communities; and also serves as an important link connecting those newly diagnosed and those out of care to medical treatment and other healthcare resources.

If Hope Center's proposed Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals, and will do so by accompanying the street outreach team when needed and prioritizing assistance and referrals for unsheltered people with HIV/AIDS.

We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Yours truly,


Jon Parker
Executive Director

220 Walton Avenue, Suite 110, Lexington, KY 40502
P: 606-221-3400 F: 606-221-9744
www.avolky.org

BEACON

PROPERTY MANAGEMENT

1244 South 4th Street, Louisville, KY 40203
Phone: (502)-634-9830 Fax: (502)-634-4734

January 5th, 2016

Mr. David Shadd, MS, LPP
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

Beacon Properties is a limited-liability company founded in 1998 to develop and manage a diverse portfolio of affordable housing. SOCA^{YR} Inc. is a non-profit, 501c3, founded in 1998 to continue in the development and management of affordable housing. The Property Management Division has been successful in leasing over 50 new properties since its inception. Currently there are 60 communities comprised of 3500 housing units managed by Beacon and SOCA^{YR} Property Management. The staff of Beacon Properties is seasoned, experienced, and certified. Beacon/SOCA^{YR} Property Management currently employs 130 housing professionals at various capacities.

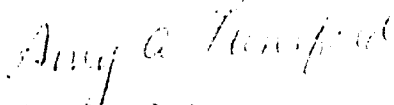
In Lexington, Beacon Properties manages 272 units of affordable housing throughout the community. Amy Lunsford, a Beacon Properties asset manager, is a Hope Center employee in partnership with Beacon. She has completed required certifications relating specifically to the affordable housing industry.

Beacon Properties wholeheartedly supports Hope Center, Inc.'s application to Lexington-Fayette Urban County Government to provide a Street Outreach Project. If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals – specifically, securing and maintain permanent housing. We will also work with the project to provide data as needed.

Further, if Hope Center is funded, Beacon (through the services of Amy Lunsford) is committed to providing immediate housing placement in one the Lexington properties under our management (including regular community apartments and apartments with sober living options) for Street Outreach participants who become Housing First participants, or for whom housing funds are available through other sources. Beacon also

commits to working with Hope Center to ensure that participants remain housed, notifying Hope Center of issues which could lead to eviction, and helping to re-house in another location prior to eviction, whenever possible.

Yours truly,



Amy Eunsford
Senior Asset Manager
Beacon/SOCAYR Property Management



January 5, 2016

Mr. David Shadd, MS, LPT
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

Bluegrass.org has served the 17-county Bluegrass Area for more than 45 years. Our system of care includes Bluegrass Comprehensive Services, which assists individuals, children, and families in the enhancement of their well-being through mental health, intellectual and developmental disabilities, and substance abuse service. We have recently been awarded a grant to provide intensive services – including case management – to chronically homeless persons with substance abuse, mental illness, or co-occurring disorders.

We are pleased to offer our support to Hope Center, Inc. for their application for a Street Outreach Project. We have worked in partnership with Hope Center, Inc. for many years, and will continue to do so if they are funded for this project. Bluegrass.org and Hope Center each provide necessary services in the care of homeless individuals with mental illness, substance abuse, and co-occurring disorders.

If Hope Center's proposal for a Street Outreach Project is funded, Bluegrass.org is committed to working with Hope Center toward a set of common goals designed to serve and house Lexington's homeless. We commit to accompanying the street outreach team when needed and prioritizing assistance and referrals for unsheltered homeless people. We will accept referrals to Bluegrass.org's mental health outreach program, and will provide intensive services to these individuals. Based on provision of services to 25 individuals/families annually, the value of these services is \$2,000 per case, for a total leveraged amount of \$50,000 annually. Further, Bluegrass.org will continue to accept referrals and provide services to Hope Center clients who are referred for mental health treatment and will provide services based on the participant's ability to pay. We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul R. Beatrice".

