



LEXINGTON

*Homelessness Prevention
& Intervention*

Background

The Lexington-Fayette Urban County Government has established the Extended Social Resource (ESR) Grant Program to provide funds to various non-profits that provide important social services to the community. This Program supplements and supports the work of the Council by fulfilling an important and vital public purpose. The Council separates the emergency overnight shelter priority area from the ESR Program to create two distinct components: a Community Based Initiatives program, administered by the Department of Social Services and an emergency shelter program administered by the Office of Homelessness Prevention and Intervention (OHPI).

The administration and management of the emergency shelter program is more efficiently performed by the Office of Homelessness Prevention and Intervention, which was created for the purpose of coordinating Lexington's efforts to end homelessness. The Lexington-Fayette Urban County Government's Homelessness Prevention and Intervention Board identifies non-profits in the community that provide emergency shelter for those experiencing homelessness and that qualify for funding in accordance with the Lexington-Fayette County Continuum of Care (CoC).

The Council established a funding goal for each grant year of at least one percent (1%) of general fund revenues collected from the last full fiscal year. Of that, Council sets that forty percent (40%) of the total amount shall be allocated for the emergency shelter component. This 40% will include funding for all emergency shelters in Fayette County, even those previously funded outside of the ESR program.

Emergency shelter contracts will be awarded to eligible applicants to assist in operating an emergency shelter in alignment with the goals of the Lexington-Fayette County Continuum of Care, the Office of Homelessness Prevention and Intervention and the LFUCG Homelessness Prevention & Intervention Board. This is a purchase service agreement with terms set by LFUCG. LFUCG intends to fund any organization which operates a rapid resolution, housing-focused emergency shelter that assists individuals and families to exit into permanent housing quickly.

This cycle of Extended Social Resource Program funding will accept proposals for both day shelters and overnight emergency shelters. The Office of Homelessness Prevention and Intervention recognizes the need for shelter options to be available 24/7/365 in order to meet essential needs and to facilitate connection to housing-focused services in a manner that is flexible and low-barrier.

Instructions

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

Proposal Deadline – 2 P.M. ON APRIL 30, 2026

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

1.0 GENERAL PROVISIONS

1.1 Funding

The funding period is for length of the analysis and completed recommendations, not to exceed two (2) years. Second year funding is contingent on budget allocations as adopted by the LFUCG Council.

LFUCG will make awards to multiple agencies with varying amounts based on scoring.

1.2 Proposal Submission

In order to be considered, proposals must be received by the 2 p.m. deadline on April 30, 2026. The proposal must contain the required documents and respond to each of the required narrative questions to be complete.

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 Manager of the Office of Homelessness Prevention & Intervention.

1.3 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.

1.4 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.

1.5 Timeline

This Request for Proposals is being released on March 26, 2026, and is made available to the public and all potentially eligible applicants.

Completed proposals are due no later than 2 p.m. on April 30, 2026, 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 May 29, 2026. This timeline is subject to change without notice.

No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

1.6 Evaluation

Proposals will be evaluated by a neutral panel, the Program Performance & Evaluation Committee of the LFUCG Homelessness Prevention & Intervention/Continuum of Care Board, all of whom have some expertise in the field of human services but no affiliation with any applicant.

Scoring criteria are outlined in Section 4.0 Evaluation.

1.7 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.

1.8 Reporting

The funded project will be required to submit quarterly financial and project timeline reports. 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.

2.0 PROPOSAL FORMAT

The Proposer must submit the proposal via the LFUCG's Procurement Software at <https://lexingtonky.ionwave.net/Login.aspx>. Adherence to the proposal format by all proposers will ensure a fair evaluation regarding the needs of the CoC. Proposers not following the prescribed format will be deemed non-responsive.

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 3.0 and utilizing format described below (15 pages or less)
 - Double spaced
 - Single sided
 - Times New Roman 12-point font with 1-inch margins
 - Page numbers in bottom right corner of complete submission

3.0 MINIMUM ELIGIBILITY CRITERIA/REQUIREMENTS

Applicants for emergency shelter funding must meet or agree to implement the following items. Submission of a proposal constitutes agreement to these terms:

- All shelter guests must be entered into the Kentucky Homeless Management Information System (KYHMIS) database. If the organization is a Victim Service Provider, the requirement for a comparable database must be fulfilled. All emergency shelter program-specific data elements and timeliness must comply with the LFUCG Homelessness Prevention and Intervention Board's [Data Quality Plan](#).
- Shelters must participate fully in the Lexington's Housing Triage System, our community's Coordinated Entry System. For shelters, this means conducting the CoC's common assessment tool for guests who have reached an appropriate length of stay/participation¹, entering those guests into the Lexington CoC Coordinated Entry project in KYHMIS, and meeting all responsibilities outlined in [Lexington Housing Triage System Policies & Procedures](#) adopted by the LFUCG Homelessness Prevention & Intervention Board.
- Shelters must comply with LFUCG Homelessness Prevention and Intervention Board's Anti-Discrimination Policies to ensure that they do not contribute to unlawful gaps in access based on race, ethnicity, gender identity, sexuality, or other demographics, as defined by federal, state, and local laws and ordinances. Shelters will have a culture that exhibits cultural competency and responsiveness.

