

Project Title: Arbor Youth Emergency Shelter for Young Adults
Applicant Name: Arbor Youth Services, Inc.
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PROJECT SUMMARY

Arbor Youth Services (AYS) is a private nonprofit organization whose mission is to end youth homelessness by providing a safe and supportive environment to youth who have suffered abuse, abandonment, or are at risk of victimization. Through this program we provide emergency shelter and accompanying support services to runaway, homeless, and street youth, ages ranging from 18 through 24 years. AYS has operated an emergency shelter for minors since 1976 and expanded shelter services to include young adults.

AYS will achieve the following project objectives: meeting the basic, physical and psychological safety needs of runaway and homeless youth; improving the psychological, emotional and physical well-being of youth and providing services that improve youth's ability to reunite with family (when appropriate) or become self-sufficient while also building permanent connections with caring adults.

AYS intends to meet the above objectives through service activities that promote the philosophy of positive youth development and trauma informed care, while adhering to the Comprehensive Youth Centered Service Model. Service activities provided will include, but not be limited to, the following: provision of basic needs including temporary shelter, food, and clothing; hygiene items; crisis intervention; counseling; referrals and individual assessments; outreach and prevention services; safety planning; skill development and enrichment activities; case management; family counseling/reunification and service plans; employment and educational activities and aftercare services. Expected outcomes for this project include 100 youth having their basic needs met by accessing shelter and support services.

General Shelter Information

PROJECT NARRATIVE

Arbor Youth Services (AYS) launched an emergency shelter program to serve youth ages 18-24, in efforts to fill a gap in services in the continuum of care for youth experiencing homelessness in 2021. In 2023, we expanded capacity from 14 to 18 beds. Parenting youth are encouraged to have their children stay at our organization's emergency shelter for minors, located next door; however, it is not a requirement and accommodations will be made in effort for the parenting youth to keep their child with them while they sleep.

Last calendar year we served 4160 nights of shelter and 4243 meals. With the additional 4 beds, we anticipate serving over 6000 shelter nights in FY 25. Many of the youth we serve in our Outreach Center have been abandoned by their families or have aged out of the foster care

system. These young adults have often experienced multiple episodes of homelessness with and without their family, are fleeing abusive or unsafe living situations, and need a level of support not provided by adult emergency shelters.

Our services are provided on the second floor of our Outreach Center, allowing youth to seamlessly access our outreach and supportive housing services. All of our services are offered in a home-like setting that encourages comfort while decreasing the effects of trauma to youth experiencing homelessness. All services are voluntary and free. Youth are encouraged to participate in accompanying services, including completing safety and housing plans and case management, and are provided with all basic necessities. We also provide medical, mental health and housing advocacy.

At AYS, we pride ourselves on inclusion and having low or no barrier programs. Youth that access any of our programs are never denied based on ethnicity, socioeconomic background, religious affiliation, sexual orientation, gender-identity, health-status, or ability level. Additionally, it is important to us that our staff reflect the diversity of the youth we serve so we recruit experienced and passionate staff accordingly. We also have Spanish-speaking individuals on staff and use the Language Line when needed so as to not exclude any participant based on English proficiency.

Upon entry into the shelter, staff conduct a brief Intake Assessment to determine immediate and basic needs such as food, clothing, and immediate medical and mental health needs. In addition to basic food, shelter, and clothing, youth also receive hygiene supplies. Eligibility is determined by information gathered during the basic needs assessment concerning residency, age, sources of income and current living situation. This information will be documented in the client's case file and supported with copies of birth certificates, state identification cards, social security cards, or other relevant documentation if available. Many of these documents are obtained after accessing services, as many youth leave state custody or their home without these items and are unable to access or obtain the documents on their own. At this time, staff also complete a Safety Plan with youth that encourages individual safety measures be addressed that are specific to each youth. Also as part of the intake process, youth are presented with a handbook that details their rights and responsibilities as a client, what is expected of them but also what they can expect of AYS; this includes any rules and regulations that you are expected to follow (see attached).

Our staffing plan supports our maximum youth capacity and is in compliance with state regulations and accreditation standards. AYS maintains a staff-to-youth ratio of no less than 1:10 during sleeping hours, 1:8 during waking hours, and 1:4 while providing transportation. The staffing schedule allows for two youth workers during each shift to ensure that our staffing is more than adequate to meet required ratios. Additionally, there are staff next door 24/7/365 to assist in emergencies, if needed.

Beginning with our mission and philosophy of positive youth development, AYS promotes a culture that respects and values youth and the services provided to youth and their families. The quality of AYS's services is defined by best practices and national standards. It is represented through our incorporation of youth satisfaction measures and stakeholder input in our programming, a comprehensive personnel development and training program, and our innovative

approaches to helping youth achieve positive outcomes. AYS has embraced the Positive Youth Development philosophy since 1997, incorporating it at both the organizational and direct service levels. Staff receive training on youth development and assets building, and the operational policies and procedures of Arbor Youth Emergency Shelter reflect the PYD philosophy. In 1999, the Board of Directors formally adopted the PYD philosophy and updated the Core Values of the organization to reflect the key components of PYD. Those values being: 1) We believe in youth as resources; 2) We believe youth are the future; 3) We value diversity; 4) We believe all youth have potential and all youth are worthwhile; 5) We believe in empowering youth; 6) We believe in quality service through quality people; 7) We believe in adult/youth partnership, networking/collaboration, and sharing responsibilities; and 8) We encourage youth self- advocacy. The organization believes that young people have strengths, regardless of their life situations, and that they should have basic rights in society, including the right to make decisions about their lives.

Rapid Resolution, Housing Oriented

When it is safe and feasible for the youth, Arbor Youth staff will encourage youth to consider alternative emergency housing options (friends, other family, etc.), recognizing that diversion should always be attempted and understanding that each stay in the shelter increases chances of future episodes of homelessness in adulthood. With this in mind, we will work closely with youth who find themselves being kicked out their homes through family support meetings in hopes of preventing shelter intake.

The exit plan for safe and stable housing will begin upon intake. Housing-focused discussions will happen immediately and consistently between the youth and the Youth Workers and Housing Advocates. We focus on increasing the youth's internal and external assets, so they are capable of making healthy and positive life decisions. Our Housing Advocates will engage with youth daily to not only check-in with the youth to see how they're doing but to see what needs they have and to be sure they are working towards exiting. The goal is that each youth who accesses shelter will agree to work with an Advocate for housing and supportive services. We will also assist youth in obtaining all needed documentation and other necessary items as deemed appropriate.

All shelter services are provided through a service philosophy and environment rooted in Positive Youth Development that empowers youth and is not punitive or restrictive. Our staff also practice trauma-informed care and utilize Mental Health First Aid to promote a safe and positive environment that encourages youth to attain independence and overall well-being.

Low-Barrier

Arbor Youth follows a philosophy of Positive Youth Development that encourages least restrictive policies that aim to empower youth to make healthy choices through strength-based models. Youth are never required to contribute funds or participate in other programs to obtain shelter services. Youth must meet minimum eligibility requirements that ensure their safety and the safety of others, and supervisor approval is required for youth who have displayed inappropriate sexual behavior, severe violent behavior, or have consumed drugs or alcohol on

site. Each youth will be assessed on these safety components. We will make all efforts possible to refrain from turning youth away when diversion is not feasible. Due to a deep understanding of our population and the belief in our youth to grow and change, we will not ban youth for indefinite periods.

As part of intake, youth will be provided a guest contract, consent and ROI forms, client's rights and responsibilities, and other forms to collect demographic info and health history/needs. Staff will thoroughly explain all documents to youth to ensure they know what they're completing and/or signing. During their stay, youth will be informed of other supportive services available to them, encouraging them to engage with Housing Advocates each morning and to accept support to work towards permanent housing. While we encourage youth participation in other programming, no class or program participation is required to utilize overnight shelter services; everything is voluntary and at the discretion of youth. Arbor Youth maintains a service philosophy that is not punitive or restrictive, meaning youth have input in what they want or do not want to do and, also allowing for the common developmentally appropriate "mistakes" that come with youth. While alcohol or drug use is not permitted on-site, youth will not be drug tested or breathalyzed.

Our shelter hours will be 7pm and to 7am, 365 days a year. Youth actively working towards housing and participating in the rapid rehousing program are given priority.

Arbor Youth welcomes all service and emotional support animals, and with any other pets, our staff are willing to make every possible effort to keep the pet and youth together in our facility. In addition, we are supportive of storing all belongings a youth arrives with, as space permits; we have storage bins and lockers in our Outreach Center (on the first floor) where youth can leave and access their belongings any hour of the day. Most often, youth arrive with little more than a backpack, and our staff works diligently to make sure we acquire any additional necessary items.

Youth participation at the shelter is important and valuable to both our program and program participants. However, all services are voluntary (and free), and youth are not required to participate in any accompanying support services. We encourage youth to participate in all aspects of service planning, such as setting goals and creating safety plans, as well as many program planning activities. Youth are also involved in our Performance and Quality Improvement program, and every youth is given the opportunity to complete a Youth Satisfaction Survey, which is an integral component of our service evaluation and planning process. With youth participation comes youth empowerment, increased self-esteem, self-confidence, and improvements to our overall program.