Paul R. Beatrice
President & CEO
Bluegrass.org

January 7, 2016

Mr. David Shadd, MS, LPT
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

Canaan House is a residential facility designed to provide safe and affordable housing for persons with severe mental illness. We afford non-judgmental, loving and life-enhancing care that affirms the self-worth and dignity of residents; and offer community education about the needs of homeless mentally ill persons and the opportunity to participate in their care. Canaan House offers a stable, personal living arrangement that combines individual attention to residents needs with few restrictions. Residents are encouraged to participate in daily living and house operations as one way to begin taking charge of their lives.

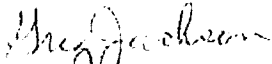
Canaan House has worked in partnership with Hope Center for many years in accepting housing referrals from Hope Center and coordinating care including case management. We strongly support Hope Center's proposal to Lexington-Fayette Urban County Government for the Street Outreach Project. Our housing is provided through 17 apartments with Section 8 vouchers.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals – specifically, providing housing and services to homeless people with severe mental illness.

If Hope Center is funded, we commit to working with Hope Center to formulate a priority protocol for Street Outreach participants who meet both Canaan House and Hope Center's Housing First Pilot Project eligibility.

We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Yours truly,


Greg Jackson,
Executive Director



Mr. David Shadd, MS, LPP
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

January 8, 2016

Dear Mr. Shadd:

Community Action Council for Lexington-Fayette, Bourbon, Harrison and Nicholas Counties (the Council) is a private, non-profit organization organized in 1965 to study the causes and effects of poverty in our communities and work toward solutions. The Council combats poverty by offering opportunities for people with low-income to achieve self-sufficiency and providing services so that each community member and family is able to reach their full potential. The Council works to serve the low-income population through advocacy, direct services and community involvement.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals, and will do so by accompanying the street outreach team when needed and prioritizing assistance and referrals for unsheltered people experiencing homelessness.

Within the last few months, the Council has expanded its rapid rehousing program to better meet the needs of individuals and families and also began operating the first emergency shelter for families in Lexington. Using these and other efforts and activities, the Council will work with Hope Center to prioritize unsheltered families through the Street Outreach Project.

The Council will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

We support Hope Center, Inc.'s application to the Lexington-Fayette Urban County Government for the Street Outreach Project. We have worked with Hope Center and the Council is represented on Hope Center's Board of Directors. Since we serve a similar population of

vulnerable citizens, we have worked together toward common goals in the community. Hope Center is an excellent applicant for the Street Outreach Project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Malcolm Ratchford', written in a cursive style.

Malcolm J. Ratchford, M.S., CCAP
Executive Director
Community Action Council
P.O. Box 11610
Lexington, KY 40576
Office: 859-244-2213
Fax: 859-244-2219
malcolm.ratchford@commaction.org

DIVINE PROVIDENCE, INC
Catholic Action Center
614 E 7TH STREET
LEXINGTON, KENTUCKY 40505
(859) 514-7210

email: godsnnet@insightbb.com

website: www.godsnnet.info

"Whatever you do for the least of my people, you do for me." Matt. 25

January 9, 2016

Mr. David Shadd, MS, LPP
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

The Community Inn's mission is to further break through the barriers encountered by those who call the streets of Lexington home. With the support of faith community and community volunteers, overnight shelter and hospitality is provided for men and women as they work to put their lives back together. With the staffing of trained, scheduled volunteers and security, the Community Inn is open seven nights a week to offer the hospitality and dignity of an air mattress with clean sheets, blankets, pillows; showers, storage of belongings for the night, fellowship and outreach to the needs of the guests along with a safe place to sleep. Nightly from 7:30-9:00pm there are classes and clinics offered: Bible Study classes, NA/AA meetings, medical clinics, legal clinics, employment clinics, and various "special events". These are scheduled weekly and offered for the guests as paths toward wholeness.

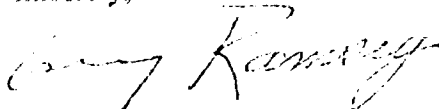
The Community Inn has worked with the Hope Center as part of the community of agencies offering emergency shelter and services to Lexington's homeless people. We support Hope Center's application to the Lexington-Fayette Urban County Government for a Street Outreach Project.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals, and will do so by accompanying the street outreach team when needed with the Compassionate Caravan and prioritizing assistance and referrals for unsheltered homeless people.

