Exhibit A

Lexington-Fayette
Urban County Government

Request for Proposals

The Lexington-Fayette Urban County Government hereby requests proposals for **#18-2024 Community Wellness & Safety – Extended Social Resources (ESR) Grant Program** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received through Ion Wave until **2:00 PM**, prevailing local time, on **April 25, 2024.** All forms and information requested in RFP #18-2024 must be included and attached in Response Attachments tab in Ion Wave.

Proposals received after the date and time set for opening proposals will not be accepted. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted in Ion Wave before the date and time set for opening proposals.

Proposals, once submitted, may not be withdrawn for a period of one hundred twenty (120) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

The Lexington-Fayette Urban County Government encourages the participation of minority- and women-owned businesses in Lexington-Fayette Urban County Government contracts. This proposal is subject to Affirmative Action requirements attached hereto.

Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

Laws and Regulations

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

> "During the performance of this contract, the contractor agrees as follows:
>
> > (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
> >
> > (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;
> >
> > (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and
> >
> > (4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers'

representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding $250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

LFUCG Non-Appropriation Clause

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

Contention Process

Vendors who respond to this invitation have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the Director of Procurement resulting from this invitation.

Notice of contention with the RFP process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his/her

contention with the RFP process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Procurement shall promptly respond in writing findings as to the compliance with RFP processes. If, based on this review, a RFP process irregularity is deemed to have occurred the Director of Procurement will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a RFP recommendation must be filed within 3 business days of the RFP recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Procurement shall in writing, affirm or withdraw the recommendation.

SELECTION CRITERIA:

1.	**Program Proposal & Design**	
1.1	Needs Statement	15
1.2	Service Delivery Model	15
1.3	Client Eligibility & Requirements	5
1.4	Evidence-Based/Best Practice	10
		Subtotal 45
2.	**Program Measures & Evaluation**	
2.1	Service Efficacy & Desired Outcomes	10
2.2	Client Empowerment & Community Impact	10
5.3	Data Assessment & Quality Improvement	10
		Subtotal 30
3.	**Capacity & Sustainability**	
5.3.1	Staff Qualifications & Experience	5
5.3.2	Partnership & Resource Leverage	5
5.3.3	Outreach & Inclusion Strategy	15
		Subtotal 25
	TOTAL	**100**

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

The LFUCG reserves the right to request clarification of any proposal from prospective vendors, or to interview any vendor to further discuss their submitted proposal. The LFUCG further reserves the right to select more than one vendor as a preliminary finalist that will be required to make an oral presentation to the LFUCG. The LFUCG reserves the right to amend its final scoring of the proposals based upon information provided

during such a presentation as long as the proposal does not materially differ from the written proposal submitted by the vendor.

Questions shall be submitted via IonWave at: https://lexingtonky.ionwave.net

Affirmative Action Plan

All vendors must submit as a part of the proposal package the following items to the Urban County Government:

1. Affirmative Action Plan for his/her firm;
2. Current Work Force Analysis Form;

Failure to submit these items as required may result in disqualification of the submitter from award of the contract. All submissions should be directed to:

Director, Division of Procurement
Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor
Lexington, Kentucky 40507

All questions regarding this proposal must be directed to the Division of Procurement, (859)-258-3320.

AFFIDAVIT

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

1. His/her name is DARLENE THOMAS and he/she is the individual submitting the proposal or is the authorized representative of GREENHOUSE17, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

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

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

_____

STATE OF _____

COUNTY OF _____

The foregoing instrument was subscribed, sworn to and acknowledged before me by _____ on this the _____ day of _____, 20__.

My Commission expires: _____

_____
NOTARY PUBLIC, STATE AT LARGE

EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.

- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.

- Section 503 of the Rehabilitation Act of 1973 states:

  The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.

- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

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

****

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

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

_____	GREENHOUSE17
Signature	*Name of Business*

WORKFORCE ANALYSIS FORM

Name of Organization: GREENHOUSE17

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-America n (Not Hispanic or Latino		Native Hawaiia n and Other Pacific Islander (Not Hispanic or Latino		Asian (Not Hispanic or Latino		America n Indian or Alaskan Native (not Hispanic or Latino		Two or more races (Not Hispanic or Latino		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	12		12														12
Professionals	57	5	42		5		4		1							5	52
Superintendents																	
Supervisors																	
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenance	1	1														1	
Total:	70	6	54		5		4		1							6	64

Prepared by: CORISSA PHILLIPS, EXTERNAL RELATIONS DIRECTOR **Date:** 04 / 22 / 24

(Name and Title)

Revised 2015-Dec-15

Firm Submitting Proposal: GREENHOUSE17

Complete Address: 4400 BRIAR HILL ROAD, LEXINGTON 40516

Street City Zip

Contact Name: DARLENE THOMAS Title: EXECUTIVE DIRECTOR

Telephone Number: 859-519-1903 Fax Number: _____

Email address: dthomas@greenhouse17.org

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

   The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.

3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.

4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.

5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.

6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked “modifications of proposal”.

7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.

8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,

10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.

11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.

12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

(1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties

(2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.

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

to a delivery schedule fixed by the contract;

(c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;

(d) Failure to diligently advance the work under a contract for construction services;

(e) The filing of a bankruptcy petition by or against the contractor; or

(f) Actions that endanger the health, safely or welfare of the LFUCG or its citizens.

B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent**,** Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. Assignment of Contract: The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.

14. No Waiver: No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.

15. Authority to do Business: The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must

be signed by a duly authorized officer, agent or employee of the Respondent.

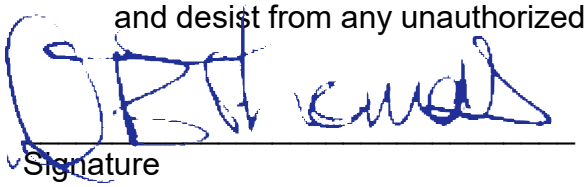
16. Governing Law: This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

17. Ability to Meet Obligations: Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.

18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.

19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.

20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.



Signature

4/22/24

Date

LEXINGTON
Social Services

Lexington-Fayette Urban County Government
Request for Proposals

Extended Social Resources (ESR) Grant Program
Priority Area: Community Wellness & Safety

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

Eligibility

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

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

Proposal Deadline – 2:00 PM EST April 25th, 2024.
Proposals received after this deadline or incomplete proposals will not be considered.

1.0 GENERAL INFORMATION & SCOPE

1.1 **Background**

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

This grant cycle shall cover Fiscal Years 2025 and 2026 (July 1, 2024 – June 30, 2026), and will award grants between the four Funding Priorities, which each have separate required Proposal Submittals and criteria, and awarded on an approximate scale, listed below.

Funding Priority Area: Community Wellness & Safety

Projected funding is approximately $950,000 of total ESR Grant Program Community Based Initiatives Award. This amount is subject to change upon Council ratification of the Fiscal Year 2025 Budget.

LFUCG seeks to strengthen and enhance Community Wellness and Safety by supporting programs and services addressing ***Substance Use Disorder and Community Violence Intervention.*** LFUCG intends to award grants for priority-rated programs and services based on documentation of marginalized client populations and articulated individual and community outcomes. The program should utilize best practices and evidence-based models when engaging, assessing, intervening, and terminating services with underserved population groups.

2.0 GENERAL PROVISIONS

2.1 **Purpose**

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)3** tax exempt status and with a physical business or program site location in Fayette County (hereinafter, referred to as "Applicant") for ESR funding for FY2025 & 2026 (July 1, 2024 – June 30, 2026). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS, other than overhead required to support the subject program.**

2.2 **Funding Period**

The funding period is from July 1, 2024 through June 30, 2026.

2.3 **ESR Grant Informational Workshop**

The Department of Social Services conducted a meeting on March 26th, 2024 that provided potential proposers with an overview of the proposal and review process, instructions on completing the RFP, and presentation of funding priorities.

2.4 **Proposal Submission**

All Submissions must be uploaded to the LFUCG procurement website at https://lexingtonky.ionwave.net by **April 25th, 2024 before 2:00 PM EST**. The Submission shall include an enclosed form that shall contain the required documents, and respond to one or more established funding priorities.

