

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the first day of July, 2013, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and; **CENTER FOR WOMEN, CHILDREN & FAMILIES, INC.** with offices located at 530 North Limestone, Lexington, Kentucky 40508, (hereinafter "Organization").

W I T N E S S E T H

That for and in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period beginning on **July 1, 2013**, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay Organization the sum of **Fifty Seven Thousand Eight Hundred Ten Dollars (\$57,810.00)** for the services required by this Agreement, said services being more particularly

described in the Addendum attached hereto and incorporated herein by reference, one-fourth (1/4th) of which shall be payable in July 2013 or shortly thereafter upon receipt of an invoice, with one-fourth (1/4th) payable each quarter thereafter upon submission of a quarterly financial report and invoice, and a detailed quarterly program report. Quarterly financial reports, invoices, and detailed program reports shall be submitted by October 10th, January 10th, and April 10th. A year-end program report shall be submitted by July 10th. Both reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

3. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

4. Organization shall perform all duties and services included in the Addendum *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Addendum and for no

other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

5. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

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

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

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

9. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in

employment because of race, color, creed, national origin, sex or age, shall promote equal employment through a positive, continuing program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

10. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

11. This instrument, and the Addendum *(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) incorporated herein, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

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

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

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

(1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise and/or available time capacity of the executive director and the operating staff; or

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

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

C. Investment Policies - - Safety and Prudence.

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

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

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

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

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

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

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

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

For Organization:

Attn: _____

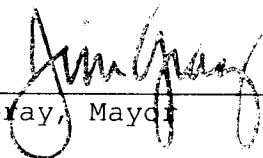
For Government: Lexington-Fayette Urban County Gov.
200 East Main Street
Lexington, Kentucky 40507

Attn: Beth Mills, Commissioner
Department of Social Services

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

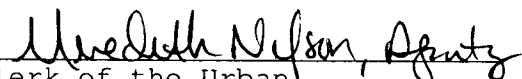
LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

CENTER FOR WOMEN, CHILDREN &
FAMILIES, INC.

BY: 
Jim Gray, Mayor

BY: JEFFREY A. WHITE
Title: EXECUTIVE DIRECTOR

ATTEST:


Meredith Nelson, Deputy
Clerk of the Urban
County Council

* The addendum referenced in items 4 and 11 must be attached
to this document and approved prior to the start of fiscal year
payments.

Addendum

Agency: The Nest-Center for Women, Children & Families

Program Name: Child Care Program

LFUCG Partner Agency Program Funding: \$30,600

Program Summary: The Nest Child Care Program is a 3-STAR state-rated center that provides high quality care to children birth thru age five. The Nest is unique because 250 days a year, five days a week, we provide free respite child care to children of high-risk families. Our Child Care Program can enroll up to 27 children daily all of which come from families at the lowest end of the socioeconomic spectrum. At least 1/3 of our slots each day are reserved to fulfill the respite needs of our clients. Many clients are victims of domestic violence and often the perpetrator is the only person available to watch their children. When the victim needs to leave the situation, our Child Care Program is often the only safe place to turn while she consults lawyers, goes to court, etc. Other clients are attending parenting classes, job interviews, medical appointments, or attending to other necessities. These clients are never charged for this service; we provide it through the generosity of donors and funding agencies. The remaining slots are available on a reduced rate for families who otherwise could not afford high quality early childhood education for their children. These clients are working hard to improve their economic and life situation and by providing child care, we are assisting their efforts. We are a neighborhood based center with 90% of our families from Fayette County. Our goal is to provide safe, nurturing, high quality care for 150 children per year.

Long-Term Program Goals: To provide High-Quality Care to those families most at need.

- single parents
- families at the low end of the socio-economic spectrum
- grandparents or other family members that have become full time caregivers
- parents with no support system
- families who have experienced abuse

ACTIVITIES	OUTPUTS	OUTCOMES
Provide safe, nurturing high-quality early education in a stimulating environment.	150 Children will participate in the program	100% of children participating will be exposed to a safe nurturing environment.
Carry out lesson plans that promote kindergarten readiness and age appropriate practices.	Assessment will be completed on long term children (those attending over five times)	80% of children assessed will reach appropriate developmental milestones.
Nutritious meals will be served for breakfast, snack and lunch	Over 7,000 nutritious meals will be served.	100% of children attending will be exposed to healthy meals and snacks.

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
Parents/caregivers will deal with immediate needs in their family.	Participant survey	Families who use our respite service.	Information will be gathered during initial paperwork
Parents will report positive benefits from their child's time at The Nest	Family Feedback Survey	All families who attend	Family feedback form will be completed annually
Children who attend The Nest will be safe, happy and ready to learn.	Monthly data collection	All children who attend The Nest	Monthly reports

Addendum

Agency: The Nest-Center for Women, Children & Families

Program Name: Parenting Programs

LFUCG Partner Agency Program Funding: \$15,300

Program Summary: The Parenting Program at The Nest has for many years primarily served two target audiences: parents (primarily mothers) referred by DCBS as their child(ren) were removed because of child abuse and/or neglect (Self-Help Parenting); and parents/teens referred to the Coleman House because of a need for improved parent/child communication.

These parenting groups meet for 12 sessions and use *The Parent Nurturing Program* by Steven Bavelok. Parents are given the AAP1 (Adult Adolescent Parenting Inventory) pre and post test to evaluate gains in parenting knowledge and skills. The goals of the programs are to increase parenting effectiveness which is an essential part of the case plan for parents involved with DCBS, and critical for the parent/teen program at the Coleman House where drug use is the identified problem. Additional curriculum from the Steven Covey's book, *The Seven Habits of Highly Effective Teens*, is used with the Coleman House group.