We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide access to our guests to acquire data as needed.

If you need any further information, feel free to contact me at the above email or phone.

Sincerely,



Ginny Ramsey, Director

Eastern State Hospital

Managed by UK HealthCare

Jan. 8, 2016

Mr. David Shadd, MS, LPT
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

We at Eastern State Hospital have worked successfully with Hope Center, Inc. in the provision of care to adults with mental health problems. We are committed to supporting Hope Center in its proposed Street Outreach Project, if funded. We believe this project would bring greatly needed services to Fayette County's homeless population, and that Hope Center has the experience to successfully implement this project.

The new Eastern State Hospital opened in September 2013, providing recovery-focused, individualized care in a supportive environment that features the latest in mental health treatment. Our 300,000-square-foot, 239-bed facility provides an extensive range of inpatient mental health services to adults, including both acute and long-term inpatient psychiatric treatment, specialized services for individuals with acquired brain injuries, and long-term care for those with psychiatric disabilities requiring nursing facility level of care. UK Healthcare operates and manages Eastern State Hospital, bringing clinical, research and administrative expertise to the hospital and drawing on expertise from multiple departments, including Psychiatry, Psychology, Social Work and Pharmacy, among others, to deliver recovery-focused care.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals, and will do so by collaborating with the street outreach team when needed, providing inpatient psychiatric services as appropriate and working together as a team in planning discharge. We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Yours truly,



John W. Phillips
Chief Administrative Officer

GreenHouse17

Nurturing lives
harmed by intimate partner abuse.

January 5, 2016

Mr. David Shadd, MS, LPT
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

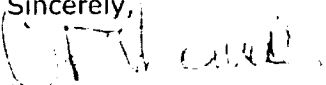
GreenHouse17 is pleased to offer our support and commitment to the success of the proposed Hope Center, Inc. Street Outreach Project. GreenHouse 17 and Hope Center have collaborated for many years in serving the most vulnerable people in Lexington/Fayette County. We look forward to working in collaboration and partnership with Hope Center when the Street Outreach Project is funded.

GreenHouse17, formerly Bluegrass Domestic Violence Program, is an advocacy agency committed to ending intimate partner abuse in families and the community. Our specially trained crisis counselors are available to help people harmed by intimate partner abuse any time of the day, every day of the year. Our main facility is situated on a beautiful 40-acre property in rural Fayette County. From this location and three other offices in our service area, we provide an array of crisis intervention and stabilization services including a 24-hour hotline, emergency shelter, legal advocacy, individual and group support, medical and dental treatment, budget and credit counseling, supportive housing services, and transportation assistance.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals. Further, we commit to working with Hope Center to provide our services to homeless victims of intimate partner violence, especially those who are unsheltered. We will provide priority emergency shelter and will accompany the street outreach team as needed.

We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

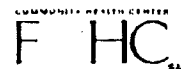
Should you have any questions related to this letter of support and partnership, please contact me directly at 859-519-1903 or by email at the address included with my signature.

Sincerely,

Darlene Thomas
Executive Director
dthomas@greenhouse17.org

PHONE 859.233.0657
FAX 859.519.1938
P.O. Box 55190
Lexington, KY 40555

2015-2016
800.544.2622
www.greenhouse17.org

Formerly Bluegrass Domestic Violence Program



Our mission is to provide quality health care for all who need us

January 4, 2016

Mr. David Shadd, MS, LPT
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

HealthFirst Bluegrass offers quality medical, dental, pharmacy and support services to the underserved population in Lexington. HealthFirst Bluegrass is a non-profit Federally Qualified Health Center (FQHC) that provides affordable healthcare for everyone, regardless of ability to pay. We accept Medicaid, Medicare and private insurance. Uninsured patients' fees for services provided are based on the patient's household income and family size in accordance with our sliding fee schedule with funding made possible by the Health Resources and Services Administration (HRSA). To ensure continuation of care for our patients, HealthFirst Bluegrass encourages prompt referral and consultation with private Physicians and Public Health specialists.