Proposal submissions containing significant omissions of required information will be considered non-responsive and removed from the RFP funding process on the application deadline date (April 25th, 2024). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness and penalties will be determined by the LFUCG Division of

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

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

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

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

2.5 **Acceptance/Rejection of Submissions**

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

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

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

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

2.6 **Inquiries/Questions**

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:
Todd Slatin, Director
Division of Procurement 200 E. Main Street, Lexington, KY 40507
E-mail: tslatin@lexingtonky.gov Phone: (859) 258-3320
Deadline for questions is April 22nd, 2024 at 2:00 PM EST

3.0 FUNDING PROCESS

3.1 Timeline

This Request for Proposals is being released on **March 28th, 2024**, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Zoom on Thursday, April 18th, 2024 at 3:00 PM EST**

Click here to Join Technical Q&A Zoom Meeting

https://bit.ly/ESR25TechQA

Meeting ID: 865 6201 4467

Passcode: 781099

This meeting will be open to the public and any potentially eligible applicants are invited to attend and

ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals must be submitted **no later than 2 PM on Thursday, April 25th, 2024,** and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation in April and May 2024 immediately following the proposal due date, with the intention to make funding announcements approximately in late May, 2024. This timeline is subject to change without notice.

Successful applicants shall be contacted to negotiate a funding agreement with expectations that an award be in place for the funded programs to begin operations by July 1, 2024. No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

3.2 Evaluation

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

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

3.3 Reporting

The funded project will be required to submit regular progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by the Department of Social Services, as will due dates and submission process. Failure to submit complete reports on time will delay processing of grant payments and may affect the grantee's competitiveness for any future funding opportunities with LFUCG.

4.0 PROPOSAL FORMAT

Proposal Submittal Forms must be uploaded to https://lexingtonky.ionwave.net before the 2:00 PM EST April 25th, 2024 deadline. Late submissions will not be considered for funding.

5.0 SCORING CRITERIA/EVALUATION

Please see attached **Proposal Submittal form** to respond to the following; the **Proposal Submittal form** is the document that shall be completed with your responses and then uploaded as your RFP submittal. **You will need to save the PDF formatted Proposal Submittal form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**

ESR Grant Program RFP Criteria

		Points
5.1	**Program Proposal & Design**	
5.1.1	Needs Statement	15
5.1.2	Service Delivery Model	15
5.1.3	Client Eligibility & Requirements	5
5.1.4	Evidence-Based/Best Practice	10
		Subtotal 45
5.2	**Program Measures & Evaluation**	
5.2.1	Service Efficacy & Desired Outcomes	10
5.2.2	Client Empowerment & Community Impact	10
5.2.3	Data Assessment & Quality Improvement	10
		Subtotal 30
5.3	**Capacity & Sustainability**	
5.3.1	Staff Qualifications & Experience	5
5.3.2	Partnership & Resource Leverage	5
5.3.3	Outreach & Inclusion Strategy	15
		Subtotal 25
	TOTAL	**100**

Funding Priority Area: Community Wellness & Safety

Projected funding is $950,000 of ESR Grant Program – Community Based Initiatives

LFUCG seeks to strengthen and enhance Community Wellness and Safety, by supporting programs and services addressing ***Substance Use Disorder and Community Violence Prevention.*** LFUCG intends to award grants for priority-rated programs and services based on documentation of marginalized client populations and articulated individual and community outcomes. The program should utilize best practices and evidence-based models when engaging, assessing, intervening, and terminating services with underserved population groups.

- **Substance Use Disorder**, which includes prevention of alcohol and drug abuse; prevention and treatment of addictive disorders through programs and services for individuals who suffer from these disorders; and harm reduction.
- **Community Violence Prevention**, which includes **Youth Violence Intervention,** including Gang & Gun Violence, Child Abuse & Neglect Services, Sexual Violence Prevention, Elder Abuse Prevention, Suicide Prevention and Intimate Partner Violence Prevention and Stalking.