Budget Justification

Complete this table	Total
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Budget Justification

Number of individual beds available to the general population	18
Number of units available for families, if applicable	0
Funds requested from LFUCG	192,830
Total Budget for shelter program (all funding sources)	422,994
LFUCG investment per bed	10,712
LFUCG investment per unit, if applicable	n/a
Total cost per bed	23,500
Total cost per unit, if applicable	n/a
% LFUCG investment	45.6%

Staff Salaries

Executive Director: The Executive Director maintains a 1.0 FTE position at a projected annual salary of \$91,125 during this budget period. Total time on this project is estimated at 10%, for a total project salary of \$9,112.5 requested in ESR funding.

Marketing and Development Coordinator: The Marketing and Development Coordinator is a 1.0 FTE position with an annual salary of \$50,000. Total time on this project will be 10%, for a total project salary of \$5,000 requested in ESR funding. This position is a key role for this project, as this person is responsible for ensuring AYS remains in compliance with all outcome measurements and grant requirements.

The Chief Finance and Operations Officer is a 1.0 FTE position with an annual salary of \$70,000 with 10% of time devoted to this project for a total project salary of \$7,000. Arbor is requesting \$3,500 in ESR funding, with the remaining \$3,500 in matched funding. This position is essential to provide responsible fiscal oversight and accounting practices, as well as compliance with safety.

The Outreach & Housing Coordinator position is a 1.0 FTE position with an annual salary of \$50,000 with 25% of time dedicated to this project (\$12,500), with a ESR funding request of \$7,000 and the remaining \$5,500 in matched funding. This is a key position, as this role assists the Executive Director and Development Director in oversight of the program and ensuring

quality data collection, RHY-HMIS data entry, compliance, regulation, and staff training are completed.

Housing Advocate: The Youth Advocate is a 1.0 FTE position with an annual salary of \$41,600 with 25% of time dedicated to this project, covered by local and federal funding.

Youth Workers: To provide constant support and supervision of youth while in shelter care, we have Youth Workers staffed 12 hours a day, 365 days a year. Youth Workers are paid \$16/hour; annually, youth workers salaries are estimated to be \$140,160. All youth workers dedicate 100% of their time to this project. We are requesting 50% in ESR funding (\$70,080), with the remaining 50% in matching funds.

The project portion of these salaries \$94,705 requested in ESR funding and will be dedicated to salaries outlined above, for a total project salary of \$142,877. The matching and non-program portions of the salaries outlined above are funded through various grants and contracts, such as funding awarded by Lexington Fayette Urban County Government, Kentucky's Cabinet for Health and Family Services, and United Way.

Fringe Benefits:

FICA: Applicant is not requesting funds for FICA

Medical and Life Insurance: Health insurance is provided to all full-time employees on the first day of the month following three full months of employment. The average cost for these benefits is \$300 per month, per employee ($\$300 \times 12 \text{ months} \times 6.0 \text{ FTE positions} = 21,600$) AYS requests \$10,800 (50% of total) in medical and life insurance costs for all project personnel, prorated according to time spent on this project.

Space/Facilities:

Utilities: Utilities include gas (\$1,000), electric (\$1,200), and water and sewage (\$500). **Facility Expenses:** Building expenses include security (\$225), pest control services (\$675), and facility maintenance (\$1,825).

Operating Expenses:

Total operating expenses are \$13,092. See line-item budget attached for breakdown of expenses. Arbor is requesting \$2,600 in ESR funds for operating expenses, providing a match of \$10,492.

BUDGET

STAFF SALARIES	TOTA ES Budget	LFUCG ESR	Non-City Funding
Executive Director	91250	91250	0
Marketing and Development Coordinator	5000	5000	0
CFOO	7000	3500	3500
Shelter Coordinator	12500	7000	5500
Youth Advocate	41500	0	0
Youth workers	140160	70080	70080
Program Staff Salary Totals	297410	176830	79080
Total Fringe Benefits (36% of total pay)	107067	10,800	10,800
Total Space/Facilities	5425	0	5424
Operating Expenses			
Food & Beverage	5200	2600	2600
Kitchen Supplies	0	0	0
Telephone Service	575	0	575
Office Supplies	1100	0	1100
Program Supplies	2200	0	2200
Vehicle Repair and Maint.	0	0	0
Vehicle Insurance	0	0	0
Gas for vehicles	0	0	0
Professional liability insurance	4017	2600	4017
Total Operating Expenses	13092	5200	10492
Program Total Budget	422994	192830	105796

Arbor Youth Services Emergency Shelter and Outreach Center

Below are shelter and outreach house rules that must be followed at all times. If a client fails to follow these rules, then it may result in a suspension or termination from the program.

1. No weapons on persons while on the property.
 - a. Weapons may be left with staff while staying on the property and returned to client upon leaving.
2. No violence or threat of violence towards staff and clients.
3. No sex on the property.
4. No drugs or alcohol on the property.
5. No smoking (cigarettes, vaping, dip) on the property.

Violation of any of these rules may result in suspension or termination of services.

Client Expectations

1. Maintain proper and appropriate boundaries with staff, youth, and other clients.
2. Be respectful to staff, youth, and other clients.
3. Clean up after yourself.
4. Clean the shower (with cleaner) after each use.
5. Maintain proper hygiene.
6. When finished with towels and rags place in hamper.
7. Complete your daily chore that has been assigned to you (when applies).
8. You may not be alone in a room with a youth under 17 years of age.
9. Must ask staff permission before going downstairs, upstairs or into storage room.
10. After 8:00pm, clients may not return till the next day if they leave unless it is because of a medical emergency.
11. Transgender and non-binary youth sleep in the room with the gender they identify with.

Expectations of staff

We strive to treat clients with dignity and respect and to provide the basic needs of every client in the program. If the staff or the facility is not meeting your needs, please talk to us about it, below is a list of things that you can expect from staff

1. Safe and adequate shelter.
2. Provision of basic needs.
3. Confidentiality of personal information.
4. Referrals for any medical, dental or legal assistance you request.
5. To be treated in a fair and equitable manner.
6. To be respected by staff and guests.

By signing below all parties acknowledge that they have read and agreed to the following contract. In the event that an expectation or rule is violated, clients may be asked to leave the property immediately and may be suspended or terminated from receiving services.

Arbor Youth Services is in no way responsible for any of client's personal property.

Client signature: _____ Date: _____
Staff signature: _____ Date: _____
Arbor Youth Services

Program: Agency-wide
Effective Date: November 1, 2006

Policy Number: 2.3.1

Reference: COA CR 1 Reviewed: Oct., 2016

Approval Date: November 1, 2006 Approval Method: Regular Meeting Board Chair: John Reynolds

Protection of Rights and Ethical Obligations Policy

Clients receive:

1. a) Sufficient information for them to make an informed choice about using the organization's services; and
2. b) Information about their rights and responsibilities.

Procedure

Arbor Youth Services shall state in writing the circumstances under which it will serve minors without the consent of the parent or legal guardian, and provide this information upon request.

Clients shall have the right to:

1. a) Refuse any service, treatment, or medication, unless mandated by law or court order; and
2. b) Be informed about the consequences of such refusal, which can include discharge.

A written summary of rights and responsibilities shall be provided to clients at initial contact and is posted in the reception areas of all service delivery areas.

Clients shall receive written information regarding:

1. a) Basic expectations for use of the organization's services;
2. b) Hours in which services are available;
3. c) Rules, expectations, and other factors that could result in discharge or termination of services;
4. d) How to lodge complaints, grievances, or appeals

Rights of clients include, and are not limited to:

The right to participate in all service decisions;

The right to receive services in a non-discriminatory manner;

The freedom to express and practice religious and spiritual beliefs; and

The right to accessible written and oral communication tools when clients have difficulty understanding or reading the primary language used in the practice setting.

Services shall accommodate the written and oral communication needs of clients by:

Communicating, in writing and orally, in the languages of the major population groups served; Providing, or arranging for, bilingual personnel or translators, or arranging for the use of communication technology, as needed;

Providing telephone amplification, sign language services, or other communication methods for deaf or hearing impaired persons;

4. d) Providing, or arranging for, communication assistance for persons with special needs who have difficulty making their service needs known; and
5. e) Considering the person's literacy level.

Clients shall be responsible for providing relevant information as a basis for receiving service and participating in service decisions.

ARBOR YOUTH SERVICES, INC.
AFFIRMATIVE ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

I. Policy

A. General Statement

Arbor Youth Services is an equal opportunity employer operating under federal and state laws which prohibit discrimination against any person in recruitment examination, appointment, training, promotion, retention or any other personnel action because of such individual's race, color, religion, sex, national origin, or ancestry. This Affirmation Action Plan restates that commitment and assigns continuing responsibility for specific activities to ensure that minorities and women are considered in all employment activities.

In initiating the Plan Arbor Youth Services recognizes (1) that it is necessary to identify and deal with discrimination and roadblocks to equal opportunity, intended or unintended; (2) that well-conceived, planned and realistic actions are necessary to provide for achieving true equality of opportunity; (3) that these actions be aggressively pursued; (4) that an effective periodic self-evaluation is needed to ascertain whether pre-determined goals are being met; and (5) that this evaluation will result in updating the action plan, as necessary, to meet changing needs and to effectively resolve problems.