HealthFirst Bluegrass is pleased that Hope Center, Inc. is submitting a proposal to Lexington-Fayette Urban County Government for a Street Outreach Project. We strongly support this proposal, having worked closely with Hope Center for many years because of the serious health implications associated with homelessness – which can lead to early death if medical care is not available. HealthFirst operates a Healthcare for the Homeless (HCH) Clinic located at Hope Center; and is committed to continue to provide excellent health services to homeless clients, including Street Outreach participants.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals, and will do so by accompanying the street outreach team when needed and prioritizing assistance and referrals for unsheltered homeless people.

Evidence of our commitment to the Hope Center in general, is that we contribute to the salary of Shawn Luchtefeld, Hope Center's Social Services Coordinator. Mr. Luchtefeld is integral in screening individuals who come to the Emergency Shelter and referring them for health services, as well as working with individuals to access insurance, Social Security (including Social Security Disability Insurance), other entitlements, and other financial resources.

Yours truly,

A handwritten signature in black ink, appearing to read 'BR', is written over a horizontal line.

Brent Rafferty
Interim Executive Director



444 Glen Arvin Ave. • P.O. Box 1050 • Lexington, KY 40588

Phone: (859) 381-9600 • Fax: (859) 381-9603 • www.lexingtonrescue.org

January 6, 2016

Mr. David Shadd, MS, LPP
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

I am writing to express my full support of the Hope Center's application to the Lexington-Fayette Urban County Government for a Street Outreach Project.

Since 2001, Lexington Rescue Mission has reached out to those who are struggling with homelessness in our community. We provide community meals, clothing, transportation assistance, medical care, employment training and staffing, community resource referral, and case management to people who are on the streets.

We also operate a transitional house called The Potter's House for men recovering from drug and alcohol addictions. Geared toward men who have participated in a recovery program and achieved at least 30 days of sobriety, The Potter's House provides a safe living environment where these men can practice recovery principles, be held accountable, and learn how to live a sober, healthy life. Last year, we provided transitional housing for 35 homeless men.

If the Hope Center's Street Outreach Project is funded, we commit to working with the Hope Center toward a set of common goals and will do so by supporting the street outreach team when needed and prioritizing assistance and referrals for unsheltered homeless people. We will also work with the Street Outreach Project in the identification and referral of unsheltered people and will work with the project to provide data as needed.

Sincerely,

Jim Connell
Executive Director



January 7, 2016

Mr. David Shadd, MS, LPT
 Director of Programs
 Hope Center, Inc.
 P.O. Box 6
 Lexington, KY 40588

Dear Mr. Shadd:

The Lighthouse Ministries is a non-profit, faith-based organization dedicated to reaching the low and moderate income population of Lexington, and the Fayette County area, by providing free meals for people in need, and also by providing housing and support for men who are disadvantaged, whether due to recent imprisonment, drug-related issues, or poverty. The lighthouse also provides educational and psychological support for people who are in need of drug, alcohol and vocational rehabilitation.

We support Hope Center, Inc.'s application to the Lexington-Fayette Urban County Government for a Street Outreach Project. We have collaborated with Hope Center for many years, and are committed to working with them toward the success of this project.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals, and will do so by accompanying the street outreach team when needed and prioritizing assistance and referrals for unsheltered homeless people.

We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Yours truly,

A handwritten signature in black ink that reads "Valerie Henderson". The signature is written in a fluid, cursive style.

Valerie "Tay" Henderson
 Executive Director

185 Elm Tree Lane, Lexington, Ky 40507 PO Box 54495, Lexington, Ky 40555
 Office: 859-259-3434 Fax: 859-226-9362

NEW BEGINNINGS, BLUEGRASS, INC.