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

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement 15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

5.1.2 Service Delivery Model 15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

5.1.3 Client Eligibility and Requirements 5 Points

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

5.1.4 Evidence-Based/Best Practice 10 Points

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are proposing is best-practice.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes 10 Points

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

5.2.2 Client Empowerment & Community Impact 10 Points

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

5.2.3 Data Assessment & Quality Improvement 10 Points

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency, including a language access plan; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

6.0 Program Budget Summary Form

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(which will be the total amount of FY25 ESR grant request)*

Budget Form will be for Fiscal Year 2025 ESR Request only. Funds awarded for Fiscal Year 2026 shall be the same amount as awarded for Fiscal Year 2025, and contingent on Council approval of the Fiscal Year 2026 budget.

Exhibit B

RFP-18-2024
GreenHouse17 Inc
Supplier Response

Event Information

Number: RFP-18-2024
Title: Community Wellness & Safety
Type: Request For Proposal
Issue Date: 3/28/2024
Deadline: 4/25/2024 02:00 PM (ET)

Contact Information

Contact: Todd Slatin
Address: Central Purchasing
Government Center Building
200 East Main Street
Lexington, KY 40507
Phone: (859) 2583320
Fax: (859) 2583322
Email: tslatin@lexingtonky.gov

GreenHouse17 Inc Information

Address: PO Box 55190
Lexington, KY 40555-5190
Phone: (800) 544-2022
Web Address: www.GreenHouse17.org

ONLY ONLINE BIDS WILL BE ACCEPTED! By submitting your response, you certify that you are authorized to represent and bind your company and that you agree to all bid terms and conditions as stated in the attached bid/RFP/RFQ/Quote/Auction documents.

Corissa A. Phillips
Signature

cphillips@greenhouse17.org
Email

Submitted at 4/25/2024 12:01:31 PM (ET)

Response Attachments

GreenHouse17 - RFP 18-2024 CWS RFP Packet - final.pdf

GreenHouse17 - RFP 18-2024 CWS RFP Packet

Citations - Children's Safe Exchange and Visitation Program.pdf

Citations - Children's Safe Exchange and Visitation Program.pdf

PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: GreenHouse17

Mailing Address: PO Box 55190; Lexington, KY 40555-5190

Street Address: 4400 Briar Hill Road; Lexington, KY 40516

Phone: (800) 544 - 2022

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a Gold Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No

*Note: Agencies **must** have a Gold Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.*

Website Address: GreenHouse17.org

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

Darlene Thomas, Executive Director, 859-519-1903, dthomas@greenhouse17.org

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

Corissa Phillips, External Relations Director, 859-519-1904, grants@greenhouse17.org

Program Information

Name of program for which funds are being requested: **Children's Safe Exchange & Supervised Visitation**

Total Funding Amount Requested: $ **39361**

RFP #18-2024 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement **15 Points**

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

Kentucky's rate of domestic violence is the second-highest in the nation (1). Fayette County residents filed 1,320 petitions for protective orders last year (2). More than a thousand reports of child abuse in the context of domestic violence are substantiated in Fayette County annually, and domestic violence is documented in a third of Kentucky's child fatalities and near fatalities (3,4).

A recent statewide needs assessment conducted by the Kentucky Court of Justice identified critical concerns about the frequency of unsupervised visitations in custodial cases with significant evidence of abuse (5). Too often these custodial exchanges and visitations typically occur in parking lots or homes of family members, dangerous solutions given the likelihood of escalated domestic violence during the months following separation. Consider, for example, that violations of protective orders comprise 30% of criminal domestic violence charges in central Kentucky courts, and a recent national report concludes a child is killed by a separating or divorcing parent every six days in the United States (6,7).

As the primary service provider for domestic violence victims in Fayette County, GreenHouse17 operates Lexington's only no-fee supervised visitation and safe exchange program for adults and children fleeing domestic violence. The vast majority of children participating in the program are younger than 12 years of age. Additional victimization is documented in 70% of children served, with sexual abuse and parental kidnapping being most common (8).

Parents and children fleeing domestic violence in our community deserve better.

5.1.2 Service Delivery Model **15 Points**

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

The program will provide 3,500 safe exchanges and visitations for 300 children, 150 custodial parents, and 150 non-custodial parents annually. This goal will be accomplished through at least 15 safe custodial exchanges and 50 one-hour supervised visitations with non-custodial parents each week. Services are provided from a 1,500 sq ft space at the Parkside development on Cross Keys Road. This facility, specifically designed for the program, includes four visitation rooms, a small kitchen, bathroom facilities, reserved parking spaces for custodial exchanges, and administrative offices.