4.0 EVALUATION

4.1 General Shelter Operations

15 points

The following information is required in order to evaluate capacity and scope of programming and ensure a balance of shelter options for various sub-populations of people experiencing homelessness. While the overall narrative score is a major factor in funding recommendations, LFUCG will also consider factors such as ensuring availability of critical services and an adequate number of emergency shelter beds for vulnerable populations.

- Provide a description of the shelter including:
 - shelter operating hours;
 - population(s) served, including any special populations served;
 - shelter rules and procedures (**submit documentation**);
 - how basic needs are met such as meals and personal care;
 - operating hours outside of nighttime shelter, i.e. are staff operating during the day;
 - general staffing description for the shelter.
- Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? (**submit documentation**)

¹ Best practice recommends that individuals/households would access shelter for a period of 14 days prior to assessing for Coordinated Entry. This allows for self-resolution and diversion/rapid resolution and ensures case management staff maintain capacity to meet shelter needs.

- What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? **(submit documentation)**
- Are expectations of guests clearly communicated and easily accessible for review by guests? **(submit documentation of communication process)**
- What policies and resources does the shelter have to facilitate communication with persons of limited English proficiency and/or disabilities that might require accommodation? **(submit documentation)**
- How does the shelter meet the needs of persons with disabilities, including those with mobility limits or those requiring use of medical equipment?
- What specific practices help ensure that the shelter exhibits cultural competency and provides appropriate protections for shelter seekers across demographic differences?
- Does the shelter involve guests in governance and operations? **(submit documentation)**

4.2 Rapid Resolution and Housing-Focused

25 points

Up to 25 points will be awarded to applicants demonstrating a shelter project that emphasizes a rapid resolution and housing-focused approach. This means a plan is presented for how the organization works with guests to develop and implement a housing plan, including diversion techniques, and how quickly people move to permanent housing.

Narrative for this section should address all of the following prompts:

- Does your shelter's process for accessing shelter assess options for diverting from shelter? What policies, scripts, or other resources does your shelter utilize to assess and facilitate diversion?
- Does your emergency shelter's diversion approach include, when needed, financial assistance, mediation, housing navigation, legal assistance, or other supports?
- What role do mainstream programs play in supporting shelter seekers and diversion efforts?
- How does your emergency shelter provide immediate assistance and link guests with housing options within the first 14 days of a shelter stay/participation?
- How does your emergency shelter use data routinely to detect trends, identify frequent users, and monitor housing success and other performance measures?
- How does your emergency shelter coordinate with the broader homelessness response system to engage in system-level planning?
- Does your emergency shelter assess and address the safety risks of persons fleeing intimate partner violence?
- Describe how shelter guests are assigned case management and detail how case management is provided in your shelter. What days/times are case managers available to assist guests? How often do case managers discuss housing options with guests? Are there any prerequisites for guests to access case management? What is the overall capacity of case management services and the caseload ratios per case manager?

- How and when do the conversations about obtaining housing begin? Do case managers utilize best practices when working with clients, such as Trauma-Informed Care? What training does the shelter provide/require of case management staff on evidenced based practices?
- How will shelter staff members or volunteers help shelter guests access documents required for housing (birth certificates, Social Security cards, etc.) when needed?

4.3 Low-Barrier Implementation

25 points

Up to 25 points will be awarded to applicants based on an evaluation of the shelter's commitment to a low-barrier model. Low-barrier shelter is a critical piece in the homeless assistance approach that prioritizes providing people experiencing homelessness with shelter as quickly as possible – and then providing voluntary supportive services as needed. A low-barrier shelter is one which has only the least restrictive entry criteria necessary to ensure health and safety in the facility.