3131 Custer Drive, Suite 9, Lexington, KY 40517 Phone: (859) 245-2400 Fax: (859) 245-2443

January 4, 2016

Mr. David Shadd, MS, LPP
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

New Beginnings, Bluegrass, Inc. is pleased to support the Hope Center's proposal to Lexington-Fayette Urban County Government (LFUCG) for the Street Outreach Project. This project will fill an existing gap in services for Lexington's homeless population – particularly unsheltered homeless individuals and families. For many years, New Beginnings and Hope Center have worked diligently to serve these vulnerable individuals and our efforts will be strengthened by the addition of this valuable program.

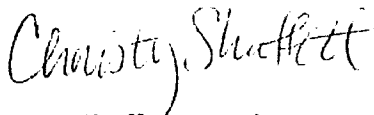
New Beginnings provides community-based, recovery-oriented housing and supportive services to persons with serious mental illness in the least restrictive environment possible. We offer a variety of housing programs ranging from staffed residences with 24 hour supervision to outreach services offering periodic supports to individuals living independently in the community.

If Hope Center is awarded funding for this project, New Beginnings will commit to collaborating with them to formulate a priority protocol for participants who meet both New Beginnings and Street Outreach Project eligibility for housing and services. We will commit to a set of common goals, and will do so by working in partnership with the outreach team providing services to this participant as needed.

New Beginnings receives Community Development Block Grant (CDBG) funding from LFUCG to operate a program that provide financial supports and services to individuals with serious mental illness who are homeless and at-risk of becoming homeless. We will commit to prioritizing Hope Center's Street Outreach Project participants who meet our program's eligibility requirements.

We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Yours truly,



Christy Shuffett, M.Ed.
Executive Director

ANDRÉ COX
General



COMMISSIONER BARRY C. SWANSON
Territorial Commander

THE SALVATION ARMY

"Founded 1865 by William & Catherine Booth"
Central Kentucky Area Services

736 West Main Street

Lexington, Kentucky 40508-2096

www.SalvationArmyLex.org

Phone: (859) 252-7706 • Fax: (859)252-6341

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Major Thomas L. Hinzman

Major Susan M. Hinzman

SERVING

Fayette County

Jessamine County

Scott County



BOYS & GIRLS CLUB
OF THE BLUEGRASS



January 5, 2016

Mr. David Shadd, MS, LPT

Director of Programs

Hope Center, Inc.

P.O. Box 6

Lexington, KY 40588

Dear Mr. Shadd:

The Salvation Army's goal for homeless people is to enable our residents to become self-sufficient and obtain permanent housing. We operate homeless programs with a total bed capacity of 162 and numerous cribs at our Lexington Campus. Services include Emergency Shelter/Hanger Lodge for women and children; Way House Transitional Living Center/Step Up Program for single women from our Emergency Shelter who have acquired income and moved to the transitional phase; and Booth Units for single men with children.

Our case managers assess the individual needs of each resident and work with residents to develop an action plan. During our resident's stay, they receive three meals per day, comfort supplies, access to laundry facilities and bus passes. We provide many other vital services, including case management, mental health counseling, job training in collaboration with other agencies, referral services, assistance in obtaining housing and jobs, life skills and computer classes, transportation, child care and after-school programs, medical clinic through a partnership with University of Kentucky's College of Medicine, Safe Haven support group for individuals in recovery, and Bible study and Spiritual counseling. A variety of group programs are offered through the life skills training program. They include: job readiness, housing, parenting, money management, nutrition, computer lab, substance abuse awareness and education.

If Hope Center's Street Outreach Project is funded, we commit to providing emergency shelter to single women and women with children, and to men with children.

Sincerely,

Major Thomas L. Hinzman

Area Coordinator

Central Kentucky Area Services



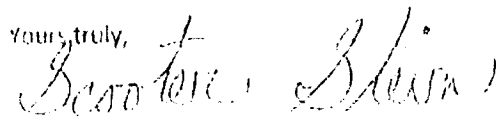
OFFICE OF THE SHERIFF
FAYETTE COUNTY
Kathy H. Witt
SHERIFF

January 5th, 2016

Mr. David Shadd, MS, LPP
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

The Office of the Fayette County Sheriff is pleased that Hope Center, Inc. is submitting a proposal to Lexington-Fayette Urban County Government for a Street Outreach Project. We strongly support this proposal, having worked closely with Hope Center for many years to address the needs of homeless people in Fayette County.