Safety is the utmost priority. While the service space is warm and friendly, a variety of measures ensure children and adults are protected from harm. Exterior entries are secured by electric deadbolt locks released from inside the facility or keypad code. Surveillance cameras monitor the parking lot, entryways, and service spaces. Staggered arrival and departure times avoid contact between parents. A specially trained monitor supervises each visitation and exchange to observe, document and, if necessary, intervene for the duration of the service. A contracted off-duty police officer maintains on-site security. Policies establish expectations for safety and define procedures to regain control should violence occur. These measures allow non-custodial parents to participate while abiding by court orders for no contact with the custodial parent.

Age appropriate safety planning is provided for parenting victims and their children throughout program participation. Referrals to additional supportive services provided by GreenHouse17 and community partners address barriers to stability after surviving abuse. Examples include transportation assistance, legal advocacy, support groups, and housing assistance.

5.1.3 Client Eligibility and Requirements **5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

Program eligibility requires court order by the Family Court Division of the Fayette County Circuit Court or Department of Community Based Services. Separate program intakes are conducted with custodial and non-custodial parents to establish these and other agreements that promote physical and emotional safety during program participation:

• To arrive on time and notify the program of planned cancellations;
• To the ban of weapons on the service property;
• To the use of a metal detecting wand upon entrance to the service facility;
• To fair and respectful interaction with children, program staff, and security professionals;
• To not be impaired by alcohol or other substances during visits and exchanges;
• To silence phones during visits and exchanges;
• To avoid negative comments about the other parent and conversation about litigation with the children;
• To not request program staff pass notes or information between parental parties;
• To allow program staff to inspect cards and gifts before being given to children; and
• To inform program staff of any concerns for safety during program participation.

Children may accompany custodial parents during program intakes for introduction to the service site and program staff, an especially important experience for adolescents. Although services are always provided free of charge for parenting victims, the court occasionally holds abusers accountable by requiring a sliding-scale fee for services that seldom exceeds $25 per visit or exchange. These court-ordered fees, if paid in full, would total less than 1% of the program budget.

5.1.4 Evidence-Based/Best Practice **10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

The program was developed to align with "Safe Havens: Supervised Visitation and Safe Exchange Guiding Principles," a best-practice manual published by the U.S. Department of Justice Office to establish standards for practice across these six key areas:

1. Equal regard for the safety of adult victims and their children;
2. Understanding of the dynamics of domestic violence;
3. Respectful and fair interaction that accounts for the abuse;
4. Value for multiculturalism and diversity;
5. Community collaboration to ensure holistic response to the abuse; and
6. Meaningful advocacy to link children and adult survivors to community-based support services.

Per these guiding principles, program participation does not require mediation between parties, parent education programs, or family counseling. Policies establish clear expectations to ensure no confidential information is shared with law enforcement or the courts. Although attorneys may obtain a court subpoena for service records, agreements made by both parental parties during service intakes strictly limit the information that provided.

The program is also committed to trauma-informed care. This best-practice approach, supported by The National Network to End Domestic Violence, supports self-determination and decision-making; honors the physical and mental impact of trauma; and avoids re-traumatization in lives harmed by domestic violence.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

The broad goal of the safe exchange and supervised visitation program is to honor the importance of the parent-child bond without children worrying about conflict and abuse. Individualized goals are established with adult participants during program intake, but common examples include timely arrivals for scheduled visitations and exchanges; completion of safety plans with parenting victims and children; healthy and respectful interactions with children during visitations; and identification of barriers and solutions to successful program completion.

Service philosophies honor the dignity of each participant, acknowledge past abuse, and respond to risks for escalated violence. For these reasons, staff must be well-informed in varied dynamics of domestic violence:
• Children often blame themselves for the abuse, may feel responsible for their parents being ordered to participate, and many times have been harmed physically and emotionally by someone they trusted.
• The abused parent is still healing from the violence, often feels re-victimized by the legal process, and can be reluctant for their children to continue contact with the abuser.
• The abusing parent may deny the accusations, consider the order for program participation unjustified, and manipulate the children to continue control of their former partner.