Narrative for this section should address all of the following prompts:

- Does the shelter set only minimal and reasonable requirements for guests, and does the shelter enforce these requirements in a fair and transparent way? **(submit documentation)**
- Does your emergency shelter have minimal expectations or requirements of people seeking shelter? **(submit documentation)**
- Does your shelter welcome self-defined family and kinship groups to seek shelter together?
- Can your emergency shelter identify financial resources that can support the adoption of low-barrier policies and practices and support extended or flexible hours and adapted service-delivery models?
- Does your shelter accommodate pets?
- Does the shelter make accommodations to store belongings and, if so, how?
- Do your shelter's intake processes and housing navigation services coordinate closely with community-based outreach services and Coordinated Entry?
- Does your shelter create flexible and predictable access for people seeking shelter?
- Are guests required or requested to contribute funds or labor to remain in the shelter? **(submit documentation of any program fees or volunteer time required)**
- Are guests required or requested to leave the shelter during any portion of operating hours?
- Are guests required to participate in classes or programs as a condition of remaining in the shelter?
- Describe the process followed to determine whether someone is admitted or removed from the shelter and appeals available to those denied access. Applicants should include with their proposal a copy of written operational procedures for denial of services. This includes drug testing. **(submit documentation)**
- How many participants were restricted, denied access, or banned in the past 12 months for reasons described above? What is the shelter's process for reviewing restrictions/bans and allowing guests to return?

4.4 Results and Outcomes

20 Points

Applicants will be evaluated based on actual results from the previous year. LFUCG will utilize access to KYHMIS or a VSP comparable database for organizations with prior year participation. **ONLY** non-participating, first-time applicants should provide a narrative describing outcome targets and actual results for relevant existing shelter. If the organization has not operated an emergency shelter in the past year, the organization may submit performance reports for any transitional housing, rapid rehousing, or permanent supportive housing program.

The OHPI reserves the right to negotiate final targets. Results will be evaluated based on reports from the KYHMIS or VSP comparable database, not agency records.

- Submit reports from January 1, 2025, to December 31, 2025:
 - CoC APR

Reports will be reviewed to assess performance on measures including data quality and timeliness, length of participation/stay, and exits to permanent housing. System-level data will also be reviewed to assess how the shelter contributes to Coordinated Entry access and returns to homelessness.

4.5 Budget

15 points

Every community, including Lexington, faces the challenge of ensuring that shelter capacity is scaled to meet local need and that it is financed accordingly. This does assume that we should expand emergency shelter for those in the community that are currently experiencing unsheltered homelessness.

In making decisions regarding necessary capacity, LFUCG will consider how a broad range of changes and improvements within their crisis response systems will impact need and demand for emergency shelter, including: increased emphasis on diversion strategies and services; reductions in the length of time it takes for guests to move from shelter to permanent housing, including through expanded rapid resolution interventions; removal of barriers to entry; and increased emphasis on long-term or frequent users of emergency shelter.

Complete this table by indicating the total in the column to the right, then respond to the narrative prompts below:	Total
***Number of individual beds available:	
***Number of units available for families, if applicable:	
If day shelter, number of guests that can be accommodated:	
Funds requested from LFUCG:	
Average daily census for individuals based on KYHMIS data:	
Average daily census for families based on KYHMIS data:	
If day shelter, average daily census/persons served:	
Total annual budget for shelter (all funding sources):	
% LFUCG investment (LFUCG Request/Total Budget * 100):	

- ***Total beds above exclude any overflow capacity such as mats on the floor, sleeping in lobbies, dining room chairs or overflow into other buildings owned by partners such as churches or other

non-profits. Also exclude beds reserved for/supported by Department of Corrections, Veterans Administration, Department of Community Based Services, or other funding sources.

- Please describe all funding sources other than LFUCG that are included in your total emergency shelter budget.

Proposals should include a separate line-item budget and budget narrative on the included forms and will be evaluated based on reasonableness of expenses and overall feasibility. Budgets should reflect all projected program revenue and expenses of the project.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable). The budget narrative should also clearly indicate whether expanded supportive services will be provided by the proposing organization or a third-party contractor and the amount of LFUCG grant money anticipated to be used for these services.

Staff Salaries – Identify each position allocated for the shelter, role in the shelter and percentage of FTE allocated.

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

Consultant Services – Describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – Describe the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs to the Total Program Budget. Identify any office or program space in an LFUCG owned building, and describe in detail, including building address, approximate square footage utilized by your agency, rent/lease fees charged by LFUCG, and any other costs (monthly utilities, etc.) reimbursed to LFUCG.

Direct Client Benefit – Describe any funds directly assisting client households such as stipends or financial assistance used to divert households from shelter or exit households to permanent housing. Applicants should include: what type of scholarships, stipends, or assistance will be provided; the number of persons or households to receive funds; the maximum benefit amount per recipient and the basis for computation.

Operating Expenses – Break down costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project. For each item identify the category, such as “rent,” and a brief justification of the amount requested.

- Applicants will be assessed upon how well their shelter project’s budget leverages other funding sources and directly facilitates outcomes such as diversion and rapid exit.