If Hope Center's Street Outreach Project is funded, we are committed to working with Hope Center toward a set of common goals of identifying unsheltered homeless people and linking them with shelter and services. We will accompany the street outreach team when needed, and will work with the Street Outreach Project in the identification and referral of unsheltered people. We will also work with the project to provide data as needed.

Yours truly,


Scooter Stein

Community Outreach Coordinator, Office of Fayette County Sheriff

03-SS-A-16

January 4, 2016

Mr. David Shadd, MS, LPP
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

Throughout the Commonwealth of Kentucky, Volunteers of America Mid-States helps real people facing real challenges to find real and lasting solutions. Through research-driven programming, our services address Veteran services, family homelessness, addiction, developmental disabilities, HIV, low-income seniors, and other issues facing individuals and communities.

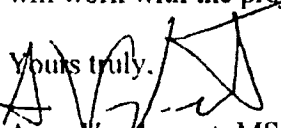
We are pleased to offer our support for Hope Center, Inc.'s application to the Lexington-Fayette Urban County Government for the Street Outreach Project. We have worked with Hope Center through the years to improve life for vulnerable populations in Lexington.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals, and will do so by accompanying the street outreach team when needed and prioritizing assistance and referrals for unsheltered homeless people.

Further, VOA MID will commit to working with Hope Center to help homeless veterans access our Supportive Services for Veteran's Families Program, access to permanent housing vouchers through housing choice vouchers, and our Homeless Veterans Transitional Treatment Program. If VOAMID services 4 Street Outreach participants annually, the value of this leveraged resources is estimated at \$5,000 per participant, or \$20,000 annually.

We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Yours truly,


Anne Vandervort, MSW
Director of Regional Services Eastern Division
Volunteers of America Mid-States
501 W6th Street STE 250
Lexington KY 40508
859-254-3469 ext 236



**HOPE Center
Personnel Policies**

**Effective Date: 4/1/96
Revised Date:**

**Section 1.2
Page 1 of 2**

GENERAL PROVISIONS

Equal Employment Opportunity

- 1.2 (1) **The HOPE Center will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.**
- 1.2 (2) **This policy applies to all areas of employment, including recruitment, hiring training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.**
- 1.2 (3) **It is the policy of the HOPE Center to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). The HOPE Center will not discriminate against any qualified employee or job applicant with respect to all terms, privileges, or conditions of employment because of a person's physical or mental disability. Reasonable accommodations will be made when necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.**
- 1.2 (4) **Equal employment opportunity notices will be posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and lists the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.**
- 1.2 (5) **The Executive Director is primarily responsible for compliance in equal opportunity matters. All employees are required to support and assist in the commitment of the HOPE Center to equal employment opportunity for all.**

**Hope Center
Personnel Policies**

**Effective Date: 4/1/96
Revised Date: 7/22/99**

**Section 1:2
Page 2 of 2**

GENERAL PROVISIONS

**Equal Employment Opportunity
Continued**

- 1.2(6) Any employee, including managers, involved in discriminatory practices will be subject to disciplinary action up to and including termination.

WORKFORCE ANALYSIS FORM

Name of Organization: Hope Center, Inc.

Date: 1 / 12 / 2016

Categories	Total	White		Latino		Black		Other		Total	
		M	F	M	F	M	F	M	F	M	F
Administrators	7		6				1				
Professionals	17	6	9			1					
Superintendents											
Supervisors	5	2				2	1				
Foremen											
Technicians											
Protective Service											
Para-Professionals	21	5	5			4	7				
Office/Clerical											
Skilled Craft	24	7	1			12	4				
Service/Maintenance	4	3				1					
Total:	78	23	21			20	13				

Prepared by: Jeff Crook, CFO
Name & Title

AFFIDAVIT

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

1. His/her name is Jeff Crook and he/she is the individual submitting the proposal or is the authorized representative of Hope Center, 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.