B. Administration and Communication of the Plan

Under the direction of the Executive Director, the overall responsibility for administering the Plan rests with the Administrative Coordinator. However, each program Coordinator is responsible for applying the Affirmative Action Plan to all activities of their program divisions and shall be held accountable for results. Such cooperative action as is necessary between divisions shall be coordinated by the Executive Director. A continuing evaluation of the effectiveness of the Plan shall be made by the Executive Director and periodic reports evaluation of the results of the Plan shall be included in the Annual Report provided at the Board of Directors retreat.

Copies of this Plan shall be distributed to program coordinators by the Executive Director to ensure the recognition of the major commitment and top management approval of the Plan.

C. Community Participation

Arbor Youth Services goes on record as supporting community activities which are designed to improve the employability of minorities including educational and training programs conducted by various educational institutions. Liaison, established by personal contact, will be maintained with existing equal opportunity programs.

II. Recruitment

Recognizing that recruitment efforts are the means by which the Affirmative Action Plan can be implemented with significant and immediate results, the Executive Director will be given

the primary responsibility of attracting minority and female applicants. This shall also be a concern of other staff recruiters.

A. Development of Contacts by the Executive Director and Other Staff Recruiters

1. Attend meetings of community, minority, and women's organizations to explain policy and objectives.
2. Represent Arbor Youth Services at local conferences which relate to the employment of minorities and women.
3. Cultivate personal contacts with members of the minority community and organizations to further the progress of women.
4. Arrange for tours of Arbor Youth's facilities for minority and female groups.
5. Maintain liaison with work-experience programs and special training programs for minority and female groups.
6. Encourage minority and female employees to refer their friends who are qualified for job vacancies.
7. Participate in local career days at schools and colleges, particularly those with large numbers of female and minority students.
8. Notify churches and community organizations which serve the minority community of organizational vacancies and the organization's Affirmative Action Plan.
9. Discuss Arbor Youth's employment needs and policy with community associations, organizations of minorities, and organizations to further the progress of women and minorities.
10. Notify organizations, including professional, business, and trade associations designed to further the progress of women and minority groups, the AAUW, the NAACP, and other appropriate groups, of employment opportunities, especially in professional and managerial classifications.

B. Encouragement of Job Applicants

1. Include "Equal Opportunity Employer" on all recruitment advertising.
2. Post promotional opportunities and encourage applications.
3. Advertise job vacancies in media reaching women and the minority community.
4. Develop special recruitment literature for minorities and women.
5. Use City Recreation Centers, Community Centers, and Branch Libraries as locations from which to conduct recruitment activities.
6. When vacancies occur in professional positions, make special effort to contact colleges with large minority enrollments.
7. Indicate on job announcements that positions are open to women and men.

III. Selection

Screening of applicants is the responsibility of the Executive Director and program Coordinators through review of applications, interviewing, and certification. Final selection is the responsibility of each program Coordinator with the approval of the Executive Director.

A. Examinations

The definition of examinations includes the process from review of applications to final determination of eligibility. While an evaluation of all tests used in selection is not feasible at the present time, the following actions shall be taken to avoid discrimination and to acquire pertinent statistics for use in any further evaluation.

1. Where possible, eliminate from the application form all inquiries concerning race, color, religion, sex, national origin or ancestry. This includes, but is not limited to pre-employment inquiries concerning marital status, maiden name, number of dependents, arrest record.
2. For written tests, keep a record of the success of women and minority group members in taking the test.
3. A program coordinator should notify the Executive Director if in their judgment the experience requirements or the tests are unnecessarily restricting selection for employment or promotion or when they feel the test has poor validity.

B. Counseling

1. Suggest to rejected applicants possible actions to improve their chances of future employment.
2. Provide career counseling to present employees upon request, pointing out promotional opportunities, career ladders used by other employees, and training needs.

C. Appointment

1. Persons making final selection should interview as objectively as possible and notify applicants not appointed of the reason for the decision.
2. Where the staff has an unrepresentative mix of minorities and women, merit factors remaining equal, special attention should be given to this matter when a vacancy is to be filled.

IV. Training

1. Encourage women and minority employees to participate in education and training courses given by Arbor Youth and courses given within the community.
2. Special attention should be given to promoting the selection of minority members and women for in-service training.
3. Organize additional training courses for upgrading the skills of employees.
4. For future evaluation purposes, record the participation rates of women and minorities in training courses and their use of educational leave and educational assistance.
5. Include information regarding the Affirmative Action Plan in all training courses at all levels, especially training sessions for supervisors.
6. Utilize the orientation interview to describe the Plan and career possibilities.

V. Career ladders and Promotion

1. Post promotional opportunities and encourage the widest range of applications.
2. On an individual basis, counsel employees on their probable career ladder.

3. As the need arises, rate employees on their promotional potential and provide career information and training information.
4. Encourage program Coordinators to notify the Executive Director of minority staff members and women who have significant promotional potential so that the Executive Director suggest they apply for vacancies at a higher level.

VI. Evaluation and Reporting

1. Data shall be compiled every six months indicating the number and percentages of employees in each department by designated pay grade levels from various minority groups. A similar report shall be prepared on women.
2. A summary and evaluation of the above data shall be prepared for distribution to the Executive Director, Board of Directors, all program coordinators, and other interested persons.
3. Program Coordinators shall report to the Executive Director or Administrative Coordinator any problems or suggestions on the implementation of the Plan to aid in the evaluation.

VII. Complaints and Appeals

1. Complaints resulting from the administration of this plan shall be submitted to the Executive Director in accordance with the provisions of the Grievance Policy.
2. If the complaint is based on alleged discrimination because of race, color, religion, sex, national origin, or ancestry, the complainant may appeal to Board of Directors, where the complaint is within the jurisdiction of the Board as provided for in Grievance Policy. If the Board finds that there was discrimination, it shall recommend or where so empowered by the policy, it shall order, appropriate corrective action.

► Report Run History

Report ID	Date Ran (Run-time)	Report Type	Name	User Creating	Running Provider	Running User
210664	04/24/2024 03:04:13 PM (0.00 mins)	COCAPR		Chris Primeaux	Arbor Youth Services, Inc.-LEX	Chris Primea
210663	04/24/2024 03:02:35 PM (0.07 mins)	COCAPR		Chris Primeaux	Arbor Youth Services, Inc.-LEX	Chris Primea
210662	04/24/2024 02:59:30 PM (0.08 mins)	COCAPR		Chris Primeaux	Arbor Youth Services, Inc.-LEX	Chris Primea
210660	04/24/2024 01:31:44 PM (0.11 mins)	COCAPR		Chris Primeaux	Arbor Youth Services, Inc.-LEX	Chris Primea
210659	04/24/2024 01:28:19 PM (0.13 mins)	COCAPR		Chris Primeaux	Arbor Youth Services, Inc.-LEX	Chris Primea
Showing 1-5 of 26						

Report Options

Name	
Description	
Provider Type	• Provider Reporting Group
Provider *	Arbor Youth-TAY Shelter-ESR-ES-LEX (3177) This provider AND its subordinates • This provider ONLY
Program Date Range *	01/01/2023 to 12/31/2023
Entry/Exit Types *	Basic Center Program ✓ Quick Transitional Living Basic Entry/Exit HUD PATH Call RHY Standard Program Entry/Exit

CoC APR Report Results - Date Ran: 04/24/2024 03:04:13 PM - Report ID: 210664

4a - Project Identifiers in HMIS

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Organization Name	Org. ID	Project Name	Project ID	HMIS Project Type	RRH Subtype	Coordinated Entry Access Point	Affiliated with a residential project	Project IDs of Affiliation	CoC Number	Geocode	Victim Service Provider	HMIS Software Name and Version Number	Report Start Date	Report End Date										
Arbor Youth Services, Inc.-LEX	2240	Arbor Youth-TAY Shelter-ESR-ES-LEX	3177	Emergency Shelter - Entry Exit (HUD)		No			KY-502	211314	No	WellSky Community Services	2023-01-01	2023-12-31										
Showing 1-1 of 1																								

5a - Report Validations Table

Report Validations Table	Count of Clients for DQ
1. Total Number of Persons Served	108
2. Number of Adults (age 18 or over)	108
3. Number of Children (under age 18)	0
4. Number of Persons with Unknown Age	0

5. Number of Leavers	87
6. Number of Adult Leavers	87
7. Number of Adult and Head of Household Leavers	87
8. Number of Stayers	21
9. Number of Adult Stayers	21
10. Number of Veterans	0
11. Number of Chronically Homeless Persons	16
12. Number of Youth Under Age 25	107
13. Number of Parenting Youth Under Age 25 with Children	0
14. Number of Adult Heads of Household	102
15. Number of Child and Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0

6a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total
Name (3.01)	0	0	0	0
Social Security Number (3.02)	3	4	1	5
Date of Birth (3.03)	0	0	0	0
Race and Ethnicity (3.04)	0	0		0
Gender (3.06)	0	0		0
Overall Score				5

6b - Data Quality: Universal Data Elements

Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total
Veteran Status (3.7)	0	0	0	0
Project Start Date (3.10)			0	0
Relationship to Head of Household (3.15)		0	2	2
Enrollment CoC (3.16)		0	0	0
Disabling Condition (3.8)	0	0	1	1

6c - Data Quality: Income and Housing Data Quality

Data Element	Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total
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Destination (3.12)	0	4		4
Income and Sources (4.2) at Start	0	1	3	4
Income and Sources (4.2) at Annual Assessment	0	0	0	0
Income and Sources (4.2) at Exit	0	1	3	4