Successful program completion is achieved when safe custodial exchanges or supervised visitations have occurred for the duration defined by the court order or referral, typically a period of six months. Past records maintained by the agency indicate 90% of participating adults and children will complete the program.

5.2.2 Client Empowerment & Community Impact **10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

The safe exchange and supervised visitation program is critically important to Lexington's community-coordinated response to domestic violence. Adults and children who access the program's services will benefit from these short-term, intermediate, and long-term outcomes:

1. Children will experience increased predictability and physical safety during court-ordered visitation/exchange; decreased feelings of fear and worry of abuse during the process of parental separation; and healthier long-term connections with the custodial and non-custodial parent.
2. Parenting victims of domestic violence will experience reduced risk for physical, emotional, and economic abuse while fulfilling court-ordered visitation/exchange; increased feelings of empowerment and well-being during the separation; and improved long-term stability.
3. Parenting adults who have abused will experience increased accountability for their violence; reduced worry about accusations of wrongdoing during post-separation visitations; and improved understanding of the negative effects of the abuse in the lives of their children.

The community will benefit from increased safety for vulnerable adults and children; reduced risk for public violence during unsupervised custodial exchanges; and improved collaboration between family courts, victim advocates, and other service providers. Research finds exposure to domestic violence during childhood is related to increased rates of depression, anxiety, and domestic violence in adulthood (9). The safe exchange and supervised visitation program mitigates these long-term consequences to create safer and healthier tomorrows in our community.

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

Outcomes of the safe exchange and supervised visitation program have been developed using a logic model and theory of change. This approach to program evaluation is recommended as a best practice by the Department of Justice Violence Against Women Act (VAWA) Measuring Effectiveness Initiative and Data Innovation Project.

GreenHouse17 advocates collect numerous and various daily service records (case notes, intake forms, call logs, sign-in sheets, etc.) and maintain this data in Vela, the agency's secure database system. Vela is the recommended database for member programs of ZeroV, Kentucky's coalition of domestic violence service providers. The database was developed with input of victim advocates across the nation, has been closely vetted to meet or exceed federal confidentiality requirements for victim service providers, and can generate aggregated reports for specific program outcomes.

Program management will monitor program data on a weekly basis for thoroughness and accuracy. Monthly and quarterly review of program reports by the leadership team will ensure effective services, underserved victim access, and progress toward program goals. Evaluation will be informed by observations documented by monitors during every service and informal feedback from participating children and parents during program participation.

Anonymous surveys of program satisfaction will be distributed to at least 90% of participating adults during and/or upon completion of the program. Although the organization's commitment to a voluntary service model prohibits the requirement of survey completion, an estimated 25% of adults will respond.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Scott Lancaster has managed the safe exchange and supervised visitation program for six years. He holds a degree in social work and brings extensive experience to the program, including 12 prior years in the role of youth advocate at the organization's emergency shelter. Lancaster supervises Melis Kahraman, family advocate with focus on safe exchange and supervised visitation. She previously served as Family Court Officer for the Turkish Ministry of Justice and holds dual master degrees in counseling and women's studies. Lancaster and Kahraman share responsibility for training and oversight of 10 part-time monitors who closely supervise and document interactions during each visitation and exchange. Lancaster also manages annual contractual agreements with off-duty police officers who maintain site safety during program operation.

Darlene Thomas, executive director, is responsible for administration of the program. She holds a master degree in social work and brings more than 30 years of domestic violence advocacy to the effort. Thomas is past president of Kentucky's coalition of domestic violence programs and serves on numerous community boards. She is often requested to provide expert testimony on legal cases and facilitates professional training for local, state, and national audiences. Thomas supervises Diane Willoughby, finance director, and Katherine Losekamp, grants and contracts manager, who bring more than 20 years of grant management experience to the program.

Criminal background checks are performed regularly on all program employees and contractors. Lancaster, Kahraman, Thomas, and Losekamp have completed training for the ZeroV Certified Domestic Violence Advocate credential.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

GreenHouse17 maintains more than 30 agreements for reciprocal referral partnerships with governmental and social service organizations to meet the needs of victims and avoid costly duplication of services.