The Parenting Program expanded this year to three other target populations: parents of youth referred by the Restorative Justice Program whose children are involved in status court (Restoring Families Support Group); female inmates involved in the re-entry program who have children they will be reunited with after release (Detention Parenting Program); and fathers who are referred by judges, DCBS, probation whose children have been removed by DCBS because of neglect or abuse. (24/7 Dads)

Long-Term Program Goals: The parenting programs at The Nest are designed to provide parents with knowledge and skills to remediate problems associated with child abuse and neglect, and to prevent future problems that would result in children being neglected and/or harmed. The programs are also designed to provide the necessary support and information about resources in the community to assist parents regarding their individual and family needs in order to sustain an improved quality of life for themselves and their children.

ACTIVITIES	OUTPUTS	OUTCOMES
Self-Help Parenting -- assessment/education using the Nurturing Parenting Curriculum	175 families will be assessed as appropriate for the parenting group	80% of the parents assessed will complete the program 80% of the parents will see improved scores on the AAPI
Restoring Families Support Group -- education/ parenting education for parents who teens are in status court for beyond control	75 families will be referred for the 10 session group	80% of the parents will complete the program 80% will see improved scores on the AAPI 70% of the children will remain in the home
Detention Inmate Parenting Group - education/after care plans	40 female inmates will be referred to the 12 session parenting/support group	90% of the inmates will complete the program 80% will see improved scores on the AAPI 75% will seek aftercare services at The Nest upon release
24/7 Dads - assessment and education using the 24/7 Dad's curriculum	45 fathers will be referred to the 12 session parenting group	80% of the fathers will complete the program 80% will see improved scores on the AAPI
Infant-Parent Program with DCBS -- parenting nurturing with parent/infant	20 parents of infants will be referred for parent/infant education/well-baby info	90% of parents will complete the program 80% will see improved scores on the AAPI 80% of parents will have their child returned to their care as noted by a followup with DCBS

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
attendance	maintain attendance records	simple	weekly
improvement in parenting attitudes as measured by a survey	AAPI- Adult Adolescent Parenting Inventory	simple	at the 1st and last session
anecdotal feedback by DCBS workers when they are involved in the case	Short narrative report by DCBS worker a the beginning, middle and end of group sessions	simple	three reports by DCBS. At the beginning, mid-point and end of group sessions.
Likert scale completed by parents at the end of the group sessions	Likert satisfaction report with 5-10 questions.	simple	at the end of the group session

Addendum

Agency: The Nest-Center for Women, Children & Families

Program Name: Crisis Care

LFUCG Partner Agency Program Funding: \$11,910

Program Summary: The Crisis Care program is an integral part of The Nest and serves families, including women, men, and children. Clients come from the neighborhood as well as other parts of Fayette County. Basic human needs are provided to these clients which include concrete services and referrals to other agencies. These include diapers, formula, children's clothing, infant/toddler equipment, i.e. car seats, cribs, strollers and personal hygiene products for adults. We also have a limited supply for emergency food and cleaning products. Referrals to God's Pantry, Christ Community Cupboard for cleaning supplies, and agencies offering free eye glasses, dental and medical appointments and drugs, help with utility bills are often requested by our clients. We are in close collaboration with Community Action, Catholic Action, churches who provide social services in aiding clients who need housing, clothing and emergency financial assistance and help in locating jobs.

Approximately 2,200 clients were served in the 2013 fiscal year. Clients also come weekly for the free donation offered by Paneras where bread and pastries are available at our location. In addition to providing these services, the Crisis Care Manager often refers clients to programs at The Nest, including the Child Care Program, the Counseling Program and the Parenting Program as all clients are interviewed each time to ascertain the issue regarding their current problem/request. Given that procedure, the program also operates as a prevention program in alleviating potential child abuse/neglect situations.

The Crisis Care program benefits clients by helping them maintain a livable, sustainable quality of life.

Long-Term Program Goals: The long term goal of the Crisis Care Program is to provide a sustainable or improved living environment for clients. Additionally, we wish to provide prevention programs and information to improve their quality of life, including help in obtaining employment.

ACTIVITIES	OUTPUTS	OUTCOMES
Interviewing clients to ascertain their needs: concrete services, diapers, personal hygiene products, or referral, for help with utilities, eye glasses, etc.	one or multiple services will be provided to 2500 clients	Repeat clients will complete a satisfaction survey and indicate if they followed up with pursuing services to which they were referred.
Providing information at the end of each visit regarding dental, medical information and jobs	multiple information, e.g. brochures, handouts will be given to all clients who come to The Nest	Repeat clients will indicate if they used any of the services they were provided information.
At least four Workshops on various topics, e.g. well baby, breast cancer screening, immunizations, will be provided by nursing students	The workshops will be offered to all clients who come to Crisis Care	Clients will complete a satisfaction survey regarding the workshops.

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
Clients indicate that the quality of life improved/did not improve/remained the same to indicate a sustained or improved lifestyle as a result of their coming to Crisis Care.	Clients will be provided with a Likert scale survey to assess these indicators.	A simple sample will be conducted by interviewing each client that comes to Crisis Care.	Data will be collected from all clients at the end of each visit.
Client indicates that the information given to them will assist them or has assisted them.	Clients will be asked questions as part of the above Likert scale survey to assess their increase in knowledge that has or may assist them in the future.	A simple sample will be conducted by interviewing each client that comes to Crisis Care.	Data will be collected from all clients at the end of each visit.
Clients participation in workshops will indicate increased knowledge about a topic that will improve their well being and which may have potentially prevented a future problem.	Clients will be asked questions related to the value of the workshop and complete this section of the Likert scale when relevant.	A simple sample will be conducted by interviewing each client that comes to Crisis Care.	Data will be collected from all clients at the end of each visit.