6d - Data Quality: Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate date this episode started (3.917.3) Missing	Number of times (3.917.4) DK/PNTA/missing	Number of months (3.917.5) DK/PNTA missing
ES-EE, ES-NbN, SH, Street Outreach	108			2	2	1
TH	0	0	0	0	0	0
PH(all)	0	0	0	0	0	0
CE	0	0	0	0	0	0
SSO, Day Shelter, HP	0	0	0	0	0	0
Total	108					

6e - Data Quality: Timeliness

Time For Record Entry	Number of Project Start Records
< 0 days	0
0 days	31
1 - 3 days	55
4 - 6 days	10
7 - 10 days	3
11+ days	9

6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter

	# of Records	# of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0
Bed Night (All clients in ES - NBN)	0	0

7a - Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children
Adults	108	108	0	
Children	0		0	0

Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0
Data Not Collected	0	0	0	0
Total	108	108	0	0
For PSH and RRH - the total persons served who moved into housing	0	0	0	0

7b - Point-in-Time Count of Persons on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children
January	17	17	0	0
April	17	17	0	0
July	9	9	0	0
October	13	13	0	0

8a - Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children
Total Households	102	102	0	0
For PSH and RRH - the total households served who moved into housing	0	0	0	0

8b - Point-in-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children
January	14	14		
April	16	16		
July	9	9		
October	11	11		

9a - Number of Persons Contacted

	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact WAS staying on the Streets, ES, SH
Once	0	0	0
2-5 Times	0	0	0
6-9 Times	0	0	0
10+ Times	0	0	0
Total Persons Contacted	0	0	0

9b - Number of Persons Engaged

	First Contact -	First contact
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	All Persons Contacted	NOT staying on the Streets, ES, or SH	WAS staying Streets, ES, SH
Once	0	0	0
2-5 Times	0	0	0
6-9 Times	0	0	0
10+ Times	0	0	0
Total Persons Engaged	0	0	0
Rate of Engagement	0%	0%	0%

10a - Gender

	Total	Without Children	With Children and Adults	With Only Children
Woman	40	40	0	0
Man	64	64	0	0
Culturally Specific Identity	0	0	0	0
Transgender	2	2	0	0
Non-Binary	2	2	0	0
Questioning	0	0	0	0
Different Identity	0	0	0	0
Woman/Man	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0
Woman/Transgender	0	0	0	0
Woman/Non-Binary	0	0	0	0
Woman/Questioning	0	0	0	0
Woman/Different Identity	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0
Man/Transgender	0	0	0	0
Man/Non-Binary	0	0	0	0
Man/Questioning	0	0	0	0
Man/Different Identity	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0

Culturally Specific Identity/Different Identity	0	0	0	0
Transgender/Non-Binary	0	0	0	0
Transgender/Questioning	0	0	0	0
Transgender/Different Identity	0	0	0	0
Non-Binary/Questioning	0	0	0	0
Non-Binary/Different Identity	0	0	0	0
Questioning/Different Identity	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0
Data Not Collected	0	0	0	0
Total	108	108	0	0

11 - Age

	Total	Without Children	With Children and Adults	With Only Children
Under 5	0		0	0
5 - 12	0		0	0
13 - 17	0		0	0
18 - 24	107	107	0	
25 - 34	1	1	0	
35 - 44	0	0	0	
45 - 54	0	0	0	
55 - 64	0	0	0	
65 +	0	0	0	
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0
Data Not Collected	0	0	0	0
Total	108	108	0	0

12 - Race and Ethnicity

	Total	Without Children	With Children and Adults	With Only Children
American Indian, Alaska Native, or Indigenous	1	1	0	0
Asian or Asian American	2	2	0	0
Black, African American, or African	26	26	0	0
Hispanic/Latina/e/o	2	2	0	0

Middle Eastern or North African	0	0	0	0
Native Hawaiian or Pacific Islander	0	0	0	0
White	65	65	0	0
Asian or Asian American & American Indian, Alaska Native, or Indigenous	0	0	0	0
Black, African American, or African & American Indian, Alaska Native, or Indigenous	0	0	0	0
Hispanic/Latina/e/o & American Indian, Alaska Native, or Indigenous	0	0	0	0
Middle Eastern or North African & American Indian, Alaska Native, or Indigenous	0	0	0	0
Native Hawaiian or Pacific Islander & American Indian, Alaska Native, or Indigenous	0	0	0	0
White & American Indian, Alaska Native, or Indigenous	1	1	0	0
Black, African American, or African & Asian or Asian American	0	0	0	0
Hispanic/Latina/e/o & Asian or Asian American	0	0	0	0
Middle Eastern or North African & Asian or Asian American	0	0	0	0
Native Hawaiian or Pacific Islander & Asian or Asian American	0	0	0	0
White & Asian or Asian American	0	0	0	0
Hispanic/Latina/e/o & Black, African American, or African	2	2	0	0
Middle Eastern or North African & Black, African American, or African	0	0	0	0
Native Hawaiian or Pacific Islander & Black, African American, or African	0	0	0	0
White & Black, African American, or African	5	5	0	0
Middle Eastern or North African & Hispanic/Latina/e/o	0	0	0	0
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o	0	0	0	0
White & Hispanic/Latina/e/o	4	4	0	0
Native Hawaiian or Pacific Islander & Middle Eastern or North African	0	0	0	0
White & Middle Eastern or North African	0	0	0	0
White & Native Hawaiian or Pacific Islander	0	0	0	0
Multiracial - more than 2 races/ethnicity, with one being Hispanic/Latina/e/o	0	0	0	0
Multiracial - more than 2 races, where no option is Hispanic/Latina/e/o	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0
Data Not Collected	0	0	0	0
Total	108	108	0	0

13a1 - Physical and Mental Health Conditions at Start

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children
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Mental Health Disorder	57	57	0	0	0
Alcohol Use Disorder	2	2	0	0	0
Drug Use Disorder	16	16	0	0	0
Both Alcohol and Drug Use Disorders	3	3	0	0	0
Chronic Health Condition	6	6	0	0	0
HIV/AIDS	1	1	0	0	0
Development Disability	6	6	0	0	0
Physical Disability	8	8	0	0	0

13b1 - Physical and Mental Health Conditions at Exit

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children
Mental Health Disorder	49	49	0	0	0
Alcohol Use Disorder	2	2	0	0	0
Drug Use Disorder	16	16	0	0	0
Both Alcohol and Drug Use Disorders	1	1	0	0	0
Chronic Health Condition	4	4	0	0	0
HIV/AIDS	1	1	0	0	0
Development Disability	6	6	0	0	0
Physical Disability	7	7	0	0	0

13c1 - Physical and Mental Health Conditions of Stayers

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children
Mental Health Disorder	8	8	0	0	0
Alcohol Use Disorder	0	0	0	0	0
Drug Use Disorder	0	0	0	0	0
Both Alcohol and Drug Use Disorders	2	2	0	0	0
Chronic Health Condition	2	2	0	0	0
HIV/AIDS	0	0	0	0	0
Development Disability	0	0	0	0	0
Physical Disability	1	1	0	0	0

13a2 - Number of Conditions at Start

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children
None	38	38	0	0	0
1 Condition	38	38	0	0	0
2 Conditions	17	17	0	0	0
3+ Conditions	9	9	0	0	0
Condition Unknown	6	6	0	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	108	108	0	0	0

13b2 - Number of Conditions at Exit

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children
None	29	29	0	0	0
1 Condition	32	32	0	0	0
2 Conditions	16	16	0	0	0
3+ Conditions	7	7	0	0	0
Condition Unknown	3	3	0	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	87	87	0	0	0

13c2 - Number of Conditions for Stayers

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children
None	9	9	0	0	0
1 Condition	6	6	0	0	0
2 Conditions	1	1	0	0	0
3+ Conditions	2	2	0	0	0
Condition Unknown	3	3	0	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	21	21	0	0	0

14a - History of Domestic Violence, Sexual Assault, Dating Violence, Stalking, or Human Trafficking

	Total	Without Children	With Children and Adults	With Only Children
Yes	32	32	0	0
No	74	74	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0
Data Not Collected	2	2	0	0
Total	108	108	0	0

14b - Most recent experience of domestic violence, sexual assault, dating violence, stalking, or human trafficking

	Total	Without Children	With Children and Adults	With Only Children
Within the past three months	11	11	0	0
Three to six months ago	3	3	0	0
Six months to one year	4	4	0	0
One year ago, or more	12	12	0	0
Client Doesn't Know/Prefers Not to Answer	1	1	0	0
Data Not Collected	1	1	0	0
Total	32	32	0	0

15 - Living Situation

	Total	Without Children	With Children and Adults	With Only Children
Homeless Situations				
Place not meant for habitation	38	38	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	29	29	0	0
Safe Haven	1	1	0	0
Subtotal	68	68	0	0
Institutional Situations				
Foster care home or foster care group home	1	1	0	0
Hospital or other residential non-psychiatric medical facility	1	1	0	0
Jail, prison, or juvenile detention facility	1	1	0	0
Long-term care facility or nursing home	0	0	0	0
Psychiatric hospital or other psychiatric facility	2	2	0	0
Substance abuse treatment facility or detox center	2	2	0	0
Subtotal	7	7	0	0
Temporary Situations				
Transitional housing for homeless persons (including homeless youth)	4	4	0	0