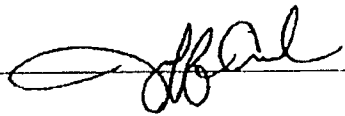
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

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.



STATE OF Kentucky

COUNTY OF Jessamine

The foregoing instrument was subscribed, sworn to and acknowledged before me by Jeff Crook on this the 12th day of January, 2016.

My Commission expires: 4-6-2019

Melinda Easterling
NOTARY PUBLIC, STATE AT LARGE

10 531273

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:

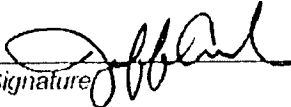
The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

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

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

Signature 

Hope Center, Inc.
Name of Business



Hope Center
Emergency Shelter
(859) 252-7881

January 12, 2016

Don and Cathy
Jacobs House

Jacobs Hope
Cafeteria
(859) 543-2222

To Whom It May Concern:

George Privett
Recovery Center
(859) 225-4673

Ball-Quantrell Jones
Center for Women
(859) 252-2002

Hope Center, Inc. is submitting this proposal for RFP #58-2015 Street Outreach Project. Based on information from Lexington Fayette Urban Government on October 9, 2014 the NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION and related forms are not applicable if the applicant is not contracting with any subcontractors for any goods or services. Because of this, related forms are not included with this proposal. However, please note that Hope Center, Inc. will be happy to provide any information needed upon request.

One Parent
Scholar House
(859) 252-4828

Sincerely,

Hope Center
Recovery Program
Lexington-Fayette
County Detention
Center
(859) 425-2700
ext. 7372 - Women
ext. 7389 - Men

Jeff Crook
Chief Financial Officer

Hill Rise Place
(859) 255-8077

Barbara Hardwick
Rouse House
(859) 252-2002

SHELTER

FOOD

CLOTHING

RECOVERY

EMPLOYMENT

HOUSING

HEALTH

MENTAL HEALTH

SOCIAL SERVICE

OUTREACH

CHILD
DEVELOPMENT

EDUCATIONAL
SUPPORT

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.

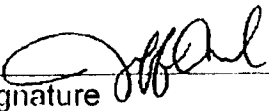
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
- (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according 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 1/12/16

NOTE:

Two of the letters included as Match/Leverage Letters (Bluegrass.org and Volunteers of America) were also included in the section Commitment to Common Goals, since they contain that language. They are provided again in this section for clarity, along with Hope Center, Inc. letter of commitment for cash match and leverage.



January 12, 2016

Hope Center
Emergency Shelter
(859) 252-7887

Don and Cathy
Jacobs House

Jacobs Hope
Cafeteria
(859) 543-2222

George Privett
Recovery Center
(859) 225-4673

Ball-Quantrell Jones
Center for Women
(859) 252-2002

One Parent
Scholar House
(859) 252-4828

Hope Center
Recovery Program
Lexington-Fayette
County Detention
Center
(859) 425-2700
ext. 7372 - Women
ext. 7389 - Men

Hill Rise Place
(859) 255-8077

Barbara Hardwick
Rouse House
(859) 252-2002

SHELTER

FOOD

CLOTHING

RECOVERY

EMPLOYMENT

HOUSING

HEALTH

MENTAL HEALTH

SOCIAL SERVICE

OUTREACH

CHILD
DEVELOPMENT

EDUCATIONAL
SUPPORT

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

To Whom It May Concern:

Hope Center, Inc. is submitting a proposal to the Lexington-Fayette Urban County Government for #57-2015 Street Outreach Project. If funded, Hope Center, Inc. commits to the following:

Cash Match

In Year 1 of the Street Outreach Project, Hope Center, Inc. will contribute \$17,643 in cash match, which is 23.52% of the request of \$75,000. The required cash match for Year 1 is 0%.

In Year 2, Hope Center will contribute \$20,161, which is 26.88% of the request of \$75,000. The required cash match for Year 2 is 15%.