Examples specific to Community Wellness & Safety priorities include AU Associates for in-kind donation of the program's service site at the Parkside development on Cross Keys Road; Lexington Domestic and Sexual Violence Prevention Coalition for support from our community's largest interdisciplinary professional collective; and Chrysalis House, Bluegrass.org, and Hope Center to assure victim access to substance use disorder treatment and support. The program also benefits from GreenHouse17 participation in work groups to promote systems change, including the Lexington-Fayette Fatality and Near Fatality Review Committee; Face It, a statewide collaborative to prevent child abuse; and the "It's Time" domestic violence awareness campaign led by the Office of Mayor Linda Gorton.

Approximately 60% of the program's expenses are funded through a mix of state and federal funds received through subcontract with ZeroV, the state coalition of domestic violence programs. Victims of Crime Act (VOCA) funds have historically supported the program; however, organizations across the nation have been navigating deep VOCA cuts caused by federal mismanagement of the Crime Victims Fund. Charitable support from individuals, foundations, and companies has helped offset the loss of more than $500,000 in VOCA funding in recent years.

The agency's Board of Directors provides fiscal oversight and governance for the program.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency, including a language access plan; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

The program's policies and procedures establish expectations for meaningful access that exceed local, state, and federal regulations.

Two contractual agreements provide translation and interpretation services across more than a hundred languages, including American Sign Language. A recently forged partnership with the National Sign Language Interpreter Service provides additional trauma-informed interpretation for Deaf or hard-of-hearing victims. Longtime partnership with Global Lex fosters culturally informed services, and mutually beneficial professional training partnerships with LGBTQ+ advocacy groups encourage trust and connection. The program's service facility meets or exceeds ADA regulations for accessibility. Toys, games, and activities for play during visitations include options that respond to various physical, sensory, and other needs of children. Transportation assistance and referrals to additional supportive services are provided for victims impacted by poverty and economic distress after surviving abuse.

Records of service demonstrate the program's commitment to serving a diverse cross-section of the community. Approximately 10% of participants are immigrants, and 41% of program participants last year self-identified as Black or African American, Hispanic or Latino, or multiple races. A biannual survey of GreenHouse17 employees ensures shared lived experiences with program participants: 60% are survivors of domestic, dating, or other power-based violence, and 40% were exposed to domestic or dating violence during childhood. The program aligns with the Mayor's Commission on Racial Justice & Equity recommendation to "codify and ensure a collaborative system of educating children and strengthening families, fully utilizing current partnerships, programs and other community resources."

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request for the first year of the cycle, Fiscal Year 2025.)*

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2025. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2025 program expenditures. The allocation for FY 2026 shall be the same as FY 2025.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Budget for Year One (FY2025) of Cycle; Budget for Year Two (FY2026) to be the same

Agency Name **GreenHouse17**

Program Name **Children's Safe Exchange & Supervised Visitation**

FY2025 (July 1, 2024-June 30, 2025) Total Program Budget

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

	# of Employees:	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program				
Full-Time (FTE)	2	127,335	35,783	91,552
Part-Time	10	104,504	0	104,504
Total Salaries		231,839	35,783	196,056
3. Consultant Services	$	87,300	0	87,300
list details	Includes contractual fees for security personnel to maintain safety of service site during operation hours ($75,000); interpretation provided by phone, video, and in person; and translation of documents ($12,300).			
4. Space/Facilities	$	7,800	0	7,800
list details	Includes annual facility maintenance fee ($1800), utilities, internet, and security system ($6000). Facility rental is provided in-kind.			
5. Operating Expenses	$	16,300	0	16,300
list details	Includes office supplies and copying (2,400), toys/games/activities ($2,500); transportation assistance ($9,000); and snacks/water during visitations ($2,400)			
6. Scholarships / Stipends	$	0	0	0
list details - numbers & amounts	N/A			
7. Other	$	34,324	3,578	30,746
list details	Reflects 10% de minimis indirect rate for administration of the program.			
8. TOTAL FY25 PROGRAM BUDGET	$	377,563	39,361	338,202

Cost per Program Participant: $ 629

Brief detail on Cost per Participant:

150 custodial parents, 150 non-custodial parents, and 300 children

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative *(typed name)*: Darlene Thomas

Title: Executive Director **Date**: 04/24/24