Residential project or halfway house with no homeless criteria	2	2	0	0
Hotel or motel paid for without emergency shelter voucher	2	2	0	0
Host Home (non-crisis)	0	0	0	0
Staying or living in a friend's room, apartment, or house	9	9	0	0
Staying or living in a family member's room, apartment, or house	14	14	0	0
Subtotal	31	31	0	0
Permanent Situations				
Rental by client, no ongoing housing subsidy	1	1	0	0
Rental by client, with ongoing housing subsidy	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0
Subtotal	1	1	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0
Data Not Collected	1	1	0	0
Subtotal	1	1	0	0
Total	108	108	0	0

16 - Cash Income - Ranges

	Income at Start	Income at Latest Annual Assessment
No Income	93	0
\$1 - 150	0	0
\$151 - \$250	0	0
\$251 - \$500	0	0
\$501 - \$1000	10	0
\$1001 - \$1500	1	0
\$1501 - \$2000	0	0
\$2001 +	1	0
Client Doesn't Know/Prefers Not to Answer	0	0
Data Not Collected	3	0
Number of adult stayers not yet required to have an annual assessment		21
Number of adult stayers without required annual assessment		0
Total Adults	108	21

17 - Cash Income - Sources

	Income at Start	Income at Latest Annual Assessment Stayers
Earned Income	8	0
Unemployment Insurance	0	0
Supplemental Security Income (SSI)	2	0
Social Security Disability Insurance (SSDI)	1	0
VA Service - Connected Disability Compensation	0	0
VA Non-Service Connected Disability Pension	0	0
Private Disability Insurance	0	0
Worker's Compensation	1	0
Temporary Assistance for Needy Families (TANF)	0	0
General Assistance (GA)	0	0
Retirement Income from Social Security	0	0
Pension or retirement income from a former job	0	0
Child Support	0	0
Alimony and other spousal support	0	0
Other Source	0	0
Adults with Income Information at Start and Annual Assessment/Exit		0

18 - Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status

Number of Adults by Income Category	Number of Adults at Start	Number of Adults at Latest Annual Assessment (Stayers, Exits)
Adults with Only Earned Income (i.e., Employment Income)	8	0
Adults with Only Other Income	4	0
Adults with Both Earned and Other Income	0	0
Adults with No Income	95	0
Adults with Client Doesn't Know/Client Prefers Not to Answer information	0	0
Adults with Missing Income Information	0	0
Number of adult stayers not yet required to have an annual assessment		21
Number of adult stayers without required annual assessment		0
Total Adults	108	21

1 or More Source of Income

14

0

Adults with Income Information at Start and Annual Assessment/Exit

0

19a1 - Client Cash Income Change - Income Source - by Start and Latest Status

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and Annual Assessment)	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at Annual Assessment	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment Average Gain
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	0	0	0
Average Change in Earned Income								
Number of Adults with Other Income	0	0	0	0	0	0	0	0
Average Change in Other Income								
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	0	0	0
Average Change in Overall Income								

19a2 - Client Cash Income Change - Income Source - by Start and Exit

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit Average Gain
Number of Adults with Earned Income (i.e., Employment Income)	0	0	7	0	0	79	86	0
Average Change in Earned Income								
Number of Adults with Other Income	0	0	3	0	0	82	86	0
Average Change in Other Income								
Number of Adults with Any Income (i.e., Total Income)	0	0	10	0	0	75	86	0
Average Change in Overall Income								

19b - Disabling Conditions and Income for Adults at Exit

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: percent with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: percent with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition
Earned Income	3	5	8	38%	0	0	0	0%	0	0
Unemployment Insurance	0	0	0	0%	0	0	0	0%	0	0
Supplemental Security Income (SSI)	1	0	1	100%	0	0	0	0%	0	0
Social Security Disability Insurance (SSDI)	1	0	1	100%	0	0	0	0%	0	0
VA Service - Connected Disability Compensation	0	0	0	0%	0	0	0	0%	0	0
VA Non-Service-Connected Disability Pension	0	0	0	0%	0	0	0	0%	0	0
Private Disability Insurance	0	0	0	0%	0	0	0	0%	0	0
Worker's Compensation	1	0	1	100%	0	0	0	0%	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0	0%	0	0	0	0%	0	0
General Assistance (GA)	0	0	0	0%	0	0	0	0%	0	0
Retirement Income from Social Security	0	0	0	0%	0	0	0	0%	0	0
Pension or retirement income from a former job	0	0	0	0%	0	0	0	0%	0	0
Child Support	0	0	0	0%	0	0	0	0%	0	0
Alimony and other spousal support	0	0	0	0%	0	0	0	0%	0	0
Other Source	0	0	0	0%	0	0	0	0%	0	0
No Sources	48	23	71	68%	0	0	0	0%	0	0
Unduplicated Total Adults	54	28	82		0	0	0		0	0

20a - Type of Non-Cash Benefit Source

	Benefit at Start	Benefit at Latest Annual Assessment
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	8	0
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	2	0
TANF Child Care Services	0	0
TANF Transportation Services	0	0
Other TANF-Funded Services	0	0
Other Source	0	0

20b - Number of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment
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	Assessment Stayers	
No Sources	93	0
1 + Source(s)	9	0
Client Doesn't Know/Client Prefers Not to Answer	0	0
Data Not Collected/Not stayed long enough for Annual Assessment	6	21
Total	108	21

21 - Health Insurance

	At Start	At Annual Assessment Stayers
MEDICAID	77	0
MEDICARE	1	0
State Children's Health Insurance Program	2	0
Veteran's Health Administration (VHA)	0	0
Employer-Provided Health Insurance	2	0
Health Insurance obtained through COBRA	0	0
Private Pay Health Insurance	1	0
State Health Insurance for Adults	1	0
Indian Health Services Program	0	0
Other	1	0
No Health Insurance	25	0
Client Doesn't Know/Client Prefers Not to Answer	1	0
Data Not Collected	1	0
Number of stayers not yet required to have an annual assessment		21
1 Source of Health Insurance	75	0
More than 1 Source of Health Insurance	5	0

22a1 - Length of Participation - CoC Projects

	Total	Leavers
30 days or less	94	78
31 to 60 days	11	8
61 to 90 days	2	1
91 to 180 days	1	0

181 to 365 days	0	0
366 to 730 Days (1-2 Yrs)	0	0
731 to 1,095 Days (2-3 Yrs)	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0
More than 1,825 Days (>5 Yrs)	0	0
Total	108	87

22b - Average and Median Length of Participation in Days

	Leavers
Average Length	10
Median Length	4

22c - Length of Time between Project Start Date and Housing Move-in Date

	Total	Without Children	With Children and Adults	With Only Children
7 days or less	0	0	0	0
8 to 14 days	0	0	0	0
15 to 21 days	0	0	0	0
22 to 30 days	0	0	0	0
31 to 60 days	0	0	0	0
61 to 90 days	0	0	0	0
91 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0
Total (persons moved into housing)	0	0	0	0
Average length of time to housing	0.00	0.00	0.00	0.00
Persons who were exited without move-in	0	0	0	0
Total	0	0	0	0

22e - Length of Time Prior to Housing - based on 3.917 Date Homelessness Started

	Total	Without Children	With Children and Adults	With Only Children
7 days or less	11	11	0	0
8 to 14 days	2	2	0	0
15 to 21 days	6	6	0	0
22 to 30 days	7			

	7	0	0	
31 to 60 days	11	11	0	0
61 to 90 days	6	6	0	0
91 to 180 days	19	19	0	0
181 to 365 days	15	15	0	0
366 to 730 Days (1-2 Yrs)	16	16	0	0
731 days or more	12	12	0	0
Total (persons moved into housing)	105	105	0	0
Not yet moved into housing	0	0	0	0
Data Not Collected	3	3	0	0
Total Persons	108	108	0	0

22f - Length of Time between Project Start Date and Housing Move-in Date by Race and Ethnicity

	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-race (does not include Hispanic/Latina/e/o)
Persons Moved Into Housing	0	0	0	0	0	0	0	0	0
Persons Exited Without Move-In	0	0	0	0	0	0	0	0	0
Average time to Move-In	0	0	0	0	0	0	0	0	0
Median time to Move-In	0	0	0	0	0	0	0	0	0

22g - Length of Time Prior to Housing by Race and Ethnicity - based on 3.917 Date Homelessness Started

	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-race (does not include Hispanic/Latina/e/o)
Persons Moved Into Housing	1	2	25	2	0	0	63	6	6
Persons Not Yet Moved Into Housing	0	0	0	0	0	0	0	0	0
Average time to Move-In	0	0	0	0	0	0	185	0	416
Median time to Move-In	0	0	0	0	0	0	185	0	416

23c - Exit Destination - All persons

Total	Without Children	With Children and Adults	With Only Children
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Homeless Situations				
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	21	21	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	14	14	0	0
Safe Haven	0	0	0	0
Subtotal	35	35	0	0
Institutional Situations				
Foster care home or foster care group home	0	0	0	0
Hospital or other residential non-psychiatric medical facility	2	2	0	0
Jail, prison, or juvenile detention facility	1	1	0	0
Long-term care facility or nursing home	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0
Substance abuse treatment facility or detox center	3	3	0	0
Subtotal	6	6	0	0
Temporary Situations				
Transitional housing for homeless persons (including homeless youth)	1	1	0	0
Residential project or halfway house with no homeless criteria	1	1	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0
Host Home (non-crisis)	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment, or house)	3	3	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment, or house)	12	12	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0
Subtotal	17	17	0	0
Permanent Situations				
Staying or living with family, permanent tenure	7	7	0	0
Staying or living with friends, permanent tenure	3	3	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0
Rental by client, no ongoing housing subsidy	3	3	0	0
Rental by client, with ongoing housing subsidy	11	11	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0
Subtotal	24	24	0	0
Other Situations				