In Year 3, Hope Center will contribute \$22,949, which is 30.59% of the request of \$75,000. The required cash match for Year 3 is 30%.

Leverage

In addition to annual leverage for each of the three years of the Street Outreach Project committed to the project by community partners (Bluegrass.org - \$50,000 annually and Volunteers of America - \$20,000 annually), Hope Center, Inc. will contribute \$33,838 annually in leverage. This leverage will be contributed shelter days for participants (average 7 days (including cold weather stays) X \$27.80 per day X 30 participants, for a total of \$5,838; and 2 units of housing (via the Housing First program vouchers) annually, \$12,000; and clothing (valued at \$10 per item, X 10 items per person, X 4 occurrences annually, for a total of \$16,000.

Sincerely,

Jeff Crook
Chief Financial Officer



January 5, 2016

Mr. David Shadd, MS, LPT
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

Bluegrass.org has served the 17-county Bluegrass Area for more than 45 years. Our system of care includes Bluegrass Comprehensive Services, which assists individuals, children, and families in the enhancement of their well-being through mental health, intellectual and developmental disabilities, and substance abuse service. We have recently been awarded a grant to provide intensive services – including case management – to chronically homeless persons with substance abuse, mental illness, or co-occurring disorders.

We are pleased to offer our support to Hope Center, Inc. for their application for a Street Outreach Project. We have worked in partnership with Hope Center, Inc. for many years, and will continue to do so if they are funded for this project. Bluegrass.org and Hope Center each provide necessary services in the care of homeless individuals with mental illness, substance abuse, and co-occurring disorders.

If Hope Center's proposal for a Street Outreach Project is funded, Bluegrass.org is committed to working with Hope Center toward a set of common goals designed to serve and house Lexington's homeless. We commit to accompanying the street outreach team when needed and prioritizing assistance and referrals for unsheltered homeless people. We will accept referrals to Bluegrass.org's mental health outreach program, and will provide intensive services to these individuals. Based on provision of services to 25 individuals/families annually, the value of these services is \$2,000 per case, for a total leveraged amount of \$50,000 annually. Further, Bluegrass.org will continue to accept referrals and provide services to Hope Center clients who are referred for mental health treatment and will provide services based on the participant's ability to pay. We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul R. Beatrice".

Paul R. Beatrice
President & CEO
Bluegrass.org

January 4, 2016

Mr. David Shadd, MS, LPP
Director of Programs
Hope Center, Inc.
P.O. Box 6
Lexington, KY 40588

Dear Mr. Shadd:

Throughout the Commonwealth of Kentucky, Volunteers of America Mid-States helps real people facing real challenges to find real and lasting solutions. Through research-driven programming, our services address Veteran services, family homelessness, addiction, developmental disabilities, HIV, low-income seniors, and other issues facing individuals and communities.

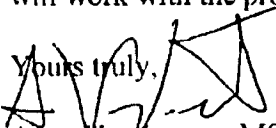
We are pleased to offer our support for Hope Center, Inc.'s application to the Lexington-Fayette Urban County Government for the Street Outreach Project. We have worked with Hope Center through the years to improve life for vulnerable populations in Lexington.

If Hope Center's Street Outreach Project is funded, we commit to working with Hope Center toward a set of common goals, and will do so by accompanying the street outreach team when needed and prioritizing assistance and referrals for unsheltered homeless people.

Further, VOA MID will commit to working with Hope Center to help homeless veterans access our Supportive Services for Veteran's Families Program, access to permanent housing vouchers through housing choice vouchers, and our Homeless Veterans Transitional Treatment Program. If VOAMID services 4 Street Outreach participants annually, the value of this leveraged resources is estimated at \$5,000 per participant, or \$20,000 annually.

We will also work with the Street Outreach Project in the identification and referral of unsheltered people, and will work with the project to provide data as needed.

Yours truly,


Anne Vandervort, MSW
Director of Regional Services Eastern Division
Volunteers of America Mid-States
501 W6th Street STE 250
Lexington KY 40508
859-254-3469 ext 236