No Exit Interview completed	4	4	0	0
Other	1	1	0	0
Deceased	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	5	5	0	0
Total	87	87	0	0
Total persons exiting to positive housing destinations	24	24	0	0
Total persons exiting to destinations that excluded them from the calculation	2	2	0	0
Percentage of persons exiting to positive housing destinations	28%	28%	0%	0%

23d - Exit Destination - Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy

	Total	Without Children	With Children and Adults	With Only Children
CPD TIP housing subsidy	0	0	0	0
VASH housing subsidy	0	0	0	0
RRH or equivalent subsidy	10	10	0	0
HCV voucher (tenant or project based) (not dedicated)	0	0	0	0
Public housing unit	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0
Housing Stability Voucher	0	0	0	0
Family Unification Program Voucher (FUP)	0	0	0	0
Foster Youth to Independence Initiative (FYI)	0	0	0	0
Permanent Supportive Housing	1	1	0	0
Other permanent housing dedicated for formerly homeless persons	0	0	0	0
Total	11	11	0	0

23e - Exit Destination Type by Race and Ethnicity

	Total	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Mult (do inc His/Latin
Homeless Situations	35	0	0	6	0	0	0	25	2	
Institutional Situations	6	0	1	0	0	0	0	5	0	
Temporary Situations	17	0	0	5	0	0	0	9	2	
Permanent	24	1	0	10	0	0	0	10	1	

Situations										
Other Situations	5	0	1	0	1	0	0	3	0	
Total	87	1	2	21	1	0	0	52	5	

24b - Moving On Assistance Provided to Households in PSH

	Total	Without Children	With Children and Adults	With Only Children
Subsidized housing application assistance	0	0	0	0
Financial assistance for Moving On (e.g., security deposit, moving expenses)	0	0	0	0
Non-financial assistance for Moving On (e.g., housing navigation, transition support)	0	0	0	0
Housing referral/placement	0	0	0	0
Other (please specify)	0	0	0	0

24c - Sexual Orientation of Adults in PSH

	Total	Without Children	With Children and Adults	With Only Children
Heterosexual	0	0	0	0
Gay	0	0	0	0
Lesbian	0	0	0	0
Bisexual	0	0	0	0
Questioning/Unsure	0	0	0	0
Other	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0
Data not collected	0	0	0	0
Total	0	0	0	0

24d - Language of Persons Requiring Translation Assistance

Language Response (Top 20 Languages Selected)
Different Preferred Language
Total

25a - Number of Veterans

	Total	Without Children	With Childr and Adult
Chronically Homeless Veteran	0	0	0
Non-Chronically Homeless Veteran	0	0	0
Not a veteran	108	108	0

Client Doesn't Know/Client Prefers Not to Answer	0	0	0
Data Not Collected	0	0	0
Total	108	108	0
25b - Number of Veteran Households			
	Total	Without Children	With Childr and Adult
Chronically Homeless Veteran			
Non-Chronically Homeless Veteran			
Not a veteran	102	102	
Client Doesn't Know/Client Prefers Not to Answer			
Data Not Collected			
Total	102	102	
25c - Gender - Veterans			
	Total	Without Children	With Childr and Adult
Woman	0	0	0
Man	0	0	0
Culturally Specific Identity	0	0	0
Transgender	0	0	0
Non-Binary	0	0	0
Questioning	0	0	0
Different Identity	0	0	0
Woman/Man	0	0	0
Woman/Culturally Specific Identity	0	0	0
Woman/Transgender	0	0	0
Woman/Non-Binary	0	0	0
Woman/Questioning	0	0	0
Woman/Different Identity	0	0	0
Man/Culturally Specific Identity	0	0	0
Man/Transgender	0	0	0
Man/Non-Binary	0	0	0
Man/Questioning	0	0	0
Man/Different Identity	0	0	0

Culturally Specific Identity/Transgender	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0
Culturally Specific Identity/Questioning	0	0	0
Culturally Specific Identity/Different Identity	0	0	0
Transgender/Non-Binary	0	0	0
Transgender/Questioning	0	0	0
Transgender/Different Identity	0	0	0
Non-Binary/Questioning	0	0	0
Non-Binary/Different Identity	0	0	0
Questioning/Different Identity	0	0	0
More than 2 Gender Identities Selected	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0
Data Not Collected	0	0	0
Total	0	0	0

25d - Age - Veterans

	Total	Without Children	With Childr and Adult
18 - 24	0	0	0
25 - 34	0	0	0
35 - 44	0	0	0
45 - 54	0	0	0
55 - 64	0	0	0
65 +	0	0	0
Client Doesn't Know/Client Prefers Not to Answer			
Data Not Collected			
Total	0	0	0

25i - Exit Destination - Veterans

	Total	Without Children	With Children and Adults	With Only Children
Homeless Situations				
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	0	0	0	0

Safe Haven	0	0	0	0
Subtotal	0	0	0	0
Institutional Situations				
Foster care home or foster care group home	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0
Long-term care facility or nursing home	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0
Subtotal	0	0	0	0
Temporary Situations				
Transitional housing for homeless persons (including homeless youth)	0	0	0	0
Rental by client in a public housing unit	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0
Host Home (non-crisis)	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment, or house)	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment, or house)	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0
Subtotal	0	0	0	0
Permanent Situations				
Staying or living with family, permanent tenure	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0
Rental by client, with ongoing housing subsidy	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0
Subtotal	0	0	0	0
Other Situations				
No Exit Interview completed	0	0	0	0
Other	0	0	0	0
Deceased	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0

Data Not Collected	0	0	0	0
Subtotal	0	0	0	0
Total	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0
Total persons exiting to destinations that excluded them from the calculation	0	0	0	0
Percentage of persons exiting to positive housing destinations	0%	0%	0%	0%

25j - Exit Destination - Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy - Veteran

	Total	Without Children	With Childr and Adult
GPD TIP housing subsidy	0	0	0
VASH housing subsidy	0	0	0
RRH or equivalent subsidy	0	0	0
HCV voucher (tenant or project based) (not dedicated)	0	0	0
Public housing unit	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0
Housing Stability Voucher	0	0	0
Family Unification Program Voucher (FUP)	0	0	0
Foster Youth to Independence Initiative (FYI)	0	0	0
Permanent Supportive Housing	0	0	0
Other permanent housing dedicated for formerly homeless persons	0	0	0
Total	0	0	0

26a - Chronic Homeless Status - Number of Households w/at least one or more CH person

	Total	Without Children	With Children and Adults	With Only Children
Chronically Homeless	16	16		
Not Chronically Homeless	85	85		
Client Doesn't Know/Client Prefers Not to Answer	1	1		
Data Not Collected				
Total	102	102		

26b - Number of Chronically Homeless Persons by Household

	Total	Without Children	With Children and Adults	With Only Children
Chronically Homeless	16	16	0	0
Not Chronically Homeless	91	91	0	0

Client Doesn't Know/Client Prefers Not to Answer	1	1	0	0
Data Not Collected	0	0	0	0
Total	108	108	0	0
26c - Gender of Chronically Homeless Persons				
	Total	Without Children	With Children and Adults	With Only Children
Woman	3	3	0	0
Man	12	12	0	0
Culturally Specific Identity	0	0	0	0
Transgender	0	0	0	0
Non-Binary	1	1	0	0
Questioning	0	0	0	0
Different Identity	0	0	0	0
Woman/Man	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0
Woman/Transgender	0	0	0	0
Woman/Non-Binary	0	0	0	0
Woman/Questioning	0	0	0	0
Woman/Different Identity	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0
Man/Transgender	0	0	0	0
Man/Non-Binary	0	0	0	0
Man/Questioning	0	0	0	0
Man/Different Identity	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0
Transgender/Non-Binary	0	0	0	0
Transgender/Questioning	0	0	0	0
Transgender/Different Identity	0	0	0	0
Non-Binary/Questioning	0	0	0	0

Non-Binary/Different Identity	0	0	0	0
Questioning/Different Identity	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0
Client Doesn't Know/Preferes Not to Answer	0	0	0	0
Data Not Collected	0	0	0	0
Total	16	16	0	0

26d - Age of Chronically Homeless Persons

	Total	Without Children	With Children and Adults	With Only Children
0 - 17	0		0	0
18 - 24	16	16	0	
25 - 34	0	0	0	
35 - 44	0	0	0	
45 - 54	0	0	0	
55 - 64	0	0	0	
65 +	0	0	0	
Client Doesn't Know/Client Preferes Not to Answer	0	0	0	
Data Not Collected	0	0	0	
Total	16	16	0	0

26e - Physical and Mental Health Conditions - Chronically Homeless Persons

	Conditions at Start	Conditions Latest Assessment Stayers
Mental Health Disorder	13	2
Alcohol Use Disorder	1	0
Drug Use Disorder	5	0
Both Alcohol and Drug Use Disorders	1	0
Chronic Health Condition	1	1
HIV/AIDS	0	0
Development Disability	3	0
Physical Disability	3	1

27a - Age of Youth

	Total	Without Children	With Children and Adults	With Only Children
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12 - 17	0		0	0
18 - 24	107	107	0	
Client Doesn't Know/Client Prefers Not to Answer				
Data Not Collected				
Total	107	107	0	0

27b - Parenting Youth

	Total Parenting Youth	Total Children of Parenting Youth	Total Person
Parenting youth < 18	0	0	0
Parenting youth 18 to 24	0	0	0

27c - Gender - Youth

	Total	Without Children	With Children and Adults	With Only Children
Woman	39	39	0	0
Man	64	64	0	0
Culturally Specific Identity	0	0	0	0
Transgender	2	2	0	0
Non-Binary	2	2	0	0
Questioning	0	0	0	0
Different Identity	0	0	0	0
Woman/Man	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0
Woman/Transgender	0	0	0	0
Woman/Non-Binary	0	0	0	0
Woman/Questioning	0	0	0	0
Woman/Different Identity	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0
Man/Transgender	0	0	0	0
Man/Non-Binary	0	0	0	0
Man/Questioning	0	0	0	0
Man/Different Identity	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0

Culturally Specific Identity/Non-Binary	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0
Transgender/Non-Binary	0	0	0	0
Transgender/Questioning	0	0	0	0
Transgender/Different Identity	0	0	0	0
Non-Binary/Questioning	0	0	0	0
Non-Binary/Different Identity	0	0	0	0
Questioning/Different Identity	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0
Data Not Collected	0	0	0	0
Total	107	107	0	0

27d - Living Situation - Youth

	Total	Without Children	With Children and Adults	With Only Children
Homeless Situations				
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	35	35	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	28	28	0	0
Safe Haven	1	1	0	0
Subtotal	64	64	0	0
Institutional Situations				
Foster care home or foster care group home	1	1	0	0
Hospital or other residential non-psychiatric medical facility	1	1	0	0
Jail, prison, or juvenile detention facility	1	1	0	0
Long-term care facility or nursing home	0	0	0	0
Psychiatric hospital or other psychiatric facility	2	2	0	0
Substance abuse treatment facility or detox center	2	2	0	0
Subtotal	7	7	0	0
Temporary Situations				
Transitional housing for homeless persons (including homeless youth)	3	3	0	0
Residential project or halfway house with no homeless criteria	2	2	0	0
Hotel or motel paid for without emergency shelter voucher	2	2	0	0

Host Home (non-crisis)	0	0	0	0
Staying or living in a friend's room, apartment, or house	8	8	0	0
Staying or living in a family member's room, apartment, or house	14	14	0	0
Subtotal	29	29	0	0
Permanent Situations				
Rental by client, no ongoing housing subsidy	1	1	0	0
Rental by client, with ongoing housing subsidy	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0
Subtotal	1	1	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0
Data Not Collected	1	1	0	0
Subtotal	1	1	0	0
Total	102	102	0	0

27e - Length of Participation - Youth

	Total	Leavers
30 days or less	93	78
31 to 60 days	11	8
61 to 90 days	2	1
91 to 180 days	1	0
181 to 365 days	0	0
366 to 730 Days (1-2 Yrs)	0	0
731 to 1,095 Days (2-3 Yrs)	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0
More than 1,825 Days (>5 Yrs)	0	0
Total	107	87

27f1 - Exit Destination - Youth

	Total	Without Children	With Children and Adults	With Only Children
Homeless Situations				
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	21	21	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	14	14	0	0

Safe Haven	0	0	0	0
Subtotal	35	35	0	0
Institutional Situations				
Foster care home or foster care group home	0	0	0	0
Hospital or other residential non-psychiatric medical facility	2	2	0	0
Jail, prison, or juvenile detention facility	1	1	0	0
Long-term care facility or nursing home	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0
Substance abuse treatment facility or detox center	3	3	0	0
Subtotal	6	6	0	0
Temporary Situations				
Transitional housing for homeless persons (including homeless youth)	1	1	0	0
Rental by client in a public housing unit	1	1	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0
Host Home (non-crisis)	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment, or house)	3	3	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment, or house)	12	12	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0
Subtotal	17	17	0	0
Permanent Situations				
Staying or living with family, permanent tenure	7	7	0	0
Staying or living with friends, permanent tenure	3	3	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0
Rental by client, no ongoing housing subsidy	3	3	0	0
Rental by client, with ongoing housing subsidy	11	11	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0
Subtotal	24	24	0	0
Other Situations				
No Exit Interview completed	4	4	0	0
Other	1	1	0	0
Deceased	0	0	0	0
Client ID Not Provided	0	0	0	0

AFFIDAVIT

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

1. His/her name is Stephanie Spires and he/she is the individual submitting the proposal or is the authorized representative of Arbor Youth Services, 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.

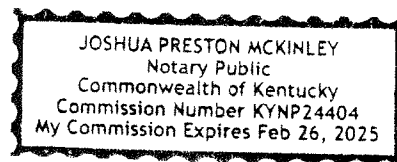
Stephanie Spires

STATE OF KENTUCKY

COUNTY OF FAYETTE

The foregoing instrument was subscribed, sworn to and acknowledged before me
by Stephanie Spires on this the 24 day
of APRIL, 2024

My Commission expires: 02/26/2025



[Signature]
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.

Stephane Spores
Signature

Arbor Youth Services
Name of Business

Firm Submitting Proposal: Arbor Youth Services

Complete Address: 536 W Third Street Lexington KY 40502
Street City Zip

Contact Name: Stephanie Spires Title: Executive Director

Telephone Number: 8592512501 Fax Number: n/a

Email address: Stephanie@ArborKy.org

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

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

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

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

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

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

Scholarships/Stipends – List the type of scholarships or stipends, and include the number of people or organizations to receive funds, the maximum amount per recipient, and show the basis for computation.

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



ADDENDUM #1

RFP Number: #25-2024

Date: April 25, 2024

Subject: Emergency Shelter – ESR

Address inquiries to:

Todd Slatin

(859) 258-3320

tslatin@lexingtonky.gov

TO ALL PROSPECTIVE SUBMITTERS:

Please be advised of the following clarifications to the above referenced RFP:

1. Posting of Excel ESR Budget Template. This template should be filled out and uploaded with your submittal package.

Todd Slatin, Director
Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: Arbor Youth Services

ADDRESS: 536 West Third Street, Lexington KY 40508

SIGNATURE OF BIDDER: Stephane Spies



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, safety or welfare of the LFUCG or its citizens.

B. At Will Termination

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

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
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

Date

Background

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

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

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

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

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

Instructions

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

Proposal Deadline – 2 P.M. ON APRIL 25, 2024

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

1.0 GENERAL PROVISIONS

1.1 Funding

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

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

1.2 Proposal Submission

In order to be considered, proposals must be received by the April 25, 2024, deadline. The proposal must

contain the required documents and respond to each of the required narrative questions to be complete.

Proposals containing significant omissions of required information will be considered non-responsive and will be removed from the funding process. Significant missing responses to narrative questions constitute an incomplete proposal.

The final decision regarding proposal completeness and penalties will be determined by the Manager of the Office of Homelessness Prevention & Intervention.

1.3 Acceptance/Rejection of Applications

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

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

1.4 Requests for Clarification

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

1.5 Timeline

This Request for Proposals is being released on March 28, 2024, and is made available to the public and all potentially eligible applicants.

Completed proposals are due no later than 2 p.m. on April 25, 2024, and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation immediately following the proposal due date and intends to make funding announcements no later than May 30, 2024. This timeline is subject to change without notice.

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

1.6 Evaluation

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

Scoring criteria are outlined in Section 4.0 Evaluation.

1.7 Selection

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

1.8 Reporting

The funded project will be required to submit quarterly financial and project timeline reports. Failure to submit complete reports on time will delay processing of grant payments and affect the grantee's competitiveness for any future funding opportunities with LFUCG.

2.0 PROPOSAL FORMAT

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

A complete proposal contains each of the following components:

- One Page Cover Sheet containing:
 - Organization or Lead Applicant Name and Authorized Representative
 - Organization or Lead Applicant Address, Phone Number and E-mail
 - Title of proposed project
 - Brief summary of proposed project (250 words or less)
- Project Narrative responding to each of the evaluation criteria described in Section 3.0 and utilizing format described below (15 pages or less)
 - Double spaced
 - Single sided
 - Times New Roman 12-point font with 1-inch margins
 - Page numbers in bottom right corner of complete submission

3.0 MINIMUM ELIGIBILITY CRITERIA/REQUIREMENTS

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

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

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

4.0 EVALUATION

4.1 General Shelter Information

20 points

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

- ⇒ Provide a description of the shelter including:
 - shelter operating hours;
 - population(s) served, including any special populations served;
 - shelter rules and procedures (**submit documentation**);
 - how basic needs are met such as meals and personal care;
 - operating hours outside of nighttime shelter, i.e. are staff operating during the day;
 - general staffing description for the shelter.
- ⇒ Does your emergency shelter consistently implement practices to meet people where they are, and provide person-centered care that focuses on personal strengths? (**submit documentation**)
- ⇒ What policies or value statements convey clear expectations that guests will be treated with dignity and respect, and how does the shelter monitor adherence to these expectations? (**submit documentation**)
- ⇒ Are expectations of guests clearly communicated and easily accessible for review by guests? (**submit documentation of communication process**)
- ⇒ What policies and resources does the shelter have to facilitate communication with persons of limited English proficiency and/or disabilities that might require accommodation? (**submit documentation**)
- ⇒ How does the shelter meet the needs of persons with disabilities, including those with mobility limits or those requiring use of medical equipment?
- ⇒ What specific practices help ensure that the shelter exhibits cultural competency and provides appropriate protections for shelter seekers across demographic differences?
- ⇒ Does the shelter involve guests in governance and operations? (**submit documentation**)

4.2 Rapid Resolution, Housing-Oriented

25 points

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

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

- ⇒ Does your shelter's process for accessing shelter assess options for diverting from shelter?
- ⇒ Does your emergency shelter's diversion approach include, when needed, financial assistance, mediation, housing navigation, legal assistance, or other supports?
- ⇒ What role do mainstream programs play in supporting shelter seekers and diversion efforts?
- ⇒ How does your emergency shelter provide immediate assistance and link guests with housing options within the first 14 days of a shelter stay/participation?

- ⇒ How does your emergency shelter use data routinely to detect trends, identify frequent users, and monitor housing success and other performance measures?
- ⇒ How does your emergency shelter coordinate with the broader homelessness response system to engage in system-level planning?
- ⇒ Does your emergency shelter assess and address the safety risks for people fleeing domestic violence?
- ⇒ Describe how shelter guests are assigned case management and detail how case management is provided in your shelter. What days/times are case managers available to assist guests? How often do case managers discuss housing options with guests? Are there any prerequisites for guests to access case management? What is the overall capacity of case management services and the caseload ratios per case manager?
- ⇒ How and when do the conversations about obtaining housing begin? Do case managers utilize best practices when working with clients, such as trauma informed care? What training does the shelter provide/require of case management staff on evidenced based practices?
- ⇒ How will shelter staff members or volunteers help shelter guests access documents required for housing (birth certificates, Social Security cards, etc.) when needed?

4.3 Low-Barrier

25 points

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

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

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

WORKFORCE ANALYSIS FORM

Name of Organization: ARBOR YOUTH SERVICES

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- America n (Not Hispanic or Latino		Native Hawaiiia 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		1	1														
Professionals		1	6			2	15										
Superintendents																	
Supervisors		1	1														
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical																	
Skilled Craft																	
Service/Maintenance																	
Total:		3	8			2	15										

Prepared by: Joshua McKinley, CFFO Date: 04/24/24
 (Name and Title)

Revised 2015-Dec-15

ARBOR YOUTH SERVICES, INC.
AFFIRMATIVE ACTION PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY

I. Policy

A. General Statement

Arbor Youth Services is an equal opportunity employer operating under federal and state laws which prohibit discrimination against any person in recruitment examination, appointment, training, promotion, retention or any other personnel action because of such individual's race, color, religion, sex, national origin, or ancestry. This Affirmation Action Plan restates that commitment and assigns continuing responsibility for specific activities to ensure that minorities and women are considered in all employment activities.

In initiating the Plan Arbor Youth Services recognizes (1) that it is necessary to identify and deal with discrimination and roadblocks to equal opportunity, intended or unintended; (2) that well-conceived, planned and realistic actions are necessary to provide for achieving true equality of opportunity; (3) that these actions be aggressively pursued; (4) that an effective periodic self-evaluation is needed to ascertain whether pre-determined goals are being met; and (5) that this evaluation will result in updating the action plan, as necessary, to meet changing needs and to effectively resolve problems.

B. Administration and Communication of the Plan

Under the direction of the Executive Director, the overall responsibility for administering the Plan rests with the Administrative Coordinator. However, each program Coordinator is responsible for applying the Affirmative Action Plan to all activities of their program divisions and shall be held accountable for results. Such cooperative action as is necessary between divisions shall be coordinated by the Executive Director. A continuing evaluation of the effectiveness of the Plan shall be made by the Executive Director and periodic reports evaluation of the results of the Plan shall be included in the Annual Report provided at the Board of Directors retreat.

Copies of this Plan shall be distributed to program coordinators by the Executive Director to ensure the recognition of the major commitment and top management approval of the Plan.

C. Community Participation

Arbor Youth Services goes on record as supporting community activities which are designed to improve the employability of minorities including educational and training programs conducted by various educational institutions. Liaison, established by personal contact, will be maintained with existing equal opportunity programs.

II. Recruitment

Recognizing that recruitment efforts are the means by which the Affirmative Action Plan can be implemented with significant and immediate results, the Executive Director will be given

the primary responsibility of attracting minority and female applicants. This shall also be a concern of other staff recruiters.

A. Development of Contacts by the Executive Director and Other Staff Recruiters

1. Attend meetings of community, minority, and women's organizations to explain policy and objectives.
2. Represent Arbor Youth Services at local conferences which relate to the employment of minorities and women.
3. Cultivate personal contacts with members of the minority community and organizations to further the progress of women.
4. Arrange for tours of Arbor Youth's facilities for minority and female groups.
5. Maintain liaison with work-experience programs and special training programs for minority and female groups.
6. Encourage minority and female employees to refer their friends who are qualified for job vacancies.
7. Participate in local career days at schools and colleges, particularly those with large numbers of female and minority students.
8. Notify churches and community organizations which serve the minority community of organizational vacancies and the organization's Affirmative Action Plan.
9. Discuss Arbor Youth's employment needs and policy with community associations, organizations of minorities, and organizations to further the progress of women and minorities.
10. Notify organizations, including professional, business, and trade associations designed to further the progress of women and minority groups, the AAUW, the NAACP, and other appropriate groups, of employment opportunities, especially in professional and managerial classifications.

B. Encouragement of Job Applicants

1. Include "Equal Opportunity Employer" on all recruitment advertising.
2. Post promotional opportunities and encourage applications.
3. Advertise job vacancies in media reaching women and the minority community.
4. Develop special recruitment literature for minorities and women.
5. Use City Recreation Centers, Community Centers, and Branch Libraries as locations from which to conduct recruitment activities.
6. When vacancies occur in professional positions, make special effort to contact colleges with large minority enrollments.
7. Indicate on job announcements that positions are open to women and men.

III. Selection

Screening of applicants is the responsibility of the Executive Director and program Coordinators through review of applications, interviewing, and certification. Final selection is the responsibility of each program Coordinator with the approval of the Executive Director.

A. Examinations

The definition of examinations includes the process from review of applications to final determination of eligibility. While an evaluation of all tests used in selection is not feasible at the present time, the following actions shall be taken to avoid discrimination and to acquire pertinent statistics for use in any further evaluation.

1. Where possible, eliminate from the application form all inquiries concerning race, color, religion, sex, national origin or ancestry. This includes, but is not limited to pre-employment inquiries concerning marital status, maiden name, number of dependents, arrest record.
2. For written tests, keep a record of the success of women and minority group members in taking the test.
3. A program coordinator should notify the Executive Director if in their judgment the experience requirements or the tests are unnecessarily restricting selection for employment or promotion or when they feel the test has poor validity.

B. Counseling

1. Suggest to rejected applicants possible actions to improve their chances of future employment.
2. Provide career counseling to present employees upon request, pointing out promotional opportunities, career ladders used by other employees, and training needs.

C. Appointment

1. Persons making final selection should interview as objectively as possible and notify applicants not appointed of the reason for the decision.
2. Where the staff has an unrepresentative mix of minorities and women, merit factors remaining equal, special attention should be given to this matter when a vacancy is to be filled.

IV. Training

1. Encourage women and minority employees to participate in education and training courses given by Arbor Youth and courses given within the community.
2. Special attention should be given to promoting the selection of minority members and women for in-service training.
3. Organize additional training courses for upgrading the skills of employees.
4. For future evaluation purposes, record the participation rates of women and minorities in training courses and their use of educational leave and educational assistance.
5. Include information regarding the Affirmative Action Plan in all training courses at all levels, especially training sessions for supervisors.
6. Utilize the orientation interview to describe the Plan and career possibilities.

V. Career ladders and Promotion

1. Post promotional opportunities and encourage the widest range of applications.
2. On an individual basis, counsel employees on their probable career ladder.

3. As the need arises, rate employees on their promotional potential and provide career information and training information.
4. Encourage program Coordinators to notify the Executive Director of minority staff members and women who have significant promotional potential so that the Executive Director suggest they apply for vacancies at a higher level.

VI. Evaluation and Reporting

1. Data shall be compiled every six months indicating the number and percentages of employees in each department by designated pay grade levels from various minority groups. A similar report shall be prepared on women.
2. A summary and evaluation of the above data shall be prepared for distribution to the Executive Director, Board of Directors, all program coordinators, and other interested persons.
3. Program Coordinators shall report to the Executive Director or Administrative Coordinator any problems or suggestions on the implementation of the Plan to aid in the evaluation.

VII. Complaints and Appeals

1. Complaints resulting from the administration of this plan shall be submitted to the Executive Director in accordance with the provisions of the Grievance Policy.
2. If the complaint is based on alleged discrimination because of race, color, religion, sex, national origin, or ancestry, the complainant may appeal to Board of Directors, where the complaint is within the jurisdiction of the Board as provided for in Grievance Policy. If the Board finds that there was discrimination, it shall recommend or where so empowered by the policy, it shall order, appropriate corrective action.